

ADMINISTRATIVE FILES AND PERSONAL INFORMATION REQUEST

Important: This form is used to request administrative files or personal information under the *Act Respecting the Protection of Personal Information in the Private Sector* and the *Access to Information Act*. The Document Management Centre will keep this form for three years from the date of completion before destruction.

REQUESTER'S INFORMATION (Please print)					
Name			Mr. □	Mrs. □	
Name of organization/institution (when applicable)			Title (when applicable)		
Business phone no. (include area code & extension)		Home phone no. (include area code)			
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Business email address Home email		Home email ac	address		
DESCRIPTION OF ADMINISTRATIVE FILES OR PERSONAL INFORMATION REQUESTED					
(Provide details regarding the information being sought such as time period of records, purpose of the request, use					
of the information found, etc.)					
METHOD OF ACCESS PREFERED					
Certified true copy \square	Electronic copy □		Examine original in office \Box		
RELEASE					
Send documents to:					
Seria documento to.					
Name:					
Mailing address:					
Fax to: Email to: Pick up at Document Management Centre \square					
Fick up at Document Management Centre					
AUTHORIZATION					
Signature of the applicant Date					
Submit your request					
By mail: Central Québec School Board By email: archivescqsb@cqsb.qc.ca					
Att: Document Management Centre					
3007, William Stuart Street, Québec (Québec) By fax: 418-654-3686					
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