

Lanark County Clerk's Department 99 Christie Lake Road Perth, ON K7H 3C6 Phone (613) 267-4200 Toll Free 1-888-9-LANARK Fax (613) 267-2964 www.lanarkcounty.ca

MUNICIPAL FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT (MFIPPA) ACCESS AND CORRECTION FORM

Please note:

- An access/correction request for information will be processed in accordance with the time limits set out in the MFIPPA and regulations. The time limit to respond to your inquiry will begin from the date the request and the \$5.00 application fee are received.
- If paying by cheque, please make the cheque payable to the "Lanark County".
- Photocopies of originals will be provided in responding to requests. On-site viewing of originals may be arranged if required.

Part A: To be completed in full by the Requester					
Access to General Records Access to Own Personal Inform Correction of Own Personal Information	nation 🛘	Directed to: FOI Coordinator (County Clerk's Department) Lanark County 99 Christie Lake Road Perth, ON K7H 3C6			
Details					
Last Name		First Name			
Address	City	Province			
Postal Code	Telephone - Day	Telephone - Evening			
E-mail					
information: (If request is for correand attach any supporting docume	ection of personal info	ormation records or correction of personal cormation, please indicate the desired correction ace is needed please attach an additional page)			
Preferred method of access: Receive Copy Examine Original (on-site only)	Signature:	Date:			



Lanark County Clerk's Department 99 Christie Lake Road Perth, ON K7H 3C6 Phone (613) 267-4200 Toll Free 1-888-9-LANARK Fax (613) 267-2964 www.lanarkcounty.ca

Part B: For Office Use Only					
Request #	Date Application Fee Received:	Received By:	Ext. #:		
Comments					

Personal information contained on this form is collected under section 17 of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to respond to your request. Questions regarding collection should be directed to the FOI Coordinator (County Clerk's Department), Lanark County, 99 Christie Lake Road, Perth ON, K7H 3C6, (613) 267-4200 ext. 1502.

Note:

If you are requesting information about yourself, your request is considered a "personal information request".

Fee Charges for Requests for General Information

If paying by cheque, please make the cheque payable to the "Lanark County".

Application Fee \$5.00 to be paid when you submit your request

Search Time \$7.50 per ¼ hour required to search and retrieve records
Record Preparation \$7.50 per ¼ hour required to prepare records for release

Photocopying \$0.20 per page

Computer Programming \$15.00 per ½ hour to develop program to retrieve information

CD \$10.00 per CD

Fee Charges for Requests for Personal Information

If paying by cheque, please make the cheque payable to the "Lanark County".

Application Fee \$5.00 to be paid when you submit your request

Computer Programming \$15.00 per ½ hour to develop program to retrieve information

CD \$10.00 per CD

You will be given a fee estimate if anticipated fees are \$25.00 or more. If the estimate of fees to be paid is \$100.00 or more, you may be required to pay a 50% deposit. Please note that the fee charges are prescribed by section 45 of the *Municipal Freedom of Information and Protection of Privacy Act.* **All monies are payable by cash, money order or certified cheque only.**