ACCESS REQUEST — ADMINISTRATIVE INFORMATION

INSTRUCTIONS

Complete this form, providing all the required information. The Secretary-General may receive the form by email (accesstodocuments.secretariat@mcgill.ca) or by mail to the following address:

Secretary-General, Access to Documents and Protection of Personal Information
James Administration Building, Room 313
845 Sherbrooke Street West
Montréal (QC) H3A 0G4

RIGHT OF ACCESS

Pursuant to section 9 of the *Act Respecting Access to Documents Held by Public Bodies and the Protection of Personal Information* (the "Act"), every person has a right of access, on request, to the documents held by a public body. This right does not extend to personal notes written on a document or to sketches, outlines, drafts, preliminary notes or other documents of the same nature.

LINKS TO RELEVANT INFORMATION

For additional information, please consult the following resources:

- Commission d'accès à l'information
- McGill University Classification Plan
- McGill University's Administrative and Academic Structure

REQUESTOR'S IDENTIFICATION*

Name:	Title:
Email:	
Name of company or organization (if applicable):	

*The collection of personal information is required to process this request. In treating your request, the Secretariat will not divulge your identity to the staff members responsible for collecting the requested documents unless it is necessary to process your request. Questions regarding the use of personal information may be directed to accesstodocuments.secretariat@mcgill.ca.

DOCUMENTS REQUESTED

To be receivable, a request for access to documents must be sufficiently precise to allow the documents to be located. The more specific the request, the more quickly and accurately it can be processed. Please describe the documents you are requesting, providing as much information as possible (e.g., type and format of document, date range, etc.).

LOCATION OF DOCUMENTS

Indicate where you believe the requested documents to be held (e.g., department, faculty, university unit, etc.). If applicable, indicate the names of department personnel who prepared, or who may have knowledge about, the requested documents.

NEXT STEPS

The Secretariat will send an email acknowledging receipt of your request, and will notify you if clarifications are required. If clarifications are necessary, the request will be deemed to be received on the day the clarifications are received. The Act stipulates that a response must be provided to you within 20 calendar days of the date of receipt, and that if a 10-day extension is needed you will be notified in writing. Please be advised that if documents are provided by a third party and it is necessary to contact the third party to obtain permission to release them, you will be notified of the additional delays involved. If McGill University fails to supply the requested documents within the specified timelines, you are entitled to apply to the Commission d'accès à l'information for a review of this decision.

I submit this Access to Documents Request in accordance with the ***Act Respecting Access to Documents Held by Public Bodies and the Protection of Personal Information.***	
Signature:	**Date:**