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**2020–2021**

**ANNUAL REPORT ON THE  
*PRIVACY ACT***

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**Communications and Access to  
Information Directorate**

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**September 2021**

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Aussi disponible en français sous le titre : *Rapport annuel concernant la Loi sur la protection des renseignements personnels 2020-2021*

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## **1. Introduction**

The *Privacy Act* (the Act) provides Canadian citizens, permanent residents or any person present in Canada with a right of access to their personal information being held by federal government institutions, subject to specific and limited exceptions.

Section 72(1) of the Act requires deputy heads of all government institutions to table an annual report on the administration of the Act within their respective institutions during each financial year.

This annual report provides a summary of the management and administration of the Act within the Immigration and Refugee Board of Canada (IRB) during the 2020-21 reporting period. It is intended for use by the general public, members of Parliament, and IRB personnel.

## **2. Immigration and Refugee Board of Canada**

### ***1. Immigration and Refugee Board of Canada***

The IRB is Canada's largest independent administrative tribunal. It is responsible for resolving immigration and refugee cases efficiently, fairly and in accordance with the law.

The IRB is currently composed of four divisions:

- The Refugee Protection Division (RPD), which decides:
  - claims for refugee protection made within Canada;
  - applications for vacation of refugee protection; and
  - applications for cessation of refugee protection.
- The Immigration Division (ID), which conducts:
  - admissibility hearings for foreign nationals or permanent residents who seek entry into Canada, or who are already in Canada and are alleged to be inadmissible; and
  - detention reviews for foreign nationals or permanent residents who are detained for immigration reasons.
- The Immigration Appeal Division (IAD), which hears:
  - appeals of family sponsorship applications refused by Immigration, Refugees and Citizenship Canada (IRCC);
  - appeals from certain removal orders made against permanent residents, Convention refugees and other protected persons, and holders of permanent resident visas;
  - appeals by permanent residents against whom an IRCC officer outside of Canada has decided that they have not fulfilled their residency obligation; and
  - appeals by the Minister of Public Safety of ID decisions at admissibility hearings.

The fourth division, the Refugee Appeal Division (RAD), was established in December 2012 with the coming into force of the *Balanced Refugee Reform Act* and the *Protecting Canada's Immigration System Act*.

- The RAD hears:
  - appeals from decisions of the RPD allowing or rejecting claims for refugee protection;
  - appeals from decisions of the RPD rejecting applications by the Minister for a determination that refugee protection has ceased; and
  - appeals from decisions of the RPD rejecting applications by the Minister to vacate a decision to allow a claim for refugee protection.

The Chairperson of the IRB reports to Parliament through the Minister of Immigration, Refugees and Citizenship Canada.

## ***II. Communications and Access to Information Directorate***

The Communications and Access to Information Directorate ensures that the IRB meets its statutory obligations under the *Access to Information Act* and the *Privacy Act* by:

- processing access and privacy requests for the IRB;
- responding to consultation requests submitted by other federal institutions;
- providing advice and guidance to IRB personnel regarding the interpretation of both acts as well as related Treasury Board of Canada Secretariat (TBS) policies and guidelines;
- liaising on behalf of the IRB with the TBS, the offices of the Information Commissioner and the Privacy Commissioner as well as other government departments and agencies on a wide variety of ATIP-related issues ranging from legislative interpretation to details of process and procedures;
- providing input into the development of IRB policies and procedures to ensure that they are in compliance with the provisions of both acts;
- coordinating the preparation of the IRB's *Info Source* chapter;
- preparing the annual reports to Parliament on the administration of each act; and
- participating in ATIP forums such as the TBS's ATIP Community meetings and working groups.

The Access to Information and Privacy (ATIP) Unit, which is within the Communications and Access to Information Directorate is part of the Strategic Directions and Corporate Affairs Branch and is staffed by a manager/coordinator, a supervisor, six ATIP officers and two clerks.

Although section 73.1 of the *Privacy Act* allows institutions reporting to the same Minister to enter into agreements with each other for the purpose of sharing ATIP resources and capacity, the IRB did not have any such service agreement for the reporting period.

### **3. Delegation of Authority**

Pursuant to section 73(1) of the Act, the deputy head of a government institution may by order designate one or more officers or employees of the institution to exercise or perform any of the powers, duties or functions of the deputy head of the institution.

Authority to exercise the powers and perform the duties and functions of the Chairperson (deputy head) of the IRB for the purposes of the Act has been delegated to the Executive Director, the Director General of the Strategic Directions and Corporate Affairs Branch, the Director of Communications and Access to Information Directorate, the ATIP Manager/Coordinator and the ATIP supervisor.

The Chairperson, the Executive Director, the Departmental Security Officer, the Deputy Departmental Security Officer and the Regional Security Officer are responsible for approving disclosures of personal information deemed to be in the public interest in accordance with paragraph 8(2)(m) of the Act.

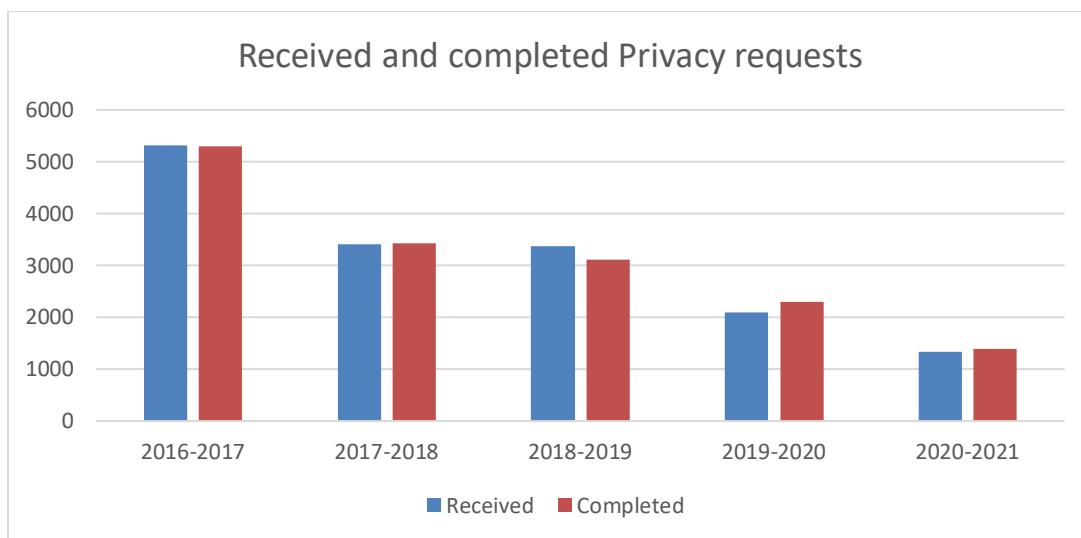
A copy of the delegation order is enclosed at Appendix A.

### **4. Statistical Report on the *Privacy Act* – Interpretation**

The following provides an overview of the statistical information contained in Appendix B of this report.

#### ***I. Requests received:***

The IRB received 1,338 formal privacy requests in 2020–21, representing a 36.1 percent decrease in volume from fiscal year 2019–20, during which 2,094 formal requests were submitted. An additional 122 requests were also carried forward from the previous reporting period.



Over the last five years, the number of requests received and completed by the IRB has diminished from year to year. However, the ATIP Directorate is pleased to report that, on average, 3,106 requests were annually received and completed.

## ***II. Disposition of requests completed:***

A total of 1,394 formal requests were completed during the 2020–21 reporting period. The completed requests were finalized in the following manner:

	<b>Number of requests</b>	<b>Percentage</b>
All disclosed	431	30.9%
Disclosed in part	53	3.8%
Nothing disclosed (excluded)	0	N/A
Nothing disclosed (exempt)	0	N/A
No records exist	896	64.3%
Abandoned by applicant	13	0.9%
Neither confirmed or denied	1	0.1%

Of the 131,859 pages reviewed in response to these requests, 129,633 were released. To compare, 57,000 less pages were reviewed and 48,000 less pages were released in 2020–21 than in the previous fiscal year.

In the 2020–21 fiscal year, a total of 431 requests (30.9 percent) were completely disclosed, 53 requests were disclosed in part (3.8 percent) and 13 requests were abandoned. In regards to these 13 abandoned cases, the applicants either failed to provide sufficient information to allow the IRB to find the requested documentation, or failed to obtain written consent from another individual to authorize the IRB to release the personal information.

In addition, a total of 896 requests (64.3 percent) could not be processed as no relevant records existed. Starting in February 2013, each year the IRB’s ATIP Directorate has received a large



volume of privacy requests from individuals in Canada who wish to obtain a letter stating that they have never applied for refugee status in order to travel to India. The Consulate General of India requires that an official letter from the IRB be attached to each application. The letter must indicate whether or not the person made a claim for refugee protection and, if they did, whether this claim was allowed, rejected, withdrawn or abandoned.

### ***III. Exemptions invoked:***

Section 2.2 of the statistical report outlines the exemptions that were applied in accordance with the Act. In 2020–21, the IRB relied primarily on the exemptions provided for in the following provision of the Act:

- Section 26 dealing with personal information; and
- Subsection 22(1) dealing with law enforcement and investigation.

It should be noted that if an exemption was applied several times within the same request, it is reported only once in the enclosed statistical report.

### ***IV. Exclusions cited:***

Pursuant to sections 69 and 70, this Act does not apply to:

- library or museum material preserved solely for public reference or exhibition purposes;
- materials placed in libraries and museums by or on behalf of persons or organizations other than government institutions; and
- confidences of the Queen’s Privy Council for Canada.

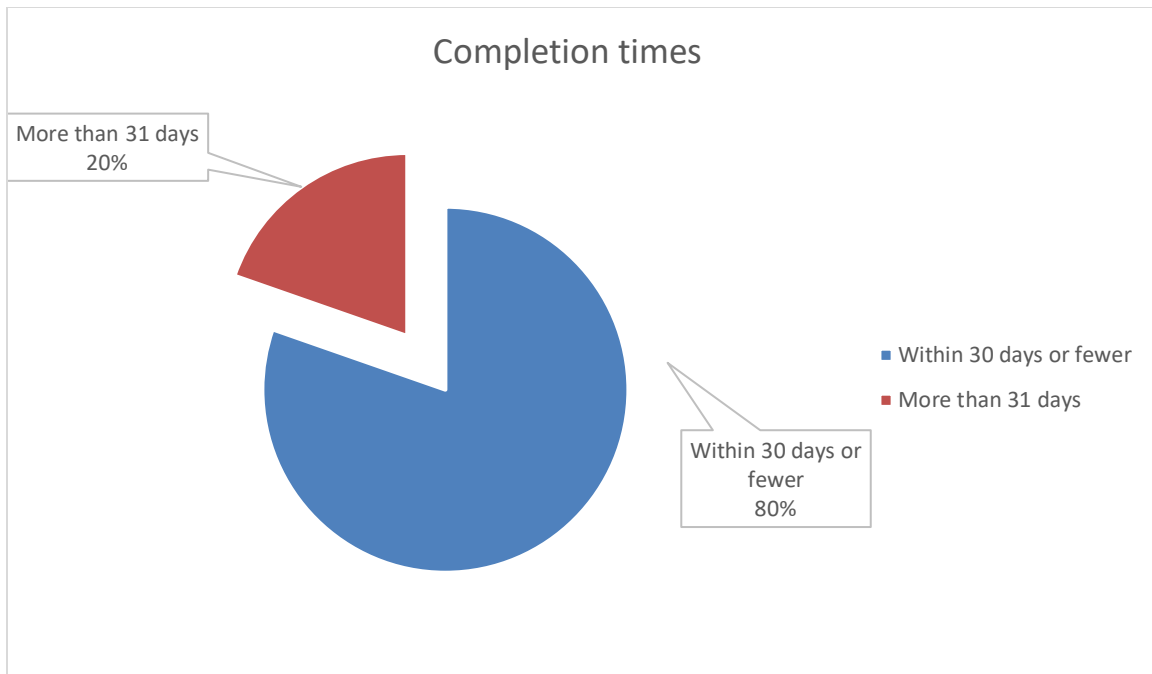
Section 2.3 of the statistical report is reserved for reporting on the number of exclusions applied in accordance with these sections of the Act.

During the 2020–21 reporting period, no exclusions pursuant to sections 69 and 70 of the Act were applied by the IRB.

### ***V. Completion time:***

The chart below summarizes the length of time required to process the 1,394 requests completed in 2020–21. Of those requests, 1,123 or 80.6 percent were completed on time.

It should be noted that, at the beginning of the pandemic, the IRB halted all in-person functions in order to protect the health and safety of staff. The impact of that stoppage made it impossible to meet the legal deadline in a total of 266 privacy requests due to the inability to access paper-based records while employees were working from home. If those delayed files were discounted, the processing time for applications would have been in the order of 99.6 percent.



This means that the IRB responded to a total of:

- 1,120 requests in 30 days or less (80%); and
- 274 requests in 31 days or more (20%).

**VI. Extensions:**

Section 15 of the Act allows government institutions to extend the statutory 30-day time limit for processing a request.

During the 2020–21 reporting period, a total of 53 extensions were taken by the IRB. In 52 cases, the statutory deadline was extended as meeting the original time limit would have unreasonably interfered with the operations of the IRB. In one case, consultation with another government institution was necessary and could not reasonably be completed within the original time limit.

**VII. Translation:**

There was no request for the translation of records from one official language to the other during the reporting period.

**VIII. Method of access:**

In 2020–21, access to the records was given in whole or in part in 484 cases. Copies of the requested material were provided in 124 of those cases, while in the other 360 cases, the records were provided electronically.

It should be noted that these figures are based solely on those requests for which information was disclosed.

***IX. Corrections and notation:***

No requests for correction to personal information were completed during the reporting period.

***X. Costs:***

In 2020–21, the total costs incurred by the Communications and Access to Information Directorate for the administration of the Act is estimated to be \$558,025 all in salaries. The employee resources for this reporting period are estimated at 7.2 FTEs.

***XI. COVID-19:***

Because teleworking was a common practice in the ATIP Unit before the pandemic, the exceptional measures to curb COVID-19 implemented by the Government of Canada have had a minimal impact on the IRB’s ability to receive requests as set out in the *Privacy Act*. Challenges with accessing paper-based records while employees were working from home, however, did result in delays in processing times. In the early days of the pandemic response, this issue resulted in delays for 266 requests. Administrative measures have since been taken to address this issue.

**5. Informal Privacy Requests**

The IRB processed 28 informal privacy requests during the reporting period. A total of 2688 pages were reviewed and 2500 pages were released to the applicants, representing a 69 percent increase in the number of pages reviewed and 67 percent in the number of pages released compared to the previous reporting period, in which 27 information requests were submitted and where 840 pages were reviewed and of which 825 were released.

**6. Consultation Requests**

The IRB responded to one consultation request made by other government institutions in 2020–21. A total of five pages were reviewed in response to this consultation, and all pages were recommended for release to the applicant.

## **7. Complaints and Investigations**

In fiscal year 2020–21, three new complaints were filed with the Office of the Privacy Commissioner of Canada against the IRB. This represents 0.2% of all requests received and completed during this same period. Only one complaint was ongoing at year end and is related to non-disclosure of a particular document, which was not accessible by the IRB. This file has since been closed.

No audits were conducted during 2020–21.

## **8. Monitoring Activities**

The manager, in cooperation with the supervisor and analysts, monitors the processing times for privacy requests, on a weekly basis. In addition, ATIP staff periodically perform diagnostic activities related to the processing of the various requests received.

## **9. Material Privacy Breaches**

During the reporting period, the IRB identified 20 cases of privacy breaches, for which 10 evaluations have been completed. The remaining 10 possible privacy breach are currently being assessed. The Board did not inform the Office of the Privacy Commissioner of Canada because, in all 20 cases, the risk was deemed low and the information was quickly contained.

## **10. Education and Training Activities**

No formal session was delivered to IRB employees. However, individual and informal training was offered when needed. In addition, the ATIP team is currently working on updating its general ATIP training which will have a portion dealing with privacy breaches.

## **11. Policies, Guidelines and Procedures**

The IRB implemented the *Privacy Implementation Notice 2020-03: Protecting privacy when releasing information about a small number of individuals* during the 2020–21 reporting period, to prevent inadvertent identification of individuals from small data sets in highly sensitive contexts (e.g. refugee claims).

## **12. Privacy Impact Assessments**

The IRB did not complete any Privacy Impact Assessments in 2020–21.

## **13. Disclosures Pursuant to Subsection 8(2) of the Act**

In 2020-21, personal information was disclosed in accordance with the following paragraphs of the Act in the number of cases set out in the table below:

<b>Number of disclosures</b>	
8(2)(a)	0
8(2)(b)	2
8(2)(d)	1
8(2)(e)	187
8(2)(f)	0
8(2)(m)	0
8(5)	0

## **14. Reading Rooms**

Individuals who wish to examine records released under the Act can usually contact the Communications and Access to Information Directorate to make arrangements to view release packages at the IRB Headquarters in Ottawa or at one of its regional offices. However, and due to the exceptional measures to curb COVID-19 implemented by the Government of Canada, it has not been possible to do so in 2020-21.

# APPENDIX A

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## Delegation Orders (Privacy Act)

# Appendix A: Delegation Orders

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The Chairperson of the Immigration and Refugee Board of Canada, pursuant to section 73(1) of the *Privacy Act*<sup>1</sup>, hereby designates the persons holding the positions set out in the schedule below, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the Chairperson as the head of the Immigration and Refugee Board of Canada, under the provisions of the *Act* and related regulations set out in the Schedule opposite each position. This designation replaces all previous delegation orders.

Dated, at the City of Ottawa, this 12<sup>th</sup> day of January 2021.



Richard Wex, Chairperson

<u>Schedule</u>	
Position	<i>Privacy Act and Regulations</i>
Chairperson	Full Authority
Executive Director	Full Authority except: subsection 73(1)  Regulations: Full Authority
Director General, Strategic Directions and Corporate Affairs Branch	Full Authority except: paragraph 8(2)(m) and subsection 73(1)
Director, Communications and Access to Information Directorate	Regulations: Full Authority

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<sup>1</sup> R.S.C., 1985, c. P-21

<p>Manager, Access to Information and Privacy</p> <p>Supervisor, Access to Information and Privacy</p>	
<p>Departmental Security Officer</p> <p>Deputy Departmental Security Officer</p> <p>Regional Security Officer</p>	<p>Only for situations where there is a safety or security threat : paragraph 8(2)(m)</p>
<p>Assistant Deputy Chairperson or Registrar</p>	<p>Only for disclosures under section 13.1 of the <i>Immigration and Refugee Protection Regulations</i>: paragraph 8(2)(b)</p>



# APPENDIX B

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## Statistical Report on the *Privacy Act*



## Statistical Report on the *Privacy Act*

Name of institution: Immigration and Refugee Board (IRB)

Reporting period: 2020-04-01 to 2021-03-31

### Section 1: Requests Under the *Privacy Act*

#### 1.1 Number of requests

	Number of Requests
Received during reporting period	1338
Outstanding from previous reporting period	122
<b>Total</b>	<b>1460</b>
Closed during reporting period	1394
Carried over to next reporting period	66

### Section 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	55	159	5	43	49	120	0	431
Disclosed in part	4	31	4	4	1	9	0	53
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	823	36	21	4	5	7	0	896
Request abandoned	8	3	0	0	1	1	0	13
Neither confirmed nor denied	1	0	0	0	0	0	0	1
<b>Total</b>	<b>891</b>	<b>229</b>	<b>30</b>	<b>51</b>	<b>56</b>	<b>137</b>	<b>0</b>	<b>1394</b>

## 2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
18(2)	0	22(1)(a)(i)	0	23(a)	0
19(1)(a)	0	22(1)(a)(ii)	0	23(b)	0
19(1)(b)	0	22(1)(a)(iii)	0	24(a)	0
19(1)(c)	0	22(1)(b)	29	24(b)	0
19(1)(d)	0	22(1)(c)	0	25	0
19(1)(e)	0	22(2)	0	26	32
19(1)(f)	0	22.1	0	27	0
20	0	22.2	0	27.1	0
21	0	22.3	0	28	0
		22.4	0		

## 2.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
69(1)(a)	0	70(1)	0	70(1)(d)	0
69(1)(b)	0	70(1)(a)	0	70(1)(e)	0
69.1	0	70(1)(b)	0	70(1)(f)	0
		70(1)(c)	0	70.1	0

## 2.4 Format of information released

Paper	Electronic	Other
124	360	0

## 2.5 Complexity

### 2.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
131859	129633	498

### 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	166	4202	198	47837	59	40329	8	13413	0	0
Disclosed in part	4	156	36	10774	9	5702	4	6754	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	10	0	2	466	1	0	0	0	0	0
Neither confirmed nor denied	1	0	0	0	0	0	0	0	0	0
<b>Total</b>	181	4358	236	59077	69	46031	12	20167	0	0

### 2.5.3 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	0	0	64	51	115
Disclosed in part	0	0	0	2	2
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	1	5	0	6
Neither confirmed nor denied	0	0	0	0	0
<b>Total</b>	0	1	69	53	123

## 2.6 Closed requests

### 2.6.1 Number of requests closed within legislated timelines

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	1123
Percentage of requests closed within legislated timelines (%)	80.6

## 2.7 Deemed refusals

### 2.7.1 Reasons for not meeting legislated timelines

Number of Requests Closed Past the Legislated Timelines	Principal Reason			
	Interference with Operations / Workload	External Consultation	Internal Consultation	Other
271	5	0	0	266

### 2.7.2 Requests closed beyond legislated timelines (including any extension taken)

Number of Days Past Legislated Timelines	Number of Requests Past Legislated Timeline Where No Extension Was Taken	Number of Requests Past Legislated Timelines Where an Extension Was Taken	Total
1 to 15 days	26	0	26
16 to 30 days	1	0	1
31 to 60 days	9	0	9
61 to 120 days	74	0	74
121 to 180 days	44	0	44
181 to 365 days	67	50	117
More than 365 days	0	0	0
<b>Total</b>	<b>221</b>	<b>50</b>	<b>271</b>

## 2.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Section 3: Disclosures Under Subsections 8(2) and 8(5)

Paragraph 8(2)(e)	Paragraph 8(2)(m)	Subsection 8(5)	Total
187	0	0	187

### Section 4: Requests for Correction of Personal Information and Notations

Disposition for Correction Requests Received	Number
Notations attached	0
Requests for correction accepted	0
<b>Total</b>	<b>0</b>

### Section 5: Extensions

#### 5.1 Reasons for extensions and disposition of requests

Number of requests where an extension was taken	15(a)(i) Interference with operations				15 (a)(ii) Consultation			15(b) Translation purposes or conversion
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet Confidence Section (Section 70)	External	Internal	
53	0	52	0	0	0	1	0	0

## 5.2 Length of extensions

Length of Extensions	15(a)(i) Interference with operations				15 (a)(ii) Consultation			15(b) Translation purposes or conversion
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet Confidence Section (Section 70)	External	Internal	
1 to 15 days	0	0	0	0	0	0	0	0
16 to 30 days	0	52	0	0	0	1	0	0
31 days or greater								0
<b>Total</b>	0	52	0	0	0	1	0	0

## Section 6: Consultations Received From Other Institutions and Organizations

### 6.1 Consultations received from other Government of Canada institutions and other organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during the reporting period	1	5	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	1	5	0	0
Closed during the reporting period	1	5	0	0
Carried over to the next reporting period	0	0	0	0





## Section 7: Completion Time of Consultations on Cabinet Confidences

### 7.1 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
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

### 7.2 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
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

## Section 8: Complaints and Investigations Notices Received

Section 31	Section 33	Section 35	Court action	Total
2	0	0	0	2

## Section 9: Privacy Impact Assessments (PIA) and Personal Information Banks (PIB)

### 9.1 Privacy Impact Assessments

Number of PIA(s) completed	0
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### 9.2 Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
	0	0	0	0

## Section 10: Material Privacy Breaches

Number of material privacy breaches reported to TBS	0
Number of material privacy breaches reported to OPC	0

## Section 11: Resources Related to the *Privacy Act*

### 11.1 Costs

Expenditures	Amount
Salaries	\$558,025
Overtime	\$0
Goods and Services	\$0
• Professional services contracts	\$0
• Other	\$0
<b>Total</b>	<b>\$558,025</b>

### 11.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	7.200
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
<b>Total</b>	<b>7.200</b>

**Note:** Enter values to three decimal places.

# APPENDIX C

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## Supplemental Access to Information and Privacy Statistical Form



## Supplemental Statistical Report on the *Access to Information Act* and *Privacy Act*

Name of institution: Immigration and Refugee Board (IRB)

Reporting period: 2020-04-01 to 2021-03-31

### Section 1: Capacity to Receive Requests

Enter the number of weeks your institution was able to receive ATIP requests through the different channels.

	Number of Weeks
Able to receive requests by mail	30
Able to receive requests by email	52
Able to receive requests through the digital request service	52

### Section 2: Capacity to Process Records

2.1 Enter the number of weeks your institution was able to process paper records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
<b>Unclassified Paper Records</b>	22	0	30	<b>52</b>
<b>Protected B Paper Records</b>	22	0	30	<b>52</b>
<b>Secret and Top Secret Paper Records</b>	52	0	0	<b>52</b>

2.2 Enter the number of weeks your institution was able to process electronic records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
<b>Unclassified Electronic Records</b>	0	0	52	<b>52</b>
<b>Protected B Electronic Records</b>	0	0	52	<b>52</b>
<b>Secret and Top Secret Electronic Records</b>	52	0	0	<b>52</b>