



Government of Jamaica
The Access to Information Act
Quarterly Report Form (ATIQRB)

(Sec. 36)

1. a. Name of Public Authority _____ b. Name and Title of Principal Officer _____ c. Name and Title of Responsible Officer _____ _____	2. Reporting Period: YEAR 20_____ <i>Jan 1.-Mar 31 Apr 1.-June 30 Jul 1.-Sept 30 Oct 1.-Dec 31</i> Quarter I <input type="checkbox"/> Quarter II <input type="checkbox"/> Quarter III <input type="checkbox"/> Quarter IV <input type="checkbox"/>
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3. Applications under the Access to Information Act

a. Received during current Quarter	
b. Outstanding from previous Quarter	
<i>Total</i>	
c. Completed during reporting period	
d. Carried forward	

4. Profile of Applications

(Tick relevant box and indicate total)

- Academia
- Organisation
- Business
- Media
- Public
- Government

5. Treatment of Applications

a.) Applications for Access to Official Documents

Short Description	Full Grant of Access	Partial Grant of Access	Access Denied	Access Deferred	Transferred to another Entity	Document cannot be found	Document does not exist	Document destroyed prior to application	Treated Informally	Abandoned	Carried Forward

Short Description	Full Grant of Access	Partial Grant of Access	Access Denied	Access Deferred	Transferred to another Entity	Document cannot be found	Document does not exist	Document destroyed prior to application	Treated Informally	Abandoned	Carried Forward

b.) Applications for Amendment/Annotation of Personal Records

Short Description	Amendment done	Annotation done	Total

6. Exemptions Invoked (Please specify exemption section invoked when access is denied or partially given)

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

7. Completion Time

Total

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

9. Forms of Access

Total

Copies Given	
Examination	
Copies & Examination	

8. Extension of Initial Thirty (30) day Period

<i>Reasons</i>	<i>Total</i>
Searching	
Consultation	
Third Party Notification	
TOTAL	

10. Fees Collected:

Total \$

Value of fees waived	
Value of fees reduced/remitted	
Fees collected otherwise ***	
TOTAL	

11. Applications for Internal Review:

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

11 (a). Internal Review

Short Description	Original decision upheld	Original decision overruled	Application still being reviewed	Comments
1.				
2.				
3.				
4.				
	Total	Total	Total	

12. Appeals to Appeal Tribunal:

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

12 (a). Appeal Tribunal

Short Description	Original decision upheld	Original decision overruled	Appeals still in progress	Comments
1.				
2.				
3.				
4.				
5.				
6.				
	Total	Total	Total	

15. Applications for Judicial Review (Supreme Court):

	Number
(a) Applications brought forward from previous Month	
(b) New applications for Judicial Review received	
(c) Decisions in favour of Public Authority	
(d) Decisions against the Public Authority	
(e) Decisions pending (Carry Forward to next Month)	

15 (b) Nature of decisions made at Judicial Review

	Number

17. General Comments:

14. Responsible Officer's Signature: _____

Date: _____

Title:

E-mail:

Tel:

Fax:

Public Authority Activity Code:

Public Authority website address: