

## Specific Access Authorization Letter

*[A department may use this sample letter to give a researcher access to some of the department's restricted archival records that are controlled by Library and Archives Canada (LAC). The department must prepare and sign this letter on the department's official letterhead, or send by email. The person signing or emailing the letter must be at a director level or higher.]*

*[Use this address if printing on letterhead.]*

Director, ATIP and Litigation Response  
Library and Archives Canada  
395 Wellington St.  
Ottawa ON K1A 0N4

*[Use this address if emailing. LAC will not accept emails sent on behalf of the undersigned.]*

**To:** bac.daiprp-atipd.lac@canada.ca

*[Message body]*

### **Subject: Authorization Letter - Departmental Researcher Access to Restricted Archival Records**

Dear Director of ATIP and Litigation Response:

This letter gives Departmental Researcher status to the following researcher(s) needing access to some restricted archival government records created by my department under the control of Library and Archives Canada (LAC).

#### **Access:**

Access type:	Specific
Expiration:	June 01, 2020 – June 01, 2021 <i>(maximum of one year)</i>
Permission to make copies:	YES/NO

#### **Records:**

Record Group	Accession	Box	Volume	File Number	File Title
RG10	2005-00726-9	78		577/16-1 Pt. 1	Permanent Relocation of Ontario Power Lines and Facilities
RG10			8170	975/30-5	Surveys & Reserves - Hope and Halfway River
RG10	1995-96/157	3		4241-450 Pt. 5	Contribution Arrangement - Driftpile

**Researcher(s):**

Name of the researcher: Jane Smith  
Security clearance: RELIABILITY  
LAC user card number: 2328600XXXXXX  
Business telephone number: 613-999-1234  
Business email: [jane.smith@canada.ca](mailto:jane.smith@canada.ca)

Name of the researcher: John Smith  
Security clearance: SECRET  
LAC user card number: 2328600XXXXXX  
Business telephone number: 613-999-1235  
Business email: [john.smith@canada.ca](mailto:john.smith@canada.ca)

The researcher understands that the restricted archival records listed above are subject to the [Access to Information Act](#) and the [Privacy Act](#). Information must be protected in accordance with the Government of Canada's [Policy on Government Security](#). I accept that it is my organization's responsibility to ensure the researcher(s) named above understand and comply with these requirements.

You may contact [name and title of contact person](#) at 613-999-1234 or by email at [myemail@canada.ca](mailto:myemail@canada.ca) if you require more information about this authorization letter.

Sincerely,

[Name of director or person at a higher level](#)

Director, [Name of the Branch](#)  
Department / Government of Canada  
email address / Tel: 613-999-1234

Directeur, [Direction ministérielle](#)  
Ministère / Gouvernement du Canada  
adresse courriel / Tél. : 613-999-1234