



# RECO Request Form

**Request for:**

- Access to General Records
- Access to Own Personal Information
- Correction to Own Personal Information

If request is for **access to**, or **correction of**, own personal information records:

Last name appearing on records:  same as below, or:

- Mr.
- Mrs.
- Ms.
- Miss

First Name:

Middle Name(s):

Last Name:

Address:

City:

Province:

Postal Code:

Telephone No. (Day):

Telephone No. (Evening):

Detailed description of requested records, personal information or personal information to be corrected. (If you are requesting access to or correction of your personal information, please identify the personal information bank or record containing the person information, if known.)

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.

**Preferred method of access to records:**  Examine Original  Receive Copy

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Fees Policy:**

In furtherance to section 8 of the Code, Fees, this outlines the process for the estimate and payment of fees associated with the retrieval and production of Records.

**Costs**

The costs associated for providing Access to Records is determined on a case-by-case basis, and may include their research or retrieval. The following chart provides a guideline for how RECO will determine the cost associated with obtaining Access to Records.

<b>Deposit</b>	
Initial Records Retrieval Deposit	\$100.00
<b>Research</b>	
First two hours	\$50.00
Each additional hour	\$50.00
<b>Copying</b>	
Photocopying	\$0.75/page
CD-ROMs	\$5.00/per CD
Certified Copies	\$5.00/Cert. Copy
<b>Retrieval</b>	
Cost of retrieving file(s) from storage	TBD

**Deposit**

For all requests for Access to Records, RECO requires that it be provided with a deposit of \$100.00. This money will be held by RECO in a non-interest bearing account, and applied against the cost of providing the requestor Access to the Records. Once the Records have been provided to the requestor, any remaining deposit funds will be returned to the requestor.

**Estimates: Large Requests for Access to Records**

Where, and at its sole discretion, RECO determines that a request for Access to Records will be excessive, it will provide the requestor with an estimate for providing Access to the Records. The Requestor will then provide RECO with a deposit in the amount of the estimate, which RECO will deposit into a non-interest bearing account. If providing the requestor with Access to the Records exceeds the initial estimate, RECO may ask the Requestor to deposit additional funds. Once the Records have been provided to the requestor, any remaining deposit funds will be returned to the requestor.

**Payment**

All payments made by certified cheque or money order are to be made payable to RECO. Payments on credit card may be made by completing the credit card portion to the corresponding schedule.

<b>FOR INSTITUTION USE ONLY</b>	
Date Received:	Request Number:
Comments:	
<p>Personal Information contained on this form is collected pursuant to the <i>Freedom of Information and Protection of Privacy Act/Municipal Freedom of Information and Protection of Privacy Act</i> and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Freedom of Information and Privacy Coordinator at the institution where the request is made.</p>	



## Schedule

### CREDIT CARD INFORMATION

Visa     MasterCard

Cardholder's name:

Card No.

Expiry Date:

MM

YYYY

Signature: \_\_\_\_\_ Date: \_\_\_\_\_