



Access/Correction Request Form

Municipal Freedom of Information and Protection of Privacy Act

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

The City of Greater Sudbury has 30 days to respond to requests.

Request for: <input type="checkbox"/> Access to General Records <input type="checkbox"/> Access to Own Personal Records <input type="checkbox"/> Correction to Own Personal Information	City of Greater Sudbury City Clerk's Office, P.O. Box 5000, Station 'A' 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 First Name: _____ Address: _____ Province: _____ Telephone Number (Day): () _____	Last Name: _____ Middle Name: _____ City/Town: _____ Postal Code: _____ Telephone Number (Evening): () _____
Detailed description of requested records. _____ _____ _____ _____ _____ _____	
_____ Signature	_____ Date
Note: 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.	

For Institution Use Only		
Preferred method of access to records: <input type="checkbox"/> Examine Original <input type="checkbox"/> Receive Copy	Request Number:	Comments
Personal Information contained on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act 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:

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:

Application fee: \$ 5.00 - To be paid when you submit your request
(Application fee is mandatory)

Photocopying: \$ 0.20 per page
Computer Programming: \$15.00 per 1/4 hour
Diskettes/CD's: \$10.00 for each disk

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:

Application fee: \$ 5.00 - To be paid when you submit your request
(Application fee is mandatory)

Search Time: \$ 7.50 per 1/4 hour required to search
Record Preparation (i.e. severing): \$ 7.50 per 1/4 hour required to prepare records for
release

Photocopying: \$ 0.20 per page
Computer Programming: \$15.00 per 1/4 hour
Diskettes/CD's: \$10.00 for each disk

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.