



Freedom of Information

Ministry	Ministry Name
Type	General, Personal
Request #	Ministry Acronym, Year, Number (e.g. MOE-2010-00001)
Applicant	Business, Individual, Interest Group, Law Firm, Media, Other Governments, Other Public Body, Political Party, Researcher
Start Date	M/D/Y
Due Date	M/D/Y
End Date	M/D/Y
Status	Closed
Disposition	Abandoned, Access Denied, Access Denied – Section 20, Cancelled, Full Disclosure, No Resp. Records Exist/ Located, Outside Scope of Act, Partial Disclosure, Partial Transfer, Records in another Min/Org, Refuse to Confirm or Deny, Routinely Releasable, Transferred, Undetermined, Withdrawn
On Hold Days	e.g. 0
Processing Days	e.g. 100
OD Days	e.g. 10
Extension	Y or blank
Publication Status	Publish, Do Not Publish, Not In Scope
Reason	Another Government's Information, Business Information, Federal Copyright, First Nations Information, Other - Public Body Decision, Other Government Information, Outside Scope of Publication Policy, Personal Information, Public Body Decision, Security Information

Definitions

Abandoned: Applicant does not respond to communication regarding the request, where a response is required in order to complete processing, and the request is closed.

Access Denied: Exceptions to disclosure in accordance with FOIPPA apply to all records that were requested – this includes section 20.

Annotated: On Correction requests only – An applicant requests correction and the public body determines that no correction will be made. In this circumstance the public body MUST annotate the information with the correction that was requested but not made.

Business Day: Requests are calculated in business days, which exclude weekends and statutory holidays.

Business: A private corporate entity making a request for records under the FOIPPA.

Due Date: The legislated date on which a response to an FOI request is due to an applicant.

End Date: The date on which a response to an FOI request is sent to an applicant.

Extension: Under section 10 of the FOIPPA, a public body may take an extension where more detail is required to identify the requested record, where a large volume of records is requested or must be searched and to do so would unreasonably interfere with operations, or if more time is required to consult with a third party or other public body. In some circumstances, additional extensions may be granted by the Information and Privacy Commissioner.

Full Disclosure: All information within the scope of FOIPPA is released in full – no exceptions to disclosure under FOIPPA have been applied to the responsive records. Information deemed not responsive and removed and information that falls under section 3 of FOIPPA does not impact the request being considered full disclosure.

General request: A request for government records that are created and/or accumulated and used by Government in developing, implementing and/or administering programs of government.

No Responsive Records Exist/Located: No responsive records exist or were located in response to the request. Can be used on requests sent to one public body or sent to multiple public bodies and no coordination is required.

On-hold Days: Requests may be placed on-hold in accordance with the FOIPPA Act for a number of reasons, including when government is awaiting a response from an applicant provided with a fee estimate to obtain records, or when a file is under review with the Office of the Information and Privacy Commissioner.



Other government: Other levels of government that are not covered by FOIPPA (e.g. other provinces, federal government, foreign government).

Other public body: A public body other than a government ministry as defined in FOIPPA.

Outside Scope of Act: Requested records are not within the scope of FOIPPA - they fall under section 3, or are covered by other legislation that has a FOIPAA override.

Overdue Days: The number of days a request is deemed to be overdue based on the legislated timelines under FOIPPA. The number of overdue days take into consideration request extensions, on-hold days and pending days.

Partial Disclosure: A portion of the records contain mandatory and/or discretionary severing in accordance with FOIPPA.

Pending Status: Requests may be placed on pending status to determine the validity of the request. Days on pending status are not reflected as on-hold days, but are not included as part of the overall processing days.

Personal Request: A request for records about an identifiable individual. A request made by an individual (or their authorized representative) seeking their own personal information or by an individual with written consent of the individual for records, the majority of which are of a personal nature.

Processing Days: Processing days are calculated as the number of business days used to respond to a request. Processing days do not include days where a request is on-hold or placed on pending status.

Records in another Ministry/Organization: The request has gone to more than one ministry (and requires coordination) and responsive records are located in one of the other IAO action offices (this does not include public bodies outside of the ones IAO provides FOI services to). Do not use in cases where an FOI request has gone to multiple public bodies and no coordination is required – use 'No Responsive Records Exist/Located instead.

Refuse to Confirm or Deny: The public body refuses to confirm or deny the existence of a record containing information described in section 15 or personal information as the disclosure of its existence would be an unreasonable invasion of personal information.

Researcher: An applicant affiliated with an educational institution or other research body.

Resolved by Inquiry: On OIPC requests only – The request goes through the mediation stage and is resolved by Inquiry and an Order is issued.

Resolved by Judicial Review: On OIPC requests only – The request goes through the mediation stage, Inquiry and an Order is issued but the public body decides to challenge the Order and is resolved by Judicial Review.

Resolved in Mediation: On OIPC requests only - The request is resolved during the mediation stage.

Routinely Releasable: Information can be provided to the applicant without the need for a formal access request under FOIPPA.

Start Date: The date on which a request is opened and processing begins.

Transferred: Request has been transferred to another public body to respond as the public body to which it was directed does not have custody or control of the requested records or the other public body has the greater interest in commonly held records.

Withdrawn: The applicant has provided IAO with formal written or email permission to withdraw the request - they do not wish to continue with the FOI request.