



Audit of Freedom of Information requests processing

By: Vasu Balakrishnan, Interim Auditor General

To: Audit Committee

November 04, 2015.

Background – FOI Act principles

1. Information to be available to Public



2a. Exemption from access to be limited and specific.

2b. Decisions on disclosure should be reviewed independently of institution controlling the information.

3. Individuals right of access to personal information held by institutions about themselves recognized.

Result of FOI Appeals to IPC*

Number of appeals against decision of CGS for information requests to IPC:

7 in 2014

6 in 2015 (*As of June 5, 2015*)

Total : 13 Appeals



CGS decision upheld &/or appeals abandoned by applicants

by

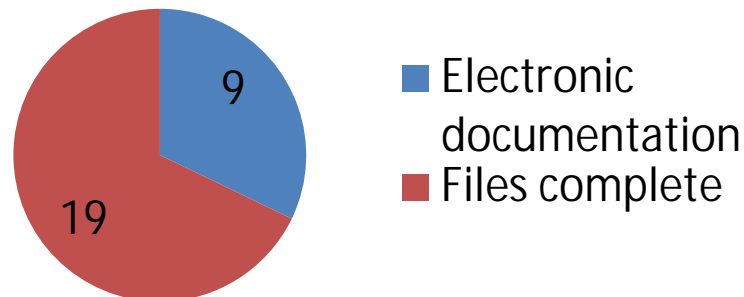
** Information Privacy Commissioner*

Finding 1.Information request files

A typical information request file contains:

- Access request
- Acknowledgement of notice,
- Notice of decision and
- Proof of fees payment.

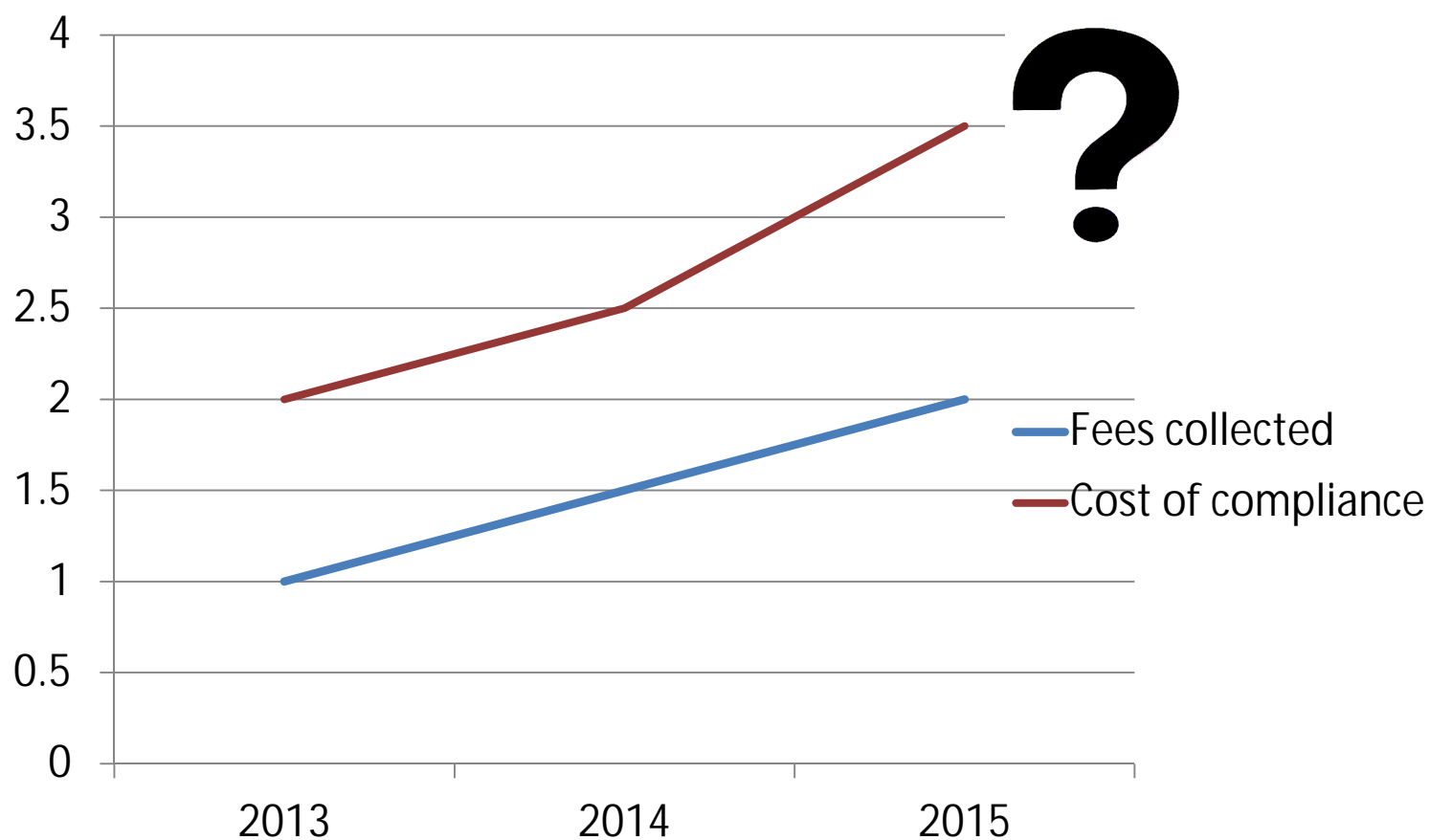
Hard copy files tested



Use checklist.

Record keeping is currently being transitioned to electronic format.

Finding 2. Compliance cost unknown



Finding 3. Other minor findings

1. A single instance of a tested sample of FOI request was erroneously categorized as 'redacted' and
2. An instance of failure to send a notice of interim decision when the fees for information request was likely to exceed \$ 100 was noted. This guideline provides an option to collect 50% of fees when the amount exceeds \$ 100.

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Questions?