



College of
Registered Nurses
of Manitoba

Request for Access to Information Agreement

Archived materials are available for research under conditions that ensure their preservation and which comply with the requirements to respect confidentiality, privacy.

Please complete the information below and sign and date the document in the spaces provided.

Name:
Telephone number:
Email address:
Purpose of research:
Anticipated research completion date:
Materials requested:
Ethical approval if appropriate:

Costs

Retrieval of boxes from offsite storage will be billed at \$4.00 per box plus \$18.00 for delivery and pickup. All materials will remain at the College.

Photocopy Requests

Photocopy requests must be completed in writing and provided to the coordinator, practice and standards and will be completed within 10 business days.

- (1) Black and white photocopies are \$0.25 per copy and \$0.50 for double-sided copies
- (2) Copying will be billed at \$30.00 per person per hour in quarter hour increments.
- (3) The requestor will be notified when the copies are available for pick up at the College.

The researcher is expected to maintain the integrity of the materials.

Digital Copying

Researchers wishing to use an electronic device to take digital photos of College archival materials will be asked to itemize the records that were photographed.

Citations

The College must be cited as the source of original materials.

Confidentiality

In the event the researcher comes across materials marked confidential the researcher is expected to respect the privacy and confidentiality of information inadvertently seen during an archive review.

I, _____ have read, understand and agree to the terms and conditions of use above and agree to provide the College with a copy of my research/project upon completion.

Signature

Date

Authorized Signature for College

Date