Frequently Asked Questions about Uploading Completed Access Requests to the Access Information Registry

1. **What type of completed access requests are supposed to be published?**

Only program requests. Under no circumstance can someone’s request for personal information be published.

1. **Are just the records supposed to be posted or the final response with the records?**

Both the final response and the collected records are supposed to be posted. It is the same information that would be given to an applicant.

1. **How long do we have to wait before posting a completed closed Program Access Request?**

10 Business Days after the ATIPP office sends you a ‘file closed’ email. See below if there is a final cost associated with the request.

1. **What if the final response package has generated an estimate of cost? How long do we wait to post the records and response letter?**

After the applicant has paid for their records, the ATIPP office will notify you and you can post the response 10 Business Days later.

1. **Do we post withdrawn or abandoned requests? What type of completed records are supposed to be published?**

Only completed final responses that include records and a final response letter. This also includes a ‘No Records Found’ response, as that would also indicate that records were searched, but did not generate any results.

1. **From which date can we start posting Access Requests?**

Any Access Requests that were ACTIVATED on August 4, 2021, and after, are to be posted to the Information Access Registry.

1. **Who is required to Post access requests?**

Statutory public bodies are required to post their department’s completed requests as well as any boards or committees that fall under their department. Standalone bodies are required to post their own completed access requests. Please refer to the ATIPP regulations, which can be found here <https://laws.yukon.ca/cms/images/LEGISLATION/SUBORDINATE/2021/2021-0025/2021-0025.pdf> for a complete breakdown of each public body’s boards and committees that they are responsible for. This is located under schedule 1.

1. **Will the ATIPP office notify the department if the request should not be uploaded after the 10 days from closure due to the applicant not picking up the package or paying?**

It does not matter if the applicant has uploaded the response or not, it is somewhat public domain after that 10 business day time period. After 10 business days from receiving the closed notification, the program request should be uploaded.

1. **Will a complaint/investigation from the IPC have any bearing on the information being public?**

You will post a completed ATIPP response letter and records. If there is an OIPC investigation or something to that end, and the department is asked to release additional records, the department will have to post those records separately as an amended response. Any additional amended records and response letter will be released similarly to a response letter and records that do not require involvement from the OIPC.

1. **Are we posting final records and response letters with business information?**

Yes, if they have proceeded with submitting an ATIPP request for program information. All applicant’s submitting PROGRAM ATIPP requests are informed of the following: "*You have selected information that is not personal. The response and records you receive from the public body will be posted online. Your identity will not be posted*.” The applicant then has to click on the box below this that reads: “*By clicking this box you are indicating that you have read and are aware of these terms.*”

1. **What if we have a completed *program* access request and are hesitant to post as it may point to someone’s personal information?**

If you are hesitant to post a completed Program access request, as you may feel that there are potential negative implications for an individual and their personal information, please contact the APO to discuss your concerns. In some circumstances, the APO may advise you not to post.