



Annual Report on the *Access to Information Act* – 2015-2016





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1. Report on the *Access to the Information Act*

1.1 Introduction

The *Access to Information Act* (the Act) gives Canadian citizens, permanent residents, and all individuals and corporations present in Canada the right of access to records under the control of a government institution subject to the Act. The Act complements, but does not replace, other means of obtaining government information.

This report is prepared and tabled in Parliament in accordance with section 72 of the Act. It covers the period from April 1, 2015, to March 31, 2016.

1.2 Mandate of Library and Archives Canada

The mandate of Library and Archives Canada (LAC) is:

- To preserve the documentary heritage of Canada for the benefit of present and future generations;
- To serve as a source of enduring knowledge accessible to all, contributing to the cultural, social and economic advancement of Canada as a free and democratic society;
- To facilitate co-operation among Canadian communities involved in the acquisition, preservation and diffusion of knowledge;
- To serve as the continuing memory of the Government of Canada and its institutions.

The records under the care and control of LAC are stored in the National Capital Region, as well as in Regional Service Centres located in Winnipeg, Burnaby, and Dartmouth.

Each year, in addition to LAC's own operational records, LAC receives requests for access to records in its care and control originating in other federal institutions. Many of these records contain personal and other sensitive information.

1.3 Organization

The Librarian and Archivist of Canada (the Deputy Head), the Chief Operating Officer, the Director General, Public Services, and Chief Privacy Officer, the Director, Regional Services and ATIP, and the Manager, ATIP & Personnel Records, each have a responsibility for exercising all sections under the Act. Descriptions of LAC's information holdings are published in *Info Source*.

During the reporting period, 19.23 full-time equivalents were assigned to processing requests received under the Act.



Archival and Operational Records Unit:

- Responds to consultations submitted by other federal institutions on the application of the Act as it relates to LAC's current operational records or issues;
- Processes formal and informal requests for access to LAC's current restricted operational records and restricted archival records under LAC's control;
- Reviews restricted finding aids concerning restricted archival records transferred to LAC for permanent custody and severs information that remains restricted;
- Approves letters of authorization for current employees of federal institutions to access restricted archival records under LAC's control; and
- Represents LAC in dealings with the Office of the Information Commissioner (OIC) of Canada regarding applications of the Act with respect to records under LAC's control.

Personnel Records Unit:

- Processes formal and informal access requests for restricted personnel files and other related records on former members of the Canadian Forces as well as former federal government employees;
- Monitors other institutions' programs to gauge the effects on workload, resources and processes; and
- Represents LAC in dealings with the OIC on applications of the Act to restricted records described above.

1.4 Delegation Order

For the purposes of the Act, the Minister of Canadian Heritage delegates her powers, authorities and responsibilities to the Deputy Head of LAC. The Deputy Head is accountable for developing, coordinating and implementing effective policies, guidelines, systems and procedures. This ensures that the Minister's responsibilities under the Act are met and that information is processed and disclosed appropriately.

The Deputy Head delegates his powers, authorities and responsibilities to the Chief Operating Officer, the Director General, Public Services, and Chief Privacy Officer, the Director, Regional Services and ATIP, and the Manager, ATIP & Personnel Records. At the tabling date of this report, the delegation instrument has been updated and will be effective during 2016-2017. The ministerial delegation order utilized during 2015-2016 is available at Appendix A.



1.5 Statistical Report

Statistical reporting on the administration of the Act has been in place since 1983. The statistical reports prepared by government institutions provide aggregate data on the application of the Act. This information is made public on an annual basis in an *Info Source Bulletin* and is included with the *Annual Report on the Access to Information Act*, which is tabled in Parliament.

A comprehensive statistical report on requests processed by LAC under the Act between April 1, 2015, and March 31, 2016, is available in Appendix B of this report.

2. Interpretation of the Statistical Report for Requests under the Access to Information Act

Part 1 - Requests under the *Access to Information Act*

1.1 Number of requests

During the reporting period, LAC completed 861 requests. 737 were new requests received under the Act and 124 requests were carried forward from 2014-2015. 103 requests will be carried over into 2016-2017.

When reviewing the downward trend of new requests received, the decrease in the total number of requests is attributed to the factors below:

- Proactive review of previously restricted records: LAC is committed to its block review of archival records. In 2015-2016, LAC reviewed over 6 million pages and opened nearly as many. This means that anyone may now access these records through LAC's Reference Services without requiring a further ATIP review. Since 2011, LAC has proactively opened over 20 million pages of government records.
- *Summaries*: Canadians are seeking information online first through the Open Data Portal where LAC posted 812 access to information summaries.



1.2 Sources of requests

Of the 737 new requests received during the 2015-16 reporting period, 400 (54%) came from entities that *Declined to Identify*; 266 (36%) came from *academia*; the remaining 10% originated from *media, businesses, organizations* or the *public*.

1.3 Informal requests

The Act is intended to complement and not to replace existing procedures for accessing government information. In line with this principle, LAC completed 5,422 informal ATI requests in 2015-2016 compared to 6,671 in 2014–2015. This represents a decrease of 19% over the previous year. LAC attributes this decrease to the same reasons provided for the decrease in formal ATI requests, mentioned above.

In 2015-2016, 42% of the informal ATI requests were completed between 61 and 120 days while 41% were completed within 15 days of receipt. Two requests took more than 365 days to complete.

LAC ensures that federal government employees have access to restricted archival records needed to support government-wide decision making and accountability. Federal employees must submit a departmental researcher authorization letter to LAC to consult their own institution's restricted archival records. Similarly, employees who want to consult the restricted archival records of another federal institution must obtain a letter of authorization from that department. In 2015-2016, LAC approved 194 departmental researcher requests.

When archival records created by federal institutions are transferred to LAC, they are accompanied by indexes or lists that serve as or can be used to create research tools called finding aids. Finding aids describe the contents and location of each file for identification within LAC's archival holdings. Many finding aids contain sensitive or personal information and must be reviewed prior to release. In 2015-2016, LAC reviewed 200 finding aids which is double of what was reviewed the previous year. This increase is due to an LAC-wide commitment to making finding aids more publicly available to assist researchers and other interested parties in finding what they need from LAC's archival collections.



Part 2 - Requests Closed during the Reporting Period

2.1 Disposition and completion time

In 2015-2016, LAC completed 758 requests; in 80% of cases all or parts of the records were disclosed.

A total of 8 requests were transferred or redirected to other federal institutions. This is identical to the 2014-2015 period. Table 1 provides an overview of the records disclosed and Table 2 provides an overview of completion times.

Table 1. Disposition of completed requests

Number of requests		Disposition
2015-2016	2014-2015	
223 (29%)	276 (34%)	Fully disclosed
383 (51%)	393 (48%)	Partially disclosed
0 (0%)	2 (0.2%)	Exempted in entirety
38 (5%)	24 (3%)	Excluded in entirety
61 (8%)	59 (7%)	No existing records
8 (1%)	8 (1%)	Transferred to another institution
44 (6%)	59 (7%)	Request abandoned
1 (0%)	0 (0%)	Neither confirmed nor denied

* Percentages may not add to 100 due to rounding.

Table 2. Disposition and completed time

Number of days	2015-2016	2014-2015
1 to 15 days	386 (51%)	393 (48%)
16 to 30 days	154 (20%)	242 (29%)
31 to 60 days	45 (6%)	48 (6%)
61 to 120 days	77 (10%)	64 (8%)
121 to 180 days	31 (4%)	24 (3%)
181 to 365 days	33 (4%)	33 (4%)
more than 365 days	32 (4%)	17 (2%)

* Percentages may not add to 100 due to rounding.



2.2 Exemptions

During 2015–2016, LAC most frequently invoked the following exemptions under the Act:

Table 3. Five Most Frequent Exemptions Invoked

Number of requests	Section	Description
297	19(1)	personal information about an identifiable individual
39	24(1)	statutory prohibitions against disclosure
36	13(1)(a)	obtained in confidence from a foreign government
34	15(1)	contains information the disclosure of which could reasonably be expected to be injurious to the conduct of international affairs, the defence of Canada or any state
31	23	solicitor–client privilege

Note: One request may invoke multiple sections of the Act [e.g., sections 13(1)(c) and 15(1)(c)]. However, if the same exemption is used several times for the same request, it is only reported once.

Although LAC processes more requests related to historical records than operational records, these documents contain sensitive information that qualifies for exemption under the Act. The exemption most frequently invoked by LAC in 2015–2016 and all preceding reporting period up to and including 2009–2010, is section 19(1) of the Act (personal information about an identifiable individual).



2.3 Exclusions

The Act does not apply to certain materials. The following table presents a comparison of the exclusions LAC invoked in 2015-2016 and in 2014-2015:

Table 4: Exclusions Invoked

Number of requests		Section of the Access to Information Act
2015-2016	2014-2015	
34	27	68(a) published material or material available for purchase by the public
1	0	68(b) library or museum material preserved solely for public reference or exhibition purposes
4	1	68(c) material placed at LAC, the National Gallery of Canada, the Canadian Museum of History, the Canadian Museum of Nature or the Canada Science and Technology Museum by or on behalf of persons or organizations other than government institutions
1	0	69(1) confidences of the Queen's Privy Council

2.4 Format of information released

In 227 cases, requesters wanted to receive the information in a paper copy; in 379 cases, records were sought and provided in an electronic format. Applicants continue to have the option of receiving information on CD-ROM at no extra charge, thereby eliminating the cost of photocopies.

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

LAC completed 758 requests in 2015-2016, processing 331,632 pages of information and disclosing 317,070 pages in whole or in part. During the same period; 38 requests were *All Excluded*; 44 requests were *Abandoned*; and 1 request was *Neither confirmed nor denied*.

In total, LAC processed 331,632 pages of information for these requests in 2015-2016 compared to 276,887 in 2014-2015, which represents a 20% increase.



2.5.2 Relevant pages processed and disclosed by size of requests

About 71% of the *Access to Information Act* requests (538 requests) involved the review and processing of up to 500 pages per request. A total of 148 requests involved the release of more than 500 pages, including 7 requests that required the review and processing of more than 5,000 pages. Although only representing 20% of LAC's case load, these 148 requests resulted in the disclosure of 270,810 pages.

Table 5. Overview of *Access to Information Act* requests

Fiscal year	Requests received	Requests completed	Number of pages processed	Number of pages released
2015-2016	737	758	331,632	317,070
2014-2015	829	821	276,887	269,883
2013-2014	877	925	381,335	370,600
2012-2013	900	874	493,423	457,389

LAC's overall caseload decreased by 8% (821 requests completed in 2014-2015 down to 758 in 2015-2016). However, the number of pages released increased by 17% (269,883 pages in 2014-2015 up to 317,070 in 2015-2016).

2.5.3 Other complexities

In compiling data for Table 2.5.3 of Annex B, LAC was made aware of discrepancies related to how the "Other" column was utilized during 2015-2016. As a result, LAC has updated internal procedures related to identifying complexities which will be reflected in the 2016-2017 Annual Report.



2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

In 2015-2016, LAC responded to 92% of its requests within the statutory deadlines.

The requests that were not completed within the statutory deadlines fall into the following categories:

- 41 requests due to external consultations
- 1 request due to internal consultations
- 10 requests due to workload
- 8 requests due to other factors

A significant increase in the number of requests that were not completed within the statutory deadlines are due to external consultations. During 2014-2015, 12 of the 36 requests (33%) delivered after the deadline were due to external consultations compared to 41 of the 60 requests (68%) in 2015-2016.

2.6.2 Number of days past deadline

Of the 60 requests LAC completed after the statutory deadline; 15 requests were completed within 15 days after the deadline; 10 were completed between 61 and 120 days after the deadline; 12 were completed between 181 and 365 days past the deadline; 9 were completed after more than 365 days past the deadline.

A total of 47 requests were completed after the deadline even though an extension of the statutory time limit had been taken.

2.7 Requests for translation

There were no requests for translations from English to French or from French to English in 2015-2016.



Part 3 - Extensions

3.1 Reasons for extensions and disposition of requests

Section 9 of the Act permits an extension of the statutory time limits if the processing of a large volume request within the original time limit would unreasonably interfere with the operations of the department [section 9(1)(a)].

The Act also permits an extension of the statutory time limits when consultations are necessary [section 9(1)(b)].

The Act finally permits for an extension to be invoked if a Third Party Notice is required [section 9(1)(c)].

Table 6: Reasons for extensions

Extension		2015-2016	2014-2015
9(1)(a)		40	25
9(1)(b)	s.69	1	2
	Other	182	156
9(1)(c)		0	4

* Percentages may not add to 100 due to rounding

3.2 Length of extensions

Of the 223 extensions LAC invoked in 2015-2016; 11 were invoked for 30 days or less; 37 for 31 to 60 days; 54 for 61 to 120 days; 57 for 121 to 180 days; 61 for 181 to 365 days and 3 for 365 days or more.

In 183 of these cases, or 82%, LAC invoked extensions due to consultations with other federal institutions where proactive negotiations would determine the length of extension.

Part 4 - Fees

During the reporting period, LAC collected \$3,685 in application fees. No other fees were collected.



Part 5 - Consultations Received from other Institutions and Organizations

5.1 Consultations Received from other Government of Canada institutions and organizations

During 2015–2016, LAC received 27 new consultation requests from another government institution concerning LAC’s operational records. All 27 consultations were completed within the reporting period and 158 pages were reviewed.

5.2 Recommendations and completion time for consultations received from other Government of Canada institutions

Of the 27 consultation requests completed, LAC made full disclosure recommendations in 21 cases within 15 days. LAC also recommended partial disclosure in 1 instance also within 15 days. In 5 cases, LAC recommended that the department consult with another institution, within 15 days of receipt.

5.3 Recommendations and completion time for consultations received from other organizations

LAC received no requests from other organizations.



Part 6 - Completion Time of Consultations on Cabinet Confidences

6.1 Requests with Legal Services

LAC did not consult with Legal Services during 2015-2016.

6.2 Requests with Privy Council Office

There were no consultations with the Privy Council Office in 2015-2016.

Part 7 - Complaints and Investigations

In 2015–2016, there were 13 complaints on access to records in the custody of LAC received from the Office of the Information Commissioner of Canada (OIC) compared to 8 received in 2014–2015. Nine were related to the exemption or exclusion of information; 3 pertained to time limits (i.e., extensions taken or time taken to respond to requests); and 1 was for other reasons.

Part 8 - Court Action

There were no new court cases in 2015-2016 involving LAC. As a result, there have been no new court cases involving LAC in relation to the Act for several years.

Part 9 - Resources Related to the *Access to Information Act*

9.1 Costs

During 2015–2016, the total costs associated with administering the Act decreased (\$1,131,105 compared to \$1,603,015 in 2014-2015). This decrease is mostly attributed to vacant positions that have not been staffed during 2015-2016.

9.2 Human Resources

There were 19.23 full-time equivalents assigned to the processing of requests under the Act and to the processing of informal access requests compared to 29.5 during 2014-2015.



3. Miscellaneous

3.1 Education and training

There was no training offered to staff during 2015-2016 that specifically related to the Access to Information Act as the training offered to staff related to Privacy legislation.

3.2 Significant changes to organization, programs, operations or policy

There were no significant changes to report.

3.3 Overview of new or revised *Access to Information Act*-related policies and procedures implemented

There were no new policies or procedures implemented.

3.4 Changes as a result of issues raised by the Office of the Information Commissioner (OIC)

No changes to report during the 2015–2016 reporting period.

3.5 Changes as a result of issues raised by other agents of Parliament

No changes to report during the 2015–2016 reporting period.



3.6 Monitoring

The institution monitors the time to process access requests through specialized ATIP software (AccessPro Case Management from CSDS Systems Inc.). This software enables LAC to track all request-related activities (e.g., time management, correspondences, consultations, fees) and allows each activity to be reported with timelines. A system feature called “the dashboard” also provides system users, supervisors and managers information, such as the number of requests and request actions that are due within the next 7 days, the same day, and the number of late requests. Other features, such as system-designed reports and search builders allow for users, managers and the system administrator to track all active and closed requests for accuracy, completeness and compliance with regard to regulations, policies and procedures.

If the monitoring identifies any irregularity, it will first be brought to the attention of unit supervisors, and depending on the irregularity, to the attention of the ATIP and PR manager or even the section director.

3.7 Information holdings

Info Source is a series of publications containing information about and collected by the Government of Canada. The primary purpose of *Info Source* is to assist individuals in exercising their rights under the *Access to Information Act*. *Info Source* also supports the federal government’s commitment to facilitate access to information regarding its activities.

A description of LAC’s functions, programs, activities and related information holdings can be found in *Sources of Federal Government and Employee Information 2016*.

To improve service delivery and reduce the technical burdens for the requesters who chose to submit their request online, the Services Branch at LAC undertook to update all of its program-related online information, including *Info Source*.

Note: All *Info Source* publications are available online free of charge.

Additional copies of this report may be obtained from the:

Manager, Access to Information, Privacy and Personnel Records

Library and Archives Canada
395 Wellington Street
Ottawa, Ontario K1A 0N4



Library and Archives Canada
Bibliothèque et Archives Canada

DELEGATION OF FINANCIAL SIGNING AUTHORITIES AND DESIGNATION ORDER
INSTRUMENT – POLICIES AND GUIDELINES

**DELEGATION OF FINANCIAL SIGNING AUTHORITIES
AND
DESIGNATION ORDER INSTRUMENT
POLICIES AND GUIDELINES**

**Approved by the Librarian and Archivist of Canada
September, 2007**





DELEGATION OF FINANCIAL SIGNING AUTHORITIES AND DESIGNATION ORDER
INSTRUMENT – POLICIES AND GUIDELINES

Table U - Authority to Amend Delegation Instrument and Appendices

ELIGIBLE DOCUMENT	Authority
The delegation instrument (Delegation of Financial Signing Authority and Designation Order Instrument – Internal Version).	L&A - only when signed by the Minister SFO
Appendix B (Description of the Delegation of Signing Authorities and Designation Order Instrument - Policies and Guidelines)	L&A - Full authority, unless the change would result in a change to the delegation instrument that is outside the L&A's authority. SFO

SECTION 7.0 Designation Order

The purpose of this section is to establish the framework for managing the Access to Information and Privacy Act. The Minister responsible of Library and Archives Canada pursuant to *Section 73 of the Privacy Act and Section 73 of the Access to Information Act*, hereby designates the persons holding the positions set out below to exercise the powers to perform the duties and functions of the Minister, as head of a government institution, under the sections of the Act specified opposite each position.

Position	Privacy Act Section	Access to Information Section
Librarian and Archivist of Canada	All Sections	All Sections
Assistant Deputy Minister, Programs and Services	All Sections	All Sections
Director, Access to Information and Privacy Division	All Sections	All Sections
Manager, Access to Information and Privacy Division, PM-05 and AS-04	All Sections except 8(2)(j), 8(2)(m), 17(2)(b), 51, 77	All Sections except 12(2)(b), 12(3), 77
Senior Analyst, Access to Information and Privacy Division, PM-04	All Sections except 8(2), 17(2)(b), 51, 77	All Sections except 12(2)(b), 12(3), 77
Analyst, Access to Information and Privacy Division, PM-02	All Sections except 8(2), 17(2)(b), 51, 77	All Sections except 12(2)(b), 12(3), 77





DELEGATION OF FINANCIAL SIGNING AUTHORITIES AND DESIGNATION ORDER
INSTRUMENT – POLICIES AND GUIDELINES

Section 7.2 - Section 73 of the Access to Information Act

The powers, duties and functions that may be delegated under section 73 of the Access to Information Act are set out below, in relation to its various sections and subsections.

7(a)	Respond to request for access, give access or give notice
8(1)	Transfer to institution with greater interest
9	Extension of time limits
11	Assess fees
12(2)(b)	Translate a record
12(3)	Provide access in an Alternative Format
13(1)	Apply exemption - Information obtained in confidence from other governments
14	Apply exemption - Federal-Provincial affairs
15	Apply exemption - International affairs and defence
16	Apply exemption - Law enforcement and investigation
17	Apply exemption - Safety of individuals
18	Apply exemption - Economic interests of Canada
19(1)	Apply exemption - Personal information
19(2)	Disclose personal information
20	Apply exemption - Third party information
22	Apply exemption - Testing procedures
23	Apply exemption - Solicitor/client privilege



Appendix B: Statistical Report on the Access to Information Act

Name of institution: Library and Archives Canada

Reporting period: 2015-04-01 to 2016-03-31

Part 1: Requests Under the *Access to Information Act*

1.1 Number of requests

	Number of Requests
Received during reporting period	737
Outstanding from previous reporting period	124
Total	861
Closed during reporting period	758
Carried over to next reporting period	103

1.2 Sources of requests

Source	Number of Requests
Media	13
Academia	266
Business (private sector)	19
Organization	10
Public	29
Decline to Identify	400
Total	737

1.3 Informal requests

Completion Time							
1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
2221	398	158	2286	334	23	2	5422

Note: All requests previously recorded as “treated informally” will now be accounted for in this section only.

Part 2: Requests Closed During the Reporting Period

2.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	102	50	17	30	8	7	9	223
Disclosed in part	171	72	21	47	23	26	23	383
All exempted	0	0	0	0	0	0	0	0
All excluded	31	7	0	0	0	0	0	38
No records exist	41	15	5	0	0	0	0	61
Request transferred	8	0	0	0	0	0	0	8
Request abandoned	32	10	2	0	0	0	0	44
Neither confirmed nor denied	1	0	0	0	0	0	0	1
Total	386	154	45	77	31	33	32	758

2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	36	16(2)	1	18(a)	0	20.1	0
13(1)(b)	5	16(2)(a)	0	18(b)	1	20.2	0
13(1)(c)	22	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	22	16(2)(c)	0	18(d)	0	21(1)(a)	1
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	1
14	1	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	1	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	0
14(b)	1	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	34	16.1(1)(d)	0	19(1)	297	22.1(1)	0
15(1) – I.A.*	4	16.2(1)	0	20(1)(a)	1	23	31
15(1) – Def.*	11	16.3	0	20(1)(b)	11	24(1)	39
15(1) – S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	1	26	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	12		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	2		
16(1)(a)(iii)	0	17	0				
16(1)(b)	0						
16(1)(c)	0						
16(1)(d)	0						

* I.A.: International Affairs Def.: Defence of Canada S.A.: Subversive Activities

2.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68(a)	34	69(1)	1	69(1)(g) re (a)	0
68(b)	1	69(1)(a)	0	69(1)(g) re (b)	0
68(c)	4	69(1)(b)	0	69(1)(g) re (c)	0
68.1	0	69(1)(c)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(d)	0	69(1)(g) re (e)	0
68.2(b)	0	69(1)(e)	0	69(1)(g) re (f)	0
		69(1)(f)	0	69.1(1)	0

2.4 Format of information released

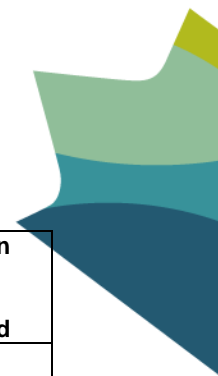
Disposition	Paper	Electronic	Other Formats
All disclosed	76	147	0
Disclosed in part	151	232	0
Total	227	379	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of Requests	Number of Pages Processed	Number of Pages Disclosed	Number of Requests
All disclosed	97208	96666	223
Disclosed in part	234394	220404	383
All exempted	0	0	0
All excluded	30	0	38
Request abandoned	0	0	44
Neither confirmed nor denied	0	0	1

2.5.2 Relevant pages processed and disclosed by size of requests



Disposition	Less Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
All disclosed	114	3025	59	15934	25	16656	23	46273	2	14778
Disclosed in part	189	5215	93	22086	42	28602	54	94373	5	70128
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	38	0	0	0	0	0	0	0	0	0
Request abandoned	44	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	1	0	0	0	0	0	0	0	0	0
Total	386	8240	152	38020	67	45258	77	140646	7	84906

2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	75	3	0	67	145
Disclosed in part	117	1	0	155	273
All exempted	0	0	0	0	0
All excluded	0	0	0	2	2
Request abandoned	0	1	0	2	3
Neither confirmed nor denied	0	0	0	0	0
Total	192	5	0	226	423



2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of Requests Closed Past the Statutory Deadline	Principal Reason			
	Workload	External Consultation	Internal Consultation	Other
60	10	41	1	8

2.6.2 Number of days past deadline

Number of Days Past Deadline	Number of Requests Past Deadline Where No Extension Was Taken	Number of Requests Past Deadline Where An Extension Was Taken	Total
1 to 15 days	10	5	15
16 to 30 days	1	4	5
31 to 60 days	0	5	5
61 to 120 days	0	10	10
121 to 180 days	0	4	4
181 to 365 days	2	10	12
More than 365 days	0	9	9
Total	13	47	60

2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0



Part 3: Extensions

3.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	10	0	68	0
Disclosed in part	28	1	114	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	2	0	0	0
Total	40	1	182	0

3.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	7	0	4	0
31 to 60 days	14	0	23	0
61 to 120 days	11	0	43	0
121 to 180 days	2	1	54	0
181 to 365 days	6	0	55	0
365 days or more	0	0	3	0
Total	40	1	182	0



Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	738	\$3,685	27	\$134
Search	0	\$0	0	\$0
Production	0	\$0	0	\$0
Programming	0	\$0	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	307	\$622
Reproduction	0	\$0	41	\$284
Total	738	\$3,685	375	\$1,040

Part 5: Consultations Received From Other Institutions and Organizations

5.1 Consultations received from other Government of Canada institutions and organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	27	158	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	27	158	0	0
Closed during the reporting period	27	158	0	0
Pending at the end of the reporting period	0	0	0	0



5.2 Recommendations and completion time for consultations received from other Government of Canada institutions

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	21	0	0	0	0	0	0	21
Disclose in part	1	0	0	0	0	0	0	1
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	5	0	0	0	0	0	0	5
Other	0	0	0	0	0	0	0	0
Total	27	0	0	0	0	0	0	27

5.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

Part 6: Completion Time of Consultations on Cabinet Confidences

6.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

6.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0



Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
13	2	4	19

Part 8: Court Action

Section 41	Section 42	Section 44	Total
0	0	0	0

Part 9: Resources Related to the *Access to Information Act*

9.1 Costs

Expenditures		Amount
Salaries		\$1,151,755
Overtime		\$0
Goods and Services		\$179,350
• Professional services contracts	\$99,528	
• Other	\$79,822	
Total		\$1,331,105

9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	18.57
Part-time and casual employees	0.33
Regional staff	0.00
Consultants and agency personnel	0.33
Students	0.00
Total	19.23

Note: Enter values to two decimal places.