

SAMPLE LETTER

National Défense
Defence nationale

PROTECTED

31 December 2013

Access to Information, Privacy and Personnel Records Section
Library and Archives Canada
395 Wellington Street, Room 349
Ottawa, Ontario
K1A 0N4

RE: Departmental Researcher Access to Restricted Archival Records of the Department of National Defence

This is to authorize departmental researcher status for Jane Smith, an indeterminate employee with our department, and to provide you with the following information about her and about the Department of National Defence restricted archival material to which she requires access to carry out her duties.

LAC user card number: 1234567
Business address: Suite 321, 4567 Sicamore Street, Ottawa, Ontario, K4B 0K5
Business telephone number: 613-765-1234
Business fax: 613-765-4321
Business email: janesmith@dnd-mdn.gc.ca
Security clearance: SECRET

LAC's archival records references:

Record group: 24

If specific files are needed, the following must be included:

LAC box accession number (BAN): 1983-84/379

LAC container number:

File number: 13579

Title: Contract with DPHD

Ms. Smith understands that the restricted archival records listed above are still subject to the provisions of the *Access to Information Act* and the *Privacy Act*, and that this material cannot be disclosed to the public unless authorized under those acts. Furthermore, she will protect this material according to the Treasury Board of Canada Secretariat's current *Policy on Government Security*.

This permission covers the period from 6 January 2014 to 31 March 2014, and includes the right to order reproductions.

Sincerely,
John McSweeney

Signature: _____
Director, Real Property Management
Department of National Defence
Suite 123, 4567 Sicamore Street
Ottawa, Ontario
K4B 0K5
Business Telephone: 613-123-4567