

## **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 <a href="records@gov.ab.ca">records@gov.ab.ca</a>

#### **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 Bridge Information**

Representative Information		Company Name, Phone Number, Email Address)	
Name Phone Number Email Address		Prime Consultant: Sub Consultant: Email Address:	
RFP for Transportation Engaged by MD/County Other (Explain)		Date Requested: Date Required AM/PM: Date Reviewed	
Bridge Site Number (Date Range Required)	Project Des	scription	
AP – Agreement Plans		Final Details	RA - Rating Design
BI - Bearing Inspection / Repair		Flood	SFR - Steel Fabrication Report
BO – Board Orders		eral Correspondence	SGI - Steel Girder Inspection
CN – Construction		Geotechnical	TI - Truss Inspection
DK – Deck DN – Design Notes		Inspection Report  - Misc Inspection orts	
Drawings (Design) Obtain from Project Sponsor		- Precast Concrete	
Drawings (Shop) Obtain from Project Sponsor	PI -	Paint Inspection	
Project Sponsor (Print Name)	S	ignature	Phone Number

Email completed form to Corporate Records Centre (CRC) at records@gov.ab.ca

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



## **Municipality Request For Corporate Bridge Information**

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

Files for these bridge sites as well as	_(Consultant Name) to view Alberta Transportation Bridge any sites upstream, downstream or on adjacent roadways or do to obtain local site history for the completion of the current
Signed:	(Municipality Project Sponsor)
Date:	_
Phone:	<u> </u>

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.