

case of four of the completed requests, a multiple extension of 30 and 60 days was required for consultation with other government institutions. While we were acting on the basis of the legal advice we had obtained, we subsequently received an opinion from the Information Commissioner that such multiple extensions are not provided for by the Access to Information Act, and the Department has discontinued this practice. In four other cases, extensions of over 60 days were required due to extensive consultation with other government institutions and third party notification. In 8 Access requests, when the Department contacted the applicant either for clarification of the request or for payment of fees, no reply was received from the applicants and the requests were considered to be abandoned. In one other case, when no application fee was received, we were unable to process the request.

6. The personnel costs reported represent the salary costs of the personnel in the Access to Information and Privacy Office, who spent approximately three-quarters of their time processing Access requests and one-quarter on Privacy activities. Also included are the salary costs of other staff involved part time in retrieving documents and preparing them for review. In calculating costs for officers and support staff, the actual salaries of the individuals concerned were divided by 220 (working days) to obtain the daily cost. This was then divided by  $7\frac{1}{2}$  to