



THE ACCESS TO INFORMATION GUIDELINES

The Access to Information Act, 2002

INTRODUCTION

These Guidelines are for the general guidance of Access to Information personnel engaged in the administration of the Access to Information Act.

They contain recommended best practices and procedures and were formulated and refined based on the invaluable input and recommendations of Ministry Personnel, in particular our Records/Information Management Practitioners, broad based research on best practices information available from other Commonwealth Jurisdictions and the provisions of the Access to Information Regulations.

In order to ensure their continued relevance and applicability, these Guidelines will undergo modifications as Jamaica progresses and advances in our application and administration of the Access to Information Act. Comments and recommendations are therefore always invited and welcome.

In the meantime, ATI Administrators should seek to apply them in order to achieve harmonised, effective management of the Access to Information Initiative. Access to Information Administrators and Practitioners are therefore urged to become very familiar with these provisions and in particular to those outlined at Recommended Practices. The latter are seemingly simple enough, yet, if observed, will go a far way in helping us all to make a success of this novel initiative in the growth of our democracy.

Where necessary, specific, customised Access to Information Protocols in each Ministry and affiliated Government Entities may be developed, but such protocols must be consistent with these Guidelines and must have the concurrence of the Office of the Prime Minister. Copies of these Guidelines may be obtained from:

The Access to Information Unit
Jamaica Archives and Records Department
Office of the Prime Minister
5-7 South Odeon Avenue
Kingston 10
Jamaica

Tel: (876)-968-3166
(876)-968-8282

E-mail: ati@jard.gov.jm

Copies may also be obtained from Ministries of Government and some Departments and Agencies.