

**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 (please check one)		EXCEPTIONS
Abandoned		s. 27 Cabinet Confidences
Access Denied		s. 33 Workplace Investigations
Full Disclosure		s. 39 Harmful to Third Party Business Interests
Partial Disclosure		s. 40 Personal Information
Public Domain		s.41 House of Assembly Service and Statutory Office Records
Available in 30 business days		s. 28 Local Public Body Confidences
Non-Existent Records		s. 29 Policy Advice or Recommendations
No Confirmation or Denial of Records		s. 30 Legal Advice
Disregard Request – Unreasonably interfere with operations of public body		s. 31 Harmful to Law Enforcement
Disregard Request – Information already provided to applicant		s. 32 Confidential Evaluations
Disregard Request – Trivial, Frivolous or Vexatious		s. 34 Harmful to Intergovernmental Relations
Disregard Request – Unduly repetitive or systematic		s. 35 Harmful to Financial or Economic Interests of Public Body
Disregard Request – Excessively broad		s. 36 Harmful to Conservation
Disregard Request – Bad Faith		s. 37 Harmful to Individual or Public Safety
Informal/Routine Disclosure		s. 38 Harmful to Labour Relations interests of public body as employer
Transferred		Other:
Withdrawn		

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 rd party/public body
Large number of records	Multiple concurrent requests
3 rd 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 (please check one)

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 (if applicable)

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:

- email (atippoffice@gov.nl.ca)
- fax (729-2129)
- mail (ATIPP Office, 4th Floor East 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.

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.