

PROCESSING ATIPP REQUESTS

			ACTION	MANUAL
DAY 1	Request Received	• Need written request	• Letter from applicant is also acceptable, or send form (Form 1).	1.1.2 / 1.4.3 / 1.5 / 3.4
		• No application fee	• Send notice to applicant if fee does not accompany request (Form 2(b))	2.6 / 3.2 / 3.22
		• Request appears overly broad, unclear, or sources of information not clear	• Contact applicant to clarify. <ul style="list-style-type: none"> ○ If applicant is able to refine their requirements, agree verbally to how the request is now worded, and follow up with letter confirming conversation and new wording of request. The new wording is what should be captured in the database. Open file as indicated below, and place letter on file. 	
		• Appropriate form and fee received.	Date stamp request	3.3 / 3.6
			• Calculate due date (30 calendar days)	3.20.4
			• Open file in TRIM and record file # assigned. Or – forward to ATIPP office by fax.	3.1 / 3.6 / 8.2
			• Send confirmation of receipt (Form 4)	3.7
			• Assess whether transfers to other bodies are needed if so, send “Notice of transfer” within 7 days	2.6 / 3.8
			• Notify Communications of all requests, If request appears to be controversial or sensitive, request they develop media lines (these should be on the file before DM signs off)	

DAY 2 – 4	Identify and Assemble Records		<ul style="list-style-type: none"> Records include: paper, electronic, and any other form of record Ensure all potential program areas are asked to search for records, specify time frame of two days. Ask searchers to consider if there is time involved and to provide an estimate in case a fee is to be assessed 	3.9 / 3.10

DAY 5 - 25		1) Eliminate any duplicates or irrelevant documents	Eliminate any duplicates – unless the duplicate records had changes made to it (handwritten notes). Write the reason they are not included on them, and keep together in file. Treat any irrelevant documents the same way.	
		2) Photocopy originals	Photocopy documents to be included in request. These will be your working copy	
		3) Extensions: a) Volume of request	Determine if the volume of the request is such that dealing with it would interfere unreasonably with operations– If necessary request extension and send form notice to applicant (Form 5). Adjust due date in TRIM, and notify ATIPP coordination office	3.20.2
		b) 3 rd party consultations	Determine if third party consultations are required. Guideline: Any document that was not generated by the public body that you represent belongs to the outside body/person and should be sent for 3 rd party consultation. Send letter to applicant to that effect (form 7B) and send info to third party along with Form 7A – “Notice to third party”. If absolutely necessary, request extension.	3.20.2
		c) Insufficient detail	If the requester does not give sufficient detail to identify the requested record(s) the ATIPP coordinator can request an extension – Send letter to that effect (Form 5)	3.20.2
		4) Fees estimate	<p>Assess whether fees are appropriate. Send fee estimate as early as possible in the process.</p> <ol style="list-style-type: none"> Consult with senior management on fees estimate and round down to the nearest hour. Notify requester using form 6A and 6B Fees estimate not required if fees are less than \$50 The processing of the file stops until deposit of 50% is received. If there is no response from requester after 30 days, the file is closed and the request is considered abandoned Once the 50% deposit is received, request resumes You also have the option of narrowing the request to reduce or eliminate the fee. 	2.6 3.22
	Line By Line Review	7. Apply Exceptions	<ul style="list-style-type: none"> Highlight section to be excepted in yellow highlighter, and note appropriate section next to it. If more than one section applies, indicate both. 	3.11 / 3.13 / 3.16 4.1.1

DAY 26-29	Organize File for Approval	Prepare draft letter	<ul style="list-style-type: none"> See forms 4A and 4B, or 4C 	3.12 / 3.14
		Numbering pages	<ul style="list-style-type: none"> Number all pages sequentially. 	
			If you are severing any documents in their entirety, you should: <ul style="list-style-type: none"> Number the pages in question in the proper sequence Include sheet of paper that indicated: Pages xx – xx severed under the relevant section of the Act. 	
		Include media lines	<ul style="list-style-type: none"> If media lines have been developed, place on top of file 	

DAY 30	Send File to Requester	Final Bill or Refund	Send final bill or refund to applicant if applicable	2.6 / 3.16 / 3.17 3.22
		Photocopying	Once request has been signed off, then photocopy working copy (yellow highlights)	
		Numbering	Double check all pages in chronological order and all pages sequentially numbered	
		Final severing	<ul style="list-style-type: none"> Black out highlighted section on photocopies, make sure exceptions are clearly noted Then, photocopy the blacked-out copy, and send to requester Yellow highlighted copy remains in confidential files, as does blacked out copy. If originals requested by IPC office, provide highlighted version. 	
		Send information	The final package: Letter and numbered pages should be sent before the close of business. If you have any verification that the package went out on the date in question, place it on file.	
	Final Admin. Steps	Filing	The yellow highlighted copy should be placed in the confidential records section of the department, along with any documents that were deemed irrelevant or duplicates. The highlighted blacked-out copy remains in the ATIPP coordinators office in a locked cabinet	
		Database	Update database or notify Office of the ATIPP coordinator	
		Summary Report	Complete summary report (Form 8) if not using TRIM database	8.3