



Request to Access Information

ABOUT YOU

Personal information on this form is collected under *Alberta's Freedom of Information and Protection of Privacy Act* and will be used to respond to your request.

Title (optional)		Last Name		First Name	
Name of Company or Organization (if applicable)					
Mailing Address		Street	City/Town/Village	Province	Postal Code
Telephone Number (daytime) ()		Telephone Number (evening) ()		Fax Number ()	
E-mail Address					

ABOUT YOUR REQUEST

1. Do you want to: receive a copy of the record? OR examine the record?
2. Do you want: electronic copies of the record? OR hard copies of the record?

ABOUT THE INFORMATION YOU WANT TO ACCESS

1. What records do you want to access? Please give as much detail as possible. (If you want access to your own personal information, be sure to give all your previous names. For another person's information, you must attach proof that you can legally act for that person.)

2. What is the time period of the records? Please give specific dates.

YOUR SIGNATURE

Signature	Date
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WHERE TO SEND YOUR REQUEST

Send your completed request form, and initial fee if applicable, to the City of Lacombe department that has the records you wish to access.

FOR OFFICE USE ONLY	
Date Received	Comments

Schedule B
Fees for Provision of Information Requested

1. In this Schedule:
 - a) "Active File" means those records stored on the Municipality's administrative offices
 - b) "Inactive File" means those records transferred from the Municipality's administrative offices to the long term storage areas designated by the Chief Administrative Officer
2. Photocopies of Active Files:
 - a) Initial Cost and First Page \$3.50
 - b) Second and subsequent page or original document \$0.25
3. Photocopies of Inactive Files:
 - a) Initial Cost and First Page \$13.25
 - b) Second and subsequent pages \$0.50
4. Requests to View Inactive Files \$13.00
5. Paper copies of Records Retained by the Municipality in Electronic Data or Image format
 - a) Initial Cost and First Page \$7.00
 - b) Second and subsequent pages \$0.50
6. Electronic Copies or Records Retained by the Municipality in Electronic Data or Image Format on CD or DVD provided by the Municipality:
 - a) Each CD or DVD required Disc Cost
 - b) Initial Cost and First Electronic File copied \$7.00
 - c) Second and subsequent electronic file required \$0.50
7. Electronic Copies of Records Retained by the Municipality in Electronic Data or Image Format transferred electronically by facsimile telecopier:
 - a) Initial Cost and First Page \$7.00
 - b) Each subsequent page \$0.50
8. Electronic Copies of Records Retained by the Municipality in Electronic Data or Image Format transferred by electronic mail:
 - a) Initial Cost and First 5 Electronic Files Sent \$7.00
 - b) Each additional electronic file \$0.50
9. If the retrieval and copying of the documents requested are such that more than one (1) hour of staff time is used, there will be an additional charge of \$13.00 per hour over and above the first hour, pre rated
10. In addition to those fees set above, those requesting copies of information under this bylaw shall be responsible to pay to the City the sum of all additional costs incurred in the delivery and transmission of the information including but not limited to such costs as:
 - a) Telephone charges and tolls
 - b) Postage, courier and shipping costs
 - c) Electronic network access fees and line charges