



# Village of Seneca

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## FREEDOM OF INFORMATION REQUEST FORM

DATE: \_\_\_\_\_

I, \_\_\_\_\_ request the following information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Under the Freedom of Information Act, I realize this request will be either compiled or denied within 5 working days after its receipt. I understand there is a charge associated with any additional pages over 50; fees are calculated at .15 cents per page due *prior* to release of information. Original signed form required prior to information being compiled.

Company: \_\_\_\_\_

Will this request be used for commercial purposes? \_\_\_ yes \_\_\_ no

Your Name: \_\_\_\_\_

Your Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Your Signature: \_\_\_\_\_

Mayor's Approval: \_\_\_\_\_

Date: \_\_\_\_\_

