

January 1985

Access to Information Requests
Policy of the
Department of External Affairs
Regarding Fees

I BACKGROUND

This policy is based on the provisions of Section 11 of the Access to Information Act, Section 7 of the Regulations Respecting Access to Information and the relevant Sections of Part II of the Treasury Board Interim Policy Guide (2.3(d), 2.7, 2.7.1, 2.7.2 and 2.7.3). We have summarized these as follows:

1. Section 11 of the Act and Section 7 of the Regulations provide that an applicant who makes a formal request for information may be required to pay a fee for:
 - (a) making an application;
 - (b) the costs of reproducing a record;
 - (c) the time taken to search for a record or prepare any part of it for disclosure where the time exceeds five hours;
 - (d) producing a computer record described in subsection 4(3) of the Act.

2. Fees cannot be charged for:
 - (a) the cost of reviewing documents to determine whether they are exempt or excluded;
 - (b) maintaining statistics or documentation relating to administration of the Act;
 - (c) filing (including the refileing of records);
 - (d) providing facilities for processing requests or public access; or
 - (e) shipping documents to the applicant.