

of the organization of the institution and the responsibilities of each government institution including details on the province and functions of each division or branch of each government institution;

(4) a description of all classes of records under the control of each government institution in sufficient detail to facilitate the exercise of the right of access under this Act and

(5) the title and address of the appropriate officer for each government institution to whom requests for access to records under this Act should be sent.

(6) The designated Minister shall cause the publication referred to in subsection (1) to be made available throughout Canada in conformity with the principle that every person is entitled to reasonable access to records in order to be informed of the content of the record.

(7) Where access to a record is requested under this Act, the head of the government institution to which the request is made shall, subject to sections 8, 9 and 11, within thirty days after the request is received,

(a) give written notice to the person who made the request as to whether or not access to the record or a part thereof will be given; and

(b) if access is to be given, give the person who made the request access to the record or part thereof.

8. (1) Where a government institution receives a request for access to a record under this Act that the head of the institution should make available to another government institution that has a greater interest in the record, the head of the institution may

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