

BASIC STEPS TO PROCESSING AN ACCESS TO INFORMATION REQUEST

1. Access to Information Request submitted by an Applicant

- Log date and how the access to information (ATI) request was received—create a file.
 - Collect \$20 application fee for LA FOIP requests unless waived.
 - 30 calendar day clock starts tomorrow!**
 - Review the resource [Duty to Assist](#) to better understand the role of public bodies
- (government institutions or local authorities) in processing an ATI request.
- Consider any request for a fee waiver.
 - Transfer request within 15 days, if appropriate (see section 11 of FOIP/LA FOIP).
 - If necessary, work with applicant to clarify or narrow scope of the request; see [Ch. 3 Guide to FOIP](#) or [LA FOIP](#).

2. Verify & Estimate

- Verify Applicant's identity, if necessary.
 - Develop search strategy; start estimating number of responsive records.
 - If applicable, generate a [fee estimate](#) (section 9(3) of FOIP/LA FOIP), send to the Applicant within 3-10 days.
- 30 calendar day clock stops until 50% of fee estimate is paid by Applicant**

3. Search for Records

- Once 50% deposit is paid by Applicant, **30 calendar day clock and search efforts resume.**
- Retrieve records and document every step taken to find responsive records. See OIPC's [Responsive Records Search Checklist](#).
- Determine if an extension of the 30-day response time is necessary; if yes, advise the applicant right away.

When is an extension applicable under section 12 FOIP/LA FOIP?

- Fulfilling the request unreasonably interferes with regular operations due to a large record, extensive search or numerous other ATI requests.
- External consults needed.
- [Third party](#) notice needed under section 34 FOIP and 33 LA FOIP—see [Ch. 5 Guide to FOIP](#) or [LA FOIP](#).

4. Prepare the Records

- Gather and review all records, if any exist.
 - See [Ch. 4 Guide to FOIP](#) or [LA FOIP](#) for guidance on applying exemptions.
 - [Sever the records](#) accordingly if applying exemptions.
 - Paginate the record and create sequential severances on each page.
- Create an [index of records](#) to show how severances line up with each page of the record, the exemption(s) that have been applied, and a description of each type of record.
 - Specify where pages are fully withheld under certain exemptions and also severed under different exemptions.

5. Determine your Response (section 7 decision)

- Determine the appropriate section 7 response; utilize standard [templates](#) in drafting response.
 - Prepare to send copies of index of records & any records released in full or in part in format requested by applicant.
 - If applicable, indicate fee owing in the decision letter.
 - Send decision letter to Applicant and any engaged third party, collect remaining fee (if applicable), provide copy of index and release records, if applicable.
 - Retain copies of all documents and correspondence on file.
- Issue section 7 decision letter within 30 calendar days or 60 calendar days if extension applied**

Request for Review

- If an applicant is dissatisfied, they can request a review by OIPC of a public body's decision under section 49 of FOIP or 38 of LA FOIP.
- Third parties can also request a review in certain cases.
- In the event of a review, you will be notified directly by OIPC.

Need further information?

Check out OIPC's other resources including [Best Practices for Responding to Access Requests](#), and sample [Access to Information Operational Policy & Checklist](#).
Need further assistance? Contact our office directly at 306-787-8350 or intake@oipc.sk.ca for general and process related inquiries.