



Request for Access to Information PART ONE

INSTRUCTIONS:

The Fee Schedule for a Request for Information is listed on the next page. To begin the process you must submit an initial \$25.00 Non-Refundable Access Request Fee.

Complete this portion of the Request Form and submit it along with payment to:

Financial Services
Kelly Building Rm.
University of Prince Edward Island
550 University of Prince Edward Island
Charlottetown PEI C1A 4P3

(Note: Cash Payment should not be mailed, rather delivered in person to the Financial Services Office, Kelley Building RM #131)

Requester Information

Name	Peter Rukavina
Organization (optional)	Reinvented Inc.
Address	100 Prince Street, Charlottetown, PE, C1A 4R4
Telephone	902-892-2556
Email	peter@rukavina.net

This information is required to complete an invoice

This portion to be completed by UPEI

Date Stamp

UPEI Receipt Number #

Financial Services – Please credit 10-1-30-310100-450025 Privacy Fees

Fees

- The University charges fees for the processing of access requests. Responding to an access request will require the University to expend both human and financial resources.
- An initial and non-refundable fee of \$25.00 must be paid to the University before we will begin processing the access request.
- Fees will be charged based on the below fee schedule. Fees for any request requiring less than one (1) hours of time shall be waived.
- Records will not be released until payment has been made in full.

FEE SCHEDULE

All applicable taxes are payable in addition to the listed fees.

Access request fee - \$25.00 (Non-Refundable)

Locating and retrieving a record - \$40.00 per hour

Preparing and handling a record for disclosure - \$40.00 per hour

Examining a record - \$40.00 per hour

Shipping a record - Actual cost

Scanning a record - \$0.50 per page

Producing a record

 photocopying or printing - \$0.25 per page

 CDs - \$10.00 per CD

 DVDs - \$10.00 per DVD

 USB drives - \$15.00 per USB drive

 duplication of 16mm microfilm - \$50.00 per roll

 duplication of 35mm microfilm - \$70.00 per roll

 duplication microfilm to paper - \$1.00 per exposure

 photographs

 5" X 7" - \$10.00 per photograph

 8" X 10" - \$15.00 per photograph

 11" X 14" - \$50.00 per photograph

 16" X 20" - \$75.00 per photograph

 20" X 24" - \$200.00 per photograph

 any other media not listed above - Actual cost



Request for

Access to Information PART TWO

This portion to be completed by UPEI

Date Stamp

UPEI Request # _____

Name	<u>Peter Rukavina</u>
Organization <i>(Optional)</i>	Reinvented Inc.
Address	<u>100 Prince Street, Charlottetown, PE, C1A 4R4</u>
Telephone	<u>902-892-2556</u>
Email	<u>peter@rukavina.net</u>

Once confirmation of payment has been received, the Chief Access to Information and Privacy Officer will review this part of the request form.

Information contained in Part Two may be considered to be private in nature. You may wish to submit this portion of the request form in a separate sealed envelope to:

Access to Information and Privacy Office
 University of Prince Edward Island
 Kelley Rm. 205
 550 University Ave
 Charlottetown PE C1A 4P3
 Or by Email: accessprivacy@upeil.ca

A confirmation will be sent to you upon receipt of payment with Parts One and Two of the Request.

Nature of the Request

<input checked="" type="checkbox"/>	Access to General Records
<input type="checkbox"/>	Access to own personal information
<input type="checkbox"/>	Access by an authorized party to information about another person

Please note, if you are making a request for your own personal information, confirmation of identity will need to be shown prior to release. If you are requesting record of another person, you must provide proof that you have legal authority to act for the person (e.g. Guardianship or trusteeship order, power of attorney)

Please describe the records you are requesting. Be as specific as possible to assist the request process and reduce the time required to respond. If you have information regarding the location of the information you are requesting, please provide.

I require non-personally-identifying information, for as many years as it is available, from the "Student Parking Application" form, specifically: the application date, make, model, year and province listed on each application for a parking pass contained in the "Vehicle Information" section under subsections Vehicle 1, Vehicle 2 and Vehicle 3.

I require this information in digital form, ideally as a comma-separated ASCII file, but also acceptable as a Microsoft Excel Spreadsheet.

An example of the end product I would receive would look like this:

```
Application Date,Make,Model,Year,Province
2016-09-01,VW,Jetta,2000,PE
2016-09-03,Hyundai,Elantra,2014,AB
2016-09-04,Honda,Accord,2012,PE
...
2013-10-01,Honda,CRv,2012,PE
2013-11-09,Hyundai,Elantra,2014,AB
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and so on, where the "Application Date" column is the calendar date when the application was received (the contents of the "Date" field at the top of the form). If it is not possible to include the application date, the application year is also acceptable.



June 15, 2017

Signature of Applicant

Date