



APPENDIX II

INTERNAL RECORDS

- 1. STATEMENT OF ORGANISATION & FUNCTIONS**
- 2. INTERNAL PROCESSING FORM**
- 3. QUARTERLY REPORT FORM**

STATEMENT OF ORGANISATION
&
FUNCTIONS

Section 4

Pursuant to S. 4 of the Access to Information Act, a Public Authority shall cause to be published in the Jamaica Gazette information in the following form:

A.

Name of Public Authority:.....

Name and Title of Principal Officer:.....

Location:.....

Hours of Business:.....

Description of Subject Areas/Portfolio

Responsibilities:.....

.....
.....
.....
.....
.....

B.

**Statement of Documents
(S. 4, First Schedule)**

(Include manuals and/or other documents used by the Public Authority in making decisions or recommendations under or for the purposes of an enactment or scheme administered by the Authority)

Document

Purpose of Document

1.
.....

.....
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2.
.....

.....
.....

3......
.....

.....
.....

C.

Names of Departments & Agencies	Name & Title of Principal Officer	Location	Hours of Business
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.....
.....
.....
.....
.....
.....
.....
.....
.....

D.

Description of Subject Areas/Portfolio Responsibility of Departments & Agencies			
1.	4.	7.	10.
2.	5.	8.	11.
3.	6.	9.	12.

E.

Statement of Documents (S. 4, First Schedule)	
(Include manuals and/or other documents used by the Departments and Agencies in making decisions or recommendations under or for the purposes of an enactment or scheme administered by the Authority)	
Document	Purpose of Document
1.
2.
3.

Note:

An initial Statement of Organisation and Functions must be published within 12 months of the publication of an Appointed Day Notice as relevant to each Public Authority

Updates of the information contained in this and subsequent Statements of Organisation and Functions must be published in the Jamaica Gazette within 12 months of the publication of the last Statement.

A notice of the Gazetted dates of these Statements of Organisation and Functions must be published in a newspaper circulated in the Island pursuant to S.4 and the First Schedule of the Access to Information Act.



**Government of Jamaica
The Access to Information Act
Internal Processing Form**

(Regulation 7)

1

Name of Public Authority _____	Reference Number _____
Name and Title of Principal Officer _____	Date of receipt of application _____
Name of Responsible Officer _____	Date of completion of application _____

2a. (Please check relevant box (es))

Application for Access to Official Records

Description of Application:

Treatment of Application:

<input type="checkbox"/> Full grant of access	<input type="checkbox"/> Application Transferred
<input type="checkbox"/> Partial grant of access - (deletion of exempt matter)	<input type="checkbox"/> Unable to process: <input type="checkbox"/> Document cannot be found <input type="checkbox"/> Document does not exist <input type="checkbox"/> Document destroyed prior to application
<input type="checkbox"/> Information withheld (exempt)	<input type="checkbox"/> Treated informally (information in public domain/ routinely available)
<input type="checkbox"/> Deferral of access	<input type="checkbox"/> Abandoned by the Applicant

Date of Decision:.....

[Date Applicant Informed]:.....

2b.

Application for Amendment/Annotation of Personal Records

Description of Application:

Treatment of Application:

<input type="checkbox"/> Amendment/Annotation done	<input type="checkbox"/> Unable to process: <input type="checkbox"/> Document cannot be found <input type="checkbox"/> Document does not exist <input type="checkbox"/> Document destroyed prior to application
<input type="checkbox"/> Amendment /Annotation refused	<input type="checkbox"/> Abandoned by the Applicant
<input type="checkbox"/> Application Transferred	

Please indicate reasons for refusal:

Date of Decision

[Date Applicant Informed].....

3.

Exemption(s) Invoked

(Please check relevant box)

Section(s)	General Description of Information Withheld	Certificate of Exemption Issued
<input type="checkbox"/> S. 14 Documents affecting security, defense or international relations		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> b. S. 15 Cabinet documents		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> c. S. 16 Documents relating to law enforcement		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> d. S.17 Documents subject to legal privileges etc.		
<input type="checkbox"/> e. S. 18 Documents affecting national economy		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> f. S. 19 Documents revealing government's deliberative process		
<input type="checkbox"/> g. S. 20 Documents relating to business affairs		
<input type="checkbox"/> h. S. 21 Documents relating to heritage sites etc.		
<input type="checkbox"/> i. S. 22 Documents affecting personal privacy		

4. Completion Time

Period

(Please check relevant box)

Application completed in 30 days or under	
Application completed in 31 to 60 days	

5. Extension of Initial Thirty (30) day

(Reasons)

↑ Searching	
↑ Consultation	
↑ Third Party Notification	
TOTAL	

6. Form of Access

(Please check relevant box)

Copies Given	
Examination	
Copies & Examination	

7. Sums for Reproduction of Official Documents:

(a) Total \$

Sums Collected	
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(b) Total \$

Value of sums waived	
Value of sums reduced/remitted	
TOTAL	

8. Application for Internal Review:

(Please check relevant box)

a. Original decision upheld	
b. Original decision overruled	

9. Appeal to Appeal Tribunal:

(Please check relevant box)

a. Original decision upheld	
b. Original decision overruled	

10. Judicial Review (Supreme Court)

(Please check relevant box)

a. Under Review	
b. Review Completed	

11. General Comments:

12. Responsible Officer's Signature: _____

Date: _____



**Government of Jamaica
The Access to Information Act
Quarterly Report Form**

1

(Sec. 36)

a. Name of Public Authority _____ b. Name and Title of Principal Officer _____ c. Name of Responsible Officer _____	Reporting Period: Apr 1, June 30 Jul 1, Sept 30 Oct 1, Dec 31 Jan 1, Mar 31 Quarter I ¹ Quarter II ¹ Quarter III ¹ Quarter IV ¹
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2. Applications under the Access to Information Act¹

Total

a. Received during current Quarter ²	
b. Outstanding from previous Quarter	
Total	
a. Completed during current reporting period ³	
b. Carried forward to next reporting period	

3. Profile of Applications

(Tick relevant box)

Organisation <input type="checkbox"/>	Public <input type="checkbox"/>
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Academia	<input type="checkbox"/>
Business	<input type="checkbox"/>
Government	<input type="checkbox"/>
Media	<input type="checkbox"/>

¹Applications must include those for access to official records and those for amendment/annotation of personal records.

²This total must include applications transferred from other entities.

³The term “completed/completion”, as the case may be, should be applied only to those applications in respect of which access has been granted/deferred/denied/partially granted or where the Appeal Process has been exhausted.

4a. Applications for Access to Official Records

Treatment of Applications	Total	Total
i. Full grant of access		v. Transferred to another entity
ii. Partial grant of access - (deletion of exempt matter)		vi. Unable to process: <input type="checkbox"/> Document cannot be found <input type="checkbox"/> Document does not exist <input type="checkbox"/> Document destroyed prior to application
iii. Information withheld (exempt)		vii. Treated informally (information in public domain/ routinely available)
iv. Deferral of access		viii. Abandoned by the Applicant

4b. Applications for Amendment/Annotation of Personal Records

Treatment of Applications	Total
Amendment/ Annotation/ done	
Amendment/Annotation refused	

5. Exemptions Invoked

Section (s)	Total	Number of Certificates of Exemption Issued
a. S. 14 Documents affecting security, defense or international relations		
b. S. 15 Cabinet documents		
c. S. 16 Documents relating to law enforcement		
d. S.17 Documents subject to legal privileges etc.		
e. S. 18 Documents affecting national economy		
f. S. 19 Documents revealing government's deliberative process		
g. S. 20 Documents relating to business affairs		
h. S. 21 Documents relating to heritage sites etc.		
i. S. 22 Documents affecting personal privacy		

6. Completion Time

Applications completed in 30 days or under	
Applications completed in 31 to 60 days	

7. Extension of Initial Thirty (30) day Period

↑ Searching	
↑ Consultation	
↑ Third Party Notification	
TOTAL	

8. Forms of Access

Total

Copies Given	
Examination	
Copies & Examination	

9. Sums for Reproduction of Official Documents:

Total \$

(a)

Sums Collected	
----------------	--

(b) Total \$

Value of sums waived	
Value of sums reduced/remitted	
TOTAL	

10. Number of Applications for Internal Review:.....

Total

a. Original decision upheld	
b. Original decision overruled	
c. Applications still being reviewed	
TOTAL	

11. Number of Appeals to Appeal Tribunal:.....

Total

a. Original decision upheld	
b. Original decision overruled	
c. Appeals still in progress	
TOTAL	

12. Number of Applications for
Judicial Review (Supreme Court):.....

Total

a. Under Review	
b. Review Completed	

13. General Comments:

14. Responsible Officer's Signature: _____

Date: _____