



FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

ACCESS REQUEST FOR RECORDS HELD BY THE DISTRICT OF MISSION

YOUR NAME			
LAST NAME	FIRST NAME	MIDDLE NAME	OPTIONAL <input type="checkbox"/> MISS <input type="checkbox"/> MS. <input type="checkbox"/> MRS. <input type="checkbox"/> MR.

YOUR ADDRESS			
STREET, APARTMENT NO., P.O. BOX, R.R. NO.	CITY/TOWN	PROVINCE/COUNTRY	POSTAL CODE

YOUR TELEPHONE/FAX NUMBER(S)		
DAY PHONE NO. ()	ALTERNATE PHONE NO. ()	DAY FAX NO. ()

DETAILS OF REQUESTED INFORMATION	
INFORMATION REQUESTED (PLEASE DESCRIBE THE RECORDS YOU ARE REQUESTING. BE AS SPECIFIC AS POSSIBLE, AS THIS WILL ASSIST THE REQUEST PROCESS. ATTACH A SEPARATE SHEET IF THE SPACE BELOW IS NOT SUFFICIENT.	PLEASE SPECIFY ANY REFERENCE OR FILE NUMBER(S) IF KNOWN

ARE YOU REQUESTING ACCESS TO ANOTHER PERSON'S PERSONAL INFORMATION? YES NO
 (IF SO, PLEASE ATTACH, AS APPROPRIATE:
 (A) THAT PERSON'S SIGNED CONSENT FOR DISCLOSURE, OR (B) PROOF OF AUTHORITY TO ACT ON THAT PERSON'S BEHALF

PREFERRED METHOD OF ACCESS TO RECORDS <input type="checkbox"/> EXAMINE <input type="checkbox"/> RECEIVE COPY	YOUR SIGNATURE	DATE SIGNED YR MO DAY
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YOU MAY MAKE A REQUEST FOR ACCESS TO RECORDS WITHOUT USING THIS FORM, PROVIDED YOU DO SO IN WRITING.
 PERSONAL INFORMATION CONTAINED ON THIS FORM IS COLLECTED UNDER *THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT* AND WILL BE USED ONLY FOR THE PURPOSE OF RESPONDING TO YOUR REQUEST.

FOR PUBLIC BODY USE ONLY		
REQUEST NO.	DATE RECEIVED YR. MO DAY	NAME OF FOI CO-ORDINATOR

SUMMARY OF STAFF TIME SPENT ON REQUEST						
FIRST THREE HOURS FREE, AFTER THREE, HOURS \$30.00 PER HOUR						
LOCATE RECORDS	REVIEW RECORDS	SEVER RECORDS	PREPARE RESPONSE PKG.	NAME(S)	DEPT/DIV	TOTAL HOURS SPENT
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____	_____	_____
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____	_____	_____
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____	_____	_____
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____	_____	_____
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____	_____	_____
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____	_____	_____

SCHEDULE "A"

SCHEDULE OF MAXIMUM FEES

1. For applicants other than commercial applicants:		
	a) for locating and retrieving a record	\$7.50 per 1/4 hour after the first 3 hours
	b) for producing a record manually	\$7.50 per 1/4 hour
3776-2005-2837(1)	c) for producing a record from a machine readable record	\$7.50 per 1/4 hour for developing a computer program to produce the record
	d) for preparing a record for disclosure and handling a record	\$7.50 per 1/4 hour
	e) for shipping copies	actual costs of shipping method chosen by applicant
	f) for copying records:	
3776-2005-2837(1)	i) photocopies and computer printouts	first 10 pages @ no cost; \$.25 per page (8.5" x 11", 8.5" x 14"); \$.30 per page (11" x 17")
3776-2005-2837(1)	ii) floppy disks	\$2.00 per disk
	iii) computer tapes	\$40.00 per tape, up to 2400 feet
3776-2005-2837(1)	iv) microfiche	\$.25 per page
	v) 16 mm microfilm duplication	\$25.00 per roll
	vi) 35 mm microfilm duplication	\$40.00 per roll
	vii) microfilm to paper duplication	\$.50 per page
	viii) photographs (colour or black and white)	\$5.00 to produce a negative \$12.00 each for 16" x 20" \$9.00 each for 11" x 14" \$4.00 each for 8" x 10" \$3.00 each for 5" x 7"
	ix) photographic print of textual, graphic or cartographic record (8" x 10") black and white	\$12.50 each
	x) hard copy laser print, B/W, 300 dots/inch	\$.25 each
	xi) hard copy laser print, B/W, 1200 dots/inch	\$.40 each

	xii) hard copy laser print, colour	\$1.65 each
	xiii) photomechanical reproduction of 105 mm cartographic record/plan	\$3.00 each
	xiv) slide duplication	\$.95 each
	xv) plans	\$1.00 per square metre
3776-2005-2837(1)	xvi) audio cassette duplication	\$7.50 per 1/4 hour of recording
3776-2005-2837(1)	xvii) video cassette (1/4" or 8 mm) duplication	\$11.00 per 60 minute cassette plus \$7.50 per 1/4 hour of recording; \$20.00 per 120 minute cassettes plus \$7.50 per 1/4 hour of recording
3776-2005-2837(1)	xviii) video cassette (1/2") duplication	\$15.00 per cassette plus \$7.50 per 1/4 hour of recording
3776-2005-2837(1)	xix) video cassette (3/4") duplication	\$40.00 per cassette plus \$7.50 per 1/4 hour of recording

2. For commercial applicants for each service listed in item 1 the actual cost of providing that service