

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| ☐ Information disclosed in part | ☐ Request withdrawn, abandoned or non-jurisdictional |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² For an access request, "completed" can mean a decision letter issued, or the file was withdrawn, abandoned, or rejected, etc.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):

- | | | |
|---|---|--|
| ☐ Draft Bylaws, etc. (s.6) | ☐ Relations with Other Governments (s.9) | ☐ Information Soon to be Published (s.15) |
| ☐ Advice or Recommendations (s.7) | ☐ Third Party Information (s.10) | ☐ Frivolous or Vexatious (s.20.1) |
| ☐ Law Enforcement (s.8) <i>(does not include s.8(3))</i> | ☐ Economic/Other Interests (s.11) | ☐ Personal Information (Requester) (s.38) ⁵ |
| ☐ Refusal to Confirm or Deny (s.8(3)) | ☐ Solicitor-Client Privilege (s.12) | ☐ Act Does Not Apply (s.52) <i>(does not include s.52(3))</i> |
| ☐ Civil Remedies Act, 2001 (s.8.1) | ☐ Danger to Safety or Health (s.13) | ☐ Labour Relations & Employment, etc. (s. 52(3)) |
| ☐ Prohibiting Profiting from Recounting Crimes Act, 2002 (s.8.2) | ☐ Personal Privacy (Third Party) (s.14) ⁶ <i>(does not include s.14(5))</i> | ☐ Other Acts (s.53) |
| | ☐ Refusal to Confirm or Deny (s.14(5)) | ☐ PHIPA Section 8(1) applies |

Fees:

- | | | |
|-----------------------------|---------------------------------|---------------------------------------|
| Application Fees Collected: | ☐ \$5.00 | ☐ Other: _____ |
| Additional Fees Collected: | ☐ None | ☐ Other: _____ |
| Fees Waived: | ☐ None | ☐ Other: _____ |

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

- | | |
|---|---|
| ☐ Search Time ⁶ | ☐ Shipping ⁶ |
| ☐ Reproduction | ☐ Computer Costs |
| ☐ Preparation ⁶ | ☐ Invoice Costs (and others as permitted) ⁶ |

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

Date closed: _____

- | | |
|---|---|
| ☐ Correction made in whole | ☐ Correction request refused |
| ☐ Correction made in part | ☐ 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).