

FOI File Opening/Closing Worksheet

File Opening Details

(complete this section upon opening file)

File name: _____ File number: _____ Date received:¹ _____

Source of request (check one): ☐ Direct from requestor ☐ Transferred/forwarded here

Type of request (check one):

- ☐ Personal Information Access Request ☐ General Records Access Request
☐ Correction and/or Statement of Disagreement → If so, **SKIP AHEAD to the bottom of page 2.**

Source of FOI request / type of requestor (check one):

- ☐ Individual/Public ☐ Association/Group
☐ Individual by Agent ☐ Media
☐ Business ☐ Government (All Levels)
☐ Academic/Researcher ☐ Other

FOI File Closing Details

(to complete upon closing file)

Date closed: _____

Reason for closing (check one): ☐ Request completed ²
☐ Transferred/forwarded → If so, **STOP. Worksheet is complete.**

Time taken to complete request (check one): ³

- ☐ 30 days or less ☐ 61-90 days
☐ 31-60 days ☐ 91 days or longer

Which of the following were issued for this file (check neither, one, or both as applicable):

- ☐ Notice of Extension ☐ Notice of Affected Person

Was the request completed within the time permitted? ⁴

- ☐ Yes ☐ No

Disposition of request (check one):

- ☐ All information disclosed ☐ No responsive records exist
☐ Information disclosed in part ☐ Request withdrawn, abandoned or non-jurisdictional
☐ No information disclosed

[Worksheet continues on next page]

¹ This is the date on which a valid request was first received. If a valid request was transferred or forwarded here from another institution, this is the date on which the request was first received by the other institution.

² For an access request, "completed" can mean a decision letter issued, or the file was withdrawn, abandoned, or rejected, etc.

³ The time between the issuance of a fee estimate/interim decision letter and the deposit being paid is not included when calculating the number of days to complete a request.

⁴ i.e., within 30 days if neither a notice of extension or a notice of affected person was issued, otherwise, within the time limit permitted under the notice of extension and/or the notice of affected person

Exemptions Applied (check as many as apply):

- | | | |
|--|---|--|
| <input type="checkbox"/> Cabinet Records (s.12) | <input type="checkbox"/> Third Party Information (s.17) | <input type="checkbox"/> Information Soon to be Published (s.22) |
| <input type="checkbox"/> Advice to Government (s.13) | <input type="checkbox"/> Economic and Other Interests of Ontario (s.18) | <input type="checkbox"/> Frivolous or Vexatious (s.27.1) |
| <input type="checkbox"/> Law Enforcement (s.14) <i>(does not include s.14(3))</i> | <input type="checkbox"/> Information with Respect to Closed Meetings (s.18.1) | <input type="checkbox"/> Personal Information (Requester) (s.49) ⁵ |
| <input type="checkbox"/> Refusal to Confirm or Deny (s.14(3)) | <input type="checkbox"/> Solicitor-Client Privilege (s.19) | <input type="checkbox"/> Act Does Not Apply (s.65) <i>(does not include s.65(6))</i> |
| <input type="checkbox"/> Civil Remedies Act, 2001 (s.14.1) | <input type="checkbox"/> Danger to Safety or Health (s.20) | <input type="checkbox"/> Labour Relations & Employment. etc. (s. 65(6)) |
| <input type="checkbox"/> Prohibiting Profiting from Recounting Crimes Act, 2002 (s.14.2) | <input type="checkbox"/> Personal Privacy (Third Party) (s.21) ⁶ <i>(does not include s.21(5))</i> | <input type="checkbox"/> Other Acts (s.67) |
| <input type="checkbox"/> Relations with Other Governments (s.15) | <input type="checkbox"/> Refusal to Confirm or Deny (s.21(5)) | <input type="checkbox"/> PHIPA Section 8(1) applies |
| <input type="checkbox"/> Defence (s.16) | <input type="checkbox"/> Species at risk (s.21.1) | |

Fees:

- | | | |
|-----------------------------|---------------------------------|---------------------------------------|
| Application Fees Collected: | <input type="checkbox"/> \$5.00 | <input type="checkbox"/> Other: _____ |
| Additional Fees Collected: | <input type="checkbox"/> None | <input type="checkbox"/> Other: _____ |
| Fees Waived: | <input type="checkbox"/> None | <input type="checkbox"/> Other: _____ |

Were additional fees collected for any of the following reasons (check as many as apply):

- | | |
|---|--|
| <input type="checkbox"/> Search Time ⁶ | <input type="checkbox"/> Shipping |
| <input type="checkbox"/> Reproduction | <input type="checkbox"/> Computer Costs |
| <input type="checkbox"/> Preparation ⁶ | <input type="checkbox"/> Invoice Costs (and others as permitted) |

For completed corrections and/or statements of disagreement ONLY**Reason for closing (check one):**

Date closed: _____

- | | |
|---|---|
| <input type="checkbox"/> Correction made in whole | <input type="checkbox"/> Correction request refused |
| <input type="checkbox"/> Correction made in part | <input type="checkbox"/> Correction request withdrawn by req. |

Was a statement of disagreement attached to the relevant record? ☐ Yes ☐ NoNumber of correction/disagreement notifications sent: ☐ None ☐ Other: _____**[End of worksheet]**⁵ Applies only to personal information access requests (not to general records requests).⁶ Applies only to general records access requests (not to personal information requests).