



City of St. John's Corporate and Operational Policy

Policy: 02-01-08 Requests for Information and Data

Status:

Issued By: Corporate and Information Services

Revision No: 2

Revision Date: 2005/12/12

Date of Original Council

Approval: 2001/11/05

Rescind Date:

Index: 02 Information Technology

Section: 01 Information Technology

Title: 08 Requests for Information and Data

Purpose

To establish guidelines and relevant charges for the provision of information and data from the City's corporate files and databases where such requests are not made under The Access to Information and Protection of Privacy Act.

Policy Statement

1. All requests for information and data shall be processed by the department receiving the request.

2. Only information in the public domain will be provided to the requestor. For the purposes of the general interpretation of information that is in the public domain, *The Access to Information and Protection of Privacy Act* will apply.

3. The charges for the provision of the requested information and data shall be as follows:

(a) for locating, retrieving, providing and manually producing a record, \$15.00 for each hour of person time after the first two hours, rounded down to the nearest hour;

(b) for producing a record from information in electronic form, the actual cost of producing the record;

- (c) for shipping a record, the actual cost of shipping using the method chosen by the applicant;
 - (d) where the record is stored or recorded in printed form and can be copied or printed using conventional equipment, 25 cents per page for providing a copy or print of the record, and;
 - (e) where the record is stored or recorded in a manner other than that referred to in paragraph (d) or cannot be reproduced or printed on conventional equipment, the actual cost of reproduction for providing a copy of the record.
4. It is the responsibility of the department receiving the request to inform the requestor of the estimated cost to retrieve and produce the information and/or data. The department may require the requestor to pay a deposit equal to 50 per cent of the estimate prior to taking any action to retrieve and produce the information and/or data. The outstanding balance shall be paid by the requestor prior to receiving the information/data.
5. The following specific requests for information or data will be provided to the requestor at no charge:
- (a) requests from the City's appointed external auditor in support of annual audit requirements.
 - (b) requests from senior levels of government where such requests are covered by legislation;
 - (c) requests for voters list from officially nominated candidates in the municipal election, and;
 - (d) requests from individuals for access to their own personal information.

Application

Responsibilities

Department of Corporate and Information Services and requesting departments/divisions.

Definitions

References/Appendix



Request for Data 02-01-08.pdf

Monitoring and Contravention

Approvals

Finance and Administration Standing Committee report - October 25, 2001; Regular Meeting of Council November 5, 2001; Finance and Administration Standing Committee report - October 27, 2005; Regular

Meeting of Council - October 31, 2005; Finance and Administration Standing Committee report - November 30, 2005; Regular Meeting of Council - December 12, 2005.

Review Period

Available to Public

- ☐ Yes
- ☒ No