

## Formal Access Request Procedure

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| <b>Classification</b><br>Information Management     | <b>Table of Contents</b><br>1 Purpose ..... 1<br>2 Procedure ..... 1<br>3 Parent Policy..... 2<br>4 Related Policies ..... 2<br>5 Related Guidelines/Forms ..... 2<br>6 References..... 2<br>7 History ..... 2 |
| <b>Approval Authority</b><br>General Counsel        |  |
| <b>Implementation Authority</b><br>FOIP Coordinator |  |
| <b>Effective Date</b><br>July 15, 2007              |  |
| <b>Last Revision</b><br>N/A                         |  |

**1 Purpose** To outline the procedure to be followed when a Formal Access Request is filed.

**2 Procedure** **Filing a Formal Access Request**

**2.1** Any individual may file a Formal Access Request by submitting a request in writing to the FOIP Coordinator:

University of Calgary  
AD111, 2500 University Dr. NW  
Calgary, AB T2N 1N4  
ATTN: FOIP Coordinator

Fax: (403) 210-7952  
Email: [foip@ucalgary.ca](mailto:foip@ucalgary.ca)

**2.2** Applicants may outline the details of their request by completing the Request to Access Information Form.

**2.3** The completed form must be accompanied by the application fee if applicable.

**Receipt of a Formal Access Request**

**2.4** An employee, other than the FOIP Coordinator, who receives a Formal Access Request will forward the request to the FOIP Coordinator.

**2.5** The FOIP Coordinator will:

- a) document receipt of the Formal Access Request,
- b) send an acknowledgement of the request to the applicant,
- c) determine who has custody of the records requested, and then

- d) notify those officers who need to know about the request. Notification will normally include the FOIP Liason(s) for the faculty or department as well as the senior administrator(s) in the department.

**Processing a Formal Access Request**

- 2.6** The FOIP Coordinator will work with the FOIP Liason(s) or departmental officers to determine the volume and complexity of the files to be retrieved.
- 2.7** The FOIP Coordinator will estimate the fee (if any) for services and present the estimate to the applicant. The applicant will be asked to forward 50% of the assessed fee before processing begins.
- 2.8** The FOIP Liason(s) or departmental officers involved will retrieve and copy any records considered responsive to the Formal Access Request. Copies will then be forwarded to the FOIP Coordinator.
- 2.9** The FOIP Coordinator will consider the need for consultations with any third parties or the need to create a record. If necessary, notices with respect to time extensions or third party consultations will be sent.
- 2.10** The FOIP Coordinator will conduct a line-by-line review of the records and document release and refusal recommendations. The FOIP Coordinator will consult as necessary.
- 2.11** The recommendations will be presented to the officer with the delegated authority to approve release and refusal decisions. This officer may approve the recommendations as written or request changes. The FOIP Coordinator will document the final decisions.
- 2.12** The FOIP Coordinator will then:
  - a) prepare the records (if any) for delivery or disclosure to the applicant,
  - b) collect the balance of the fees,
  - c) draft the final response letter, and
  - d) send the letter and records (or instructions on how records may be obtained or examined) to the applicant.

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| <b>3</b> | <b>Parent Policy</b>            | <a href="#"><u>Privacy Policy</u></a>  |
| <b>4</b> | <b>Related Policies</b>         | <a href="#"><u>Delegation of Authority Policy</u></a>  |
| <b>5</b> | <b>Related Guidelines/Forms</b> | <a href="#"><u>Request to Access Information</u></a><br><a href="#"><u>Request to Correct Personal Information</u></a>   |
| <b>6</b> | <b>References</b>               | <a href="#"><u>Freedom of Information and Protection of Privacy Act</u></a> , RSA 2000, c F-25   |
| <b>7</b> | <b>History</b>                  | July 15, 2007                      Approved and Effective.<br>April 6, 2017                      Editorial Revision.<br>January 1, 2020                    Editorial Revision. Updated format and links. |