



Access / Correction Request Form

Municipal Freedom of Information and Protection of Privacy Act

SUMMARY OF FEES

The payment and amount of fees are set out in the MFIPPA and its regulations. Permitted fees are outlined below:

FEES FOR REQUESTS FOR GENERAL OR PERSONAL INFORMATION

If you are making a formal request for information about yourself for the possible reason to request correction, your request is considered a "personal information request". All other requests for information, whether about a person other than yourself, or about an Ottawa-Carleton District School Board program or activity, are considered "general information requests".

Note: Each separate request must be accompanied by the \$5.00 application fee (cash or cheque made payable to the Ottawa-Carleton District School Board. **The application fee is mandatory and not subject to waiver.** The remaining fees are subject to waiver in accordance with section 45(4) of the MFIPPA.

Fees for Requests for General Information	
Application Fee	\$5.00 to be paid when you submit your request.
Search Time for the Record	\$7.50 for each fifteen (15) minutes spent by any person to search and retrieve records
Preparation of record for disclosure (i.e. severing)	\$7.50 for each fifteen (15) minutes spent by any person to prepare records for release
Development of computer program or other method of producing a record from a machine readable record	\$15.00 for each fifteen (15) minutes spent by any person to develop program to retrieve information
Any additional costs in locating, retrieving, processing and copying the record	Actual Costs
Diskettes/CDs	\$10.00 for each diskettes/CD
Photocopying (Note that the individual will be provided the option of viewing copies of originals on site. Select photocopying fees may apply)	\$0.20 per page (requester's copy only)
Fees for Requests for Personal Information	
Application Fee	\$5.00 to be paid when you submit your request.
Development of computer program or other method of producing a record from a machine readable record	\$15.00 for each fifteen (15) minutes spent by any person to develop program to retrieve information
Diskettes/CDs	\$10.00 for each diskettes/CD
Photocopying (Note that the individual will be provided the option of viewing copies of originals on site. Select photocopying fees may apply)	\$0.20 per page (requester's copy only)

You will be provided with 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 will 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*.