



Routine Disclosure Request Form

DATE: _____

Records Requested:

<input type="checkbox"/>	Copy of Student Cumulative File	Birthdate:
<input type="checkbox"/>	Copy of Personnel File	Birthdate:
<input type="checkbox"/>	Other	

Pursuant to section 88(1) of Alberta's Freedom of Information and Protection of Privacy (FOIP) Act:

Details of Information Withheld

Number of pages located:

Number of pages in this package:

<input type="checkbox"/>	No information withheld
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Some of the records you requested contain information that must be withheld from disclosure as required under the FOIP Act. We have severed this information so that we could disclose the remaining information in the records to you.

The severed information is withheld for the following reasons:

<input type="checkbox"/>	Another person's personal information
<input type="checkbox"/>	Information, the disclosure of which could harm law enforcement matter
<input type="checkbox"/>	Information that does not respond to the scope of this request
<input type="checkbox"/>	Other – record made from information in the office of the registrar of Motor Vehicle Services

The removal of information is indicated on the face of each record.

Disclosure Recommendations approved by: _____

If you have any questions regarding the processing of your request, please call FOIP Coordinator at 780-674-8500.

The record can be picked up between 8:15 to 12 noon and 1:00 to 4:30 p.m. Monday to Friday at the following location:

5310 – 49 Street, Barrhead, Alberta

Before picking up the record, please call the above contact to confirm the record has arrived. Please ensure you bring two pieces of identification with you (one picture and one other).

If you are dissatisfied with how we have processed your request, or if you believe we did not provide you with all of the information you were seeking, you have the right to submit a formal access request under section 7 of the FOIP Act. If you make a formal access request and are dissatisfied with our response, section 65(1) of the FOIP Act provides for independent review by the Information and Privacy Commissioner of decisions made by public bodies.

Date request received: _____ Date request completed: _____