



**GOVERNMENT OF JAMAICA**

**COMPUTATION OF TIME**

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Clarification, acknowledgement, transfer (if required), actual grant of access or response stating full or partial denial of access, deferral of access must all take place within the 30 day period prescribed. **(This will be subject to extensions of the initial time pursuant to S. 7 (4)).**

**In calculating the period of 30 days prescribed by the Act for responding to an Applicant and granting access or not, the following must be borne in mind:**

### **(a). Calendar days –**

The period of 30 days stated in the Act for the processing of Applications must include Saturdays and Sundays as the Act makes no reference to the period being restricted to business days;

### **(b). Excluded days –**

The following days must be excluded from the computation of the 30-day period:

- The day on which the Application was received;
- Where the last day of the [30 day] period falls on a Public Holiday or a Sunday, then that day should not be computed as the final day. The day following, is, for the purposes of the **Interpretation Act**, the final day of that period;

Interpretation Act  
S. 8 (1), (2)

### **(c). Receipt of Application by Public Authority-**

The date of receipt of an application must be calculated from the day following the day on which the Registry of the relevant Public Authority signs for /records the receipt and not the day on which the application actually gets to the Responsible Officer for action.

It is therefore recommended that Registry staff be made to understand the necessity of processing mail in respect of ATI Applications with despatch;

**(d). Clarification of Applications –**

Time taken to perform this activity must be included in the computation of the prescribed time. This activity should therefore be completed as quickly as possible;

**(e). Acknowledgement of Receipt of Applications –**

The time within which the Responsible Officer does this forms part of the 30-day period for taking action on an Application;

**(f). Transfer of Applications –**

A Public Authority to which an application is transferred will begin counting the 30-day period applicable to it as at the date of receipt by that Public Authority of the transferred application.

**(g). Non-Payment of Specified Costs –**

Where access to an official document has been granted and the cost of reproducing that document is not paid within the specified time as was mutually agreed, time shall cease to run until the cost is paid.

Regulation 10 (a)

**(h). Request for a Waiver, Reduction, Remission of Fees –**

Where an application is made for the waiver, remission or reduction of costs associated with the reproduction of official documents, the running of time will be suspended until the cost is paid or the waiver, remission or reduction is granted, as the case may be.

The running of time re- commences when a decision in whatever respect is made by the responsible Minister.