

## **Request for Corporate Road Information Instructions**

### **Viewing Location**

4999 – 98<sup>th</sup> Avenue SE side of Twin Atria  
Main Floor  
Corporate Records Centre  
Phone: (780) 427-0039

### **Hours of Operation:**

8:30 – 4:15 (Closed during lunch hour 12:00 – 1:00 daily)

**\*Minimum of 72 hours of notice must be given prior to viewing\***

**The following steps 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)
- Who engaged by
- Date requested and date required
- Highway number and control section number, from km to km, intersection number, legal information, date and range (eg: Hwy 1:02 from km 20 to km 26, from 1945 to 1985, or IN12345)
- Select the file types being requested
- Project description
- Obtain project sponsor signature
- Email completed form to Corporate Records Centre (CRC) at [records@gov.ab.ca](mailto:records@gov.ab.ca)

### **Department Project Sponsor Complete the Following:**

Name, signature and phone number

### **For Municipality Projects:**

Include a signed and dated letter of authorization from the municipality project sponsor including a phone number.

**Note: the request will not be processed without a signature**

### **Please Note the Following Guidelines:**

- Minimum of 72 hours of notice must be given prior to viewing
- Bookings will be done at 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 (RFP)
- 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 Road Information**

<b>Representative Information</b>  Name _____ Phone Number _____ Email Address _____	<b>Company Name, Phone Number, Email Address)</b>  Prime Consultant: _____ Sub Consultant: _____ Email Address: _____
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_____ RFP for Transportation _____ Engaged by MD/County _____ Other (Explain)	Date Requested: _____ Date Required AM/PM: _____ Date Reviewed _____
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<b>Road or Intersection Information (Date Range Required)</b>  _____ _____ _____ _____ _____ _____ _____ _____	<b>Project Description</b>  _____ _____ _____ _____ _____ _____ _____ _____
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	Mylars for RD drawings		Mylars for In Drawings	
	Roadway		Intersection	
	Geotechnical		Interchanges	
			Vehicle Inspection Stations	
			Mobile Inspection Stations	
			Safety Rest Areas	
			Road Weather Information System	

<b>Project Sponsor (Print Name)</b>  _____	<b>Signature</b>  _____	<b>Phone Number</b>  _____
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Note: Mylars created after 1999 have been digitized and uploaded to EIM (former Livelink). A small portion of Mylars created before 1999 have also been digitized and uploaded to EIM. AT project sponsors shall search EIM for electronic files prior to signing this request form.

Home page for EIM <https://eim/otcs/lisapi.dll/fetch/2000/customview.html?func=llworkspace>

**Email completed form to Corporate Records Centre (CRC) at [records@gov.ab.ca](mailto:records@gov.ab.ca)**

You will be contacted only if the request cannot be filled by the requested time period.



**Municipality Request For Corporate Road Information**

**Authorization to Proceed and View Alberta Transportation Road Files**

We authorize \_\_\_\_\_ (*Consultant Name*) to view Alberta Transportation Road Files for these locations as specified in the form which would be required to obtain background information for the completion of the current assignment.

Signed: \_\_\_\_\_ (*Municipality Project Sponsor*)

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

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 collected 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.