

- Procedure Number: 255
 - Procedure Name: Access for Information
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Access To Information***General Information***

The Board regularly makes general information available to the public, such as financial statements, trustee disclosure forms, public board minutes and materials, financial disclosure forms, annual report, school newsletters. This information can be obtained at the schools or the school board office.

Freedom of Information and Protection of Privacy Act

The Board is guided by the terms of the *Freedom of Information and Protection of Privacy Act* regarding the policy for making a request under the Act and will follow the procedure therein. According to the *Freedom of Information and Protection of Privacy Act*, a written request must first be made through the Secretary-Treasurer's office for processing and forwarding according to the *Freedom of Information and Protection of Privacy Act's* procedures.

The fee schedule is outlined in the *Freedom of Information and Protection of Privacy Act* and the Secretary-Treasurer's office will determine when fees are payable. There is no fee payable for the first three hours spent locating and retrieving the record.

A full copy of the *Freedom of Information and Protection of Privacy Act* is available for review at the Secretary-Treasurer's office.