

Request for Access to Municipal Records Information Sheet

Access and Privacy Officer: Anne Watson
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The City is in receipt of a request to access municipal records pursuant to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* (the Act).

Please review the request details below and complete the necessary searches for responsive records. Your department has seven (7) calendar days in which to complete its record searches and provide a response to our office.

If it appears that the **record searches** will exceed three (3) hours, you may wish to consider conducting a representative search of a smaller amount of records; providing our Office with a search time estimate detailed on page 2 of the Information Sheet. Based on your department's response our office will determine whether or not to issue a fee estimate to the requester before proceeding further with the request.

Your department response, including the completed Information Sheet and a **HARD COPY** of the responsive records, **SINGLE- SIDED AND UN-STAPLED** is due at our Office (**CITY HALL, 1ST FLR**) by **Thursday, November 15, 2018.**

Please contact **Anne Watson** if you have questions concerning the request or require assistance to complete page 2 of this form.

Access to any reports, memos, drafts, correspondence about **friction testing** on the Red Hill Valley Parkway in the **last five years** AND any reports, memos (including drafts), or correspondence about **asphalt and/or pavement testing, assessments, plans** on the Red Hill Valley Parkway in the last **two years**