



Request to Access Information

Columbia Shuswap Regional District
555 Harbourfront Drive NE
PO Box 978, Salmon Arm, BC V1E 4P1
PH: (250) 832-8194 FAX: (250) 832-9774
EMAIL: foirequest@csrd.bc.ca

About you

Last Name		First Name		
Name of Company or Organization (if applicable)				
Mailing Address	Street	City/Town/Village	Province	Postal Code
Telephone Number		Fax Number		
Email Address				

About your request

Informal Request via Routine Channels:
 Since the majority of the Regional District's information is available through routine channels including the CSR D website (www.csrd.bc.ca), you should start by making an informal request.

Formal Freedom of Information (FOI) Request:
 If the information you are seeking is not available through routine channels, then you may make a FOI request for records containing the information.

About the information you want to access

1. Provide details regarding the information you would like to access.
 If you need more space, use the reverse side of this form or attach additional pages

2. What is the time period of the records? Please give specific dates.

3. Do you want to: receive a copy of the record? examine the record?

via email **OR**

photocopy

Your signature

Signature	Date
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Where to send your request

Your completed request form can be submitted to the Columbia Shuswap Regional District Information and Privacy Head/Coordinator:

by mail: PO Box 978, Salmon Arm, BC V1E 4P1 OR
 by fax: (250) 832-9774

OR
 in person: 555 Harbourfront Drive NE, Salmon Arm OR
 by email: foirequest@csrd.bc.ca