

Request for Corporate Information Instructions

Viewing location

**4999 – 98 Ave South East side of Twin Atria Main Floor Corporate Records Centre
Phone:(780 427-0039) Fax: (780-427-3905)**

Hours of Operation

8:30 – 4:15 - Closed during the lunch hour 12:00 – 1:00 daily

Minimum of 72 hours notice must be given prior to viewing

The following must be completed before access is permitted.

Consultant/Contractor complete the following:

- Name of representative and phone number
- Company name (indicate if you are the prime consultant or a sub), if you are a sub consultant/contractor indicate who is the prime consultant
- Description of project
- File numbers, description, drawings eg. Bridge file 74458 from 1965 to 1998, Hwy 63 control section: 02 to :06
- Date requested, date required
- Obtain project sponsor Signature (**Please note: files will not be pulled and access will not be permitted until signature is on the form**)
- Fax completed form to Corporate Records Centre (CRC) at 780 427-3905

Project Sponsor complete the following:

- Name, signature and phone number, if municipality submit letter of authorization

Please note the following guidelines :

- Minimum of 72 hours notice must be given prior to viewing
- Bookings will be done a first come first serve basis
- Maximum of four (4) individuals in the room at the same time
- One consultant firm only in the room when doing a Request for Proposal
- No drop in requests will be accepted
- Requestor must sign for records at CRC prior to viewing
- Upon completion of review leave all records in the room so CRC staff can verify that all files have been returned

REQUEST FOR CORPORATE INFORMATION

Representative Name & Phone Number _____ 	Company Name, Phone Number, Email address Prime Consultant _____ Sub Consultant _____ E-mail address _____
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_____ RFP for Transportation _____ Engaged by MD/County _____ Other (Explain)	Date Requested _____ Date Required A.M./P.M. _____ Date Reviewed _____
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Project Description

File Numbers/Description/Drawings	Location For Department use only

Project Sponsor (Print Name) _____	Signature _____	Phone Number _____
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Fax completed form to Corporate Records Centre at 780 427-3905

You will be contacted only if the request can not be filled by the requested time.

Government of Alberta ■

Transportation

Include a letter of authorization if engaged by a Municipal District/County to do road or bridge work (request will not be processed if not received)

For further information regarding this form you can contact Isabelle Ferguson at 780 427-7985

The information provided by Alberta Transportation is provided in confidence and shall not be used or disclosed either directly or indirectly except for

- purposes necessary for the performance of services under contract
- the preparation of proposals to Alberta Transportation
- The following information is being collect under the authority of the Government Organization Act and will be used to track the access of corporate information. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act.