

# **SCHOOL DISTRICT NO. 71 (COMOX VALLEY)**

## **POLICY MANUAL**

<b>POLICY:</b>	<b>3000MR2</b>
Date:	May 7, 2003
Revision:	0

### **MANAGEMENT REGULATION**

#### **Freedom of Information and Protection of Privacy Requests**

In conforming to the Freedom of Information and Protection of Privacy Bylaw, this regulation is intended to set out the practices for handling requests for information and documents.

Administration will conform to the applicable legislation in all matters of time, fees etc. To assist in expediting requests, the public will be required to submit their requests on the per forma attached to this regulation.

## SCHOOL DISTRICT NO. 71 (COMOX VALLEY)

607 Cumberland Road  
Courtenay, B.C. V9N 7G5

### REQUEST FOR ACCESS TO RECORDS

Name:		
Address:		
Day Phone No.	Alternate Phone No.	Fax No.
RECORDS REQUESTED (PLEASE DESCRIBE THE RECORDS YOU ARE REQUESTING, BE AS SPECIFIC AS POSSIBLE AS THIS WILL ASSIST THE PROCESS. PLEASE SUPPLY ANY REFERENCES OR FILE NUMBER(S) IF KNOWN):		
Preferred method of Access to Records:  <input type="checkbox"/> Examine Original <input type="checkbox"/> Receive Copy	Your Signature	Date Signed:

**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.**