

# COUNTY OF ST. PAUL #19

**Policy Number**

**ADM-85**

**Title**

**FOIP Requests**

**Page 1 of 1**

**Date Approved**

## **Policy**

To define how FOIP requests will be accepted by the County of St. Paul

1. A FOIP request has to be filled out on a "FOIP Request Form" which can be found on the County's website or by receiving one from the FOIP Coordinator.
2. There will be no FOIP requests accepted electronically; either by email or fax because a \$25.00 initial fee must be attached with the request.
3. The request has to be dropped off at the office or mailed in along with the fee.

<b>Approved by Council</b>	<b>Date</b>
Amended	
Amended	
Amended	