



Office of the  
Saskatchewan Information  
and Privacy Commissioner

## FORM C: Notice to Produce Records

IPC File Number \_\_\_\_\_

IN THE MATTER OF AN APPLICATION FOR A REVIEW OF AN ACCESS TO INFORMATION REQUEST  
AND  
NAME OF PUBLIC BODY OR TRUSTEE [FULL NAME]

### NOTICE TO PRODUCE RECORDS

**TO:** \_\_\_\_\_  
(name of person and street address)

#### GREETINGS:

Pursuant to section 54 of *The Freedom of Information and Protection of Privacy Act*, [section 43 of *The Local Authority Freedom of Information and Protection of Privacy Act*; or section 46 of *The Health Information Protection Act*], I require you produce to the Office of the Saskatchewan Information and Privacy Commissioner at 503-1801 Hamilton Street, Regina, Saskatchewan S4P 4B4 by 10:00 a.m. on \_\_\_\_\_, 20\_\_ the following documents and items responsive to the Access to Information Request dated \_\_\_\_\_, 20\_\_ including the following:

(List any documents specifically required)

If you do not comply with the enclosed Notice to Produce Records by \_\_\_\_\_, 20\_\_\_\_, a *subpoena duces tecum* will be issued in respect of the records.

**ISSUED** at Regina, Saskatchewan, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

---

Diane Aldridge, Deputy Commissioner