



Freedom of Information and Protection of Privacy Request for Access to Records

Date Stamp

Office use only

Reference no.

Name/Organization name		
Address	City	Postal code
Email	Daytime phone	Alternate phone

1 Details of Requested Information

Describe the records you are requesting. Be as specific as possible. For example, provide:

1. civic address of the property
2. type of records for the property, e.g. fire incidents, building permit, sanitary sewer, tax information
3. relevant dates of the records, e.g. April 2, 2011 or January 1, 2012 to December 31, 2013
4. specify any reference or file number(s)

2 Submitting your Request

Prior to submitting your request, note requirements and limitations of the Freedom of Information and Protection of Privacy Act:

- The request must be for records within the custody and control of the Township. The request cannot be to answer a question; the request is for access to records/documents.
- The Township has 30 business days to respond and may ask for a longer period if the request requires many records or older records that must be retrieved from storage.
- Fees for locating, retrieving, producing, and preparing the records are \$30 per hour for commercial requestors. Individuals are given three hours free before the \$30 per hour rate applies. Copying paper records is charged at 25¢ per page; copying from microfiche, 50¢ per page. If the request is expected to be greater than \$50, a written estimate is provided and a deposit is collected prior to commencement of work.
- Personal information will be severed from all records in accordance with Section 22 of the Freedom of Information and Protection of Privacy Act.
- Print, scan, and email the completed form to foi@tol.ca.

Any personal information collected on this form will be managed in accordance with the Freedom of Information and Protection of Privacy Act. Direct enquiries, questions, or concerns regarding the collection, use, disclosure, or safeguarding of personal information associated with this form to: Supervisor, Information, Privacy, and Records Management, Township of Langley, 20338 – 65 Avenue, Langley, BC V2Y 3J1 foi@tol.ca 604.532.7396

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