

Accessing Records Held by the City of Saskatoon

The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)

Has two principles:

1. Enables any person to make a written request for access to records in the custody and control of the City of Saskatoon, and
2. Establishes obligations and responsibilities regarding the collection, use, disclosure and protection of personal information held by the City.

What records can I have access to?

Records held in any form (paper or electronic) including photographs, audio, and reports stored by any other means are accessible under the Act. However, the Act does exempt certain types of records from the application for access. For example, records that contain personal information about another individual, closed meetings of Council, and law enforcement investigations are not accessible.

Steps to make a formal request for access to information under LAFOIP.

1. Complete the application form, providing enough information to let the staff know exactly what records you are seeking access to.
2. Attach a cheque for the \$20 access fee, and
3. Mail to:

Access and Privacy Management Program
Office of the City Clerk
City of Saskatoon
222 – 3rd Avenue North
Saskatoon, SK
S7K 0J5

How long will it take to receive the requested information?

Within 30 day you will hear back from the City Clerk, either:

- Providing the requested information;
- Advising that the information will not be released and for what reason, or
- Advising that due to extenuating circumstances, it will take a further period of time, not to exceed 30 days, to respond to the request.