



ARCHIVES/RECORDS RESEARCH REQUEST

SEND COMPLETED FORM TO THE COMMUNICATIONS DEPARTMENT. IF YOU HAVE ANY QUESTIONS, PLEASE CALL THE SUPERVISOR OF COMMUNICATIONS AND FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY AT (705) 748-4861 EXT 245.

DATE	NAME	DEPARTMENT/SCHOOL	PHONE NUMBER

DETAILS OF REQUEST (PLEASE BE AS SPECIFIC AS POSSIBLE)

RECORDS CONTROL CENTRE USE ONLY:

DATE RECEIVED:	COMMENTS:
DATE SENT OUT:	SIGNATURE: