

Corporate Policies and Procedures			
DEPARTMENT: Human Resources			POLICY #: I-01
POLICY: Reproduction and Distribution of Documents not Covered by MFIPPA			
DATE: MAR28/01	REV. DATE: OCT 29/03	COVERAGE: All Employees	PAGE #: 1 of 1

POLICY STATEMENT:

Upon request from the public or an organization, The County of Renfrew may agree to reproduce and distribute, according to a fixed rate, any record, book, account, or document in possession of the Chief Administrative Officer/Clerk not covered under the *Municipal Freedom of Information and Protection of Privacy Act*.

PROCEDURE:

1. Upon request from an applicant, the County may agree to photocopy any record, book, account, or document that is not covered under the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*.
2. The fixed rate charged to the applicant for any photocopies received is one dollar (\$1.00) for the first page and twenty cents (20¢) for each additional page. (By-law No. 19-85)