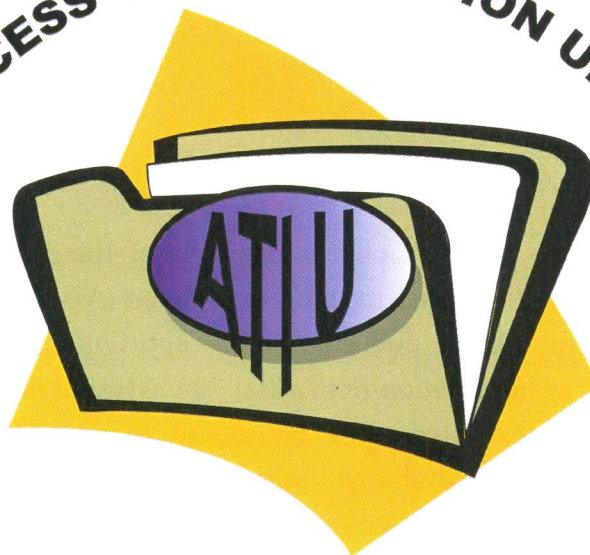


**ACCESS TO INFORMATION UNIT**



**Statistical Reporting Notice (NO. 1 Of 2012) -Access to Information Act (2002)**

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Access to Information Quarterly & Monthly Reports Note | Access to Information Unit  
Compliance Department -Office of the Prime Minister

## Submission of Access to Information Quarterly and Monthly Reports (Section 36 Requirements)

### Introduction

1. This Notice is to remind public authorities of the Quarterly and Monthly Reporting requirements to the Access to Information Unit (ATI Unit), Office of the Prime Minister to satisfy the mandatory public authority reporting obligations stipulated by section 36 of the Access to Information Act (2002). The ATI Unit is the designated body to process and manage this requirement on behalf of the Minister with responsibility for Information and is also charged with monitoring implementation of and compliance with the Act.
2. The statistics submitted by public authorities to the Access to Information Unit contained in the Access to Information Quarterly and Monthly Reports provides the mandatory information required by section 36 of the Access to Information Act (2002) and informs the monitoring and compliance strategy of the Access to Information Unit.

### Summary

3. Public authorities that do not submit reports are in breach of the statutory reporting requirement contained in section 36 of the Access to Information Act (2002). Reports are mandatory and must contain information on:
  - a) the number of applications for access received, granted, deferred, refused or granted subject to deletions;
  - b) the categories of exemptions claimed and the numbers of each category;
  - c) the number of applications received for-
    - I. the amendment of personal records;
    - II. the annotation of personal records;
  - d) the number of applications for internal review of relevant decisions;
  - e) appeals against relevant decisions, and the rate of success or failure thereof;
  - f) such other matters as are considered relevant.
4. The Duties of Responsible Officers set out in section 4 of The Access to Information Regulations, 2003, in particular, 4 (q) states that the functions of the Responsible Officer includes “anything required by the Act or these regulations to be done”. Responsible

