

## ATIPP Request - Summary Report Form 8

File #: \_\_\_\_\_

Public Body: \_\_\_\_\_

Date Final Response Sent to Applicant: \_\_\_\_\_

Type of Request:     General Access                       Personal Information                       Federal Access to Information (FAI)

OUTCOME <i>(please check one)</i>
Abandoned
Access Denied
Full Disclosure
Partial Disclosure
Public Domain
Available in 30 business days
Non-Existent Records
No Confirmation or Denial of Records
Disregard Request – Unreasonably interfere with operations of public body
Disregard Request – Information already provided to applicant
Disregard Request – Trivial, Frivolous or Vexatious
Disregard Request – Unduly repetitive or systematic
Disregard Request – Excessively broad
Disregard Request – Bad Faith
Informal/Routine Disclosure
Transferred
Withdrawn

EXCEPTIONS	
<b>Mandatory</b>	s. 27    Cabinet Confidences
	s. 33    Workplace Investigations
	s. 39    Harmful to Third Party Business Interests
	s. 40    Personal Information
	s.41    House of Assembly Service and Statutory Office Records
<b>Discretionary</b>	s. 28    Local Public Body Confidences
	s. 29    Policy Advice or Recommendations
	s. 30    Legal Advice
	s. 31    Harmful to Law Enforcement
	s. 32    Confidential Evaluations
	s. 34    Harmful to Intergovernmental Relations
	s. 35    Harmful to Financial or Economic Interests of Public Body
	s. 36    Harmful to Conservation
	s. 37    Harmful to Individual or Public Safety
	s. 38    Harmful to Labour Relations interests of public body as employer
Other:	

RESPONSE TIME
Within 20 business days
More than 20 business days with no OIPC approval
More than 20 business days with OIPC extension of ____ days
Total # of business days to respond to request:

THIRD PARTY NOTICE UNDER S.19
Consent to release; or
Date third party notice sent:

EXTENSIONS – OIPC Approved Extension	
Insufficient detail	Consult with 3 <sup>rd</sup> party/public body
Large number of records	Multiple concurrent requests
3 <sup>rd</sup> party notice	Fair and reasonable
Date applicant was informed of extension:	

*Please remember to complete page 2*

ADVISORY RESPONSE (s.15)
Date advisory response was sent to applicant:

Type of Applicant <i>(please check one)</i>			
Academic/Researcher	Business	Individual	Interest Group
Legal Firm	Media	Other Public Body	Political Party

A. COST ESTIMATE SENT TO APPLICANT		
Locating Records cost	# hrs ____ x \$25.00	\$
Copying cost		\$
Total Cost		\$
Date cost estimate sent to applicant:		

B. COSTS PAID BY APPLICANT		
Locating Records Cost	# hrs ____ x \$25.00	\$
Copying Cost		\$
Total Cost		\$
Date applicant responded to cost estimate:		

C. COST WAIVERS <i>(if applicable)</i>
Financial hardship (26)(3)(a)
Public Interest (26)(3)(b)

TIME SPENT	
Include total hours spent processing the request	

[Please fill out this portion of the Form 8 Summary Report if the request was a Federal Access to Information (FAI) Request]

FAI REQUEST	
Consent to release	
Did not consent to release	
Partially consented	
Did not respond	

## Instructions

Form 8 is to be filled out by the public body ATIPP Coordinator.

Once completed, the ATIPP Coordinator must send a copy of the form to the ATIPP Office for statistical purposes:

- o email ([atippoffice@gov.nl.ca](mailto:atippoffice@gov.nl.ca))
- o fax (729-2129)
- o mail (ATIPP Office, 4th Floor West Block, Confederation Building, PO Box 8700, St. John's, NL, A1B 4J6)

Costs: Include in Part A the total amount of the cost estimate sent to the applicant (regardless of whether they paid). Include in Part B only those costs which have been paid by the applicant to the public body in relation to the ATIPP request.

Keep a copy of this form with the original ATIPP requests received from the applicant and the completed Form 1A.



Government of Newfoundland and Labrador  
ATIPP Office, Department of Justice and Public Safety

The *Access to Information and Protection of Privacy Act* can be found at <http://assembly.nl.ca/Legislation/sr/statutes/a01-2.htm>.

Should you have any questions, please contact the ATIPP Office at 709.729.7072 or toll-free at 1-877-895-8891.