



DEPARTMENT OF JUSTICE

ANNUAL REPORT TO PARLIAMENT 1992-1993

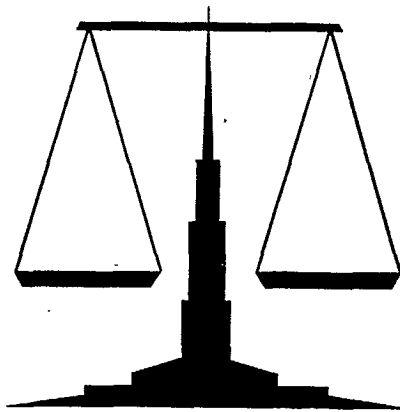
**ACCESS TO INFORMATION ACT
AND PRIVACY ACT**

KF
1262
J98
1992-93

Canada

1992-1993
KE 5325 A35 1992 - 1993 vol.

DEPARTMENT OF JUSTICE -
CANADA
Access to Information Act
and Privacy Act: Annual
Report to Parliament



DEPARTMENT OF JUSTICE

ANNUAL REPORT TO PARLIAMENT 1992-1993

***ACCESS TO INFORMATION ACT
AND PRIVACY ACT***

Canada

TABLE OF CONTENTS

	<u>PAGE</u>
INTRODUCTION	iii
PART I - General Information	1
- Department of Justice Organization Chart	2
- Department of Justice - Role and Responsibilities	3
- Access to Information and Privacy Activities	4
- Organization for the Implementation of ATIP Activities	5
- Processing Chart	6
- Administrative Issues	7
PART II - Report on the <i>Access to Information Act</i>	9
- Annual Statistical Report - 1992-1993 <i>Access to Information Act</i>	17
PART III - Report on the <i>Privacy Act</i>	19
- Annual Statistical Report - 1992-1993 <i>Privacy Act</i>	25

INTRODUCTION

The *Access to Information Act* and the *Privacy Act* were proclaimed into force on July 1, 1983.

The *Access to Information Act* gives Canadian citizens, permanent residents and any person present in Canada a right of access to information contained in government records, subject to certain specific and limited exceptions. The *Privacy Act* extends to individuals the right of access to information about themselves held by the government, subject to specific and limited exceptions. The latter Act also protects the individuals' privacy by preventing others from having access to their personal information, and gives individuals substantial control over its collection, use and disclosure.

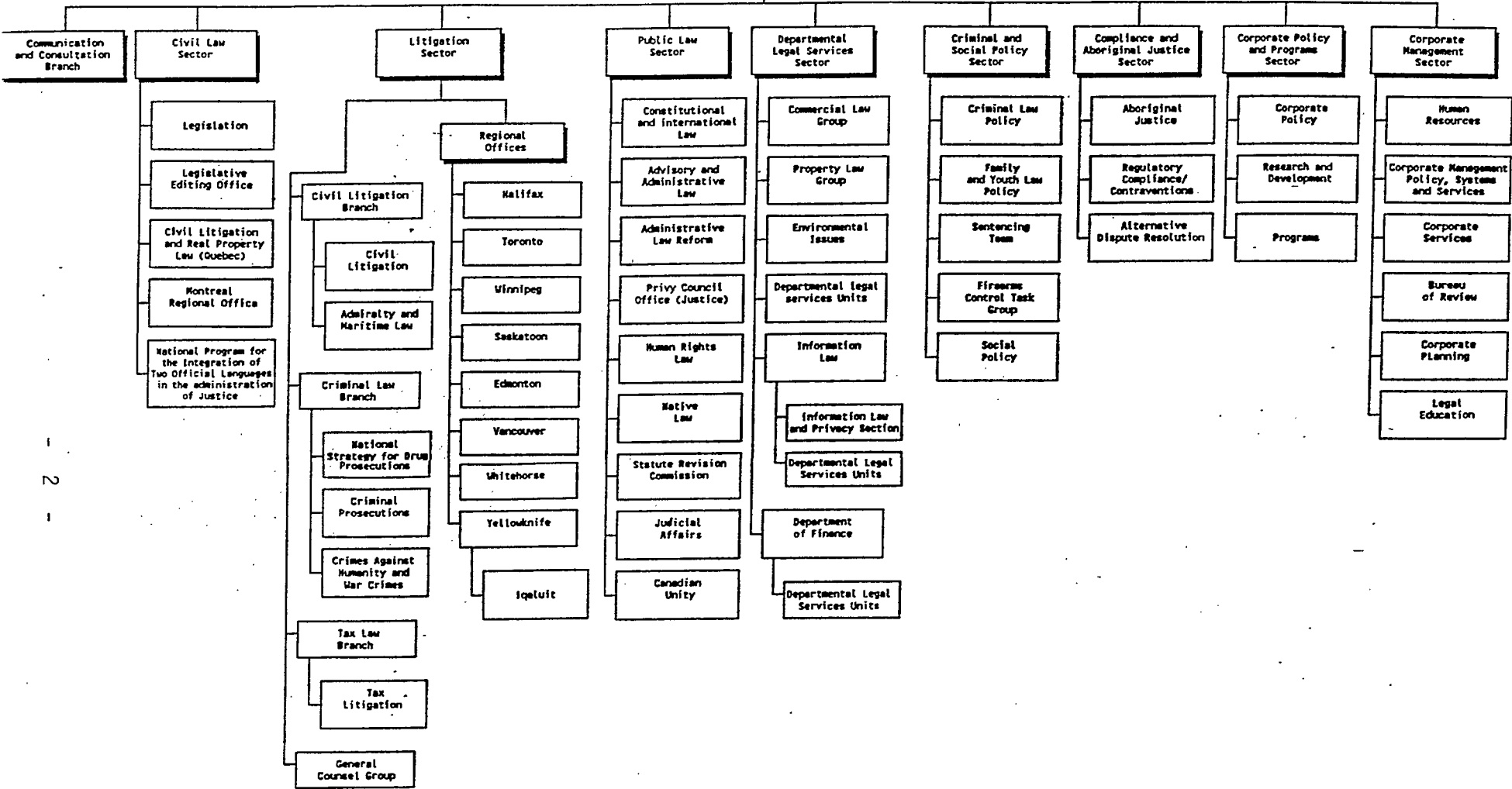
Section 72 of the *Access to Information Act* and section 72 of the *Privacy Act* require that the head of every government institution shall prepare for submission to Parliament an annual report on the administration of the Acts within the institution during each financial year.

This is the tenth Annual Report on the administration of the *Access to Information Act* and the *Privacy Act* in the Department of Justice. It is intended to describe how the Department administered its responsibilities in the fiscal year 1992-1993 in relation to the Acts.

GENERAL INFORMATION

PART I

Minister
Deputy Minister



DEPARTMENT OF JUSTICE

To better understand the context in which the *Access to Information and the Privacy Acts* are implemented, the following presents background information about the Department.

The Department of Justice was created by the *Department of Justice Act*, passed at the first session of Parliament of the Dominion of Canada, and assented to on May 22, 1868. This Act outlined the responsibilities of the Minister of Justice and the Attorney General of Canada and, with a few exceptions, these responsibilities have remained substantially unchanged.

The role and responsibilities of the Department of Justice can be summarized as follows:

- to provide legal services to the Government of Canada and its departments and agencies, including the provision of legal advice, the conduct of litigation, the drafting of legislation and the preparation of legal documents;
- to plan, develop and implement policies related to the administration of justice; and
- to ensure that the affairs of government are administered in accordance with the law.

The Department is composed of its Headquarters Offices, over 40 departmental Legal Services Units attached to client departments and agencies, nine Regional Offices and one sub-office, located across the country.

The preceding organization chart shows the major organizational components of the Department as at April 1, 1992.

ACCESS TO INFORMATION AND PRIVACY ACTIVITIES

The Departmental Coordinator of Access to Information and Privacy is accountable for the development, coordination and implementation of effective policies, guidelines, systems and procedures to enable efficient processing of requests under the *Access to Information Act* and the Privacy Act. The Coordinator is also responsible for related policies, systems and procedures emanating from the Acts, such as the policy of government on information collection and public opinion research.

Activities of the Office of Access to Information and Privacy (ATIP):

- processing requests under both Acts;
- acting as spokesperson for the Department in dealings with the Treasury Board Secretariat, the Information and Privacy Commissioners and other government departments and agencies regarding the application of both Acts as they relate to the Department;
- responding to consultation requests submitted by other federal institutions on Justice documents located in their files while processing their requests;
- reviewing and approving information collections in accordance with the Government Policy on Information Collection and Public Opinion Research;
- preparing annual reports to Parliament and other statutory reports, as well as other material that may be required by central agencies;
- developing policies, procedures and guidelines for the orderly implementation of both Acts by the Department;
- promoting awareness of both Acts to ensure Departmental responsiveness to the obligations imposed on the government;
- monitoring departmental compliance with both Acts, regulations and relevant procedures and policies.

ORGANIZATION FOR THE IMPLEMENTATION OF ATIP ACTIVITIES

The Senior Counsel, Corporate Services Directorate, was the Departmental Coordinator during the fiscal year with full authority delegated by the Minister for the administration of the two Acts.

The Access to Information and Privacy Office operated with a total of five employees, all of whom were dedicated to the administration of both the *Access to Information Act* and the *Privacy Act* and related functions on a full-time basis. Moreover, officers of the Department are directly involved in the application of both Acts in making recommendations concerning the disposition of requests and ensuring compliance with the Acts.

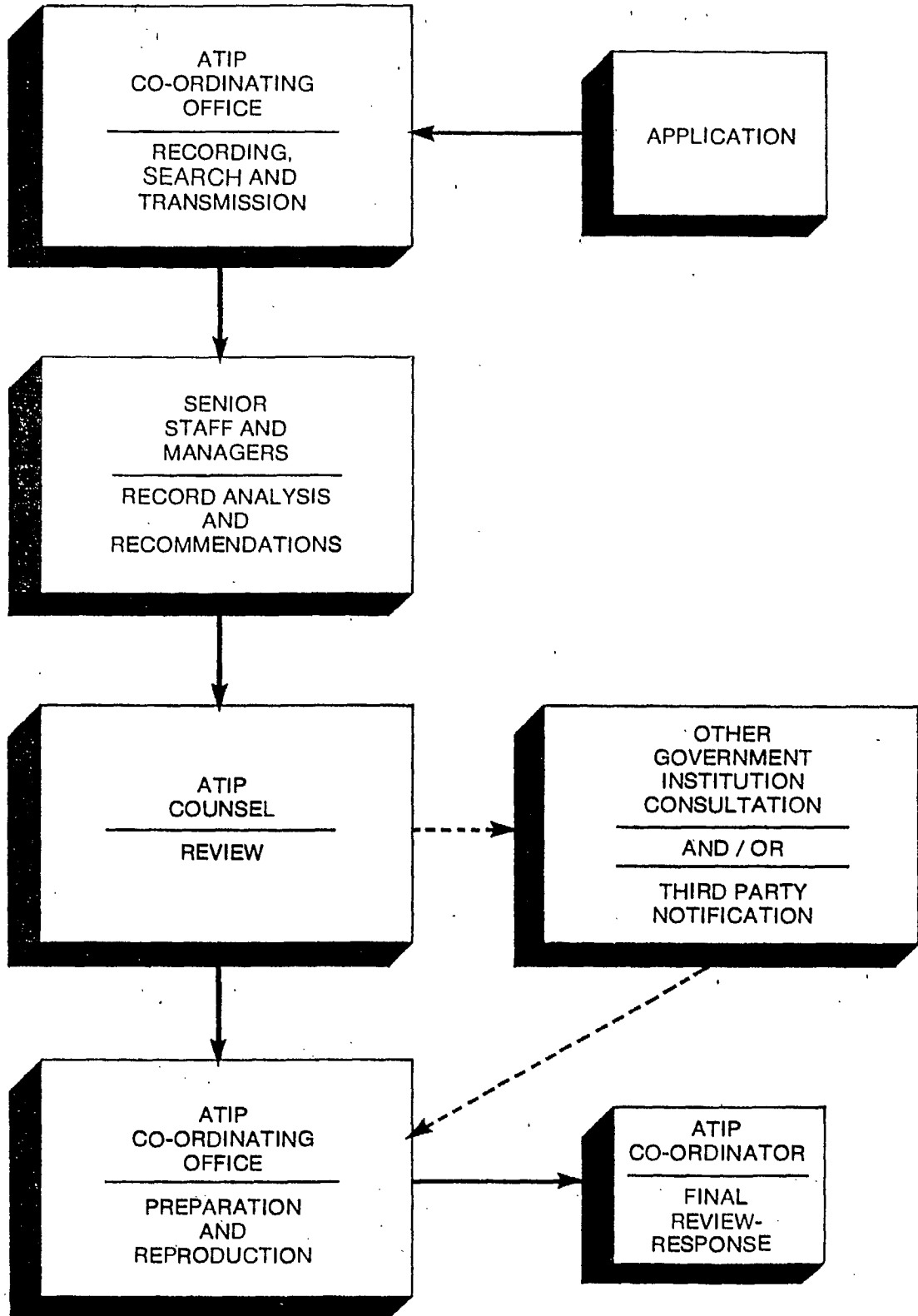
A procedures manual is in place for the purposes of processing requests submitted under both Acts.

The reading room at Headquarters and the regional offices across Canada make available to the public the current version of InfoSource, as well as departmental publications and manuals.

The Processing Chart shown on the next page indicates the roles and responsibilities at all stages of the process.

Access to Information
and Privacy (ATIP)

Processing



ADMINISTRATIVE ISSUES

Person-Year Utilization and Salaries

Coordinator ten percent (.10) of one person-year

Counsel two (2) person-years

Officer one (1) person-year

Support Staff two (2) person-years

A total of five person-years were assigned full-time to the administration of both the *Access to Information Act* and the *Privacy Act*. In addition, the Departmental Coordinator contributed ten percent (.10) of her time, as shown above. The salary expenditures amounted to approximately \$252,459.

Administrative Expenditures

The administrative expenditures of approximately \$18,984 were not apportioned between the two Acts. The full amount is indicated in the statistical report on the *Access to Information Act*. This represents only the amount paid out of the ATIP operating budget since, as reported in previous years, several expenditure items are centralized and thus absorbed by the central administration of the Department. It is therefore not possible to assess completely the costs involved in the administration of the Acts.

Education and Training

Formal briefing sessions are organized by ATIP counsel as part of the Department's Training Program for New Lawyers, so as to make new lawyers in the Department familiar with the requirements of the two Acts. Moreover, information on the application of the legislation is regularly given by ATIP officers to managers who must review documents requested by applicants.

Thus, working knowledge of the legislation is increasing within the Department.

As well, ATIP employees participated in training sessions and seminars organized by the Treasury Board Secretariat and by the Canadian Access and Privacy Association (CAPA), including an international conference on access laws, *Access '92*, which served to bring the ATIP community up to date with developments in the information field.

Internal Audit

As reported in our last Report to Parliament, an internal audit on the administration of the *Privacy Act* within the Department of Justice was conducted during the fiscal year 1990-1991. Its report was completed in September 1991. Fifty observations and recommendations were made by the auditors to which Management Responses were provided. Some of the recommendations have been implemented in 1991-1992, others were addressed in the fiscal year 1992-1993 and we expect to complete the implementation of the remaining recommendations in 1993-1994.

Data Collection

The responsibility for the coordination of new data collection and public opinion research by the Department is assigned to the ATIP Departmental Coordinator. This ensures both compliance with the *Access to Information Act* and the *Privacy Act* and the creation of new Personal Information Banks or Program Records as necessary. Several projects were processed during the fiscal year 1992-1993.

REPORT ON THE *ACCESS TO INFORMATION ACT*

PART II

REQUESTS UNDER THE ACCESS TO INFORMATION ACT

STATISTICAL REPORT

The annual statistical report for the fiscal year 1992-1993 is included at the end of this chapter.

INTERPRETATION / EXPLANATION OF THE STATISTICS

Requests Received

One hundred and forty (140) requests were received during the period covered by this report. In addition, twenty-five (25) requests had been carried forward from the previous fiscal year, for a total of one hundred and sixty-five (165) requests to be processed during the fiscal year.

Sources of Requests Received

The following table provides a comparison with the previous years:

	<u>1992-1993</u>	<u>1991-1992</u>	<u>1990-1991</u>
Media	31.5 %	34 %	24 %
Academia	1.5 %	4 %	3.5%
Business	16.5 %	16.5%	37 %
Organizations	11.5 %	8 %	11.5%
Public	<u>39 %</u>	<u>37.5%</u>	<u>24 %</u>
	100 %	100 %	100 %

Requests Completed

One hundred and forty-five (145) access requests were completed during the fiscal year and twenty (20) requests are carried forward to be completed in the fiscal year 1993-1994.

Requests Carried Forward

Of the twenty (20) access requests outstanding at the end of the fiscal year, four (4) were informal requests and sixteen (16) were formal requests.

Six (6) of the formal requests carried forward were received in the last month of the fiscal year, one request (1) was within its time limit due to an extension, and nine (9) were overdue because of their extent and complexity.

DISPOSITION OF REQUESTS COMPLETED

Summary

	<u>Number</u>	<u>Percentage</u>
Treated informally	23	16 %
Unable to process	19	13 %
Abandoned	5	3.5 %
Transferred	4	2.75%
No disclosure (exempted/excluded)	15	10.25%
Documents disclosed in part	50	34.5 %
Documents disclosed entirely	<u>29</u>	<u>20 %</u>
	145	100 %

Formal/Informal Interface

No details on the twenty-three (23) requests treated informally by ATIP are reported in the statistical report.

The policy of the ATIP Office is generally to consider as informal any requests for material already released in responding to previous access to information requests; requests for documents releasable without exemptions; requests containing no application fee and for which agreements were reached with applicants for treating the requests informally, etc. These are guidelines only. Each case is judged on its own.

Unable to Process

The nineteen (19) requests that could not be processed are explained as follows: in two cases (2), the requesters did not provide the necessary information; and in the remaining seventeen (17) cases no records relevant to the requests existed under the control of the Department of Justice. In one of the seventeen (17) cases, the information requested was under the control of the Minister's Office.

Abandoned

The five (5) requests that were abandoned are explained as follows: in three (3) cases, the requesters were unwilling to pay the requested fees; in two (2) other cases the requesters decided not to pursue their requests.

Transfers

The four (4) requests transferred to other government institutions identified as having a greater interest in the subject of the relevant request were as follows: one (1) request was transferred to the Department of Finance, one (1) request was transferred to the Royal Canadian Mounted Police, one (1) request was transferred to Revenue Canada (Customs and Excise) and one (1) was transferred to Consumer and Corporate Affairs.

Method of Access

Access to the relevant documents was given, in whole or in part, in the case of the seventy-nine (79) requests. Copies were provided in all except two (2) cases. In these two cases, the information was given to the requesters in the Department's response letters.

Fee Waivers

The Department waived the requirements to pay fees, other than application fees, where these were not substantial. For extensive or complex requests, determined on a case-by-case basis, fees were charged.

Completion Time

The completion time can be summarized as follows:

	<u>Number</u>	<u>Percentage</u>
30 days or under	79	64.75%
31 to 60 days	13	10.66%
61 to 120 days	14	11.48%
121 days or over	<u>16</u>	<u>13.11%</u>
	122	100 %

The 23 requests treated informally are not accounted for in the above.

Extensions

Twenty-six (26) requests had their time limit extended, as follows:

<u>Number of Days</u>	<u>Number of Requests</u>
15	1
30	13
45	1
60	4
120	3
145	1
182	1
9 months	2

The two (2) requests that had been extended for nine (9) months involved consultations with a foreign government.

The three (3) requests that had been extended for 120 days can be explained as follows: Two (2) requests involved the Westray Mine, which required coordination with several other departments who received a similar request; one (1) request involved a Supreme Court decision, which required extensive search and consultation. The one (1) request that had been extended for 145 days involved Native Litigation files, which required extensive consultations with Federal Government departments and provincial governments. The one (1) request that had been extended for 182 days involved information concerning Indian land claims, which required extensive consultations, including several provincial governments.

CONSULTATIONS BY OTHER FEDERAL INSTITUTIONS

Consultation requests from other federal institutions have increased steadily since the *Access to Information Act* was proclaimed in 1983. The number received during the fiscal year covered by this report was seventy-five (75) under this Act. This represents a 60% increase over the number of consultations conducted in the previous fiscal year. These are always given

priority within the time constraints that apply in respect of each of them. Some of the consultations were time-consuming and required review by departmental lawyers.

COMPLAINTS / INVESTIGATIONS

Complaints Filed

A total of thirty-one (31) complaints were lodged with the Information Commissioner during the period under review, for the following reasons:

<u>Reasons for Complaint</u>	<u>Number</u>
Exemption	13
Passed deadlines	4
Extensions	2
Control	1
Fees	3
Exclusions	2
Records incomplete	4
Others	<u>2</u>
	31

The complaints filed in the fiscal year 1992-1993 represented approximately twenty-one percent (21%) of the number of requests received/completed, excluding informal requests.

Complaints Resolved

Twenty-three (23) complaints were resolved. Decisions reached were in favour of the Department in sixteen (16) cases and against the Department in five (5) cases. Two (2) complaints were withdrawn. The decisions were as follows:

<u>Reasons for Complaint</u>	<u>Founded</u>	<u>Unfounded</u>	<u>Withdrawn</u>
Exemption	2	6	1
Passed Deadline	2	2	0
Exclusions	0	1	0
Extensions	0	2	0
Fees	0	3	0
Incomplete Records	0	1	0
Processed under the Wrong Act	1	0	0
Others	<u>0</u>	<u>1</u>	<u>1</u>
	5	16	2

The proportion of founded/unfounded complaints represented 24% and 76% respectively. The complaints that were discontinued were not included in calculating the percentages.

Unresolved Complaints

At the end of the fiscal year 1992-1993, twelve (12) complaints were under investigation by the Office of the Information Commissioner and remained unresolved.

Appeals to the Federal Court of Canada

Two applications filed with the Federal Court of Canada pursuant to section 41 of the *Access to Information Act* in the fiscal year 1990-1991, namely *Turner v. Minister of Justice* and *Wells v. Minister of Justice*, were still before the Court at the end of the fiscal year 1992-1993.

In the case of *Wells v. Minister of Justice*, settlement negotiations led to the release of all the records requested to the requester. We therefore consider this case to have been settled out of court, although technically it was still before the Federal Court at the end of the fiscal year.

ANNUAL STATISTICS REPORT
ACCESS TO INFORMATION ACT

APRIL 1, 1992, TO MARCH 31, 1993

Institution Department of Justice / Ministère de la Justice	Reporting period / Période visée par le rapport 01-04-1992 to/au 31-03-1993
--	--

Source	Media / Médias: 44	Academia / Secteur universitaire: 2	Business / Secteur commerciaux: 23	Organization / Organisme: 16	Public: 55
--------	--------------------	-------------------------------------	------------------------------------	------------------------------	------------

I Requests under the Access to Information Act / Demandes en vertu de la Loi sur l'accès à l'information

Received during reporting period / Reçues pendant la période visée par le rapport	140
Outstanding from previous period / En suspens depuis la période antérieure	25
TOTAL	165
Completed during reporting period / Traitées pendant la période visée par le rapport	145
Carried forward / Raportées	20

II Disposition of requests completed / Dispositions prises à l'égard des demandes traitées

1. All disclosed / Communication totale	29	6. Unable to process / Traitement impossible	19
2. Disclosed in part / Communication partielle	50	7. Abandoned by applicant / Abandon de la demande	5
3. Nothing disclosed (excluded) / Aucune communication (exclusion)	2	8. Treated informally / Traitement non officiel	23
4. Nothing disclosed (exempt) / Aucune communication (exemption)	13	TOTAL	145
5. Transferred / Transmission	4		

III Exemptions invoked / Exceptions invoquées

S. Art. 13 (1) (a)	6	S. Art. 16 (1) (a)	3	S. Art. 18 (b)	2	S. Art. 21 (1) (a)	23
(b)	2	(b)	3	(c)	2	(b)	20
(c)	2	(c)	7	(d)	2	(c)	4
(d)	0	(d)	0	S. Par. 19 (1)	29	(d)	3
S. A. 14	8	S. Par. 16 (2)	1	S. Art. 20 (1) (a)	0	S. A. 22	0
S. A. 15 (1) International rel. / Relations Inter.	8	S. Par. 16 (3)	1	(b)	6	S. A. 23	44
Defence / Défense	2	S. A. 17	1	(c)	4	S. A. 24	1
Subversive activities / Activités subversives	0	S. Art. 18 (a)	0	(d)	2	S. A. 26	1

IV Exclusions cited / Exclusions citées

S. Art. 68 (a)	6	S. Art. 69 (1) (c)	0
(b)	0	(d)	1
(c)	0	(e)	3
S. Art. 69 (1) (a)	1	(f)	1
(b)	0	(g)	9

V Completion time / Délai de traitement

30 days or under / 30 jours ou moins	79
31 to 60 days / De 31 à 60 jours	13
61 to 120 days / De 61 à 120 jours	14
121 days or over / 121 jours ou plus	16

VI Extensions / Prorogations

	30 days or under / 30 jours ou moins	31 days or over / 31 jours ou plus
Searching / Recherche	3	5
Consultation	12	12
Third party / Tiers	0	0
TOTAL	15	17

VII Translations / Traductions

Translations requested / Traductions demandées	0
Translations prepared / Traductions préparées	0
English to French / De l'anglais au français	0
French to English / Du français à l'anglais	0

VIII Method of access / Méthode de consultation

Copies given / Copies de l'original	77
Examination / Examen de l'original	0
Copies and examination / Copies et examen	0

Letters/lettres 2

IX Fees / Frais

Net fees collected / Frais net perçus			
Application fees / Frais de demande	575	Preparation / Préparation	--
Reproduction	163	Computer processing / Traitement informatique	--
Searching / Recherche	120	TOTAL	858
Fees waived / Frais auxquels on renonce			
\$25.00 or under / 25.00\$ ou moins	62	No. of times / Nombre de fois	\$ 463.40
Over \$25.00 / De plus de 25.00\$	12		\$ 895.60

X Costs / Coûts

Financial (all reasons) / Financiers (raisons)	
Salary / Traitement	\$ 203459
Administration (O and M) / Administration (fonctionnement et maintien)	\$ 18984
TOTAL	\$ 222443
Person year utilization (all reasons) / Années-personnes utilisées (raisons)	
Person year (decimal format) / Années-personnes (nombre décimal)	4.17

REPORT ON THE *PRIVACY ACT*

PART III

REQUESTS UNDER THE *PRIVACY ACT*

STATISTICAL REPORT

The annual statistical report for the fiscal year 1992-1993 is included at the end of this chapter.

INTERPRETATION / EXPLANATION OF THE STATISTICS

Requests Received

Sixty-eight (68) requests were received during the period covered by this report. Twelve (12) had been carried forward from the previous fiscal year for a total of eighty (80) to be processed during the fiscal year.

Requests Completed

Seventy-two (72) privacy requests were completed during the fiscal year 1992-1993 and eight (8) were carried forward to be processed during the fiscal year 1993-1994.

Requests Carried Forward

Of the eight (8) requests outstanding at the end of the fiscal year, five (5) had been received in the last month of the year. The other three (3) requests involved rather complex situations, such as ongoing litigation, comprising large volumes of records and necessitating extensive discussions with responsible officials.

DISPOSITION OF REQUESTS COMPLETED

<u>Summary</u>	<u>Number</u>	<u>Percentage</u>
Unable to process	26	36%
Transferred	2	3%
No disclosure (exempted)	3	4%
Documents disclosed in part	34	47%
Documents disclosed entirely	6	8%
Abandoned by applicant	<u>1</u>	<u>2%</u>
	72	100%

Unable to Process

The twenty-six (26) requests that could not be processed resulted from the fact that no records relevant to the requests existed under the control of the Department of Justice.

Transfers

Only two (2) requests were transferred one (1) request to the Royal Canadian Mounted Police and one (1) to the Secretary of State, since the subject matters were within the responsibilities of those institutions.

Method of Access

Access to the relevant documents was given, in whole or in part, in response to forty (40) requests. Copies were provided in thirty-nine (39) of these cases. In the other case, the information was provided in our response letter to the requester.

Extension

Eleven (11) requests had their time extended for 30 days, nine (9) requests for consultations and two (2) because of the volume of records to be searched, as permitted under the *Privacy Act*.

Completion Time

The completion time can be summarized as follows:

	<u>Number</u>	<u>Percentage</u>
30 days or under	53	73%
31 to 60 days	11	15%
61 to 120 days	4	6%
121 days or over	<u>4</u>	<u>6%</u>
	72	100%

CONSULTATIONS BY OTHER FEDERAL INSTITUTIONS

Consultation requests from other government institutions have increased steadily since the *Privacy Act* was proclaimed in 1983. The number received during the fiscal year covered by this report was fifty-five (55) under this Act. These are always given priority within the time constraints that apply in respect of each of them.

COMPLAINTS / INVESTIGATIONS

Complaints Filed

A total of eighteen (18) complaints were lodged with the Privacy Commissioner during the period under review, for the following reasons:

<u>Reasons for Complaint</u>	<u>Number</u>
Exemption	8
Extension	1
Passed deadline	5
Incomplete records	2
Other	<u>2</u>
	18

The complaints filed in the fiscal year 1992-1993 represented twenty-five percent (25%) of the requests received or completed.

Complaints Resolved

Twenty (20) complaints were resolved by the Privacy Commissioner during the fiscal year. Decisions reached were in favour of the Department in eleven (11) cases and against the Department in nine (9) cases. The decisions were as follows:

<u>Reasons for Complaint</u>	<u>Founded</u>	<u>Unfounded</u>
Exemptions	1	4
Extensions	0	4
Past deadlines	4	1
Others	4	<u>2</u> ¹
	9	11

The proportion of founded/unfounded complaints represented 45% and 55% respectively.

Unsolved Complaints

At the end of the fiscal year 1992-1993, twelve (12) complaints relating to requests for access to personal information were under investigation by the Office of the Privacy Commissioner and remained unsolved.

¹ These decisions referred to complaints against the Department concerning the management of personal information within the Department. One was for disclosure of personal information under the Family Order and Agreements Enforcement Assistance and the second was a complaint against the Department for improper disclosure of personal information to PCO.

Appeals to the Federal Court of Canada

The application of *Martineau v. Department of Justice*, filed in the fiscal year 1992-1993 with the Federal Court of Canada pursuant to section 41 of the *Privacy Act*, is ongoing.

DISCLOSURE UNDER PARAGRAPH 8(2)(e)

The *Privacy Act*, under paragraph 8(2)(e), allows a government institution to disclose personal information to an investigative body specified in the regulations, for the purpose of enforcing the law or carrying out a lawful investigation. A written request from such an investigative body specifying the purpose and describing the information to be disclosed is required.

No request for disclosure under paragraph 8(2)(e) of the Act was received during the fiscal year 1992-1993.

USE AND DISCLOSURE

The policy of the Department of Justice concerning the use of personal information is that such information is used solely for the purpose for which it was collected or for consistent uses.

EXEMPT BANKS

This Department has no exempt banks under the *Privacy Act*.

AUDITS CONDUCTED BY THE PRIVACY COMMISSIONER

No audits have as yet been conducted by the Privacy Commissioner pursuant to the special investigative powers provided by subsection 37(1) of the *Privacy Act*.

ANNUAL STATISTICS REPORT
PRIVACY ACT

APRIL 1, 1992, TO MARCH 31, 1993



REPORT ON THE PRIVACY ACT
RAPPORT CONCERNANT LA LOI SUR LA PROTECTION
DES RENSEIGNEMENTS PERSONNELS

Institution Department of Justice/Ministère de la Justice	Reporting period / Période visée par le rapport 01-04-1992 to/au 31-03-1993
--	--

I Requests under the Privacy Act / Demandes en vertu de la Loi sur la protection des renseignements personnels

Received during reporting period / Reçues pendant la période visée par le rapport	68
Outstanding from previous period / En suspens depuis la période antérieure	12
TOTAL	80
Completed during reporting period / Traitées pendant la période visée par le rapport	72
Carried forward / Reportées	8

II Disposition of requests completed / Dispositions prises à l'égard des demandes traitées

1. All disclosed / Communication totale	6
2. Disclosed in part / Communication partielle	34
3. Nothing disclosed (excluded) / Aucune communication (exclusion)	0
4. Nothing disclosed (exempt) / Aucune communication (exemption)	3
5. Unable to process / Traitement impossible	26
6. Abandoned by applicant / Abandon de la demande	1
7. Transferred / Transmission	2
TOTAL	72

III Exemptions invoked / Exceptions invoquées

S. Par. 18 (2)	0
S. Art. 19 (1) (a)	2
(b)	1
(c)	0
(d)	1
S. Art. 20	0
S. Art. 21	2
S. Art. 22 (1) (a)	6
(b)	9
(c)	1
S. Par. 22 (2)	1
S. Art. 23 (a)	0
(b)	0
S. Art. 24	0
S. Art. 25	1
S. Art. 26	28
S. Art. 27	29
S. Art. 28	0

IV Exclusions cited / Exclusions citées

S. Art. 69 (1) (a)	0
(b)	0
S. Art. 70 (1) (a)	0
(b)	0
(c)	0
(d)	0
(e)	1
(f)	0

V Completion time / Délai de traitement

30 days or under / 30 jours ou moins	53
31 to 60 days / De 31 à 60 jours	11
61 to 120 days / De 61 à 120 jours	4
121 days or over / 121 jours ou plus	4

VI Extensions / Prorogations des délais

	30 days or under / 30 jours ou moins	31 days or over / 31 jours ou plus
Interference with operations / Interruption des opérations	2	0
Consultation	9	0
Translation / Traduction	0	0
TOTAL	11	0

VII Translations / Traductions

Translations requested / Traductions demandées	0
Translations prepared / Traductions préparées	0
English to French / De l'anglais au français	0
French to English / Du français à l'anglais	0

VIII Method of access / Méthode de consultation

Copies given / Copies de l'original	39
Examination / Examen de l'original	0
Copies and examination / Copies et examen	0
Letter/lettre	1

IX Corrections and notation / Corrections et mention

Corrections requested / Corrections demandées	0
Corrections made / Corrections effectuées	0
Notation attached / Mention annexée	0

X Costs / Coûts

Financial (all reasons) / Financiers (raisons)	
Salary / Traitement	\$49,900
Administration (O and M) / Administration (fonctionnement et maintien)	\$ --
TOTAL	\$49,900
Person year utilization (all reasons) / Années-personnes utilisées (raisons)	
Person year (decimal format) / Années-personnes (nombre décimal)	1.00