

ATIPP Requests and Record Searches

ATIPP Office

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Background

Section 3.2.3 of the Access to Information Policy and Procedures Manual states that, “the head of a public body must conduct an adequate search for records that are responsive to a request from an applicant.”

An adequate search would include contacting any individuals who are likely to have responsive records or knowledge of responsive records. Depending on the scope of the request, the following staff may be required to conduct a search for responsive records:

ATIPP Coordinator

- Advising relevant employees of requirement to search for records
- Getting records from relevant sources
- Coordinating with relevant staff (employees, IM, OCIO/IT, etc.)
- Searching shared drive/TRIM for records they have access to
- Submitting requests for access to old email accounts to OCIO/IT
- Contacting Coordinators from other departments for former Ministers' emails

Employees

- Searching their files (electronic and paper)
- Searching their email
- Searching shared drive/TRIM for records they worked on/have access to
- Some Executive (including Ministers) will have administrative staff search records

IM Division/ Equivalent

- Searching access-controlled shared drive/TRIM folders
- Searching former employee email accounts they have archived (or providing access to ATIPP Coordinator)
- Accessing records from storage for Coordinator
- Assisting Coordinator in completing a full search of records from all sources

OCIO/IT

- Providing ATIPP Coordinator with access to email accounts of employees (after ATIPP Coordinator receives departmental approval and submits form)

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