

What to do When Your ATIPP Coordinators asks you for Records

ATIPP Office

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Background

- The *Access to Information and Protection of Privacy Act, 2015 (ATIPPA, 2015)* applies to all records that a public body has, with some limited exceptions.
- Each public body has an ATIPP Coordinator who processes ATIPP requests.
- Following receipt of an ATIPP request, your public body's ATIPP coordinator may contact you to search for specific records that respond to the request.

What is a Record?

A record is anything that you as an employee create as part of your job. This includes, but is not limited to:

- Official documents such as final reports, cabinet records, decision notes, etc.
- Drafts of reports, studies, cabinet records, briefing notes, etc.
- Emails
- Post-it notes, calendar entries, etc.
- Hand written notes
- Note books
- Audio recordings
- Records in electronic or paper format

What to do if your Public Body's ATIPP Coordinator Asks you for Records

If your public body's ATIPP coordinator contacts you and asks for records relating to a request, you must provide all responsive records to the coordinator, regardless of whether they are "official" documents or simply hand-written notes.

It is the coordinator's job to review the records to determine if any exceptions to disclosure apply (i.e. if any information needs to be severed) according to *ATIPPA*,

2015. If you have any concerns about information being released you should discuss this with the coordinator after you have provided him or her with all of the records you have relating to the request.

If you are unsure if a record you have is responsive to a request, ask your ATIPP coordinator. They are the best person to review any potential records to determine whether a record responds to a request.

How to Search for Records

When your ATIPP coordinator contacts you to search for records, they will generally provide directions on how to complete your search.

The search for electronic records may include electronic information management systems, business applications, shared directories, email systems, and websites. Electronic devices such as laptops, Blackberries, tablets, flash drives and other portable devices may need to be searched as well.

In conducting electronic searches, your coordinator may also provide you with search terms that you should use when completing your search.

In searching emails, your ATIPP coordinator may have the ability to conduct a mailbox search on your behalf. Where this is the case, your ATIPP coordinator will advise you of this prior to conducting the search of your mailbox.

Providing all Responsive Records

Your public body's ATIPP coordinator will generally provide you with directions on how to provide any records to them. They may ask you to email electronic records to them or save them in a shared folder. For paper files, the coordinator may ask you to scan and email them or to send the paper files to them directly.

Once an ATIPP request is received, it is an offence to destroy or conceal any record that may be responsive to the request with the intent to evade the request.