

GUIDELINES FOR RELEASE OF INFORMATION

ACCESS TO ANY OF THE FOLLOWING DOCUMENTS REQUIRES A WRITTEN REQUEST FORWARDED TO THE INFORMATION AND PRIVACY BRANCH

DOCUMENT	POTENTIAL EXCEPTIONS
<p>Planning documents</p> <p>Includes Treasury Board submissions, draft documents*, draft outlines, decision notes, proposal documents etc.</p>	<ul style="list-style-type: none"> • S. 12 Cabinet Confidence • S. 13 Policy advice, recommendations • S. 17 Changes to internal administration not yet implemented
<p>Briefing notes</p> <p>Briefing notes usually contain a background section, a discussion section as well as a recommended option section.</p>	<ul style="list-style-type: none"> • S. 12 Cabinet Confidence • S. 13 Policy advice, recommendations • S. 14 Solicitor Client privilege • S. 15 Law enforcement matter • S. 16 Intergovernmental relations • S. 17 Changes to internal administration not yet implemented • S. 21 Business interests of a third party
<p>Correspondence</p> <p>Includes any communication via e-mail, fax, memo, scribbled notes, formal letter, notes of telephone conversations, etc.</p>	<ul style="list-style-type: none"> • S. 12 Cabinet Confidence • S. 13 Policy advice, recommendations • S. 14 Solicitor Client privilege • S. 15 Law enforcement matter • S. 16 Intergovernmental relations • S. 17 Financial or economic interests of a public body • S. 21 Business interests of a third party • S. 22 Personal information
<p>Document type describing the outcome of a specific defined activity</p> <p>For example, polls, statistical surveys, appraisals, economic forecasts, environmental impact statements or similar information and reports on the results of field research describe the results of certain defined activities and are usually included in larger reports along with subsequent analysis, advice and recommendations.</p>	<ul style="list-style-type: none"> • S. 12 Cabinet Confidences • S. 13 Policy advice, recommendations • S. 16 Intergovernmental relations • S. 17 Financial or economic interests of a public body • S. 20 Published within 60 days
<p>Reports and studies</p> <p>include a wide range of documents providing background methodology, data, analysis, results as well as advice and recommendations.</p>	<ul style="list-style-type: none"> • S. 12 Cabinet Confidences • S. 13 Policy advice, recommendations • S. 15 Law enforcement matter • S. 17 Financial or economic interests of a public body • S. 21 Business interests of a third party • S. 20 Published within 60 days
<p>Meeting Minutes</p>	<ul style="list-style-type: none"> • S. 12 Cabinet Confidence • S. 13 Policy advice, recommendations

	<ul style="list-style-type: none"> • S. 14 Solicitor Client privilege • S. 15 Law enforcement matter • S. 16 Intergovernmental relations • S. 17 Financial or economic interests of a public body • S. 21 Business interests of a third party • S. 22 Personal information
Final audit reports	<ul style="list-style-type: none"> • S. 12 Cabinet Confidences • S. 14 Solicitor client privilege • S. 15 Law enforcement matter • S. 16 Intergovernmental relations • S. 17 Financial or economic interests of a third party • S. 21 Business interests of a third party • S. 22 Personal information
Evaluation Team notes and memos	<ul style="list-style-type: none"> • S. 13 Policy advice, recommendations • S. 17 Financial or economic interests of a public body • S. 21 Business interests of a third party
Proposal evaluation points given	<ul style="list-style-type: none"> • S. 13 Policy, advice, recommendations • S. 17 Financial and economic interests of a public body • S. 21 Business interests of a third party
Proposal evaluation form	<ul style="list-style-type: none"> • S. 13 Policy, advice, recommendations • S. 17 Financial and economic interests of a public body • S. 21 Business interests of a third party
Negotiation information	<ul style="list-style-type: none"> • S. 13 Policy, advice, recommendations • S. 17 Financial and economic interests of a public body • S. 21 Business interests of a third party
Award approval, document recommending award	<ul style="list-style-type: none"> • S. 13 Policy, advice, recommendations • S. 17 Financial and economic interests of a public body
Change of work orders or amendments: unit price	<ul style="list-style-type: none"> • S. 13 Policy, advice, recommendations • S. 21 Business interests of a third party
	<ul style="list-style-type: none"> •

DRAFT DOCUMENTS: If a final document exists, draft documents may be considered **transitory**, if they were not **substantially changed** and/or altered. **Transitory** means the information has been transcribed from one document to another rendering the first document obsolete. **Substantially changed** means the original wording has been revised to the extent that the original meaning has been altered. Once it has been determined that the draft document is not substantially different in meaning from the final copy, it may be destroyed in compliance with the Document Disposal Act. If a FOI request comes in

before the destruction of transitory records has begun, however, the draft documents must be included in the records considered to be released for the FOI request. Draft audit report, however, cannot be considered transitory according to the approved records retention and disposition schedule.

ROUTINE RELEASE

THE FOI ACT DOES NOT REPLACE EXISTING PROCEDURES FOR ACCESS TO INFORMATION.

THE FOLLOWING DOCUMENTS CAN BE RELEASED AT ANY TIME BY PROGRAM AREA OR BRANCH STAFF WITHOUT A WRITTEN REQUEST:

- Answers to questions/Information
- RFP
- Evaluation criteria and weightings
- List of proponents
- Lump sum prices or total amount of contract
- Contract Award letters
- Signed contract: lump sum price
- Contract payment certificate
- Change or work orders or amendments: lump sum
- Published documents
- Manuals (any policy and procedure manual)
- Instructions and Guidelines
- Substantive rules or policy statements used to interpret enactments or administer programs or activities that affect the public or a specific group of the public.
- Public evaluation reports

If there is any doubt or concern, ask for a written request and forward it to the Information and Privacy Branch as a formal FOI request. Some questions to ask before releasing any routine release document would be the following:

1. Was the information or document sent to Treasury Board? If yes, refer to the Information and Privacy Branch.
2. Does the Director have any concerns with the release of the information? If yes, refer to the Information and Privacy Branch.
3. Would the information harm an individual or cause financial harm to the ministry? If yes, refer to the Information and Privacy Branch.
4. Does the information reveal advice and recommendations developed by or for a public body or a minister? If yes, refer to the Information and Privacy Branch.
5. Is the information subject to solicitor client privilege? If yes, refer to the Information and Privacy Branch.

6. Is the information related in any way to a law enforcement matter such as an harassment case or investigation of any kind? If yes, refer to the Information and Privacy Branch.
7. Is the information harmful to intergovernmental relations? If yes, refer to the Information and Privacy Branch.
8. Does the information contain financial information and would the information be harmful to the financial or economic interests of a public body? If yes, refer to the Information and Privacy Branch.
9. Would the disclosure be harmful to an individual or to public safety? If yes, refer to the Information and Privacy Branch
10. Will the information be released within 60 days? If yes, refer to the Information and Privacy Branch.
11. Does the information affect the business interests of a third party If yes, refer to the Information and Privacy Branch.
12. Does the information contain personal information of a third party If yes, refer to the Information and Privacy Branch.