Help with FOIP

Access and Privacy Branch

June 2018

Access to Information Requests: Logging and File Set Up

When an access request is received, it should immediately be recorded in a tracking log and a file should be set up. The tracking log enables an "at a glance" history of all access requests received and processed by the public body. The access request file contains the full history of the particular access request. The following will provide an overview of setting up an access request file and logging the request.

	Steps to Logging and File Set Up	
1	**Date Stamp the Access Request.** • There are 30 days to respond to an Access Request. The date stamp will show you when the request was received.	
2	**Log the Request** • See the attached "Sample Log Book Record."	

3	**Log the Request – File Number**
	• A file number should be established for each access request and should contain the following components:
	  ○ *Public Body Identifier*: Two to four letters in length. For example, Ministry of Justic – JU; Public Complaints Commission- PCC
	  ○ *Number of Application (By Fiscal Year):* the first application received in a fiscal year would be 01, the fifth would be 05.
	  ○ *Fiscal Year Identifier*: A two digit number to represent the fiscal year the access request was received in. For example, the 2017-18 fiscal could be represented by "17".
	  ○ *Request for Personal Information or General Information* – P for personal and G for general.
	• Example of file number: If the first access request received in Saskatchewan Justice in the 2017/18 fiscal year was for general information, the file number could be: **JU01-17G**
	• File numbers should be included in the log book, the file set up for the Access Request, and in any correspondence to the applicant.	

4	See "**Sample Log Book**" on the next page for details on how to complete a log book.	
5	**Setting up an Access Request File** • Once the Access Request is logged and a file number is created, a file devoted to the access request should be set up. ○ The file name for the Access Request should include the file number and the applicant's name.	

Disclaimer: *The information in this document does not constitute legal advice. Please consult with your own legal counsel for legal advice related to either The Freedom of Information and Protection of Privacy Act or The Local Authority Freedom of Information and Protection of Privacy Act.*

6	**What to include in the Access Request File**
	• The Access Request file is the complete records of processing the Access to Information Request. This includes:
	  ○ the original access request;
	  ○ a copy of all responsive materials (whether released or not);
	  ○ a copy of work that you or others do to process the access request and how decisions were made (for example, the detailed search efforts); and
	  ○ a copy of correspondence sent to the applicant.
	• This file is maintained by the FOIP Administrative Coordinator.	

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SAMPLE LOG BOOK RECORD – ACCESS TO INFORMATION REQUESTS
The Freedom of Information and Protection of Privacy Act

File Number (1)	Applicant Name (2)	Date Rec'd (3)	Due Date (4)	Details of Access Request (5)	Heads Up (6)	Fees Estimated/ Collected (7)	Date Response Provided (8)	Response Time (In Days) (9)			Outcome of Access Request (10)	Request For Review (Start Date) (11)	Request for Review (Completion Date) (12)
								30 (A)	60 (B)	>60 (C)			

1. **File Number**
2. **Applicant Name**
3. **Date Received** – This is the date the access request was received in your government institution.
4. **Due Date** – This is 30 calendar days (including weekends and holidays) from when the access request was received in your government institution.
5. **Details of Access Request** – This is a summary of the records being requested in the access request.
6. **Heads Up** – This is a list of each person who was provided a heads up of the access request.
7. **Fees Estimated/Collected** – This is if any fees have been estimated and/or collected for this access request from the applicant, including the amount estimated and/or collected.
8. **Date Response Provided** – This is the date when the final response was provided to the applicant.
9. **Response Time (In Days)** – Check the appropriate box: A - 0-30 days, B - 30-60 days, C - over 60 days).
10. **Outcome of Access Request** - This should include details on the outcome of the access request (eg - if application was fully granted, partially granted, denied, records did not exist, the access request was transferred to another government institution, etc). The appropriate section(s) of the Act quoted in your response to the applicant should be cited here.

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11. **Request for Review (Start Date)** - If there is a request for review, indicate the date the request for review commenced (date notification letter was received from the Office of the Information and Privacy Commission (OIPC).
12. **Request for Review (Completion Date)** – If there is a request for review and it has been completed, note the date it was completed.

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