

## **Request for Corporate Bridge 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
- Bridge site numbers, bridge site description, date range (eg: bridge site 74458 from 1945 to 1998)
- 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



**Municipality Request For Corporate Bridge Information**

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

We authorize \_\_\_\_\_ (*Consultant Name*) to view Alberta Transportation Bridge Files for these bridge sites as well as any sites upstream, downstream or on adjacent roadways or watercourse's which would be required to obtain local site history 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.