
ACCESS TO INFORMATION AND PROTECTION OF PRIVACY (ATIPP) REQUESTS

Description: Records made or received in processing requests for access to information and correction of personal information in accordance with the provisions of the ATIPP Act, 2015. Access request records may include the applicant's request, correspondence, memoranda and email; detailed review of records, and decision letters; a copy of the records responsive to the applicant's request and a copy of the records as disclosed to the applicant after severing; research records that may be used to support a decision; records related to federal and provincial access to information requests; and records associated with requests for the OIPC to review an access decision.

Filing Guidelines: Tracking data in the electronic request database will be retained for current calendar year file closed + 25 years for statistical purposes. Units, other than the Information Access and Privacy Office, that are holding copies (copies pulled from their source/native location) of the records responsive to an access request must dispose of the copies once the IAP Office releases the response to the applicant. The original source records remain with the unit and must be disposed of in accordance with the unit's Retention and Disposal Schedule for those records. *Files documenting significant or precedent setting advice or substantive issues will be selected for permanent retention in the IAP office.

MUNCLASS Function:	Information Management and Technology (IN)
Responsible Unit(s):	Information Access and Privacy Office, Office of the Chief Information Officer
Retention:	Current calendar year file closed + 6 years
Disposition:	Destroy*
Media:	Paper and/or electronic
Authority:	Access to Information and Protection of Privacy Act, 2015 , Anticipated Operational Use
Security Classification:	Confidentiality: Highly Sensitive – Integrity: High – Availability: Medium
Personal Information Bank:	No