



## Access/Correction Request Form

### *Municipal Freedom of Information and Protection of Privacy Act*

Please Note: A \$5.00 application fee is required for all requests.

<b>Request for:</b> <input type="checkbox"/> Access to General Records <input type="checkbox"/> Access to Own Personal Records <input type="checkbox"/> Correction to Own Personal Information	<b>City of Greater Sudbury</b> City Clerk's Office 200 Brady Street, Sudbury, Ontario, P3A 5P3  Identify Dept. _____
<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss	
Last Name: _____	
First Name: _____ Middle Name: _____	
Address: _____ City/Town: _____	
Province: _____ Postal Code: _____	
Telephone Number (Day): (   ) _____ Telephone Number (Evening): (   ) _____	
Detailed description of requested records.  _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	
Signature _____	Date _____
<b>Note:</b> If you are requesting a correction of personal information, please indicate the desired correction, and if appropriate, attach any supporting documentation. You will be notified if the correction is not made and you may require that a statement of disagreement be attached to your personal information.	

<b>For Institution Use Only</b>			
<b>Preferred method of access to records:</b>	<input type="checkbox"/> Examine Original <input type="checkbox"/> Receive Copy	Request Number: _____	Comments
Personal Information contained on this form is collected pursuant to the <b><i>Municipal Freedom of Information and Protection of Privacy Act</i></b> and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Freedom of Information Co-ordinator, City of Greater Sudbury, Long Distance (705) 671-2489 or Local 311.			

**SUMMARY OF FEES FOR INFORMATION REQUESTS  
UNDER THE MUNICIPAL FREEDOM OF INFORMATION  
AND PROTECTION OF PRIVACY ACT**

An individual making a request for information under the ***Municipal Freedom of Information and Protection of Privacy Act*** will be required to pay certain fees. The rules regarding the payment and amount of fees are set out in the **Act** and Regulation 823. Processing charges are summarized as follows:

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**Requests for Personal Information**

A request for information about oneself is considered a ***personal information*** request.

The following fees apply to requests for your personal information:

<b>Application fee:</b>	<b>\$ 5.00</b> - To be paid when you submit your request <b>(Application fee is mandatory)</b>
<b>Photocopying:</b>	<b>\$ 0.20 per page</b>
<b>Computer Programming:</b>	<b>\$15.00 per 1/4 hour</b>
<b>Diskettes/CD's:</b>	<b>\$10.00 for each disk</b>

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**Requests for General Information**

Requests for information, whether about a person other than yourself or about a government program or activity, are considered ***general information*** requests.

The following fees apply to requests for general information:

<b>Application fee:</b>	<b>\$ 5.00</b> - To be paid when you submit your request <b>(Application fee is mandatory)</b>
<b>Search Time:</b>	<b>\$ 7.50 per 1/4 hour required to search</b>
<b>Record Preparation (i.e. severing):</b>	<b>\$ 7.50 per 1/4 hour required to prepare records for release</b>
<b>Photocopying:</b>	<b>\$ 0.20 per page</b>
<b>Computer Programming:</b>	<b>\$15.00 per 1/4 hour</b>
<b>Diskettes/CD's:</b>	<b>\$10.00 for each disk</b>

*You will be notified of all applicable costs associated with your request. For information relating to fees, please contact the Freedom of Information Co-ordinator, Long Distance (705) 671-2489 or Local (705) 674-4455.*