

City of Edmonton Archives
Request to Access Internally Restricted Materials

Researcher Name:

Research Assistant (if applicable):

Mailing Address:

Postal Code:

Email Address:

Telephone:

Research Institution (if applicable):

Restricted Materials Requested:

Note: please include name of fonds or series, collection numbers, file numbers, etc. Attach a list where appropriate.

Brief Description of Research Project:

Request Right to Duplicate: Yes [] No []

If this application is successful, I would like to request an appointment to visit the COE Archives to view these records on the following date:

Note: the Archives requires a minimum of 15 working days to process requests.

Signature: _____

Date: _____

Archivist Receiving Request: _____

Date: _____

Email completed form to cms.archives@edmonton.ca.

FOR ARCHIVES USE ONLY:

Access Request Number:

Freedom of Information and Protection of Privacy (FOIP) Statement

This personal information is being collected under the authority of section 33(c) of the FOIP Act and will be used for administration, statistical and advertising purposes. All information collected by the City of Edmonton is protected by the provisions of the FOIP Act. You may direct your questions about the collection, use, or disclosure of your personal information to the City Archivist at 780-496-8718.