



Library and Archives Canada

ATIP action plan progress report

June 2026



Library and Archives
Canada

Bibliothèque et Archives
Canada

Canada

Catalogue No.: SB3-6E-PDF

ISSN: 3111-217X

ATIP action plan progress report (Library and Archives Canada) – June 2026

Également disponible en français sous le titre : Rapport d'étape sur le Plan d'action sur l'AIPRP
(Bibliothèque et Archives Canada) – juin 2026

Table of Contents

Introduction	4
Part 1: Getting back on track	4
Reducing the backlog of requests	4
Reducing the backlog of complaints	5
Part 2: Internal review and improvements	5
Renew our policies and processes.....	5
Proactive review and declassification	5
Implementation of new procedures	6
Reducing consultations with other departments	6
Invest in IT.....	7
Ensure business stability and continuity	7
Training and development initiatives	7
Part 3: Engage with external partners on broader issues affecting ATIP	8
Engage with Government of Canada partners.....	8
Engage with clients and the public	9

Introduction

Library and Archives Canada's (LAC's) ATIP Action Plan has continued to drive the modernization of the organization's access to information and privacy (ATIP) operations. Over the last few years, a series of policy and process improvements have enhanced LAC's capacity to manage and process ATIP requests more effectively. Together with stronger collaboration across business areas, these measures have enabled more efficient use of resources, contributing to a steady reduction in the backlog of requests.

Permanent annual funding of \$22.4 million will be allocated to LAC to support long-term efficiency and organizational stability by strengthening and stabilizing LAC's operational model and sustaining recent improvements

Part 1: Getting back on track

Reducing the backlog of requests

The table below demonstrates the steady progress made by LAC in reducing its backlog of overdue requests, representing an overall decrease of approximately 42% compared to the end of the previous fiscal year.

Type of records	Late as of April 1, 2025	Received between April 1, 2025, and March 31, 2026	Completed as of March 31, 2026	Late as of March 31, 2026
Records of former Canadian Armed Forces members and former public servants	3,438	8,301	10,548	1,078
Government of Canada archival records	2,220	2,924	2,723	2,186
LAC operational records	1	73	77	4
TOTAL	5,659	11,298	13,348	3,268

For fiscal year 2025–2026, LAC responded to 69% of new incoming requests within legislated time frames, compared to an original progress improvement target of 80%. Despite efforts to meet the target, performance was impacted by reduced operational capacity due to early employment terminations resulting from LAC-wide budget reductions, diversion of resources towards backlog management, and increased litigation-related requests affecting circulation and creating delays in digitization processes.

New incoming request responses from April 1, 2025, to March 31, 2026	Number of requests
Responded to within legislated time frames	5,353
Not responded to within legislated time frames	2,402

Reducing the backlog of complaints

LAC continued to work closely with the Office of the Information Commissioner to address complaints and provide timely, transparent responses to investigations. During fiscal year 2025–2026, the number of active complaints was reduced from 122 to 102, building on the significant progress achieved since March 31, 2023, when 238 complaints were active.

Active complaints as of April 1, 2025	122
Complaints received between April 1, 2025, and March 31, 2026	119
Active complaints as of March 31, 2026	102

Part 2: Internal review and improvements

Renew our policies and processes

Proactive review and declassification

Over the course of the year, the Reappraisal and [Block Review](#) of Government Records Team opened 12,333,477 pages of archival records, significantly surpassing its objective of three million pages. While much of this work was completed during the first half of the year, proactive access activities continued throughout the remainder of the reporting period even after several team members were reassigned to support the processing of ATIP requests. The team also updated 3,315 access codes in LAC’s collections management system, meaning that clients will discover open records when they use LAC’s Collection search. These efforts expanded direct access to archival holdings and eliminated the need for ATIP requests for thousands of records that are now available to clients directly.

The team also worked on specialized and high-interest projects spanning a variety of media types. These included technical drawings from the National Research Council—Radio and Electrical Engineering Division, 1970s born-digital records related to Canada’s historic buildings, weather station forms recording meteorological data across Canada from the late 19th to mid-20th century, Second World War sailing lists documenting personnel movements by ship and destination, and audiovisual records from Canadian participation in the international efforts of monitoring the ceasefire agreement in Vietnam in 1973.

Completing these efforts, the Declassification Team continued its work until March 31, 2026, further advancing the review of classified archival records. During the year, the team analyzed 464,000 pages, and departments approved their recommendations to declassify 161,386 pages. Records that are declassified are not “open” and available; however, they can be managed at a lower security level, which increases the speed with which they can be handled, moved, digitized, and processed under ATIP. In total, for the duration of the function (2023–2026), the team analyzed 1,218,243 pages and departments approved their recommendations to declassify 226,363 pages. Departments continue to make decisions on cases sent before March 2026. While LAC’s proactive declassification activities have come to an end due to LAC’s Comprehensive Expenditure Review reductions, the results of the decisions made will continue to speed up processing for Canadians seeking access to these records.

The delegation order effective during the first part of 2024–2025 was issued by the Minister of Canadian Heritage to LAC in May 2016. During the reporting period, LAC reviewed its delegation order to align with its new ATIP Branch structure and to ensure effective delegation for its functions and requirements. The new simplified instrument, which was signed in August 2024, enables the delegation of actions to appropriate lower levels within the organization using a risk-based approach, promoting greater efficiency and quicker response time. The delegation order is currently being implemented. A copy can be found in the appendix of this report.

Implementation of new procedures

As reported in the previous progress update, LAC has introduced a procedure to improve access to Second World War military service files, one of its most frequently requested collections. In line with privacy legislation and LAC's assessment of minimal privacy risk, files for individuals born more than 110 years ago may be released by LAC ATIP without conducting a page-by-page, line-by-line, word-by-word review. This currently impacts approximately 30% of this group of records, where it is estimated that the individual would have reached or exceeded 110 years of age. By 2030, this will increase to approximately 64% of this collection. This measure, combined with a targeted intensive effort by the ATIP Personnel Records Team, has delivered strong results, improving timeliness of access and contributing to the near elimination of the backlog of personnel record requests. By removing unnecessary review steps in low-risk cases, LAC is enabling faster access to records of substantial public interest while allowing staff to focus on files that are more complex or sensitive.

LAC ATIP's Indigenous Requests Team completed a data cleanup project for requests under section 8(2)(k) of the Privacy Act, reviewing 293 requests and reducing the number to 186 active requests. This work involved identifying and closing or removing requests that were duplicates or no longer active, resulting in a more accurate and up-to-date inventory. The cleanup has improved the clarity of the tracking system and supports more efficient day-to-day management of active files, allowing the team to process requests still needed by our clients.

Reducing consultations with other departments

On April 1, 2026, LAC implemented a multi-step communication approach to further strengthen the management of consultations with other government departments, where such consultations are deemed necessary. LAC currently consults on approximately 3 to 5% of the ATI requests it receives [excluding consultations with the Canadian Security Intelligence Service (CSIS) where a new approach is being taken]. Updated guidelines have been developed to establish clear response timelines for other government departments, streamline and standardize follow-up processes, enhance monitoring of consultation progress, and define appropriate actions when responses are not received within established timelines. These measures clarify when LAC will exercise discretion when an institution does not respond by the specified due date, thereby improving timeliness, accountability, and overall process effectiveness.

LAC ATIP's Archival Research Team (ART) has continued to play an important role in reducing the external consultation process. The team completed 409 research reports in 2025–2026, compared to 221 in 2024–2025, enabling LAC to exercise its discretion and determine whether consultation is required. Through the work of the ART, LAC's Military and Intelligence Team now sends only a

limited number of pages to other government departments for consultation. This reduction has streamlined processing, reduced administrative burden, and supported more timely decision-making.

LAC and CSIS have worked in partnership to develop and pilot a new approach for the processing of ATI requests for historical intelligence files in LAC's collections. This includes LAC undertaking more upfront research to apply discretion to the subject matter, through the work of its ART, as well as applying redactions based on guidance provided by CSIS, followed by validation via consultation with CSIS. To date, files being processed under this new approach have been closed more quickly than through the previous method, where all pages were sent on full consultation. LAC and CSIS will monitor this new approach closely in the coming months to evaluate whether the intended mutual objectives are being achieved.

Invest in IT

The ATIP Systems Team plays a leading role in government-wide working groups related to ATIP's case management system ATIPXpress, sharing LAC's expertise, supporting interdepartmental alignment, and contributing to the platform's ongoing development while addressing remaining challenges and continuing to focus on improving efficiency and meeting departmental needs.

Interpretation of the statistical report on the *Access to Information Act*

All statistics included in these reports are representative of the most current data available to LAC at the time of writing the 2024–2025 ATI Annual Report.

Ensure business stability and continuity

LAC has been informed that permanent annual funding of \$22.4M will be allocated to stabilize its ATIP functions. This allocation will help LAC implement a sustainable ATIP structure to maintain progress in responding to ATIP requests within legislated requirements, while reducing, eliminating or preventing future backlogs, and maintaining proactive access to records through Block Review. While this permanent allocation is below the level of current temporary funding, it provides a stable, ongoing foundation for efficient and transparent access to Canada's documentary heritage and supports LAC's continued ability to serve the public now and into the future.

Training and development initiatives

LAC's Operational Requests Team recently received training from Justice Canada on identifying Cabinet confidences. The session provided an overview of Cabinet confidentiality and the statutory framework under section 69 of the *Access to Information Act*, including the distinction between exclusions and exemptions, common document types, and the consultation process involving the respective roles of LAC, Justice Canada, and the Privy Council Office.

LAC ATIP also coordinated with the Australian Society of Archivists to make the online course *Trauma-Informed Approach to Managing Archives* available to LAC employees. The training was designed to increase awareness of vicarious trauma, promote self-care strategies, and encourage the development of personal wellness plans for employees who, in the context of working with archival records, are often exposed to sensitive or difficult information. In addition, LAC ATIP organized stress management training to support employees in managing workplace pressure during periods of organizational change and transition. The sessions aimed to strengthen coping

strategies, build resilience, and provide practical tools to help staff navigate change management processes more effectively while maintaining well-being and performance.

During the winter of 2026, LAC organized a series of internal listening sessions featuring podcast episodes on LAC ATIP operations. Open to all employees, the sessions encouraged dialogue and knowledge sharing across the institution. The goal was to build awareness of ATIP-related activities, promote a greater understanding of the roles and challenges involved in supporting access requests and managing archival records, and strengthen collaboration among teams with intersecting responsibilities.

Training on Microsoft Power BI was also offered to designated users to strengthen employees' data analysis and reporting capabilities—important skills to help understand how LAC ATIP is performing based on the data. The sessions focused on improving participants' ability to visualize, interpret, and communicate information through dashboards and interactive reports, supporting more informed decision-making across teams.

Part 3: Engage with external partners on broader issues affecting ATIP

Engage with Government of Canada partners

In February 2026, the Librarian and Archivist of Canada, Leslie Weir, and the Assistant Deputy Minister for the Collections Sector, Jennifer Schofield, appeared before the [Standing Committee on Access to Information, Privacy and Ethics](#) to discuss the operational challenges involved in processing historical records. LAC highlighted the unique nature of its collections, noting that archival materials often require specialized review processes related to preservation, privacy, and historical context, which can affect processing timelines and access to records.

In April 2026, the same officials also appeared before the [Standing Committee on Government Operations and Estimates](#) to respond to questions regarding LAC reductions under the Comprehensive Expenditure Review, its ATIP funding, and progress on the ATIP Action Plan. During the session, they highlighted several key issues, including the ongoing challenges associated with managing kilometres of archival records, the implementation of new procedures such as the establishment of the Archival Research Team, and the broader need for increased declassification efforts across the Government of Canada.

These testimonies served to increase awareness of LAC's challenges and operational realities, particularly the complexity of managing large archival holdings and the specialized processes required to support timely access to information.

The Military and Intelligence Requests Team in LAC ATIP collaborated closely with CSIS ATIP to pilot a new approach to the review of archival records at LAC from the former RCMP Security Service and CSIS. Early results indicate significant improvements in service delivery, including a notable reduction in client wait times.

As part of the Government of Canada review of the ATI Act, LAC is providing feedback to the Treasury Board Secretariat of Canada (TBS) on potential improvements to the Act, including feedback specifically on the challenges of administering ATIP on the archival records in LAC's collections.

Engage with clients and the public

LAC is working on improvements to its processing and registration of requests by improving direct and upfront communication with clients to ensure that ATIP requests are processable while minimizing administrative burden.

New LAC ATIP forms have just been launched for requests submitted outside the TBS online portal to better capture client needs at the outset and improve the overall quality of submissions. By collecting more complete and structured information up front, the forms are expected to reduce the need for follow-up exchanges with clients, thereby streamlining intake and supporting faster processing. The forms have been shared with key stakeholder organizations, including those that regularly assist clients, such as legions, to support awareness and consistent use.

LAC ATIP is working closely with LAC Communications on a concerted effort to expand and strengthen its online presence across a range of social media platforms, with the goal of more effectively promoting and raising awareness of records recently released and the work carried out by LAC ATIP. Through these enhanced digital outreach initiatives, LAC ATIP aims to engage with a broader audience while highlighting records that are now more broadly available. Since its recent launch, this campaign has generated a very positive response overall. Posts related to ATIP performed better than average, consistently achieving higher reach and engagement rates. Notably, the posts related to the Second World War showed strong performances, some of them generating particularly high levels of audience interest and engagement.

In early June 2026, LAC ATIP staff attended the Canadian Historical Association Conference in Charlottetown. They presented updates on LAC ATIP and answered questions at a workshop, while engaging with historians, archivists, and other researchers on access and archival issues. This engagement supported ongoing dialogue with the research community and contributed to a better understanding of access-related priorities and challenges.