PROCESSING AN RTI REQUEST

Receive Request Do the Records Exist? Do You have Custody or Control of the Records? • Is the request in writing/does it mention RTI? • Do the records exist? If not, notify the applicant and include • If not, make reasonable inquiries to determine where to right of appeal to the IC transfer request/make transfer within 5 days of receipt of the request. Does it provide sufficient detail to enable identification of the requested record(s)? Notify the applicant and include the name of the agency and • Can the records be found? If not, notify the applicant and the RTI Officer include right of appeal to the IC • If not, assist pplicant to rewrite the request. • Clarify/Narrow the request as needed If unclear where to transfer the request, notify the applicant • If records are found subsequent to the notice, proceed to that the records do not exist at that particular agency and process the request immediately Date-stamp request/open a file /prepare tracking and that the applicant can appeal to the IC recording form. **Locate and Review the Records Process the Request Grant Access** · Gather the records and review them. • Retrieve the records. • If access to whole or part of record is granted, determine method of access (copy or original). • Do they contain third party personal information? If so, notify • Determine what exemptions apply. the person • If access is granted, denied or partial, give applicant notice of • Determine if the public interest override applies. • Is a time extension required? If so, notify the applicant If an affected third party is involved, give notice to third party • Delete exempt content where necessary of the grant of access Check if any exemptions apply • Determine if fees are chargeable. • Collect fee chargeable, and provide record within 7 days .Do not grant access until it is confirmed that no appeal is filed by 3rd party **Correct Personal Information** Complete the File • Document the request and all actions taken. • Verify the information to be corrected, correct the information or file a statement of disagreement. • Close the file, unless an appeal is commenced • Notify recent users of the personal information of the correction or statement of disagreement.