



# General Request for Information

You may use this form to access records (other than records containing your own personal information) from The University of British Columbia ("UBC").

<b>Your name:</b>	
<b>Your email address:</b>	<b>Your telephone number:</b>
<b>What records you are requesting:</b>	
<b>Your signature:</b>	<b>Today's date:</b>

Please note that there may be a fee associated with this request. Under Section 75(1)(b) of the *Freedom of Information and Protection of Privacy Act*, UBC may charge a fee to the applicant for the location and collection of records, as well as preparing the records for disclosure. Our office will be in touch with additional details if this is the case.

**Instructions:** *Be specific about the type of records you are seeking (e.g. emails, spreadsheets, meeting minutes, agendas).  
Indicate where you believe the records are held (department, faculty, business unit etc.)  
Provide a date range for the records you are seeking.  
Return the completed form to [access.and.privacy@ubc.ca](mailto:access.and.privacy@ubc.ca)*