

## INSTRUCTIONS

Complete this form, providing all the required information. The Secretary-General may receive the form by email ([accesstodocuments.secretariat@mcgill.ca](mailto: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

\_\_\_\_\_ (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,

ACCESS REQUEST — ADMINISTRATIVE INFORMATION

## 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 10day 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: