



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 *summons* will be issued in respect of the records.

ISSUED at Regina, Saskatchewan, this _____ day of _____, 20_____.

Diane Aldridge, Deputy Commissioner