



FOI Records Search

Date:	
FOI File: 058-20-	
Staff Name:	
Department:	
Deadline:	

Details:

(Definition – A record includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records.)



Search Instructions

Please note that your department is responsible for identifying and providing all records that are responsive to this access request.

If this request is reviewed by the Office of the Information and Privacy Commissioner (OIPC), you may be required to demonstrate the steps taken to search for responsive records, including providing evidence by way of a sworn affidavit.

If locating and retrieving the records will take **less than three (3) hours**, please retrieve the records and send them to the Information Privacy and Records Management Lead (Kenza Lahlou) along with this completed form.

If locating and retrieving the records will take **more than three (3) hours**, you are not required to retrieve the records at this stage. However, in order to prepare a fee estimate, please provide:

- An approximate number of pages to be copied or produced; and
- An estimated amount of time required to locate and retrieve the records.

All records and related information must be sent to the **Information Privacy and Records Management Lead** (Kenza Lahlou), even if this form was provided to you by another staff member.

If the responsive records already exist in Laserfiche, you may either:

- Provide the Laserfiche file number, and the Information Privacy and Records Management Lead will retrieve the records; or
- Attach the records directly with this form.

If the records do not exist in Laserfiche, please attach copies of the records to this form when submitting them to the Information **Privacy and Records Management Lead**.

If you have any questions, please contact Kenza Lahlou.



Search Results

Location Searched	Result & Description (Including # of Pages)	Length of Time Spent Locating/ Retrieving

Location Not Searched	Reason for Not Searching