



*Access to Information  
and Protection of  
Privacy Act*

*Guidance*



**TOOLKIT FOR DESIGNATED  
ACCESS OFFICERS**

**STATUTORY AND NON STATUTORY  
PUBLIC BODIES**

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## INTRODUCTION

# 1 INTRODUCTION

## 1.1 How to use this toolkit

Each public body (PB) is responsible for implementing the *Access to Information and Protection of Privacy Act* (ATIPP Act) and processing access requests that it receives.

This toolkit is based on procedures developed by the ATIPP Office's ATIPP Shared Services. This toolkit provides ready to use workflows, templates, tips, examples and technical instructions for public body's to adopt where useful.

Mandated activities are noted by the section of the Act as a footnote for reference.

For additional templates, guidance and other ATIPP related information, please visit Government of Yukon's ATIPP Site, [Open Government](#) on Yukon.ca.

Contact the ATIPP Office:

By phone at (867) 393-7048

By email at [ATIPP.Office@Yukon.ca](mailto:ATIPP.Office@Yukon.ca)

## 1.2 Access Request Timeline Overview

Responding to an access request means the public body must meet legislated timelines as outlined in Part 3 of the *Access to Information and Protection of Privacy Act* (ATIPP Act).

The interactive timeline shows the mandated activities and their deadlines. Click on each business day to read more about the legislated activities.

# TIMELINE OF AN ACCESS REQUEST

Click on the timeline below for more information

## 1.3 Definitions and Acronyms

The following are definitions of terms and acronyms used in this toolkit's chapters and sections. Many of the terms are defined in the *Access to Information and Protection of Privacy Act*. Definitions in **"BOLD"** are legal definitions from the *ATIPP Act*.

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**"ACCESS TO INFORMATION AND PROTECTION OF PRIVACY ACT" (ATIPP ACT)** is the legislation that governs privacy and protection of information. The purpose of this Act, as defined in section 6 of the Act is:

- a) to protect the privacy of individuals by controlling and limiting the collection, use and disclosure of personal information by public bodies;
- b) to require public bodies to implement security measures designed to prevent privacy breaches in respect of the personal information that they hold;
- c) to ensure that individuals have access to their personal information held by public bodies and have a right to request correction of it;
- d) to require public bodies to make particular types or classes of information openly accessible so that an access request is not required to access those types or classes of information;
- e) to provide the public with a right to access information held by public bodies (subject to specific exceptions) in order to ensure government transparency and to facilitate the public's ability to meaningfully participate in the democratic process; and
- f) to provide the commissioner with powers and duties that enable the commissioner to monitor public bodies' decision making is conducted in accordance with the purposes of this Act and that their administration is in accordance with the purposes of this Act.

The Act is located here: [https://legislation.yukon.ca/legislation/page\\_a.html](https://legislation.yukon.ca/legislation/page_a.html)

**"ACCESS AND PRIVACY OFFICER" (APO)** means the employee of a public body appointed as the access and privacy officer under subsection 84(1). Under section 84(2), the access and privacy officer:

- a) if they consider it necessary to do so in order to promote compliance with this Act, conduct an inspection of a public body, or a program or activity of a public body, to assess its compliance with this Act.
- b) exercise or perform any prescribed power or duty; and
- c) delegate, in writing, any of their duties or powers under this Act (except the power to delegate under this paragraph) to another employee of a public body, subject to any conditions on the exercise of the delegated power or the performance of the delegated duty that the access and privacy officer considers appropriate.



**“ACCESS INFORMATION SUMMARY” (AIS)**, in respects of an access request, means the written summary provided to the access and privacy officer under section 53 for the access request.

The standard template provided in this toolkit should be used to complete this.

**“ACCESS REQUEST”** means a request submitted under subsection 44(1).

**“ACCESS TO INFORMATION REGISTRY”** means the registry established under subsection 85(1).

**“ACTIVATION DATE”**, in respect of an access request, means the date on which the access and privacy officer provides a copy of the access request to the head of the responsive public body under subparagraph 47(2)(a)(i).

AMENDED RESPONSE is a response provided to an applicant after the access file has closed. For example, when additional responsive records are found, or an Office of the Information and Privacy Commissioner (OIPC) review has occurred. In this case, the public body (PB) provides additional records or access to records previously redacted or not provided to the applicant.

**“APPLICANT”**, in respect of an access request, means the person who submits the access request.

ATIPP OFFICE is the central government office for administration of the ATIPP Act. The ATIPP Office is overseen by the Access and Privacy Officer (APO). Employees of the ATIPP Office have delegated responsibilities of the APO to assist with meeting legislative requirements.

BATES NUMBER is a term used in the legal field, amongst others, to place one or more identifying numbers, dates and time marks on images and documents as they are scanned and processed.

**“BUSINESS CONTACT INFORMATION”** of an individual, means information that makes it possible to contact the individual at their place of business and includes the individual’s name, positions, title, business phone number and business email address.

**“BUSINESS DAYS” (BD)** means a day other than Saturday or a holiday. Yukon Statutory holidays can be found here: <https://yukon.ca/en/find-yukon-statutory-holiday>.

**“COMMISSIONER” or INFORMATION AND PRIVACY COMMISSIONER (IPC)** means the individual appointed under the ATIPP Act, or if no appointment has been made, the Ombudsman.

COMPLIANT means a complaint filed with the Commissioner in accordance with section 90, including an access to information complaint.

**“DESIGNATED ACCESS OFFICER” (DAO)** of a public body, means an employee designated under paragraph 87(1)(b) as a designated access officer for the public body.

Section 87(1) of the Act states that, the head of a public body must designate in writing

- a) an employee of a public body as the designated privacy officer for the public body; and
- b) at least one employee of a public body as a designated access officer for the public body.

Section 87(2) For greater certainty

- a) an employee of a public body may be designated as both the designated privacy officer and a designated access officer for the public body;
- b) the head of a public body may designate one or more employees as designated access officers for the public body, and
- c) an employee may be a designated access officer for more than one public body.

**“EMPLOYEE”**, of a public body, includes

- a) and individual who is
- b) an employee of the public body, or of another public body that provides a service to the public body, appointed to a position in the public service pursuant to the *Public Service Act*,
- c) a principal, vice-principal or teacher, or technical support staff, of the public body appointed to their position pursuant to the *Education Act*, or
- d) an employee appointed to a position pursuant to the *Cabinet and Caucus Employees Act* for the purpose of assisting the minister responsible for the public body,
- e) a service provider of the public body,
- f) a director or officer of the public body, or
- g) any other individual who provides a service to the public body, whether or not for compensation.

ESTIMATE OF COST (EoC) is the estimated fee for processing an access request. Under section 54(2)(b), if the EoC is more than zero, the Access and Privacy Officer (APO) is to provide a copy of the EoC and the Access Information Summary (AIS) for the access request to the applicant.

FINAL RESPONSE is the response provided to an applicant at the completion of an access request.

**“HEAD”**, of a public body, means

- a) in the case of a public body that is a ministerial body, the minister responsible for the public body,
- b) in the case of a public body that is a statutory body, the individual who holds the office or position prescribed as the office or position of the head of the public body, or
- c) in the case of a public body that is an entity, the individual who holds the office or position prescribed as the office or position of the head of the public body.

**“HOLD”**, in respect of information, means to have custody or control of the information.

**“INFORMATION”** means information contained in a record.

INTERIM RESPONSE, is a partial response provided to the applicant, when a portion of the request will be delayed, but some records can be provided by the response date. For example, a third party (TP) consultation may prevent the final response, however the Designated Access Officer (DAO) should provide any records that have been completed. It is a best practice.

INVESTIGATION means an investigation by the Commissioner.

**“MINISTERIAL BODY”** means

- a) the office of a minister responsible for a department;
- b) the department over which the minister responsible presides, and
- c) each statutory body prescribed as a program or activity of the ministerial body.

OFFICE OF THE INFORMATION AND PRIVACY COMMISSIONER (OIPC) is established under section 109(1) of the ATIPP Act.

ORIGINAL RECORDS are records responsive to an ATIPP request collected from employees of a public body (PB) in their original form.

**“PERSONAL INFORMATION” (PI)** means, subject to section 3 of Part 1 of the Access to Information and Protection of Privacy Act, recorded information about an identifiable individual, including

- a) their name,
- b) their home, mailing or email address or phone number,
- c) their age, sex, gender identity or expression, or sexual orientation,
- d) their skin colour, fingerprints, blood type or any other genetic characteristic or biometric information,
- e) their race, ethnicity or nationality,
- f) information about their current and past physical or mental health, including their personal health information,
- g) information about their marital, family, education or employment status or history,
- h) information about their current or past
  - (i) political or religious beliefs, associations or activities,
  - (ii) amounts or sources of income, or
  - (iii) income tax returns,
- i) information about
  - (i) an asset that they wholly or partially own or owned,
  - (ii) a liability for which they are or were wholly or partially liable,
  - (iii) a transaction or banking activity in which they are or were involved,
  - (iv) an assessment of credit-worthiness of which they are or were the subject,

- (v) a discretionary benefit in the nature of income assistance, legal aid or another similar type of benefit that they are receiving or have received, or
- (vi) a law enforcement matter of which they are or were the subject,
- j) a personal unique identifier that has been assigned to them,
- k) another individual's opinion or view about them, or
- l) their opinion or view about something other than their opinion or view about another individual;

PERSONAL INFORMATION REQUEST (PI Request) is a request that contains personal information (PI) that the applicant has a right of access to under section 34 of the ATIPP Act. Usually this is their own PI, but may be the information of their dependent (child or adult) who has consented to the disclosure of their PI to the applicant.

**“PROGRAM OR ACTIVITY”**, of a public body, includes a service provided by the program or activity of the public body but does not include

- a) a program or activity prescribed not to be considered a program or activity of the public body, or
- b) each of the following that is provided by the public body:
  - (i) a specialized service
  - (ii) a statutory body prescribed as a public body, or
  - (iii) an entity prescribed as a public body

**“PUBLICLY AVAILABLE INFORMATION”** means personal information that is

- a) contained in a public registry,
- b) contained in a magazine, book, newspaper or other similar type of publication that is generally available to the public in print or electronic format, whether by purchase or otherwise, or
- c) of a type or class of personal information prescribed as publicly available information.

**“RECORD”** means a storage medium (including a written, graphic, electronic, digital, photographic or audio medium) in which information is contained and stored but does not include any software or mechanism used to store or produce information;

RECORDS CONSULTATION PACKAGE is the package of records provided to a third party (TP), another public body (PB) or other entity for review and comment before a PB makes a decision regarding release of information.

RECORDS MARKED PACKAGE is the package of records responsive to an access request with the text that will be redacted and marked with the provisions and reasons for withholding the information noted. It is reviewed by the head of the public body (PB) when making a decision regarding the release of information.

RECORDS ORIGINAL PACKAGE is a file containing all of the responsive records for an access request before the line-by-line review of information for exemptions to access is conducted.

RECORDS PACKAGE is a file of responsive records for an ATIPP request that the Designated Access Officer (DAO) uses to conduct the line-by-line review of the information for exemptions to access.

RECORDS REDACTED PACKAGE is the package of records responsive to an access request with the text that will be withheld redacted and the provision for withholding the information noted. It is the package of records that is provided to the applicant.

RECORDS WITHHELD PACKAGE is a package of records responsive to an access request where the entirety of the information in each record will be withheld and the provisions and reasons for withholding the information noted. It is reviewed by the head of the public body (PB) when making decision regarding the release of information.

REQUEST FOR CLARIFICATION (RfC) means, in respect to an access request, the process that allows a Designated Access Officer (DAO) to work with the applicant through the ATIPP Office to clarify or narrow a request.

**“RESPONSE DATE”**, in respect of an access request, means the date determined under section 50 by which the head of a responsive public body must respond to the access request.

RESPONSE DUE DATE is the date the public body (PB) must provide a response to the ATIPP Office. The response due date is earlier than the Response Date. It allows the ATIPP Office time to forward the request to the applicant within the legislated timeline.

**“RESPONSIVE PUBLIC BODY”**, in respect of an access request, means

- a) if a copy of the access request has been provided to a head under subparagraph 47(2)(a)(i), the public body whose head has been provided the copy, or
- b) otherwise, the public body whose head would be required to respond to the access request if it were to be accepted for processing under subsection 47(1);

REVIEW PACKAGE is the package of information and records provided to the head of a public body (PB) to review and approve an access request response.

SCHEDULE OF RECORDS (SoR) is a list of records. A Schedule of Records would be used by a Designated Access Officer (DAO) when responding to an access request as a list of records that have been withheld. The SoR would include the sections of the Act applied to the record with a brief description of why they have been withheld.

SUMMARY OF COMMENTS (SoC) is a document providing reasons each redaction made under the ATIPP Act. The Summary of Comments provides context when the head reviews the Records Package. An SoC is required in the event of a review conducted by the Office of the Information and Privacy Commissioner (OIPC).

**“THIRD PARTY” (TP)** in respect of an access request, means a person other than the applicant of the responsive public body.

# 2

## ACCEPTING OR REFUSING A REQUEST

## 2 DECISION TO ACCEPT OR REFUSE REQUESTS

### 2.1 Request Received Notice

The ATIPP Office will always default to accepting a request. Part of this process, is working with the public body to clarify requests.

After an applicant has submitted a request, the ATIPP Office will send a **Request Received Notice** to the responsive public body's Designated Access Officer (DAO).

This notice allows the public body (PB) with the opportunity to clarify and possibly narrow the request before it is activated. The DAO must work with the relevant program areas to determine if this is possible and how best to assist the applicant with receiving related records.

The **Request Received Notice** will have the following information:

- The ATIPP Case File Number;
- The complete request text and timeframe; and
- The timeline for the DAO to provide a response to the ATIPP Office regarding clarification.

#### EXAMPLE OF A REQUEST RECEIVED NOTICE:

**SUBJECT:** Access Request Received Notice 20-041

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The ATIPP Office has received an access request for Community Services that reads:

*"Any communication, including emails and phone calls, to and from Board ABC regarding the new contract with Company 1 and the nature of services contracted. Timeframe: Jan 1, 2019 - Sept 3, 2020.*

You have two business days to notify the ATIPP Office if you require clarification of this request from the applicant. If you do not provide a response within this timeframe, the request will be activated.

Things for the DAO to consider before asking for clarification:

- Is the subject of the request unclear given the greater expertise of the subject area specialists in the public body?
- What questions would help clarify what the applicant is seeking?
- Would providing information on the types of documents the public body holds and might be relevant to the request, be helpful for the applicant?
- Would providing information on the organization of the public body and the positions most likely to hold responsive documents be helpful?
- Would providing a breakdown of average volume over the timeline requested be helpful? For example: 100 pages per month?

The more effort the DAO and PB put into refining this request during this clarification stage, may result in a request tailored to the public body's records and the information the applicant is seeking.

This will benefit both parties: by minimizing the PB's resource expenditures and to the applicant by providing them with a clear understanding of the program, activity and information holdings to allow for an information request for records.

## 2.2 Request for Clarification

The Designated Access Officer (DAO) is provided with 2 business days (BD) to respond in writing to the ATIPP Office's [Request Received Notice](#). If the DAO does not respond, the ATIPP Office will make a decision to activate or refuse the request. If the DAO does not see a reason to seek clarification, they should inform the ATIPP Office immediately to allow for the request to be activated as soon as possible.

Although the clarification process is an informal process, the ATIPP Office has a legislated duty to make a decision within 10 BD of receipt of an access request. The ATIPP Office has a duty to make reasonable efforts to assist an applicant in submitting their access request.<sup>1</sup> This means this informal process will not delay the decision beyond 2 BD, unless the PB has valid concerns regarding the scope or clarity of the request.

The clarification process allows the DAO with an opportunity to assist the applicant with their understanding of the PB and its information holdings.

Examples of clarification could include:

- Requesting a specific timeline;
- Requesting more information to allow for a response; or
- Requesting for the applicant to identify program or activity that should respond to the request, if the applicant is able to provide this information.

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1 Section 46 Decision to accept or refuse access request



**NOTE:** At any time while processing an access request, the DAO can ask the ATIPP Office to contact the applicant to clarify the request. If it occurs after activation, **the request timeline does not stop** while clarification is sought.

**EXAMPLE OF A REQUEST FOR CLARIFICATION FROM A DESIGNATED ACCESS OFFICER:**

**SUBJECT:** Request for Clarification Notice 20-101

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The timeline of this request is unclear, as the program the applicant is inquiring about only came into existence in February 2019. This program replaced an earlier similar program that was administered by the Department of Community Services. Board ABC does hold some correspondence with Community Services regarding the previous program.

Can you please ask the applicant if they want information only from the current program, or from the previous program as well? If they are seeking information about the previous program, please advise them the majority of the responsive information will be held by the Department of Community Services.

Thanks,  
DAO

## 2.2 Accepting or Refusing Requests

The ATIPP Office will make the decision to accept (activate) or refuse the request based on the following factors:

- Insufficient detail has been provided in the request for the public body (PB) to reasonably respond;
- The access request is for substantially the same information the PB has previously provided to the applicant;
- Based on the amount of information involved and the complexity of processing the request, responding to the request would unreasonably interfere with the operations of the PB.

Before the ATIPP Office makes this determination, the Access and Privacy Officer (APO) will consult with the head of the PB and the applicant.<sup>2</sup>

If the request is refused, the applicant has the right to submit a complaint to the Information and Privacy Commissioner (IPC).<sup>3</sup>

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<sup>2</sup> Section 48 Refusal of Access

<sup>3</sup> Section 49 Complaint in respect of refusal of access

# 3

ACTIVATION

## 3 ACTIVATION

### 3.1 Activation Notice

Once the ATIPP Office accepts request, they will send an **Activation Notice** to the Designated Access Officer (DAO) with the following information.

- The case file number;
- The complete request with the timeframe;
- The Access Information Summary (AIS) due date; and
- The Response Due Date (ATIPP Office due date).

#### EXAMPLE OF AN ACTIVATION NOTICE FOR PROGRAM INFORMATION:

**SUBJECT:** Activation Notice 20-052

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20-052 reads:

*“Hi, I would like to know what Board ABC has bought in the last 3 years in terms of soil amendment and grow media (e.g. peat moss, perlite, vermiculite, compost, potting soil, fertilizers). Timeframe: 01 June 2017 - 01 June 2020.”*

**Your Access Information Summary due date is: July 17, 2020.**

**Your response due date is: August 3, 2020.**

## PERSONAL INFORMATION REQUESTS

Personal information (PI) requests must be treated as **confidential**. If the applicant submits a PI request, their name will be provided to the public body (PB)<sup>4</sup>. If more information is required to identify the correct responsive PI request, the DAO can contact the ATIPP Office for assistance. For example, if two clients of the PB have the same name and additional identifiers are required to ensure the DAO is searching for the correct individual's PI.

### EXAMPLE OF AN ACTIVATION NOTICE FOR PERSONAL INFORMATION:

**SUBJECT:** Activation Notice 20-052

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20-052 reads:

*"Any communications, including but not limited (letters, emails, faxes, notes of phone conversations) concerning myself between the Chair of Board ABC and the Department of Health and Social Services. Timeframe: May 31 - June 30, 2020."*

The applicant is Jane Doe.

**Your Access Information Summary due date is: July 16, 2020.**

**Your response due date is: August 4, 2020.**

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<sup>4</sup> Section 45 Applicant information not to be discussed

## 3.2 Creating a Search Plan

The Designated Access Officer (DAO) is responsible for identifying employees within the public body (PB) who are likely to hold responsive records and setting a due date by which information about the volume of records must be provided to the DAO.<sup>5</sup>

**NOTE:** Refer to the legal ATIPP Act definition of “EMPLOYEE” provided in section 1.3 of this toolkit to identify who in your organization should be considered when responding to an access request.

The DAO has 10 business days (BD) from the [Activation Date](#) to submit an [Access Information Summary \(AIS\)](#) to the ATIPP Office.<sup>6</sup>

If an employee does not respond by the due date set by the DAO, the DAO must report the lack of response to the head of the public body.<sup>7</sup>

A due date of 5 BD for employees to conduct their search leaves time for the DAO to alert the head of the PB if employees do not respond to the request, possibly receive records from these employees and prepare the AIS as complete and accurate as possible for the ATIPP Office.

### 3.2.1 Search Plan Resources

A search plan documents where the public body (PB) intends to search for records that may be responsive to the access request. The Designated Access Officer (DAO) should utilize all available resources to make their best determination of which program areas and activities will hold responsive records.

Resources for creating a Step 1 Search Plan include:

- Organizational charts of the PB including divisions, units and branches;
- Staff directory;
- Information Management (IM) documents such as record schedules and IM employees
- the head of the public body
- Directors and Managers of programs and activities;
- Program and activity employees

DAOs rely on the prior experience on previous requests, public and internal resources, and senior managers to assist with the search.

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5 Section 51 Request for relevant information

6 Section 53 Access Information Summary

7 Section 52 Duty to respond to designated access officer

### 3.2.2 Search Plan

The search plan identifies:

- All employees that may have responsive records, and
- all other areas where responsive records may be stored and who is responsible for searching these areas.

The Designated Access Officer (DAO) communicates directly with all parties identified who may hold responsive records or have been tasked with searching for responsive records. This can include:

- The head of the public body;
- PB employees;
- PB service providers;
- PB volunteers.

Include:

- the text of the request;
- the timeframe for the request;
- the date the employee must respond by (5 BD is standard);
- the search checklist;
- instructions to contact the DAO if unclear on scope of request or how to search;
- instructions to contact the DAO if they know of any additional areas that may hold responsive records;
- instructions on how to send responsive records to the DAO;
- a notice that a response is necessary, even if the response is “No responsive records where found”;
- a notice that all responsive information must be provided, including existing transitory records;
- notice that the DAO is obligated by legislation to note in the Access Information Summary (AIS) and report to the head of the public body (PB) any employee that does not respond by the date assigned;
- DAO contact information for follow-up questions;
- any additional information that may be useful; and
- include a confidentiality statement if the request is for personal information.

**EXAMPLE OF ACCESS REQUEST NOTIFICATION FOR PROGRAM  
INFORMATION TO PUBLIC BODY EMPLOYEES:**

**SUBJECT:** New Access Request 20-052

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The department has received a new access request under the Access to Information and Protection of Privacy Act (ATIPP Act).

“Hi, I would like to know what Board ABC has bought in the last 3 years in terms of soil amendment and grow media (e.g. peat moss, perlite, vermiculite, compost, potting soil, fertilizers). Timeframe: 01 June 2017 - 01-June 2020.”

**Please have records to me by: June 3, 2020.**

**You have been designated to search your units following shared record repositories:**

- **System 1**
- **System 2**

Please respond after completing the search checklist provided. Responsive records should be sent to this email address. If you do not have responsive records, confirm in your response. If you have any questions about the request, how to conduct your search or how to send your responsive records, please contact me.

**Provide ALL responsive records.** Do not destroy or remove anything, even if it is transitory or sensitive. If you have concerns about any of the information you are providing, please contact me.

Please advise me as soon as possible, if you are aware of other branches or persons within Board ACB that may have records relevant to this request.

**\*If you do not respond to this request, your lack of response must be reported to the head of Board ABC and noted on the Access Information Summary that is sent to the ATIPP Office and may be shared with the applicant.**



**EXAMPLE OF ACCESS REQUEST NOTIFICATION FOR PROGRAM  
INFORMATION TO PUBLIC BODY EMPLOYEES:**

20-052 ATIPP SEARCH CHECKLIST			
Search Area	Searched	Not Applicable	Notes
Email - In box			Keywords used if any:
Email - Sent box			Keywords used if any:
Shared email account(s) Unit designated person only			Keywords used if any:
Electronic records on your shared computer drives (unit designated person only)			Keywords used if any:
Electronic records on your H: drive			Keywords used if any:
Electronic records on your C: drive			Keywords used if any:
Electronic records on Microsoft 365 applications (SharePoint sites, OneDrive, Teams, etc.) (Unit designated person only)			Keywords used if any:
Paper records belonging to you			Keywords used if any:
Paper records shared by your unit (Unit designated person only)			Keywords used if any:
Paper records stored off-site			Keywords used if any:
Text messages			Keywords used if any:
Other:			Keywords used if any:

Thank you,  
DAO

### 3.2.3 Search Guidelines

Sometimes employees are not familiar with how to conduct certain types of searches. The Designated Access Officer (DAO) should be prepared to provide guidance if necessary.

The search may vary depending on the request. The DAO should provide additional instructions depending on the records requested. For example, if email is to be searched, an information sheet on “How to Search Email” is helpful.

Two often overlooked areas are older paper records that may have been transferred off-site and email files of former employees.

### 3.2.4 Search Checklist

To document a public body’s (PB) records search, employees should complete a Search Checklist. This checklist should be kept in the casefile and is useful to show the thoroughness of the search.

The search should include:

- Paper records;
- Emails (sent and received);
- Text messages;
- Electronic records on shared computer drives;
- Electronic records on local computer drives (Example your H: or C: drives);
- Electronic records on Microsoft 365 Applications (SharePoint sites, OneDrive, Teams, etc.); and
- Any other media that may reasonably be expected to contain responsive information

## EXAMPLE OF A SEARCH CHECKLIST:

YY-XXX ATIPP SEARCH CHECKLIST			
Search Area	Searched	Not Applicable	Notes
Email - In box			Keywords used if any:
Email - Sent box			Keywords used if any:
Shared email account(s) Unit designated person only			Keywords used if any:
Electronic records on your shared computer drives (unit designated person only)			Keywords used if any:
Electronic records on your H: drive			Keywords used if any:
Electronic records on your C: drive			Keywords used if any:
Electronic records on Microsoft 365 applications (SharePoint sites, One-Drive, Teams, etc.) (Unit designated person only)			Keywords used if any:
Paper records belonging to you			Keywords used if any:
Paper records shared by your unit (Unit designated person only)			Keywords used if any:
Paper records stored off-site			Keywords used if any:
Text messages			Keywords used if any:
Other:			Keywords used if any:

**TIP:** The DAO should normally advise employees to conduct the search and provide their responsive records with their response, instead of waiting until after receiving the Notice to Proceed from the ATIPP Office to gather records. Having access to the records allows for a more accurate Access Information Summary (AIS) and speeds up processing of the request.

If the DAO estimates using an accurate method that a large volume of records will be responsive, the DAO may advise employees to not proceed with gathering and sending the records until after receiving the Notice to proceed from the ATIPP Office. In this case, an Estimate of Cost (EoC) may need to be agreed to by the applicant before the request can proceed.

## 3.3 Gathering and Tracking Records

### 3.3.1 Tracking Records

The Designated Access Officer (DAO) needs to document which employees have been asked for search for records and whether a response was received from each employee. In practice, this will likely have occurred prior to the Notice to Proceed, to allow for the DAO to complete the Access Information Summary (AIS).

A search tracker is used by the DAO to keep track of who was asked for records and when. Initially, the branches and employees will correspond with the Step 2 Search Plan.

#### EXAMPLE OF A SEARCH TRACKER:

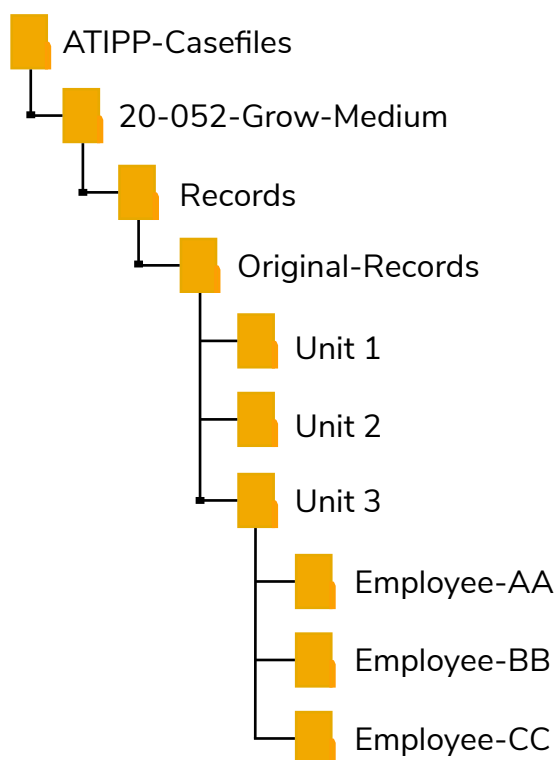
21-036 ATIPP SEARCH TRACKER						
Branch	Position	Name	Date Sent	Due Date	Date Received	Records/No Records
ADMIN	Manager	Jane Doe	20210528	20210603	20210528	No records
ADMIN	Admin Assit	Patti Smith	20210528	20210603	20210603	No records
BOARD	Chair	John Doe	20210528	20210603	20210529	No records
BOARD	Member	Donny Duck	20210528	20210603	20210601	No records
BOARD	Member	Bob Smith	20210528	20210603	20210602	Records
BOARD	Member	Sam White	20210528	20210603	20210603	No records
BOARD	Member	Patrica Black	20210528	20210603	20210601	Records
BOARD	Member	John Smith	20210528	20210603		No response
[Other]						

### 3.3.2 Gathering Records

Designated Access Officers (DAOs) have a responsibility to gather and store responsive records in a case file. DAO should retain a complete copy of the Original Records received from employees.

It is recommended to file original records in a folder titled by the program or activity name and employee. This facilitates producing a page count for the Access Information Summary (AIS) and makes it easy to modify the records package if the applicant decides to narrow the request to reduce fees.

#### EXAMPLE OF A CASE FILE TREE:



In this example, programs and activities are identified by “branch name”. Employees files are named using initials.

**NOTE:** Refer to section 9.2 of the toolkit for more information on ATIPP casefiles.

### 3.3.3 Tools for Responses

Employees should be encouraged to submit records using a secure method.

For sensitive personal information (PI), encryption provides another layer of protection.

## 3.4 Duty to Respond

If any employee included in the request does not respond to the Designated Access Officer (DAO) by the date specified in the request, the DAO must identify the lack of response in the Access Information Summary (AIS) and report the employees to the head of the PB.<sup>8</sup>

The DAO may choose to submit the *Lack of Response Notice* to the head after the 5 BD for gathering records has elapsed, but before the 10 BD available to complete and submit the AIS to the ATIPP Office.

This will provide the head with an opportunity to talk to the employee about their legal requirement to assist with the response. It will also provide the employee with an opportunity to rectify their response to the DAO.

---

8 Section 52 Duty to respond to designated access officer

## EXAMPLE OF A SEARCH TRACKER:

### **SUBJECT:** Notice of Lack of Response 20-052

---

Hello,

The following employee(s) have not provided a response in relation to the request for records for Access Request 20-052.

Employee Name	Position	Program/Activity
John Smith	Member	Board

The Access Information Summary is due to the ATIPP Office on **July 16, 2020**. If records are not received before this date the lack of response will be recorded on the summary and may be grounds for the applicant to submit a complaint to the Office of the Information and Privacy Commissioner.

Thank you,  
DAO

If the DAO does not receive records after this notification has been sent to the head, the employee must be identified in the Access Information Summary that is sent to the ATIPP Office and may be provided to the applicant.<sup>9</sup>

---

9 Section 52 Duty to respond to designated access officer;  
Section 54 Cost estimate determination

# 4

## ACCESS INFORMATION SUMMARY



## 4 Access Information Summary

### 4.1 Completing an Access Information Summary

The *Access Information Summary (AIS)* must be completed by the Designated Access Officer (DAO), within 10 business days (BD) from the activation date provided in the Activation Notice.<sup>10</sup>

The *AIS* includes:

- Each program or activity of the public body (PB) that holds responsive records;
- The estimated volume of records that are held; and
- The position of any employee who failed to respond.

The DAO may choose to provide additional information in the AIS. For example, the type of records found or the positions from which responsive records were received. This type of information helps to assist an applicant in narrowing a request.

The DAO should remove any records that are obviously out of scope or duplicate records before creating the page count for the AIS.

**NOTE:** Refer to section 5.3 of the toolkit for more information on identifying out of scope and duplicate records.

Estimated volume should be provided as a page count. If a page count is not possible, the DAO should contact the ATIPP Office to determine an alternate volume estimate indicator.

**NOTE:** Appendix C - Adobe Instructions shows how Adobe and Evermap plug-in can be used to quickly create an accurate page count.

As AIS template is provided by the ATIPP Office.

---

10 Section 53 Access information summary

## 4.2 Submitting the Access Information Summary

The **Access to Information Summary (AIS)** must be provided to the ATIPP Office, on or before the 10 business days (BD) from the **Activation Notice**.<sup>11</sup>

The ATIPP Office will review the summary and has 5 BD to calculate costs and decide whether an Estimate of Cost (EoC) is required. The Designated Access Officer (DAO) will be notified as soon as a decision is made.

In the event an EoC is required, both the AIS and EoC will be provided to the applicant.<sup>12</sup>

### EXAMPLE OF AN ACCESS INFORMATION SUMMARY:

ACCESS INFORMATION SUMMARY		
JUNE 10, 2020		
ATIPP FILE #:	20-052	<input type="checkbox"/> Personal <input checked="" type="checkbox"/> Program
Identify the responsive records:		
Program or Activity:	Page count or volume of records:	Failed duty to respond:
Office of the Chair	No records	
Board Administration	20 pages including briefing notes, emails	
Records and Information	500 pages including: briefing notes, reports, emails	Manager

**TIP:** DAO should consider continuing to process the request. If the DAO does not start processing the request, they may lose up to 5 BD waiting for the Notice to Proceed from the ATIPP Office. The request is not placed on hold until an EoC is received by the applicant.<sup>13</sup>

The Designated Access Officer (DAO) must proceed with process an access request when they receive a **Notice to Proceed** from the ATIPP Office.

11 Section 53 Access information summary

12 Section 54 Cost estimate determination

13 Section 50 Response date for access request

# 5

## PROCEEDING WITH A REQUEST

## 5 Proceeding with a Request

### 5.1 Notice to Proceed

The ATIPP Office will provide the Designated Access Officer (DAO) with a notice that may direct one of the following:

- DAO must proceed with processing the request; or
- DAO must proceed with a narrowed request using the clarified request from the applicant.<sup>14</sup>

#### EXAMPLE OF A NOTICE TO PROCEED:

**SUBJECT:** Activation Notice 20-052

---

Hello,

Please proceed with processing the access request for file 20-046.

**Your response due date is: November 27, 2020.**

#### EXAMPLE OF A NARROWED NOTICE TO PROCEED:

**SUBJECT:** Activation Notice 20-052

---

Hello,

The applicant has narrowed their request 20-012 to:

*“Correspondence relating to the pedestrian and cyclist crossing during construction of the New School on Thompson Blvd.  
Timeframe: May 2-2019 to October 1, 2019.”*

**Your response due date is: November 1, 2020.**

---

14 Section 57 Notice to proceed with processing access request

If it was impractical to gather records prior to submitting the Access Information Summary (AIS) due to volume, alternate file types, etc., the DAO should begin the process immediately after receiving a Notice to Proceed.

In the event the applicant choose to withdraw the request, or does not respond to the Estimate of Cost (EoC) within 2 business days (BD), the ATIPP Office will notify the head and DAO that the request has either been withdrawn or abandoned and the file can be closed.<sup>15</sup>

#### EXAMPLE OF A WITHDRAWN REQUEST:

**SUBJECT:** Notice of Withdrawal 20-065

---

Hello,

The access request associated with file 20-065 has been withdrawn by the applicant.

**The file is now closed.**

#### EXAMPLE OF AN ABANDONMENT NOTICE:

**SUBJECT:** Notice of Abandonment 20-074

---

Hello,

The access request associated with file 20-074 has been declared abandoned by the Access and Privacy Officer.

**The file is now closed.**

## 5.2 Creating a Records Package

When creating a records package, it's recommended for the Designated Access Officer (DAO) to create a clean PDF file of all the responsive records, before conducting the line-by-line review. This is titled, "Records Original Package".

If possible, the DAO should sort the correspondence contained in the Records Original Package by date with additional records inserted behind. This makes it easier for both the DAO and the applicant to place the records in context.

### Out of Scope Records

Out of scope records are records that are not within the time frame of the request, or are un-related to the request and have been provided to the DAO in error. Out of scope records should be removed from the package.

It is important to note that only a record that is **entirely out of scope** can be removed. If any information in a record is in scope of the request, the record must remain as part of the Records Original Package. Information can only be redacted from a record by citing an exception to access.

### Duplicate Records

It is highly recommended to remove duplicate records. While this step is not mandatory, it can reduce time and inaccuracies when redacting and provides a courtesy to the applicant. Duplicate records are records that are completely identical. Only one record should be included in the Records Original Package.

Emails and their attachments are considered one record and should not be divided, even if the email or the attachment is out of scope. DAOs cannot pick and choose which part of a record will be released, but must release the entire record to maintain the integrity of the original record.

Emails that are contained entirely in the body of another email string are considered to be duplicates.

The DAO should keep a record of any out of scope or duplicate records that are removed.

In the following example, Email 1 could be removed because it is completely contained within Email 2 and is therefore a duplicate record.

**TIP:** Save a copy of the PDF Records Original Package in the casefile. If a mistake is made, pages from the original can be inserted back into the working Records Package. In the worst case scenario, the DAO can return to the Records Original Package to start over.

EMAIL 1:

**From:** [Donny.Duck](#)  
**To:** [Patti.Cake](#)  
**Subject:** RE: Re-signing Authority - UFO  
**Date:** February 20, 2017 09:38:54

---

Hello,  
One quick thing:  
You may wish to consider the Deputy Minister....  
Cheerios  
D

---

**From:** Patti.Cake  
**Sent:** Monday, February 20, 2017 09:30  
**To:** Donny.Duck <Donny.Duck@yukon.ca>  
**Subject:** Re-signing Authority - UFO

Good Morning Donny,

Attached is an updated list of all Delegated Authority for the UFO  
Operational Records and Retention & Disposition Schedule.

If you have any questions, please don't hesitate to contact me.

Thank you,

**Patti Cake**

Records Guru  
Information Knowledge & Technology (IDK branch)  
Department of Happiness  
Box 2703 (N-99), Whitehorse, YT Y1A 2C6  
P: 867-667-1234; F: 867-393-1234  
[Patti.Cake@Yukon.ca](mailto:Patti.Cake@Yukon.ca)  
[www.Happy.Yukon.ca](http://www.Happy.Yukon.ca)

*Confidentiality Notice: If you have received this electronic mail communication in error or are not the intended recipient, please delete this communication without using, copying or otherwise disseminating it. Please notify the sender that you have received the message in error.*

## EMAIL 2

**From:** [Donny.Duck](#)  
**To:** [Patti.Cake](#)  
**Subject:** RE: Re-signing Authority - UFO  
**Date:** February 20, 2017 09:52:55

---

Nope: it's because it's not Vader...

---

**From:** [Donny.Duck](#)  
**Sent:** February 20, 2017 09:48  
**To:** [Patti.Cake](#)  
**Subject:** RE: Re-signing Authority - UFO

[Oh is that because he is retiring?](#)

---

**From:** [Donny.Duck](#)  
**Date:** February 20, 2017 09:38  
**To:** [Patti.Cake](#)  
**Subject:** RE: Re-signing Authority - UFO

[Hello,](#)  
[One quick thing:](#)  
[You may wish to consider the Deputy Minister....](#)  
[Cheerios](#)  
[D](#)

---

**From:** Patti.Cake  
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**To:** Donny.Duck <[Donny.Duck@yukon.ca](mailto:Donny.Duck@yukon.ca)>  
**Subject:** Re-signing Authority - UFO

Good Morning Donny,

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Operational Records and Retention & Disposition Schedule.

If you have any questions, please don't hesitate to contact me.

Thank you,

**Patti Cake**

Records Guru  
Information Knowledge & Technology (IDK branch)  
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Box 2703 (N-99), Whitehorse, YT Y1A 2C6  
P: 867-667-1234; F: 867-393-1234  
[Patti.Cake@Yukon.ca](mailto:Patti.Cake@Yukon.ca)  
[www.Happy.Yukon.ca](http://www.Happy.Yukon.ca)

*Confidentiality Notice: If you have received this electronic mail communication in error or are not the intended recipient, please delete this communication without using, copying or otherwise disseminating it. Please notify the sender that you have received the message in error.*



## 5.3 Numbering Records

With any response package, multiple records may be included. In order for all parties to have a clear understanding of each record, adding bates number will help the Designated Access Officer (DAO), head of the public body, the applicant and the Office of the Information and Privacy Commissioner (OIPC) to literally be on the same page in regards to the request.

When bates numbering, put them on the upper right hand corner of each page. Bates numbers will show the applicant if any pages have been withheld.

## 5.4 Analyzing Records

The Designated Access Officer (DAO) will use the Records Package to do a line-by-line review and apply the exceptions to access provisions as directed by the *ATIPP* Act.

In most instances, the DAO will be redacting specific parts of information within records. In some instances, the DAO may decide that withholding an entire record is necessary.

When a redaction is made, the section of the Act that applies to the redaction must appear with it. This provides the head and the applicant to understand why the redaction was made.<sup>16</sup>

If an exception to access applies to all the information in a record, the DAO should remove the record entirely and place in a separate “Records Withheld Package”. The removal occurs after bates numbers have been applied so that the pages can be tracked by the DAO, head, applicant, and Office of the Information and Privacy Commissioner (OIPC), if necessary.

**TIP:** A notation directly on the withheld record can be used to document the provision(s) of the *ATIPP* Act and the reason(s) for withholding the information.

**NOTE:** For guidance on how to apply exception provisions in the *ATIPP* Act, please refer to Chapter 3 of the *ATIPP* Act Interpretation Manual.

# 6

## CONSULTATIONS

## 6 Consultations

If the Designated Access Officer (DAO) identifies records in the Records Package that contain third party (TP) information, they may choose to consult with the TP before making a decision whether or not to release or withhold information.

### 6.1 Public Body Consults

Consulting another public body (PB) on a potential release is an informal process. There are no timelines or provisions in the Act for the Designated Access Officer (DAO) to follow.

**NOTE:** An informal consultation has no appeal process.

If the DAO identifies records in the Records Package that have been generated from another PB, they may choose to consult with the other PB before making a decision as to whether to release or withhold the information.

To consult, the DAO will extract the relevant records from the Records Package and create a “Records Consultation Package” that the DAO [PB1] will send directly to the DAO of the other PB [PB2].

The package should include:

- Relevant redacted records;
- The text of the original request or a summary of it, if releasing the original text is problematic; and
- A date by which a response is required.

The DAO [PB1] sets the date by which a response is expected. 3-5 business days (BD) is normal depending on the size of the Records Consultation Package.

#### **\*IMPORTANT\***

**Remove all personal information (PI) that did not originate from the PB being consulted from the records and request text**

## EXAMPLE OF A PUBLIC BODY CONSULT:

**SUBJECT:** Notice of Public Body Consult 20-052

---

Hello,

Please see the attached records for a public body consultation. This request was for:

*“Hi, I would like to know what Board ABC has bought in the last 3 years in terms of soil amendment and grow media (e.g. peat moss, perlite, vermiculite, compost, potting soil, fertilizers). Timeframe: 01 June 2017 - 01-June 2020.”*

**Please have records to me by: June 19, 2020.**

Thank you,  
DAO

**NOTE:** An extension can be requested for a PB consult.<sup>17</sup> It is not usually required unless there are additional factors. For example, the volume of material for consultation is very large.

The DAO from the other PB [PB2] may provide additional information that further supports redactions from the perspective of that PB. They must provide a provision and a reason. It is not the role of the DAO of the other PB to approve the original redactions, but only to request additional redactions if necessary. To do this they may need to consult with the staff of the relevant program area. Depending on the PB, the ADM and DM may want to approve the package before it is returned.

**This is an informal process.**

---

17 Section 62 Limited extension by access and privacy officer

### 6.1.1 Public Body Consult Return Process

The DAO being consulted [PB2] returns the package to the DAO of the original PB [PB1]. They must provide a provision and a reason for any additional redactions they are recommending.

If the DAO being consulted [PB2] does not respond in a timely fashion, the original PB [PB1] must proceed with processing the request without the other PB's input.

The response is the responsibility of the PB that received the initial access request and suggestions may or may not be incorporated.

## 6.2 Consults with Other Entities

If their information has been identified as relevant to an access request, a Designated Access Officer (DAO) may decide to consult with a person, government or other entity that may reasonably be expected to be adversely affected if information is released.

Examples include:

- First Nation government;
- Municipal government;
- Board or committee;
- Non-profit organization; or
- Individual about information that is not their personal information (PI).

The same informal consultation process as outlined above for public body (PB) consultations should be followed.

## EXAMPLE OTHER ENTITY CONSULTATION:

**SUBJECT:** Municipal Government Consult 20-198

---

Hello,

Please see the attached records for a municipal government consultation. This request was for:

*“Provide any comments provided to the City of Whitehorse on their proposed traffic calming plans for the city centre. Timeframe: 12 September, 2019 - 12 October, 2019.”*

Include the provision of Yukon’s Access to Information and Protection of Privacy Act (ATIPP Act) and reason for any additional recommended redactions.

**Please provide your response to this email address by: June 15, 2020.**

Thank you,  
DAO

\* For a copy of Yukon’s ATIPP Act, visit: [http://legislation.yukon.ca/legislation/page\\_a.html](http://legislation.yukon.ca/legislation/page_a.html)

**The consultation should not involve PI or business information.** If it does, a formal third party (TP) consultation should occur to provide the TP with appeal rights.

**NOTE:** The DAO can request an extension from the Access and Privacy Officer (APO) if needed to complete the consultation.<sup>18</sup> Consultations outside of the Government of Yukon can take longer and may require an extension.

---

18 Section 62 Limited extension by access and privacy officer

## 6.3 Formal Third Party Consults

Third party (TP) consultations are a legislated requirement under section 59-61 of the Act.

Consultations may occur when the public body (PB) is considering the release of the TP personal information (PI) or business information that may cause harm to the TP if released. Business information is defined in the Act as a trade secret, commercial, financial, scientific or technical information.

**NOTE:** A formal consultation under sections 59-61 of the ATIPP Act allows the TP to appeal to the Office of the Information and Privacy Commissioner (OIPC) over the potential release of their personal or business information.<sup>19</sup>

For a formal consultation, the Designated Access Officer (DAO) will extract the relevant records that contain TP information from the Records Package to create a “Records Consultation Package”. The consultation package will be sent to the TP by the DAO. Based on the consult with the TP, the DAO will recommend to the head whether to release or withhold the information in the records.

The records in a consultation package must have any proposed redactions applied before the DAO sends the consultation package to the TP. The PB may also choose to redact additional information that is not relevant to the consultation.

**\*IMPORTANT\***  
**Remove all personal information (PI) that did not originate from the TP being consulted from the records and request text**

The Records Consultation Package must include the following:

1. A notice to the TP stating:
  - that the TP's information has been identified as information relevant to an access request,
  - that the PB is considering granting access to the information,
  - the response date the access request is due to the applicant, and
  - the date for the TP to submit written objections to the PB.
2. Either a copy of the records with all redactions applied or if a copy is not practicable, a description of the records showing how the PB intends to release the records.<sup>20</sup>

---

19 Section 61 Complaint - notice to grant access to third party information

20 Section 59 Seeking third party's view on granting access

The DAO is responsible for choosing the date by which the TP has to respond in writing. Be aware that the PB may need to reply to the TP at least 10 business days (BD) before the response date to the applicant if the PB chooses to release information that the TP has objected in writing to release.<sup>21</sup>

**NOTE:** The DAO can request an extension from the Access and Privacy Officer (APO) if needed to complete the consultation.<sup>22</sup>

---

21 Section 60 Notice of decision to grant access

22 Section 62 Limited extension by access and privacy officer



## EXAMPLE OF CONSULT NOTICE THIRD PARTY:

### **SUBJECT: RE: Access to Information and Protection of Privacy Act Request 20-052 for the Department of Highways and Public Works records - Third Party Notification**

---

Board ABC has received an access request in which Company 1 has been identified as having relevant information to the request. The head of the Board is considering whether to grant access to the information under section 59(1) of the ATIPP Act.

In sending this to you, Board ABC is planning to release the information that has not been severed, as provided in the attached consultation package.

Board ABC's response date for the access request is: **June 29, 2020.**

You may submit any written objections to the head in respect of granting access to the information. You have until **June 15, 2020** to submit any objections you have to the release of this information.

If you object and we sever information according to your request, no further notice will be provided. If despite your objections, Board ABC decides to release information, you will be provided with a notice and have the right to appeal the head's decision with the Office of the Information and Privacy Commissioner under section 61.

If you have any questions, please contact the Designated Access Officer for Board ABC at BoardABC@mail.com

Sincerely,  
DAO

\*For a copy of Yukon's ATIPP Act see [https://legislation.yukon.ca/acts/atipp\\_c.pdf](https://legislation.yukon.ca/acts/atipp_c.pdf)

If a third party (TP) consultation is taking place, the DAO must notify the ATIPP Office and the applicant (through the ATIPP Office) that a TP consultation is taking place.

Notice to the applicant must state:

- The public body has identified a TP's information as information relevant to the applicant's access request; and
- The TP is being provided an opportunity to submit objections to the release to the PB.

The DAO must notify the ATIPP Office and provide:

- The notice to the applicant for the ATIPP Office to forward to the applicant.
- A copy of the notice to the applicant;
- A copy only of the notice to the TP being consulted. Do not include a copy of the records at issue.<sup>23</sup>

**EXAMPLE OF CONSULT NOTICE TO APPLICANT:**

**SUBJECT:** Notice of Third Party Consultation, 20-052

Hello,

Board ABC has engaged in a third party consultation with Company 1 regarding access request 20-052. They have until June 15, 2020 to provide written objections.

Attached are the notices to the applicant, the third party and the ATIPP Office copy of the notice to the applicant regarding this consultation.

Thanks,  
DAO

---

23 Section 59 Seeking third party's view on granting access

## EXAMPLE OF CONSULT NOTICE TO APPLICANT:

**SUBJECT: RE: Access to Information and Protection of Privacy Act Request 20-052 for Board ABC records - Third Party Notification**

---

Board ABC is continuing to work on your access request. A third party's information has been identified as relevant to your request. To comply with section 59(1) of the *ATIPP* Act, the third party is being provided with an opportunity to submit written objections in respect of granting access to the information.

The third party consultations may affect the timeline of your request.

If you have any questions, please contact the ATIPP Office at (867) 393-7048, toll free (in Yukon) 1-800-661-0408 (ext.7048), or by email at [ATIPP.Office@Yukon.ca](mailto:ATIPP.Office@Yukon.ca)

Sincerely,  
DAO

### 6.3.1 Formal Third Party Consultation Outcomes

As a result of a consultation request, the Designated Access Officer (DAO) will have 3 different options: Release with no objections, Withhold subject to objections and Release despite objections.

#### No Response

If the third party (TP) does not respond in writing by the deadline provided in the notice, the DAO can advise for the release or withholding of information to proceed with the request.

#### Written Objections

If the TP objects to the release of the information in writing by the deadline provided in the notice and the DAO agrees with the objection, the head of the public body (PB) can decide to withhold the information and proceed with the request.

If the TP objects to the release of all or part of the information in writing, by the deadline provided in the notice, and the DAO disagrees with the objections:

- The DAO can recommend to the head to release the information or a portion of the information, and if the head agrees;
  - The PB must provide a notice of the decision to release directly to the TP; and
  - To the applicant via the ATIPP Office.

**Tip:** Providing the TP with a second copy of the Records Consultation Package redacted as it will be sent to the applicant is a courtesy and may assist the TP on deciding whether to appeal to the Office of the Information and Privacy Commissioner (OIPC).

The final decision to release rests solely with the head of the PB.

**NOTE:** The TP consult and appeal process only involves the information included in the TP consultation. It is best practice to provide an **Interim Response** to the applicant with any information unaffected by the release decision, in a timely manner.

The applicant has the right to submit a complaint to the Office of the Information and Privacy Commissioner (OIPC) regarding this notice. The notice must be sent no later than 10 business days (BD) before the response date.

The TP has 5 BD to submit a complaint to the OIPC.<sup>24</sup>

---

24 Section 60 Notice of decision to grant access

**EXAMPLE OF THIRD PARTY CONSULT NOTICE OF DECISION TO GRANT ACCESS TO THIRD PARTY:**

**SUBJECT: RE: Access to Information and Protection of Privacy Act Request 20-052 for Board ABC records - Notice of Decision to Grant Access**

---

On June 15, Board ABC received your written objection to the release of business information relevant to access request 20-052. After consideration of the written objection, Board ABC has decided to grant partial access to this information under section 60(1) of the ATIPP Act. Enclosed is a copy of the proposed final documents that will be released to the applicant after the appeal period has expired.

Under section 61 of the ATIPP Act, you may in respect of the head's intention to grant access to this information, appeal this decision by making a complaint to the Office of the Information and Privacy Commissioner in accordance with section 90 of the Act. You must submit your complaint no later than 5 business days before the response date of June 29, 2020 by contacting:

Yukon Information and Privacy Commissioner  
3162 Third Avenue, Main Floor  
Whitehorse, YK Y1A 1G3  
Phone: (867) 667-8468; toll free (in Yukon) 1-800-661-0408 (ext. 8468)  
E-mail: [info@ombudsman.yk.ca](mailto:info@ombudsman.yk.ca) Fax: (867) 667-8469

If you have any questions, please contact the Head of Board ABC.

Sincerely,

[Name]  
[Title of Head of Public Body]

**EXAMPLE OF THIRD PARTY CONSULT NOTICE OF DECISION TO GRANT ACCESS VIA ATIPP OFFICE:**

**SUBJECT:** Third Party Consult Notice to Grant Access, 20-052

---

Hello,

Board ABC has decided to grant access to third party information regarding access request 20-052.

Attached is the notice to the applicant regarding this decision.

Thanks,  
DAO

**EXAMPLE OF THIRD PARTY CONSULT NOTICE OF DECISION TO GRANT ACCESS VIA ATIPP OFFICE:**

**SUBJECT:** RE: Access to Information and Protection of Privacy Act Request 20-052 for Board ABC records - Notice of Decision to Grant Access

---

After contacting you on June 1, 2020 regarding your access request 20-052, you were informed this request may contain third party information.

Board ABC has decided to partial access to this information under section 60(1) of the ATIPP Act.

Under section 61 of the ATIPP Act, the third party has a right to appeal this decision by submitting a complaint to the Office of the Information and Privacy Commissioner regarding the decision to grant access to this information.

This appeal period may affect the timeline of this response.

If you have any questions, please call the ATIPP office at (867) 393-7048, toll free (in Yukon) 1-800-661-0408 (ext. 7048), or by e-mail at [ATIPP.Office@Yukon.ca](mailto:ATIPP.Office@Yukon.ca).

Sincerely,  
DAO

### 6.3.2 Third Party Complaint

If the third party (TP) receives the notice of decision to release, they have the right to submit a complaint to appeal the head's decision.

There are two possible outcomes:

#### No Appeal

If the Office of the Information and Privacy Commissioner (OIPC) does not inform the public body (PB) that the third party (TP) has made an appeal, the information can be released to the applicant on the date the response is due.<sup>25</sup>

#### Appeal

If an appeal is made to the OIPC, it must be done no later than 5 business days (BD) before the response due date to the applicant. The OIPC will inform the PB, and the Designated Access Officer (DAO) must not release the information to the applicant until the appeal is resolved.<sup>26</sup>

If a complaint is made to the OIPC, two different outcomes may occur:

1. The PB will receive an investigation report from the OIPC. The PB has 5 BD to respond to the applicant after reviewing the Information and Privacy Commissioner's (IPC) findings. The head can decide to either follow or not follow the recommendations of the IPC.<sup>27</sup>
2. The OIPC provides the PB with a notice of dismissal of the complaint. The PB has 5 BD to respond to the applicant. It is still the head's decision to either release or withhold the TP information.<sup>28</sup>

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25 Section 64 Head's response to access request

26 Section 92 Head's response to access request if third party complaint

27 Section 92 Head's response to access request if third party complaint;  
Section 104 Response to investigation report

28 Section 92 Head's response to access request if third party complaint

7

## EXTENSIONS



## 7 Request for Extension

The Designated Access Officer (DAO) may make a written request to the Access and Privacy Officer (APO) or the Information and Privacy Commissioner (IPC) for an extension of the response deadline.

IMPORTANT TIMELINES	
Extension request to APO	5 BD before response date
APO extension decision	3 BD
Extension request to IPC	8 BD before response date
IPC extension decision	3 BD

### 7.1 Extension by Access and Privacy Officer

The Access and Privacy Officer (APO) has limited extension powers under **section 62** of the Act. The APO can grant multiple extensions to a maximum of 15 business days (BD), or 30 BD with the applicant's consent in writing.

The DAO must submit their extension request, no later than 5 BD before the response date, to allow time for the APO to review the request and make a decision. The APO must respond no later than 3 BD after receiving an extension request by either granting or denying the extension.

**TIP:** When an extension request is submitted, the DAO should continue to work on the access request. **There is no hold or grace period.** Stopping work may hinder the public body's ability to respond, in the event the extension request is refused.

An extension request to the APO should provide:

- The number of days requested, and
- reasons for the request.

Extensions can only be granted by the APO for specific circumstances listed in the Act. If the reason for the request falls outside of this list, the APO cannot grant an extension.

When making an extension request, clearly state which provisions of **section 62(2)** are relevant to the request.

The APO can only grant an extension for one of the following reasons:

- The amount of information relevant to the request and the amount of research, compilation and examination needed to process it would unreasonably interfere with the operations of a public body.

- Multiple concurrent requests have been made by the same applicant or association of applicants to the PB and responding to them would unreasonably interfere with the operations of the PB.
- The PB reasonably needs more time to consult with another PB, other entity or seek the views of the third party.
- The PB requires more information from the applicant to process the request.
- The applicant consents to an extension in writing.<sup>29</sup>

#### EXAMPLE OF EXTENSION REQUEST TO THE ACCESS AND PRIVACY OFFICER:

##### **SUBJECT:** Request for Time Extension 20-052

Board ABC requires an extension of 15 business days to respond to access request 20-052 under the following section of the *Access to Information and Protection of Privacy Act*:

Section 62(2)(a)(v)(B) the responsive public body reasonably requires more time to consult with a person, government or other entity (other than a public body) that the head reasonably believes is likely to be adversely affected by granting access to information identified as relevant to the access request.

Board ABC requires this additional time to complete a consult regarding business information with Company 1 under sections 59, 60 and 61 of the *ATIPP Act*. An interim response of records not impacted by the consult will be provided to the applicant by the original response date.

Sincerely,  
DAO

<sup>29</sup> Section 62 Limited extension by access and privacy officer

## 7.2 Extension by Information and Privacy Commissioner

The Information and Privacy Commissioner (IPC) has unlimited powers of extension under **Section 63** of the Act. Extensions can be granted for any length of time or for any reason the IPC deems reasonable.

The Designated Access Officer (DAO) must submit their extension request in writing, no later than **8 business days (BD)** before the response date to allow time for the IPC to review the request and make a decision. The DAO should provide the number of extension days requested and must provide reasons for the request. The IPC must respond by either granting or denying the request. They must do this no later than 3 BD after receiving the extension request.<sup>30</sup>

The IPC is tasked with considering the same list of reasons for an extension that the Access and Privacy Officer (APO) is limited to. However, the IPC is not limited to considering these factors.

---

30      Section 63      Unlimited extension by commissioner

# 8

**FINAL RESPONSE**

## 8 Final Response

The final step for responding to an access request is receiving the head's approval of the decision on the proposed response. Depending on various factors, there may be three types of responses:

- A final response;
- An interim response; or
- An amended response.

The same process is suggested for all three types of responses.

### 8.1 Creating a Review Package

The Designated Access Officer (DAO) compiles a package of information to send to the head of the public body (PB) for review and approval.

A standard Review Package could include:

- A Records Marked Package;
- A Records Redacted Package (not necessary if head is satisfied with Records Marked Package);
- A Records Withheld Package (if applicable);
- A Schedule of Records (SoR) (if applicable);
- A Summary of Comments (SoC); and
- The response letter for the head to sign.

#### 8.1.1 Records Marked Package

A "Records Marked Package" is the package of records responsive to an access request with the text that will be redacted marked and the provisions and reasons for withholding the information noted.

The Records Marked Package allows the head to see what information is being removed from the responsive record package that will be provided to the applicant.

#### EXAMPLE OF MARKED RECORD:

September 25, 2007 – U.F.O. Summary

A U.F.O. was spotted southwest of Tagish Lake, near **Lot 52 belonging to the Casablancas family** on September 19, 2007. The object was spotted by **Mr. Casablancas** at approximately 8:23pm and settled down on the lot shortly thereafter. It stayed for 3 hours.

**Mr. Casablancas and his wife, Irene** reported the sighting and one of our team immediately rushed out to the location when the call was received. Victor wrote a full sightings report that can be seen on the following pages.

### 8.1.2 Records Redacted Package

The “Records Redacted Package” is created by redacting the marked text in the Records Marked Package. Once redacted the information is obliterated. Any provisions of the Act that have been applied are inserted over the obliterated information.

The Records Redacted Package contains the information in the responsive records that will be released to the applicant.

#### EXAMPLE OF REDACTED RECORD:

September 25, 2007 - U.F.O. Summary

A U.F.O. was spotted southwest of Tagish Lake, near 70(1) on September 19, 2007. The object was spotted by 70(1) at approximately 8:32pm and settled down on the lot shortly thereafter. It stayed for 3 hours.

70(1) reported the sighting and one of our team immediately rushed out to the location when the call was received. Victor wrote a full sightings report that can be seen on the following pages.

### 8.1.3 Summary of Comments (SoC)

A “Summary of Comments (SoC)” is a document providing reason for applying provision of the ATIPP Act for each redaction made in a Records Package. A SoC provides context to the head, when they review the responsive records. Information in it will also be used to support the public body’s (PB) decisions in the advent of an Office of the Information and Privacy Commissioner (OIPC) review.

**TIP:** If redaction software cannot be used to automatically generate a SoC, the information can be recorded on the records in the Records Marked Package beside each redaction made.

#### EXAMPLE OF SUMMARY OF COMMENTS:

##### Summary of Comments on ATIPP 20-637.pdf

Page: 1

Author: ATIPP Coordinator	Subject: Redact	Date: 12/22/2020 11:10:28 AM
Overlay Text: 70(1) third party name, address, family status		
Author: ATIPP Coordinator	Subject: Redact	Date: 12/22/2020 11:10:37 AM
Overlay Text: 70(1) third party name		
Author: ATIPP Coordinator	Subject: Redact	Date: 12/22/2020 11:10:52 AM
Overlay Text: 70(1) third party name, marital status		

### 8.1.4 Records Withheld Package

If the entirety of the information in a record or records will be withheld, a “Records Withheld Package” should be created for the head to review. The Records Withheld Package documents what information has been withheld in full. It should also document the provision(s) and reason(s) that support this decision.

**TIP:** A notation directly on the withheld record can be used to document the provision(s) of the ATIPP Act and reason(s) for withholding the information.

### 8.1.5 Schedule of Records (SoR)

A “Schedule of Records (SoR)” is a detailed list of records. It can be used to provide information to an applicant on the type and volume of records withheld in full from the responsive records to their ATIPP request and the provision(s) and reason(s) supporting the public body’s (PB) decision to withhold them.

A SoR is useful if a large volume of records are being withheld from the applicant. If the volume of records is small, the head’s response letter can be used to provide the necessary information instead.

#### EXAMPLE OF SCHEDULE OF RECORDS:

ATIPP 21-175								
Schedule of Records Withheld								
Record #	# of pages	Page #	Type	Date	To	From	Section	Reason
Doc01	3	1-3	Email	20200820	Smith	Doe	71(2)	Collective Agreement Investigation Record
Doc02	1	8	Email	20200820	Smith	Doe	71(2)	Collective Agreement Investigation Record
Doc03	10	25-35	Report	20200821	Smith	Doe	71(2)	Collective Agreement Investigation Record

### 8.1.6 Response Letter

The Designated Access Officer (DAO) is responsible for drafting a *Response Letter* on behalf of the head.

The response should include the following information:

- Date;
- Contact information (To/From);
- Access request casefile number;
- Text and timeframe of the request (Note: if the request has been narrowed, the narrowed request text and timeframe);
- The type of response decision:
  - Granted in Full
  - Granted in Part
  - Withheld in Full
  - No Record Found
- Provisions of the Act used for withholding information and ideally the reason it was applied;
- Any other information the PB feels may be helpful for the applicant to understand the response;
- Final costs; if any have accrued;
- Contact information of the DAO to answer questions; and
- Notice that the applicant has a right to complain to the OIPC.

**NOTE:** For more information, see the following:

- For a sample of DAO Response Letters, see Appendix A
- For how final costs are determined, see the *ATIPP Act Regulations*. Payment for Access Requests will be collected by the ATIPP Office.



## 8.2 Review by the Head

Section 62 of the ATIPP Act states that the Head of a public body (PB) is responsible for the content of the PB's response to an access request.

The Head's response must contain:

- The information, or access to the information the PB is granting to the applicant;
- A written response that provides the provision(s) of the Act for each redaction made and any further explanation considered necessary to support the decision to withhold;
- Contact information for an employee of the PB (DAO) to answer the applicant's questions; and
- A notice to the applicant that they can complain to the Office of the Information and Privacy Commissioner (OIPC).

The suggested "Review Package" in section 8.1 of this toolkit provides the DAO's recommendations on the application of the ATIPP Act for the records responsive to the access request.

The head may want additional review of the response before making a decision on accepting the DAO's recommendations. A small pool of reviewers is recommended to meet the tight timelines.

The standard time for review and approval is 5 business days (BD).

The DAO may be asked to explain their recommendation to withhold or release information. The DAO may also be instructed to withhold or release more information. Often a request to alter a response is made because additional information is provided to the DAO.

### EXAMPLE OF REVIEW PACKAGE TO HEAD:

**SUBJECT:** ATIPP Interim Response 20-052

Hello,

Your interim response package for ATIPP 20-052 is ready for review. I have sent it to your office via email with encryption.

The response due date is June 27, 2020.

If you have any questions or concerns, please contact me.

Sincerely,  
DAO

# 9

## COMPLETING A REQUEST

## 9 Completion of Request

### 9.1 Response to the ATIPP Office

The Designated Access Officer (DAO) sends the response letter and Records Redacted Package, if applicable, to the ATIPP Office.

#### EXAMPLE OF NOTICE OF ATIPP RESPONSE FOR PROGRAM INFORMATION:

**SUBJECT:** ATIPP Final Response 20-052

---

Hello,

The final response for 20-052 has been sent to your office through Secure File Transfer.

Thanks,  
DAO

#### EXAMPLE OF NOTICE OF ATIPP RESPONSE FOR PERSONAL INFORMATION:

**SUBJECT:** ATIPP Final Response 20-053

---

Hello,

The final response for 20-053 has been sent to your office through Secure File Transfer.

This response contains personal information. The encryption code is 85K92N.

Thanks,  
DAO

The ATIPP Office will inform the DAO that the file is closed once the final response has been sent to the applicant.

**NOTE:** To assist with encryption of a PDF, see Appendix C - ADOBE Instructions.

### 9.1.1 Access to Information Registry

Access request final responses for program information access requests will be made public through the ATIPP Office's **Access to Information Registry**, which is established under **section 85** of the ATIPP Act. Final responses will include the response letter to the applicant and response package.

## 9.2 Filing

The Designated Access Officer (DAO) should maintain complete casefiles for all access requests received. Casefiles document the DAO's work and are needed to support Office of the Information and Privacy Commissioner (OIPC) consultations and investigations.

In addition to ATIPP casefiles, the DAO will also likely have casefiles relating to OIPC Consultations and OIPC Investigations.

Consultations are mediated early case resolutions done at a more informal level under **section 93** of the ATIPP Act. OIPC Investigations are similar to court proceedings and are outlined in **sections 95 through 104** of the ATIPP Act.

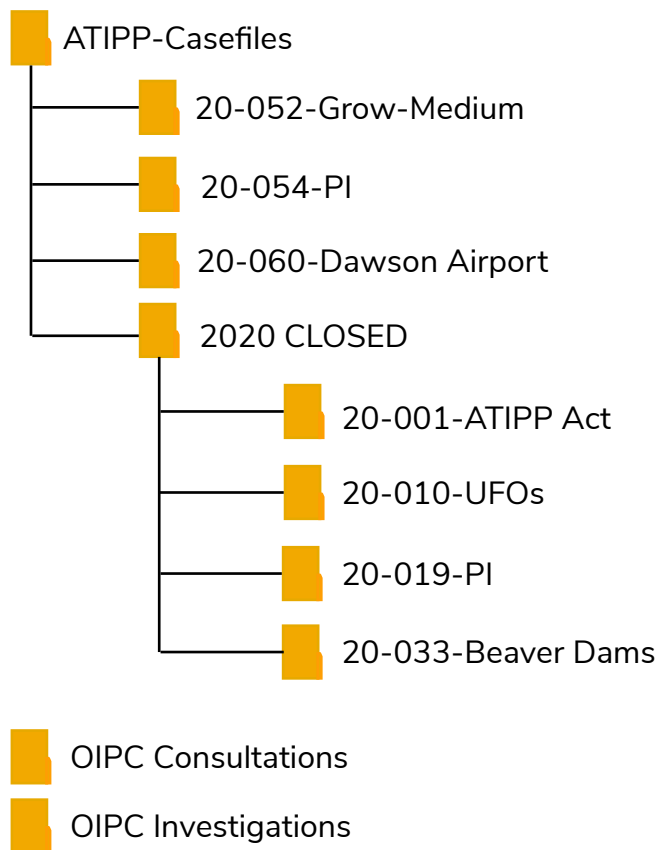
ATIPP Casefiles should include:

- All correspondence and notices sent and received relating to the request;
- The original responsive records;
- The Access Information Summary (AIS);
- The Records Marked Package;
- The Records Withheld Package (if required);
- The Schedule of Records (SoR) (if required); and
- All response letters employed (interim, final, amended).

It is recommended to also consider the following:

- Create a file of Duplicate Records to show all records that have been removed;
- Create a file of Out of Scope Records;
- Search Tracker;
- Summary of Comments (SoC); and
- Records Original Package.

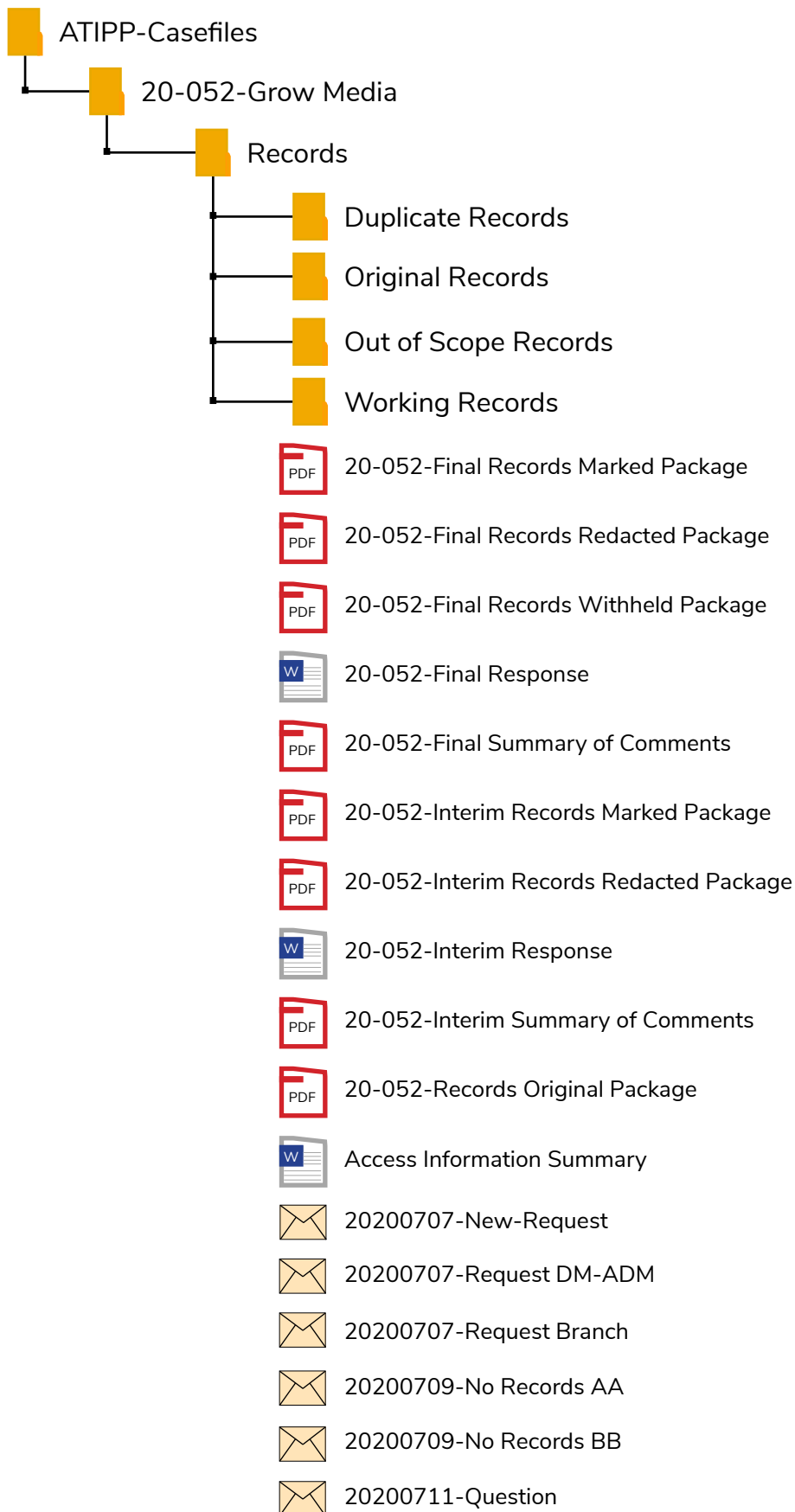
## EXAMPLE OF A DAO FILE TREE:



















### Filing Tips

- Name casefiles with the ATIPP # assigned by the ATIPP Office and a brief descriptor
- Insert YYMMDD at beginning of correspondence file name. It will sort by date and read in order.
- If closed casefiles are filed by year in a CLOSED folder, they can be easily destroyed when their legislated lifecycle is complete. For more information on records schedules, see Government of Yukon's Administrative Records Classification System (ARCS).
- If an access request is not activated (refused by the APO), it can be moved to a CLOSED folder and not kept in an Activated casefile folder.

## EXAMPLE OF ATIPP CASEFILE TREE:



-  20200712-Answer
-  20200711-3rdP Company 1
-  20200711-3rdP AO
-  20200712-Records CC
-  20200714-Records DD
-  20200714-Records EE
-  20200723-New Due Date
-  20200727-Interim ADM
-  20200728-Revisions
-  20200728-Interim ADM
-  20200729-Interim DM
-  20200729-Response AO
-  20200801-3rdP Company 1
-  20200810-Final DM-ADM
-  20200815-Final DM
-  20200816-Response AO

**\*IMPORTANT\***

**PRIVACY CONSIDERATIONS**

Casefiles often contain personal information (PI). Permissions to access these files must be properly managed to ensure that only authorized employees can access them. If an access request is for PI, use “PI” as the descriptor. **Do not use a name or initials.**

# 10

OFFICE OF THE  
INFORMATION AND  
PRIVACY COMMISSIONER



## 10 Office of the Information and Privacy Commissioner

For information about the (OIPC) review processes, refer to the OIPC website.

# APPENDIX A: RESPONSE EXAMPLES

**NOTE:** The following examples are loosely based on past access requests received by Government of Yukon and are to be used solely for reference purposes.



## EXAMPLE 1: ACCESS GRANTED IN PART

January 20, 2021

Applicant c/o  
Patti Cake, Access and Privacy Officer  
Corporate Information Management, ATIPP Office

Final Response ATIPP Request 20-012

---

### Decision

The Department of Highways and Public Works has searched the Deputy Minister's Office, the Assistant Deputy Minister's Office, Human Resources branch and Transportation branch and has identified records responsive to Access Request 20-012. The final response on the information is as follows:

### Access Granted in Part

The Department of Highways and Public Works has granted access in part to information relating to the request noted below:

**I would like all communication (letters, emails, faxes, notes of phone conversations, discussion documents, briefing notes, memos and reports) concerning myself between the Deputy Minister, Assistant Deputy Minister, Human Resources, Directors, Managers, Assistant Managers and employees. Timeframe: July 1, 2021 – present. The applicant is Jane Doe.**

Personal names, signatures and email addresses have been withheld as the Department has determined in compliance with section 70(1) of the Access to Information and Protection of Privacy Act that the disclosure would be an unreasonable invasion of privacy.

Nine records, totaling 35 pages were identified as pertaining to a workplace personnel assessment of a third party. They have been completely withheld in accordance with section 71(2) of the Act since the conduct of the applicant is not their subject.

Note that attachments with extension.png are a result of file conversion of logos embedded within email signatures.

There is no cost to the applicant.

### **Contact Person in Department**

If the applicant has any questions, please contact Bob Smith, Designated Access Officer for Department of Highways and Public Works at 867-677-2000 or hpw.attip@gov.yk.ca.

[SIGNATURE]

Deputy Minister  
Department of Highways and Public Works



## EXAMPLE 2: NO ADDITIONAL RECORDS RELEASED

August 8, 2021

Applicant c/o  
Patti Cake, Access and Privacy Officer  
Corporate Information Management, ATIPP Office

Final Response Access Request 21-052

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### Decision

The Department of Highways and Public Works has searched the Transportation branch and Corporate Services branch and has identified records responsive to Access Request 21-052. An interim response was provided previously. The Department has conducted a third party consult with two businesses and did not receive a response from them. Due to the sensitivity of business information in these records the Department has decided not to release these records. The final response on the information is as follows:

### No Additional Records Released

The Department of Highways and Public Works has not granted access to the remaining information relating to the request noted below:

As legal counsel to Company A and on behalf of legal counsel for Company B and legal counsel for Company C we jointly request on consent the following records from Aviation Branch of the Transportation Division of Yukon's Department of Highways and Public Works, the Procurement Support Centre of Yukon's Department of Highways and Public works relating to the January 2020 Request for Proposals entitled "Supply Dust Suppressant and Surface Stabilization Binder for Various Yukon Community Airports" (Tender no. 2020/2—2325) and its December 2019 predecessor of the same name (Tender no.2019/19-4178).

- All bid evaluation documents, including any scoring sheets, notes, test results, and reports, or other records collected generated or utilized in the Government of Yukon's assessment of the proposal from the respondents.
- Any emails, letters, text messages, voicemail recordings or other correspondence received from, sent to, or exchanged between the Government of Yukon, the Premier or any person in the Office of the Premier and a representative of Company A, Company B and Company C regarding either tender.

Sixteen pages of records have been withheld in full in accordance with sections 77(1)(a) and (b) of the *Access to Information and Protection of Privacy Act* since their release could reasonably be expected to result in undue financial loss or gain of a third party and result in similar information no longer being supplied to the public body.

### Final Cost

Paid previously.

**Contact Person in Department**

If the applicant has any questions, please contact Bob Smith, Designated Access Officer for Department of Highways and Public Works at 867-677-2000 or [hpw.attip@gov.yk.ca](mailto:hpw.attip@gov.yk.ca).

[SIGNATURE]

Deputy Minister  
Department of Highways and Public Works



## **EXAMPLE 3: ACCESS GRANTED IN PART**

March 31, 2021

**Applicant c/o**  
**Patti Cake, Access and Privacy Officer**  
**Corporate Information Management, ATIPP Office**

**Final Response Access Request 21-065**

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### **Decision**

The Department of Highways and Public Works has searched the Deputy Minister's Office, Property Management branch, Policy and Communications branch, Capital Planning branch and Transportation branch. The Department has identified records responsive to Access Request 21-065. The final response on the information is as follows:

### **Access Granted in Part**

The Department of Highways and Public Works has granted access in part to information relating to the request noted below:

**Any and all communications relating to or mentioning the Adult Resource Centre. Timeline  
December 1, 2020 to January 31, 2021**

After conducting a public body consult with the Department of Justice, two records, totaling 11 pages, have been withheld in full under sections 67(3)(a) and (b) of the *Access to Information and Protection of Privacy Act*. These records reveal Cabinet confidences and deliberations.

Internal email discussions between employees have been redacted under section 74(1)(a) since they relate to recommendations about an ongoing project. Release at present, would be detrimental to the project's successful completion.

Financial information has been redacted under sections 75(1)(b)(i) and (ii) of the Act to protect the financial interests of Government of Yukon for future projects and protect a third party's financial loss or gain. There is no cost to the applicant.

### **Contact Person in Department**

If the applicant has any questions, please contact Bob Smith, Designated Access Officer for Department of Highways and Public Works at 867-677-2000 or [hpw.attip@gov.yk.ca](mailto:hpw.attip@gov.yk.ca).

[SIGNATURE]

Deputy Minister  
Department of Highways and Public Works



## **EXAMPLE 4: NO RECORDS FOUND**

May 14, 2021

Applicant c/o  
Patti Cake, Access and Privacy Officer  
Corporate Information Management, ATIPP Office

**Final Response Access Request 21-095**

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### **Decision**

The Department of Highways and Public Works has searched the Deputy Minister's Office and the Transportation branch and has no records responsive to Access Request 21-095. The final response on the information is as follows:

### **No Records Found**

While the Department of Highways and Public works has no records responsive to this request, some information sought in the request noted below is available from a database and has been provided as part of this response:

**I am seeking all information regarding motorcycle riding through Yukon highway construction zones. Include: 1) Transportation Association of Canada – Manual of Uniform Traffic control; 2) TAC Geometric Design Guide for Canadian Roads; 3) Traffic Management Plan Guidelines and/or literature, manuals, guidelines regarding riding within Yukon construction zones.; 4) Which municipalities within the Yukon follow highway construction practices?; 5) How many motorcycle accidents within Yukon construction zones, the cause for the accidents, property damage, # of injuries, # of fatalities from January 2009 to December 2019.**

Transportation Association of Canada guidelines may be purchased from TAC directly. Highways and Public Works does not track information from the City of Whitehorse or any municipalities. The applicant will need to contact the municipalities directly.

Highway and Public Works does keep a database from which the following information has been pulled:

- Between 2009 and 2019, in Yukon, there were 27 motorcycle collisions reported in "under construction/repair" road conditions.
- There were 23 reported injuries.
- The number of fatalities and property damage only collisions are between 1-10 each. The low number means the exact amounts are suppressed due to personal information confidentiality concerns.

For the cause of the collisions, Highways and Public Works do not have one category that states the cause of a collision as that is something the investigating officer determines. The Department does not record this specific information.

There will be no charge to the applicant.

### **Contact Person in Department**

If the applicant has any questions, please contact Bob Smith, Designated Access Officer for Department of Highways and Public Works at 867-677-2000 or [hpw.attip@gov.yk.ca](mailto:hpw.attip@gov.yk.ca).

[SIGNATURE]

Deputy Minister  
Department of Highways and Public Works





## **EXAMPLE 5: ACCESS GRANTED IN PART**

June 16, 2021

Applicant c/o  
Patti Cake, Access and Privacy Officer  
Corporate Information Management, ATIPP Office

### **Amended Response Access Request 21-112**

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#### **Decision**

The Department of Highways and Public Works has searched the Transport Services branch and has identified additional records responsive to Access Request 21-112. The July 2021 schedule was saved under the wrong date and was missed in the original request. The amended response is as follows:

#### **Access Granted in Part**

The Department of Highways and Public Works has granted access in part to information relating to the request noted below:

<p><b>June and July 2021 schedules for Whitehorse Weigh Scales July 2020 schedule for Watson Lake Weigh Scales.</b></p>
---

Personal information relating to a third party's employment history has been redacted under section 70(3) (a)(iii) of the *Access to Information and Protection of Privacy Act* as the disclosure would be an unreasonable invasion of privacy.

There will be no charge to the applicant.

#### **Contact Person in Department**

If the applicant has any questions, please contact Bob Smith, Designated Access Officer for Department of Highways and Public Works at 867-677-2000 or [hpw.attip@gov.yk.ca](mailto:hpw.attip@gov.yk.ca).

[SIGNATURE]

Deputy Minister  
Department of Highways and Public Works



## **EXAMPLE 6: ACCESS GRANTED IN PART**

August 30, 2021

**Applicant c/o**  
**Patti Cake, Access and Privacy Officer**  
**Corporate Information Management, ATIPP Office**

**Final Response Access Request 21-074**

---

### **Decision**

The Department of Highways and Public Works has searched the Capital Development unit of the Property Management branch and has identified records responsive to Access Request 21-074. The Department has already provided an interim response. Consultation with various third parties was necessary before a decision could be made on the release of the remaining records. The following response pertains to these remaining responsive records:

### **Access Granted in Part**

The Department of Highways and Public Works has granted access in part to the information we have relating to the request noted below:

**Emails discussing the francophone school between July 1 and July 31, 2021. Please narrow to Capital Development Branch.**

Third party employment and education information has been redacted as per section 70(3)(a)(iii) of the Access to Information and Protection of Privacy Act. Personal evaluations of third parties have also been withheld under section 70(1) after considering the type, sensitivity and damage to reputation that could occur as per 70(5)(a) and (d)(ii). This information must not be disclosed as it would be an unreasonable invasion of third party privacy.

Information relating to security video surveillance systems have been redacted in accordance with section 72(1)(b)(vi) of the Act to protect the integrity of these systems.

Financial information and details surrounding ongoing negotiations with a vendor have been withheld under sections 74(1)(a) and 75(1)(a)(iv) of the Act. The release of this information at this time would impede the negotiation process. Cost estimate information about ongoing and potential future projects have not been released in accordance with sections 75(1)(b)(i) and (ii). Release could reasonably be expected to result in the premature disclosure of a proposal or project or financial loss or gain to third party.

Third party vendor information of a commercial and financial nature regarding ongoing contract negotiations and project planning have been removed as per sections 77(1)(a) and (c) since its release would be harmful to third party business interests. In addition, two identical vendor proposal packages of 36 pages each have been withheld in full.

**Final Costs**

Previously paid.

**Contact Person in Department**

If the applicant has any questions, please contact Bob Smith, Designated Access Officer for Department of Highways and Public Works at 867-677-2000 or [hpw.attip@gov.yk.ca](mailto:hpw.attip@gov.yk.ca).

[SIGNATURE]

Deputy Minister  
Department of Highways and Public Works



## EXAMPLE 7: RECORDS GRANTED IN FULL

September 10, 2021

Applicant c/o  
Patti Cake, Access and Privacy Officer  
Corporate Information Management, ATIPP Office

Final Response Access Request 21-092

---

### Decision

The Department of Highways and Public Works has searched Property Management branch and has identified records responsive to Access Request 21-092. The final response on the information is as follows:

### Access Granted in Full

The Department of Highways and Public Works has granted access in full to the information relating to the request noted below:

Information pertaining to Whitehorse Elementary School (less than 15 years old): 1) Air Quality Testing Results; 2) Mechanical Systems Assessments/Inspections; 3) any documentation that supports proper operation of the air handling and distribution systems and documentation to support that these mechanical systems meet the current minimum ASHRAE standards; 4) any documentation support the amount of fresh air intake through the HVAC system; 5) details with respect to any significant mechanical system upgrades.

Facilities Management has not conducted any air quality testing. The Department of Education is responsible for this. Facilities Management only conducts air quality testing if there is a gas leak, fire or for smoke purposes.

Highways and Public Works is providing historical work request information/logbook entries from the last few years representing any repair or replacement work required on all the ventilation systems at Whitehorse Elementary School (e.g. unit ventilators and rooftop units) which were necessary to keep these units operating as designed. Anytime an issue with a system is discovered during regular inspections, it is addressed internally or with support of a contractor. As well, these units are regularly inspected as part of the Building Engineers "General Building Inspections" procedures to ensure they are running as intended. The current minimum ASHRAE standards for fresh air provided to classrooms (ages 5-8) and (ages 9 plus) is 15 CFM/ person and 13 CFM/person respectively. You will see in the TAB reports provided for the ventilation systems in the school, that the systems are designed and operating to provide 50% outside air. At those quantities the volume being provided to the classrooms in this school are on par with the current minimum ASHRAE standards.

There have been no significant mechanical system upgrades completed in the past 15 years to Whitehorse Elementary School.

There will be no charge to the applicant.

**Contact Person in Department**

If the applicant has any questions, please contact Bob Smith, Designated Access Officer for Department of Highways and Public Works at 867-677-2000 or [hpw.attip@gov.yk.ca](mailto:hpw.attip@gov.yk.ca).

[SIGNATURE]

Deputy Minister  
Department of Highways and Public Works



## EXAMPLE 8: ACCESS GRANTED IN PART

February 18, 2021

Applicant c/o  
Patti Cake, Access and Privacy Officer  
Corporate Information Management, ATIPP Office

### Final Response Access Request 21-203

---

#### Decision

The Department of Highways and Public Works has searched the Property Management branch and has identified records responsive to Access Request 21-203. The final response on the information is as follows:

#### Access Granted in Part

The Department of Highways and Public Works has granted access in part to the information relating to the request noted below:

**Copies of the most recent reports of documents titled “The Building Conditions Assessments” that were referenced by the Department of Education as being in the possession of the Department of Highways and Public Works in the final response to ATIPP A-7521. Copies of the most recent reports or documents titled “The Building Conditions Assessments.” This includes the Spring 2015 report (referenced in the 2016 Education Annual Report, Page 41) as well as any more recent reports.**

Information relating to building security systems has been redacted in accordance with section 72(1)(b)(vi) of the Access to Information and Protection of Privacy Act to protect the integrity of these systems.

Financial information has been redacted under section 75(1)(b)(i) of the Act to protect the financial interests of Government of Yukon in relation to an anticipated future procurement.

Please note, this report, produced in 2015, is no longer an accurate representation of the current building conditions. Various requirements identified in the report have been addressed or verified by maintenance personnel as non-current requirements and the system lifecycle has been extended to be reassessed in the future. Building replacement values do not reflect current construction costs. FCI values are no longer relevant as a result of changing requirements profiles and non-current building replacement values. VFA is used as a proactive maintenance tool rather than a highly accurate representation of building needs at a specific point in time (an in-depth building condition assessment would provide this information). VFA condition assessments are based on high level visual inspections and requirements are typically based on manufacturer estimated lifespans for equipment. Requirements identified in VFA are generated to flag potential issues for building maintenance personnel to verify and do not necessarily represent a true maintenance requirement.

There will be no charge to the applicant.

**Contact Person in Department**

If the applicant has any questions, please contact Bob Smith, Designated Access Officer for Department of Highways and Public Works at 867-677-2000 or [hpw.attip@gov.yk.ca](mailto:hpw.attip@gov.yk.ca).

[SIGNATURE]

Deputy Minister  
Department of Highways and Public Works



## EXAMPLE 9: ACCESS GRANTED IN PART WITH FINAL COST

July 8, 2021

Applicant c/o  
Patti Cake, Access and Privacy Officer  
Corporate Information Management, ATIPP Office

Interim Response Access Request 21-052

---

### Decision

The Department of Highways and Public Works has searched the Transportation and Corporate Services branch and has identified records responsive to Access Request 21-052. Responsive records were sent to third parties for review under section 59 of the Access to Information and Protection of Privacy Act since the release of information contained in these records may be harmful to the business interests of the third parties. Once the legislated third party consultation process is completed the Department of Highways and Public Works will make a decision regarding the release of this information and provide a final response to the applicant. An interim response of records that are not part of the third party consultation is provided as follows:

### Access Granted in Part

The Department of Highways and Public Works has granted access in part to the information relating to the request noted below:

As legal counsel to Company A and on behalf of legal counsel for Company B and legal counsel for Company C we jointly request on consent the following records from Aviation Branch of the Transportation Division of Yukon's Department of Highways and Public Works, the Procurement Support Centre of Yukon's Department of Highways and Public works relating to the January 2020 Request for Proposals entitled "Supply Dust Suppressant and Surface Stabilization Binder for Various Yukon Community Airports" (Tender no. 2020/2—2325) and its December 2019 predecessor of the same name (Tender no.2019/19-4178).

- All bid evaluation documents, including any scoring sheets, notes, test results, and reports, or other records collected generated or utilized in the Government of Yukon's assessment of the proposal from the respondents.
- Any emails, letters, text messages, voicemail recordings or other correspondence received from, sent to, or exchanged between the Government of Yukon, the Premier or any person in the Office of the Premier and a representative of Company A, Company B and Company C regarding either tender.

In response to this request, a key word search of a former employee was conducted for responsive records. Since the companies named have had multiple dealings with the Government of Yukon outside of the two tenders mentioned in the request, a number of out of scope documents were unknowingly included in the original Access Information Summary. These out of scope documents as well as duplicate records have been removed from the response provided.



Records were withheld under sections 73(a) and (b)(ii) of the *Access to Information and Protection of Privacy Act* due to solicitor client privilege and were prepared for proceedings in court.

The name and information about a Yukon First Nation was redacted under section 76(1) to protect inter-governmental relations between the Yukon First Nation and Government of Yukon.

Supreme court records were not provided because they are excluded information under section 38(1)(a) of the Act.

**Final Cost**

[Final Cost information contained in ATIPP Act Regulation will be made available when the Regulation is published.]

**Contact Person in Department**

If the applicant has any questions, please contact Bob Smith, Designated Access Officer for Department of Highways and Public Works at 867-677-2000 or [hpw.attip@gov.yk.ca](mailto:hpw.attip@gov.yk.ca).

[SIGNATURE]

Deputy Minister  
Department of Highways and Public Works



## **EXAMPLE 10: RECORDS GRANTED IN FULL**

October 10, 2021

Applicant c/o  
Patti Cake, Access and Privacy Officer  
Corporate Information Management, ATIPP Office

**Final Response Access Request 21-304**

---

### **Decision**

The Department of Highways and Public Works has searched the Deputy Minister's Office and Transportation branch and has identified records responsive to Access Request 21-304. The final response on the information is as follows:

### **Access Granted in Full**

The Department of Highways and Public Works has granted in full access to the information relating to the request noted below:

**Regarding the highway clearing and brushing on South Klondike Hwy: 1) Any consultation done with affected First Nations; 2) Any consultation done with local area councils; 3) Any consultation with the public; 4) Details of and dates the tender for this contract was posted for bidding. Timeline: July 1, 2021 – September 1, 2021.**

Please note the applicant can also access the public tender at:  
<https://yukon.bisandtenders.ca/Moduler/Tenders/en>

Note that attachments with extension.png are a result of file conversion of logos embedded within email signatures and have been removed.

### **Contact Person in Department**

If the applicant has any questions, please contact Bob Smith, Designated Access Officer for Department of Highways and Public Works at 867-677-2000 or [hpw.attip@gov.yk.ca](mailto:hpw.attip@gov.yk.ca).

[SIGNATURE]

Deputy Minister  
Department of Highways and Public Works



## **EXAMPLE 11: ACCESS GRANTED IN PART**

October 10, 2021

**Applicant c/o**  
**Patti Cake, Access and Privacy Officer**  
**Corporate Information Management, ATIPP Office**

**Final Response Access Request 21-265**

---

### **Decision**

The Department of Highways and Public Works has searched the Deputy Minister's Office and the Assistant Deputy Minister's Office and has identified records responsive to Access Request 21-265. The final response on the information is as follows:

### **Access Granted in Part**

The Department of Highways and Public Works has granted access in part to the information relating to the request noted below:

**Email correspondence or calendar appointments relating to the A2A (Alberta to Alaska Railway) at the ADM and DM level. Timeline: July 1, 2021 - August 1, 2021**

Employment history of a third party has been redacted as required by section 70(3)(a)(iii) of the Access to Information and Protection of Privacy Act as the disclosure would be an unreasonable invasion of privacy.

Information containing analysis, recommendations and deliberations surrounding the creation of policies and decisions that was compiled to brief a Minister or Deputy Minister has been removed in accordance with section 74(1)(a). Note that because briefing material covers multiple topics, some of the redacted material is out of the scope of this request. Where this is the case "out of scope" has been noted on the redaction.

Note that attachments with extension.png are a result of file conversion of logos embedded within email signatures and have been removed.

There will be no charge to the applicant.

### **Contact Person in Department**

If the applicant has any questions, please contact Bob Smith, Designated Access Officer for Department of Highways and Public Works at 867-677-2000 or [hpw.attip@gov.yk.ca](mailto:hpw.attip@gov.yk.ca).

[SIGNATURE]

Deputy Minister  
Department of Highways and Public Works



## EXAMPLE 12: RECORDS WITHHELD IN FULL

January 20, 2021

Applicant c/o  
Patti Cake, Access and Privacy Officer  
Corporate Information Management, ATIPP Office

Final Response Access Request 21-072

---

### Decision

The Department of Justice has searched the Deputy Minister's Office, and Legal Services branch and has identified records responsive to Access Request 21-0729. The final response on the information is as follows:

### Records Withheld in Full

The Department of Justice is withholding access in full to records relating to the request noted below:

- 1) All files, correspondence, notes, memos etc in written or electronic form regarding the inquiry and investigation to any wrong doings in the riding of Duckville from 01 October 2011 - 31 March 2012.
  - 2) Any interview and reports conducted by Donald Duck and others related to the accusations of actions violating the Duckbilled Elections Act in that time frame.
- Timeframe: October 1, 2011 - March 31, 2012.

Ninety-nine pages of records consisting of emails and legal opinions were identified as subject to legal privilege of the Department of Justice and were prepared by the Department of Justice in respect of the provision of legal services. They have been withheld in accordance with section 73(a) and 73(b)(i) of the Act.

Information within the 99 pages of records were found to be related to law enforcement proceedings. This information is withheld in accordance with sections 72(b)(i) and 72(1)(b)(iii) as disclosure could reasonably be expected to interfere with a law enforcement matter and adversely affect the position of the Government of Yukon in respect of an anticipated proceeding to which the Government of Yukon is expected to be a party.

A Schedule of Records detailing the withheld records is attached.

There is no cost to the applicant.

### Contact Person in Department

If the applicant has any questions, please contact Bob Smith, Designated Access Officer for the Department of Justice at 867-677-2000 or [jus.attip@gov.yk.ca](mailto:jus.attip@gov.yk.ca).

[SIGNATURE]

Deputy Minister  
Department of Justice

# APPENDIX B: DAO TEMPLATES

## APPENDIX B - DAO TEMPLATES

For a word version of these templates, please contact the ATIPP Office

### 1.1 Request for Clarification Notice

---

**SUBJECT:** RE: Request for Clarification Notice YY-XX

---

[Text Rfc]

Thanks,  
[Name]  
Designated Access Officer

### 1.2 Search Plan

ATIPP YY-XX SEARCH PLAN		
Branch/Program Area	Lead Contact Position	Name

## 1.3 Search Plan Approval

---

**SUBJECT:** New Access Request YY-XXX

---

The department has received a new access request under the *Access to Information and Protection of Privacy Act (ATIPP Act)*.

[Text of Request; Timeframe of Request]

**The response due date is:** [Date]

ATIPP YY-XX SEARCH PLAN		
Branch/Program Area	Lead Contact Position	Name

Please provide any additional details including alternate program areas to search, employees to add/remove and indicate your approval.

**Approve:**

**Add:**

**Remove:**

Thank you,

[Name]

Designated Access Officer

## 1.4 Search Checklist

YY-XXX ATIPP SEARCH CHECKLIST			
Search Area	Searched	Not Applicable	Notes
Email - In box			Keywords used if any:
Email - Sent box			Keywords used if any:
Shared email account(s) Unit designated person only			Keywords used if any:
Electronic records on your shared computer drives (unit designated person only)			Keywords used if any:
Electronic records on your H: drive			Keywords used if any:
Electronic records on your C: drive			Keywords used if any:
Electronic records on Microsoft 365 applications (SharePoint sites, OneDrive, Teams, etc.) (Unit designated person only)			Keywords used if any:
Paper records belonging to you			Keywords used if any:
Paper records shared by your unit (Unit designated person only)			Keywords used if any:
Paper records stored off-site			Keywords used if any:
Text messages			Keywords used if any:
Other:			Keywords used if any:

Thank you,  
DAO



## 1.5 Access Request Notification for Program Information to Public Body Employees:

---

**SUBJECT:** New Access Request YY-XXX

---

The department has received a new access request under the Access to Information and Protection of Privacy Act (ATIPP Act).

[Text of Request; Timeframe of Request]

**Please have records to me by: [Date]**

**You have been designated to search your units following shared records repositories:**

- **[Name of system/repository]**
- **[Name of system/repository]**

Please respond after completing the search checklist provided. Responsive records should be sent to his email address using Secure File Transfer. If you do not have responsive records, confirm in your response. If you have any question about the request, how to conduct your search or how to send your responsive records, please contact me.

Provide ALL responsive records. Do not destroy or remove anything, even if it is transitory or sensitive. If you have concerns about any of the information you are providing, please contact me.

**[Insert Search Checklist from 1.4 into email]**

Please advise me as soon as possible if you are aware of other branches or persons within [public body] that may have records relevant to this request.

**\*If you do not respond to this request, your lack of response must be reported to the [Head of the Public Body] and noted on the Access Information Summary that is sent to the ATIPP Office and may be shared with the applicant.\***

Thank you,  
[Name]  
Designated Access Officer

## 1.6 Access Request Notification for Personal Information to Public Body Employees:

---

**SUBJECT:** New Access Request YY-XXX

---

The department has received a new access request under the Access to Information and Protection of Privacy Act (ATIPP Act).

[Text of Request; Timeframe of Request]

**\*This is a *confidential request* for personal information. Discussing or sharing this request without approval from the Designated Access Officer will result in a privacy breach investigation.\***

Please have records to me by: [Date]

You have been designated to search your units following shared records repositories:

- [Name of system/repository]
- [Name of system/repository]

Please respond after completing the search checklist provided. Responsive records should be sent to his email address using Secure File Transfer. If you do not have responsive records, confirm in your response. If you have any question about the request, how to conduct your search or how to send your responsive records, please contact me.

Provide ALL responsive records. Do not destroy or remove anything, even if it is transitory or sensitive. If you have concerns about any of the information you are providing, please contact me.

**[Insert Search Checklist from 1.4 into email]**

Please advise me as soon as possible if you are aware of other branches or persons within [public body] that may have records relevant to this request.

**\*If you do not respond to this request, your lack of response must be reported to the [Head of the public body] and noted on the Access Information Summary that is sent to the ATIPP Office and may be shared with the applicant.\***

Thank you,  
[Name]

## 1.7 Search Tracker

---

YY-XXX ATIPP SEARCH TRACKER						
Branch	Position	Name	Date Sent	Due Date	Date Received	Records/No Records

## 1.8 Lack of Response to the Head

---

**SUBJECT:** New Access Request YY-XXX

---

Hello,

The following employee(s) have not provided a response in relation to the request for records for Access Request YY-XXX.

Employee Name	Position	Program/Activity

The Access Information Summary is due to the ATIPP Office on [date]. If records are not received before this date the lack of response will be recorded on the summary and may be grounds for the applicant to submit a complaint to the Office of the Information and Privacy Commissioner.

Thank you,  
[Name]  
Designated Access Officer

## 1.9 Access Information Summary

---

Please visit the ATIPP Site to download a copy of the Access Information Summary.

## 1.10 Public Body Consultation

---

**SUBJECT:** Public Body Consultation YY-XXX

---

Hello,

Please see the attached records for a Public Body Consultation. The request was for:

*[Text request or summary text request; Timeframe]*

For additional recommended redactions, please provide the provision of the *ATIPP Act* and reason for the redaction.

**Please provide your response to this email address by: [date]**

Thank you,  
[Name]  
Designated Access Officer

## 1.11 Other Entity Consultation

---

**SUBJECT:** [Type of Entity] Consultation YY-XXX

---

Hello,

Please see the attached records for [Type of Entity] Consultation. The request was for:

*[Text request or summary text request; Timeframe]*

For additional recommended redactions, please provide the provision of Yukon's *Access to Information and Protection of Privacy Act* and reason for the redaction.

**Please provide your response to this email address by: [date]**

Thank you,  
[Name]  
Designated Access Officer

For a copy of Yukon's ATIPP Act, please visit: [https://legislation.yukon.ca/legislation/page\\_a.html](https://legislation.yukon.ca/legislation/page_a.html)

## 1.12 Third Party Consultation Notice

---

**SUBJECT:** RE: Access to Information and Protection of Privacy Act Request YY-XX for [public body name] records - Third Party Notification

---

Hello,

The [PB name] has received an access request in which [Third Party name] has been identified as having relevant information to the request. The head of the [PB name] is considering whether to grant access to the information under section 59(1) of the ATIPP Act.

In sending this to you, the [PB name] is planning to release the information that has not been severed, as provided in the attached [Attached Records Consultation Package; Description of Records Consultation Package]

The [PB name] response date for the access request is: **June 29, 2020.**

You may submit any written objections to the head in respect of granting access to the information. You have until **June 15, 2020** to submit any objections you have to the release of this information.

If you object and we sever information according to your request, no further notice will be provided. If despite your objections, the [PB name] decides to release information, you will be provided with a notice and have the right to appeal the head's decision with the Office of the Information and Privacy Commissioner under section 61.

If you have any questions, please contact the Designated Access Officer for the [Name of Public Body] by [contact information].

Thank you,  
[Name]  
Designated Access Officer

For a copy of Yukon's ATIPP Act, please visit: [https://legislation.yukon.ca/legislation/page\\_a.html](https://legislation.yukon.ca/legislation/page_a.html)

Click here to download a formal copy of this notification

### 1.13 Third Party Consult Notice to ATIPP Office

---

**SUBJECT:** Notice of Third Party Consultation YY-XXX

---

Hello,

The [Name of Public Body] has engaged in a third party consultation with [Name of Third Party; Third Parties] regarding Access Request YY-XXX. They have until [date] to provide written objections.

Thank you,  
[Name]  
Designated Access Officer

### 1.13 Third Party Consult Notice to ATIPP Office

---

**SUBJECT:** Notice of Third Party Consultation YY-XXX

---

Hello,

The [Name of Public Body] has engaged in a third party consultation with [Name of Third Party; Third Parties] regarding Access Request YY-XXX. They have until [date] to provide written objections.

Thank you,  
[Name]  
Designated Access Officer

## 1.14 Third Party Consult Notice to Applicant

---

**SUBJECT:** Access to Information and Protection of Privacy Act Request YY-XXX for [Name of Public Body] records - Third Party Notification

---

Hello,

The [PB name] is continuing to work on your access request. A third party's information has been identified as relevant to your request. To comply with section 59(1) of the ATIPP Act, the third party is being provided with an opportunity to submit written objections in respect of granting access to the information.

The third party consultations may affect the timeline of your request.

If you have any questions, please contact the ATIPP Office at (867) 393-7048, toll free (in Yukon) 1-800-661-0408 (ext.7048), or by email at [ATIPP.Office@gov.yk.ca](mailto:ATIPP.Office@gov.yk.ca).

Thank you,  
[Name]  
Designated Access Officer

[Click here to download a formal copy of this notification](#)

## 1.15 Third Party Consult Notice of Decision to Grant Access to Third Party

---

**SUBJECT:** Access to Information and Protection of Privacy Act Request YY-XXX for [Name of Public Body] records - Notice of Decision to Grant Access

---

On [date] the [PB name] received your written objection to the release of [PI; business information] relevant to access request YY-XXX. After consideration of the written objection, the [PB name] has decided to grant partial access to this information under section 60(1) of the ATIPP Act. Enclosed is a copy of the proposed final documents that will be released to the applicant after the appeal period has expired.

Under section 61 of the ATIPP Act, you may in respect of the head's intention to grant access to this information, appeal this decision by making a complaint to the Office of the Information and Privacy Commissioner in accordance with section 90 of the Act. You must submit your complaint no later than 5 business days before the response date of **[date]** by contacting:

Yukon Information and Privacy Commissioner  
3162 Third Avenue, Main Floor  
Whitehorse, YK Y1A 1G3  
Phone: (867) 667-8468; toll free (in Yukon) 1-800-661-0408 (ext. 8468)  
E-mail: info@ombudsman.yk.ca Fax: (867) 667-8469

If you have any questions, please contact the Head of the [PB name].

Sincerely,  
[Name]  
[Title of Head of Public Body]

[Click here to download a formal copy of this notification](#)

## 1.16 Third Party Consultation Notice of Decision to Grant Access (via ATIPP Office)

---

**SUBJECT:** Third Party Consultation Notice to Grant Access YY-XXX

---

Hello,

The [Name of Public Body] has decided to grant access to third party information regarding Access Request YY-XXX.

Attached is the notice to the applicant regarding this decision.

Thank you,  
[Name]  
Designated Access Officer



## 1.17 Third Party Consultation Notice of Decision to Grant Access to Applicant

---

**SUBJECT:** Access to Information and Protection of Privacy Act Request YY-XXX for [Name of Public Body] records - Notice of Decision to Grant Access

---

Hello,

After contacting you on [date] regarding your access request YY-XXX, you were informed this request may contain third party information.

The [Name of Public Body] has decided to partial access to this information under section 60(1) of the *ATIPP* Act.

Under section 61 of the *ATIPP* Act, the third party has a right to appeal this decision by submitting a complaint to the Office of the Information and Privacy Commissioner regarding the decision to grant access to this information.

This appeal period may affect the timeline of this response.

If you have any questions, please call the *ATIPP* office at (867) 393-7048, toll free (in Yukon) 1-800-661-0408 (ext. 7048), or by e-mail at [ATIPP.Office@gov.yk.ca](mailto:ATIPP.Office@gov.yk.ca).

Thank you,  
[Name]  
Designated Access Officer

[Click here to download a formal copy of this notification](#)

## 1.18 Extension Request to Access and Privacy Officer

---

**SUBJECT:** Request for Time Extension YY-XXX

---

Hello,

The [Name of Public Body] requires an extension of [x] business days to respond to access request YY-XXX, under the following section of the *Access to Information and Protection of Privacy Act*.

[List relevant provisions of the *ATIPP* Act with reasons for seeking an extension.]

Thank you,  
[Name]  
Designated Access Officer

## 1.19 Schedule of Records Withheld

ATIPP YY-XXX

### Schedule of Records Withheld

Record #	# of pages	Page #	Type	Date	To	From	Section	Reason

## 1.20 Notice to Review Package to Head

**SUBJECT:** Access Request Interim Response YY-XXX

Hello,

The [Response Type] package for access request YY-XXX is ready to review. I have sent it to your office through Secure File Transfer.

The response due date is **[date]**.

Thank you,

[Name]

Designated Access Officer

## 1.21 Notice of Access Response for Program Information

---

**SUBJECT:** Access Request [type] Response YY-XXX

---

Hello,

The [Response Type] for access request YY-XXX has been sent to your office through Secure File Transfer.

Thank you,

[Name]

Designated Access Officer

## 1.22 Notice of Access Response for Personal Information

---

**SUBJECT:** Access Request [type] Response YY-XXX

---

Hello,

The [Response Type] for access request YY-XXX has been sent to your office through Secure File Transfer.

The response contains personal information. The encryption code is [code].

Thank you,

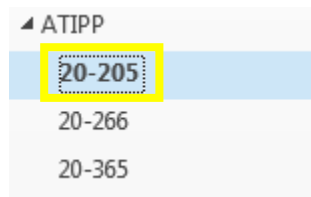
[Name]

Designated Access Officer

# APPENDIX C: ADOBE INSTRUCTIONS

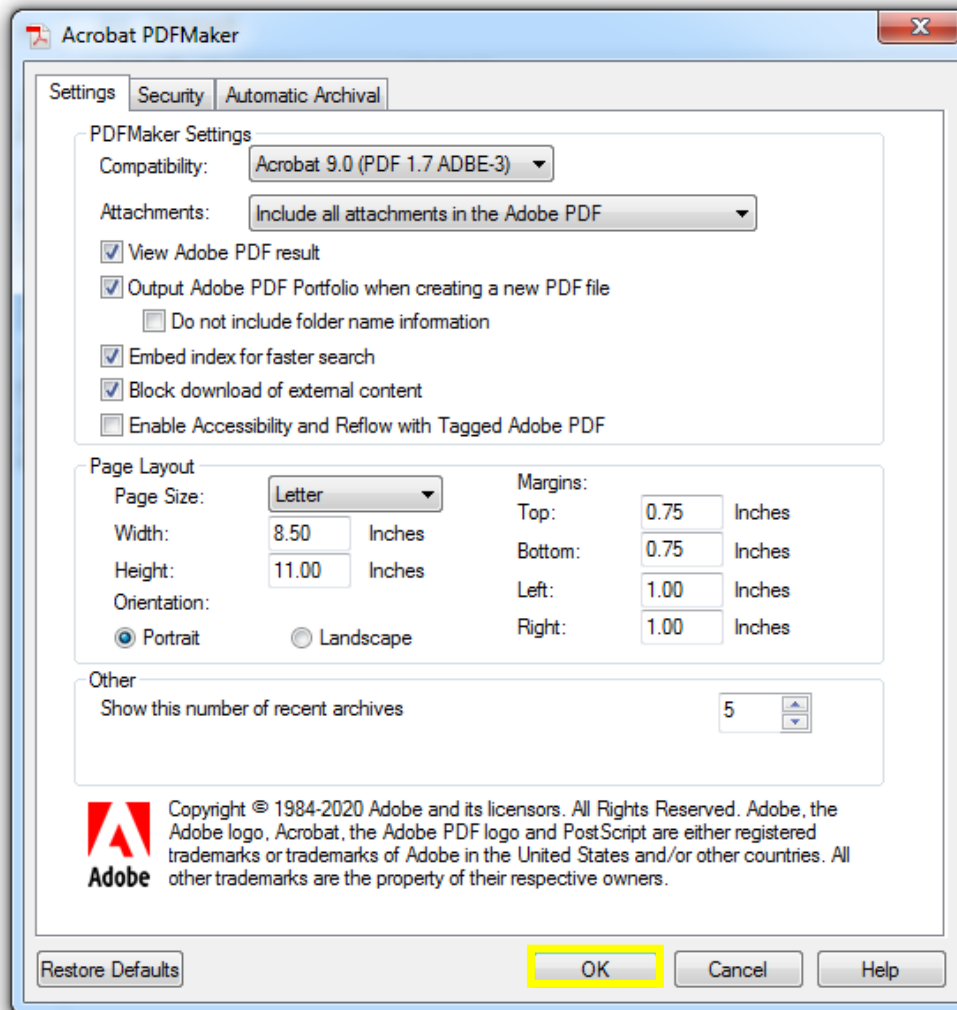
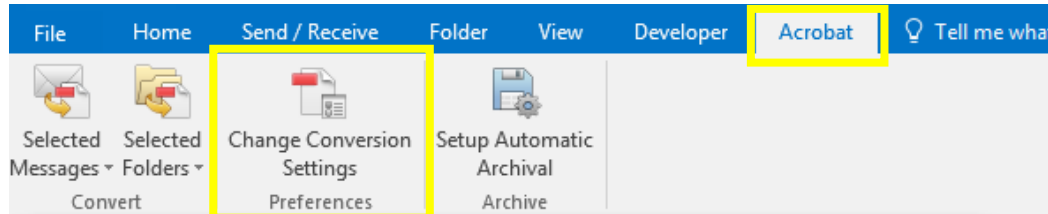
## Using Adobe and Evermap to PDF Emails and Attachments

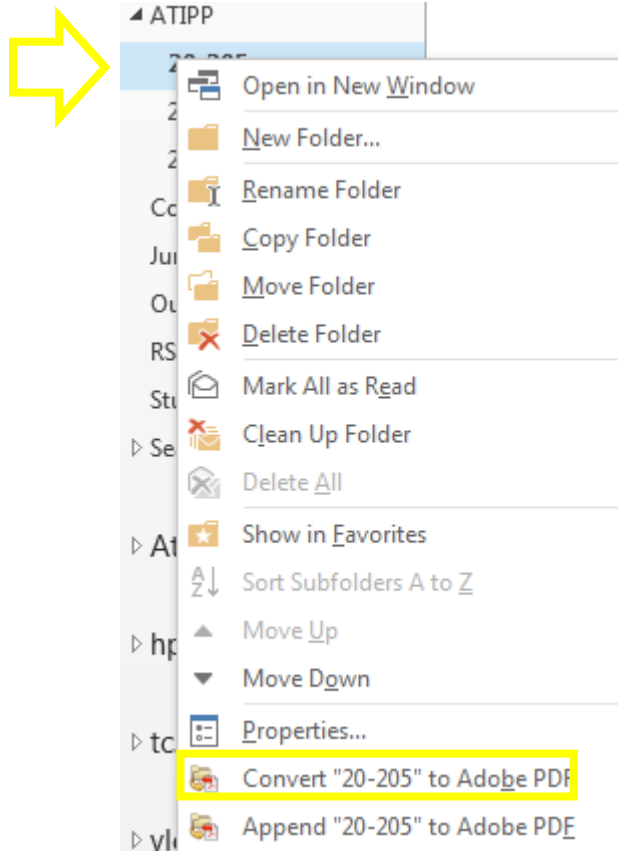
Adobe combined with the Evermap plug-in can be used to sort emails by date and keep emails with associated attachments in a PDF Records Package.



- 1) Open PST file in Microsoft Outlook. Copy responsive emails to file

2) Open “ACROBAT” panel and check “CHANGE CONVERSION SETTINGS” are correct. Press “OK”.



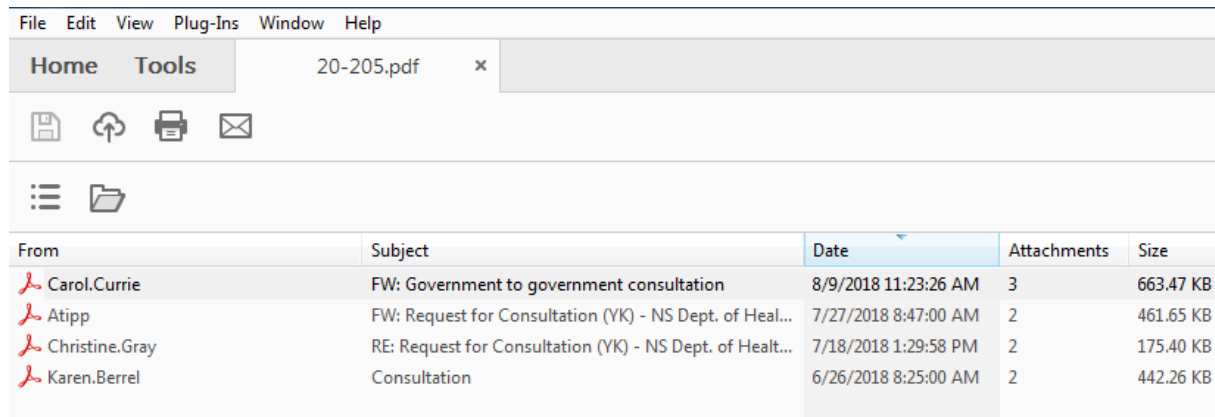


2) Convert the email folder into a PDF portfolio by right clicking on folder and selecting "CONVERT TO PDF".

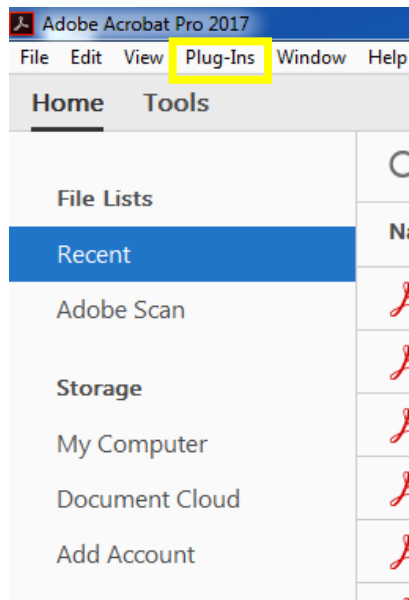
3) Save this to the ATIPP casefile.

**NOTE:** The conversion process may take some time. Allow Adobe to process the conversion by avoiding using other programs.

3) Once the portfolio is created, Adobe will display the new PDF file. Close file.



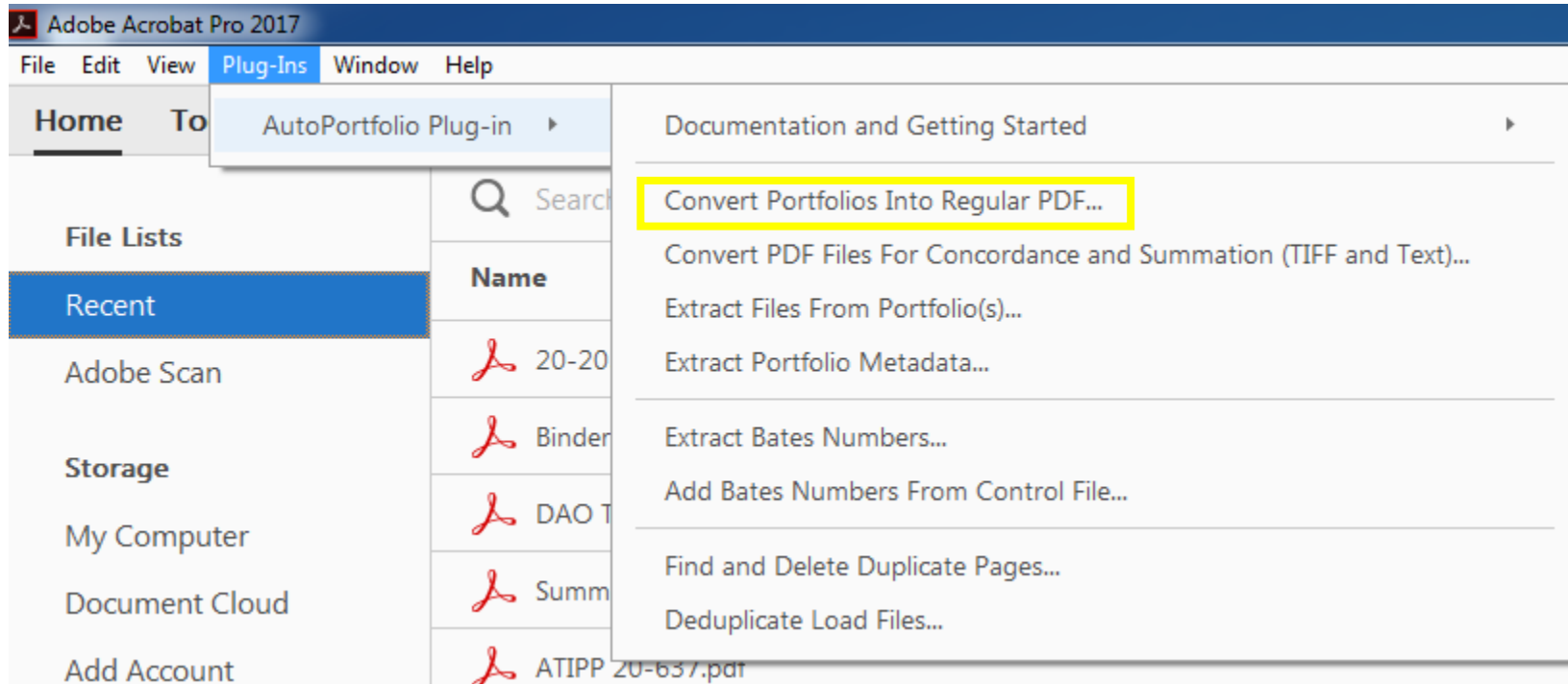
From	Subject	Date	Attachments	Size
Carol.Currie	FW: Government to government consultation	8/9/2018 11:23:26 AM	3	663.47 KB
Atipp	FW: Request for Consultation (YK) - NS Dept. of Heal...	7/27/2018 8:47:00 AM	2	461.65 KB
Christine.Gray	RE: Request for Consultation (YK) - NS Dept. of Healt...	7/18/2018 1:29:58 PM	2	175.40 KB
Karen.Berrel	Consultation	6/26/2018 8:25:00 AM	2	442.26 KB

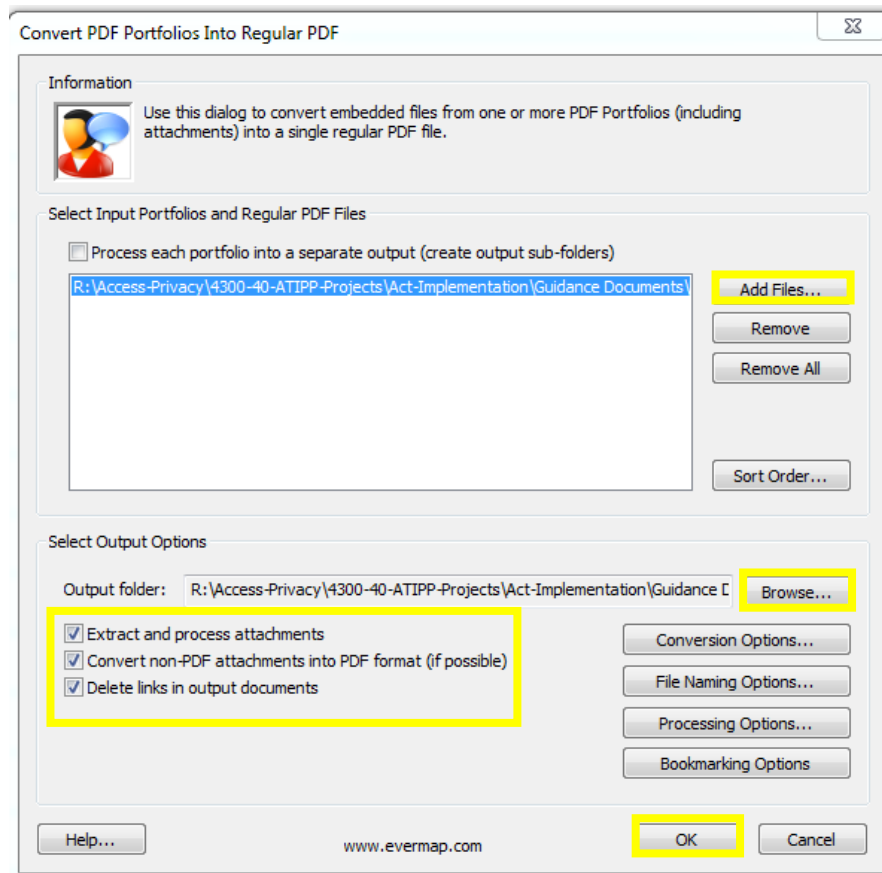


4) Open Adobe and select "PLUG-INS" from "TOOLS" panel.



5) Select "CONVERT PORTFOLIOS INTO REGULAR PDF..." from drop-down menu.





6) Ensure that “SELECT OUTPUT OPTIONS” are correct with all 3 boxes ticked.

7) Click “ADD FILES...” and retrieve Portfolio from casefile.

8) Click “BROWSE...” and insert casefile path to save PDF to and press “OK”.

9) Click on “DATE” to sort either from most recent to oldest, or oldest to most recent. Press “OK”

Click on column headers to sort records into desired processing order. Use “Select Records” menu for more options.

Filename	Description	Is Duplicate	Date	Attachments	Subject	Folder location	From	Original Filename	GUID	To	Size	MD5 Checksum	Cc
<input checked="" type="checkbox"/> Consultation.pdf	"Karen.Berrel" 6/26/2018 Consultation.pdf	No	06/26/18 08:25:00	2	Consultation	Gwen.Rempel@g...	Karen.Berrel	Consultation	0000000009662FB...	Beth.Henderson	452935	b8c0e93f81c9401...	
<input checked="" type="checkbox"/> RE_Request for Consultation (YK) - NS Dept. of.....	"Christine.Gray" 7/18/2018 RE_Request for Consul...	No	07/18/18 13:29:58	2	RE: Request for C...	Gwen.Rempel@g...	Christine.Gray	RE_Request for C...	0000000009662FB...	Atipp	179674	b7a8e4ea3834073...	
<input checked="" type="checkbox"/> FW_Request for Consultation (YK) - NS Dept. of.....	"Atipp" 7/27/2018 FW_Request for Consultation (...)	No	07/27/18 08:47:00	2	FW: Request for C...	Gwen.Rempel@g...	Atipp	FW_Request for ...	0000000009662FB...	Jennifer.Szakszon	472784	44f5403a96c254c...	
<input checked="" type="checkbox"/> FW_Government to government consultation.pdf	"Carol.Currie" 8/9/2018 FW_Government to gover...	No	08/09/18 11:23:26	3	FW: Government ...	Gwen.Rempel@g...	Carol.Currie	FW_Government ...	0000000009662FB...	Scott.Tyrner	679443	6bffdlbd0c1adf3...	Gwen.Rempel
<input checked="" type="checkbox"/> FW_Working Hypothesis - adjudicative bodies ac...	"Chris.Butler" 6/24/2020 FW_Working Hypothesis ...	No	06/24/20 10:30:40	2	FW: Working Hyp...	Gwen.Rempel@g...	Chris.Butler	FW_Working Hy...	0000000009662FB...	Gwen.Rempel, Jef...	143994	1b2312a1164afa5...	
<input checked="" type="checkbox"/> Printing & scanning costs.pdf	"Gwen.Rempel" 8/11/2020 Printing & scanning co...	No	08/11/20 10:35:08	1	Printing & scanni...	Gwen.Rempel@g...	Gwen.Rempel	Printing & scanni...	0000000009662FB...	Blayne.Epp	64924	4bceec68865d706...	

**Convert PDF Portfolios Into Regular PDF**

Information  
Use this dialog to convert embedded files from one or more PDF Portfolios (including attachments) into a single regular PDF file.

Select Input Portfolios and Regular PDF Files

☐ Process each portfolio into a separate output (create output sub-folders)

R:\Access-Privacy\4300-40-ATIPP-Projects\Act-Implementation\Guidance Documents

Add Files...  
Remove  
Remove All  
Sort Order...

Select Output Options

Output folder: C:\Users\glirempel\Documents

☒ Extract and process attachments  
☒ Convert non-PDF attachments into PDF format (if possible)  
☐ Delete links in output documents

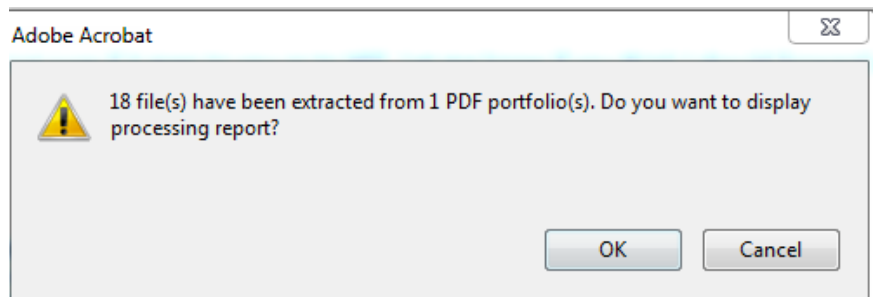
Conversion Options...  
File Naming Options...  
Processing Options...  
Bookmarking Options

Help... OK Cancel

www.evermap.com

10) Press “OK”

**NOTE:** The conversion process may take some time. Allow Adobe to process the conversion by avoiding using other programs.



**NOTE:** Adobe creates a number of different reports.



11) Select "PAGE THUMBNAI LS" from lefthand panel. Delete any ".png" signature pages that have been created. "ORGANIZE PAGES" can also be used to do this.

12) Save PDF to casefile.

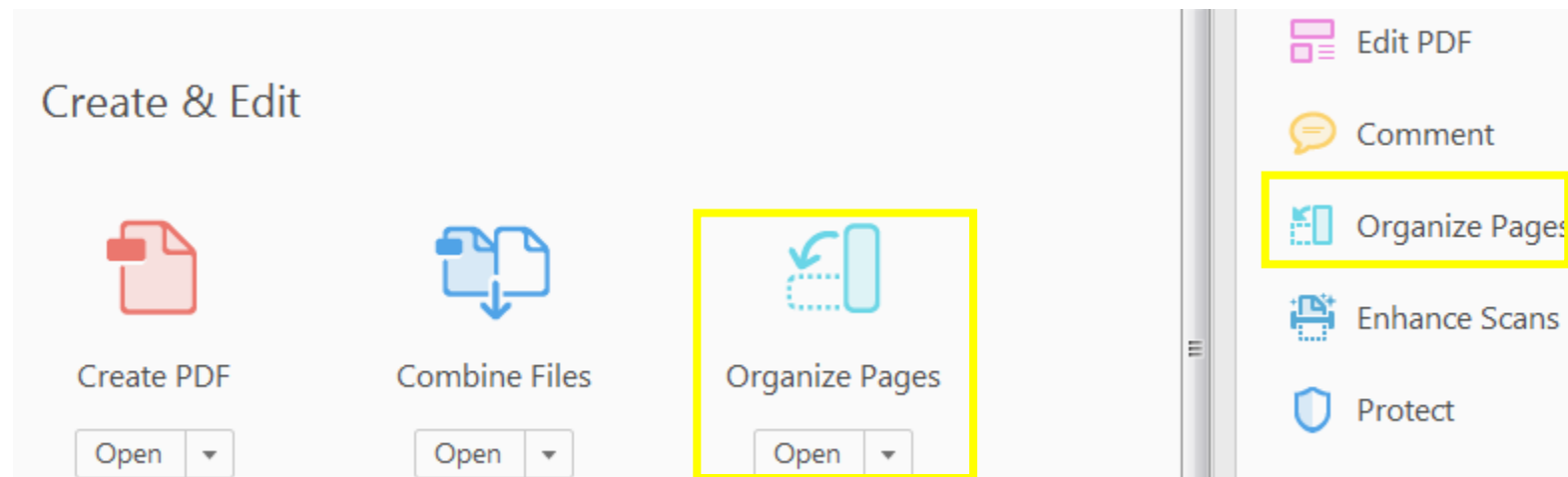
**\*IMPORTAT\*** Adobe may turn signature block images into separate PDF pages. The DAO should remove any pages of signature blocks in the page count provided in the AIS.

## Removing and Storing Duplicates, Out of Scope and Withheld in Full Records

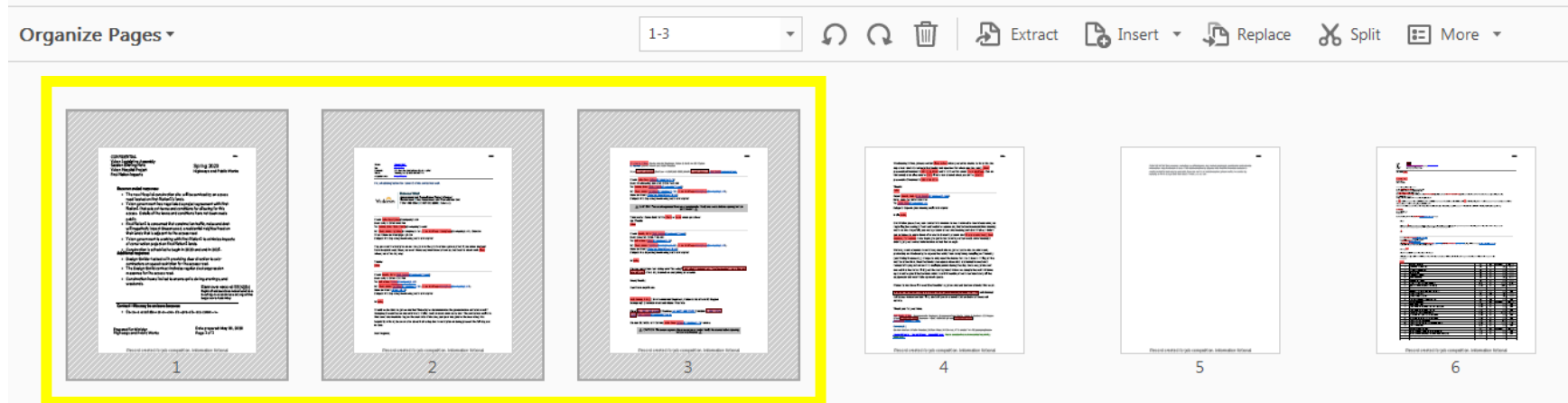
Adobe's Organize Tool can be used to:

- remove and store any Out of Scope records,
- remove and store any Duplicate records
- remove and store any Withheld in Full records

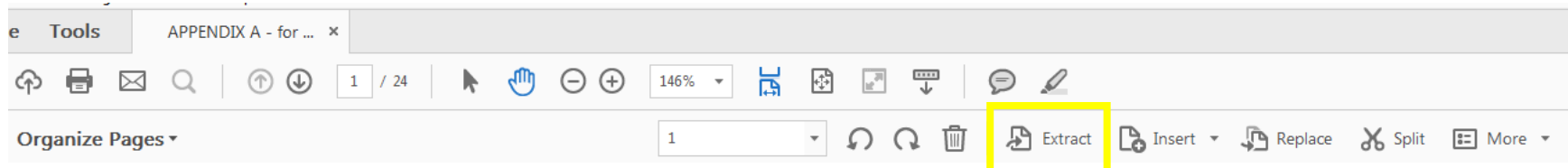
1) Open the "TOOLS" panel and select "ORGANIZE PAGES".



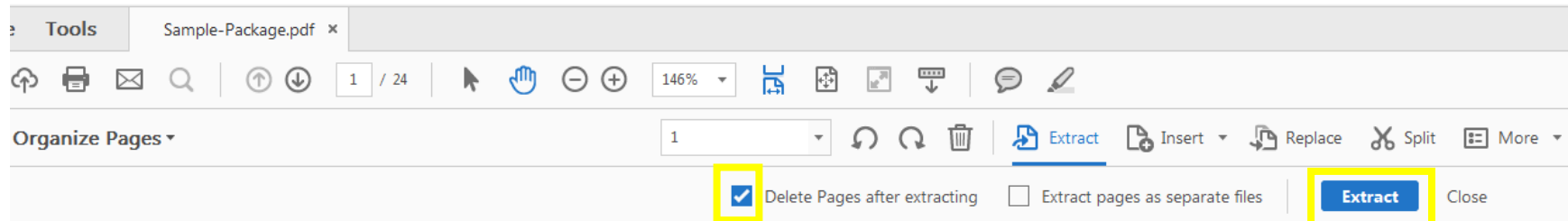
2) Mark the pages you want to extract by clicking on them. Hold down “CONTROL” keyboard button to select multiple pages.



3) Select “EXTRACT”

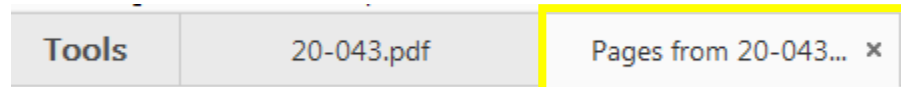


4) Click “DELETE PAGES AFTER EXTRACTION” and then press “EXTRACT” button.



**NOTE:** If you want to extract pages but have them remain in the Record package, do not select “DELETE PAGES AFTER EXTRACTION”.

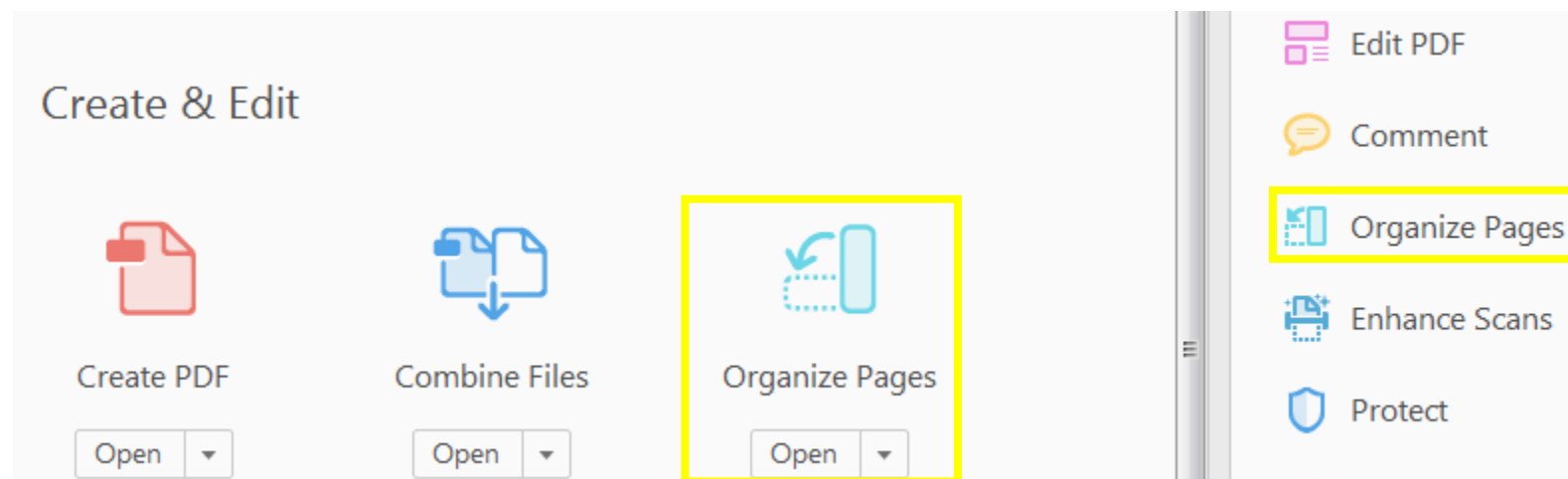
5) Select the new pdf file created “PAGES FROM....” and save to the appropriate folder.



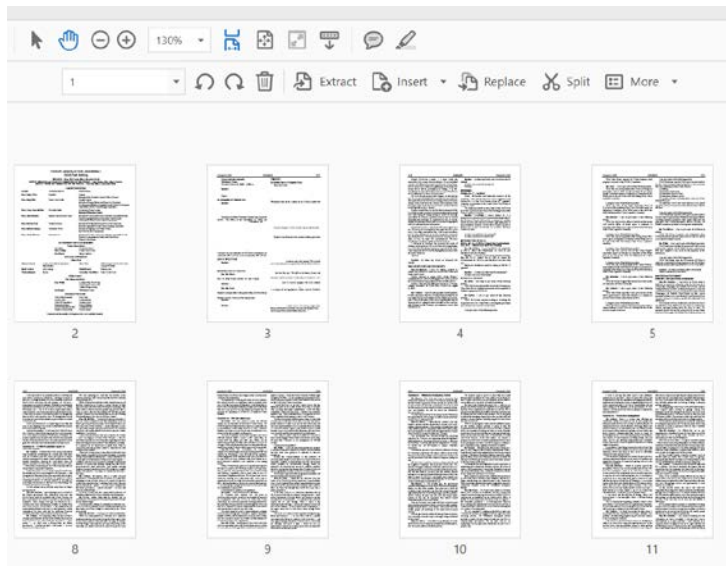
## Adding Additional Records to a Records Package

Adobe's Organize Tool can be used to add record pages to a records package pdf.

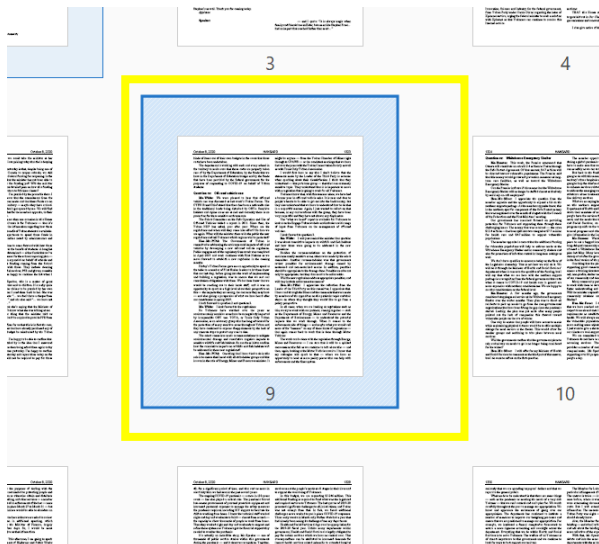
- 1) Open the "TOOLS panel and select "ORGANIZE PAGES".



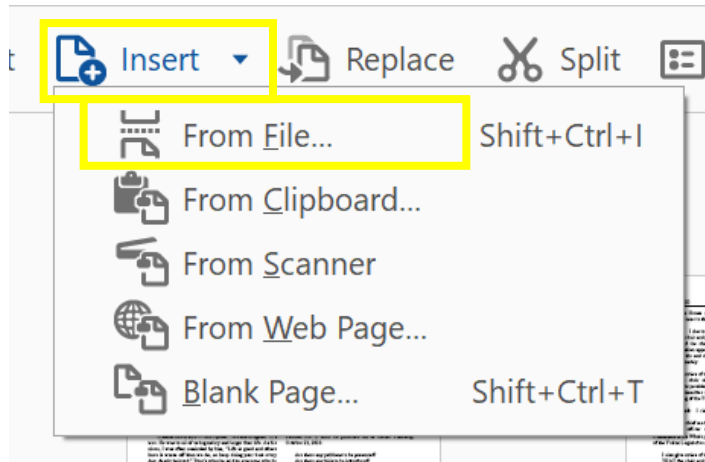




2) The view of the package will look similar to this.

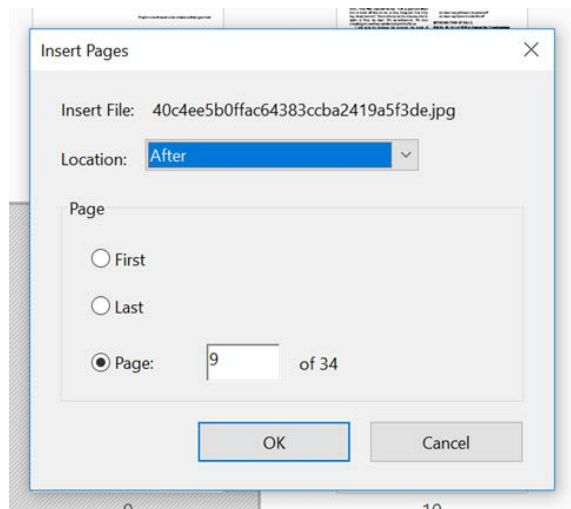


3) Select the location in the page display where the new pages will be inserted.



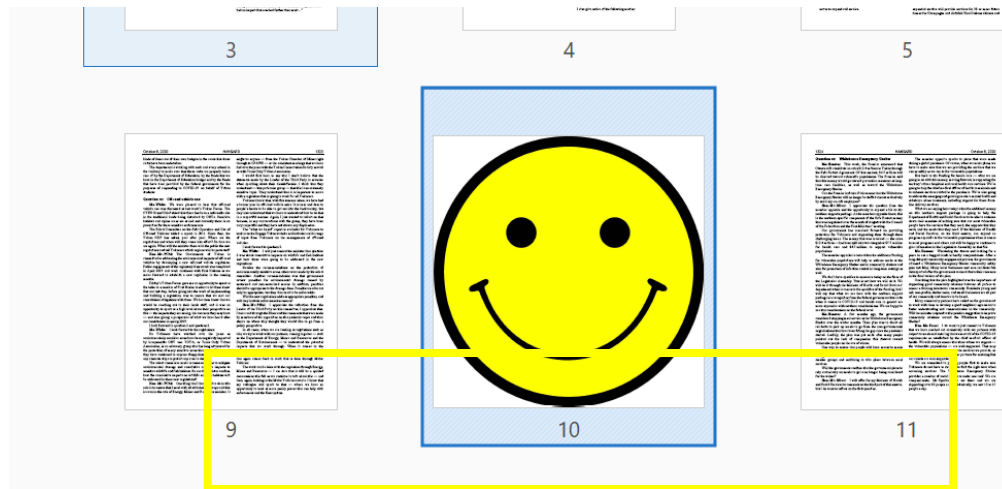
4) Choose the insert tool from the Organize Pages toolbar.

5) Select the appropriate file from your shared drive.



6) In the dialog box which appears, confirm the location where the pages are to be inserted.

7) Select “OK”. The file will be converted to pdf if required and possible. There are now new pages in the package.



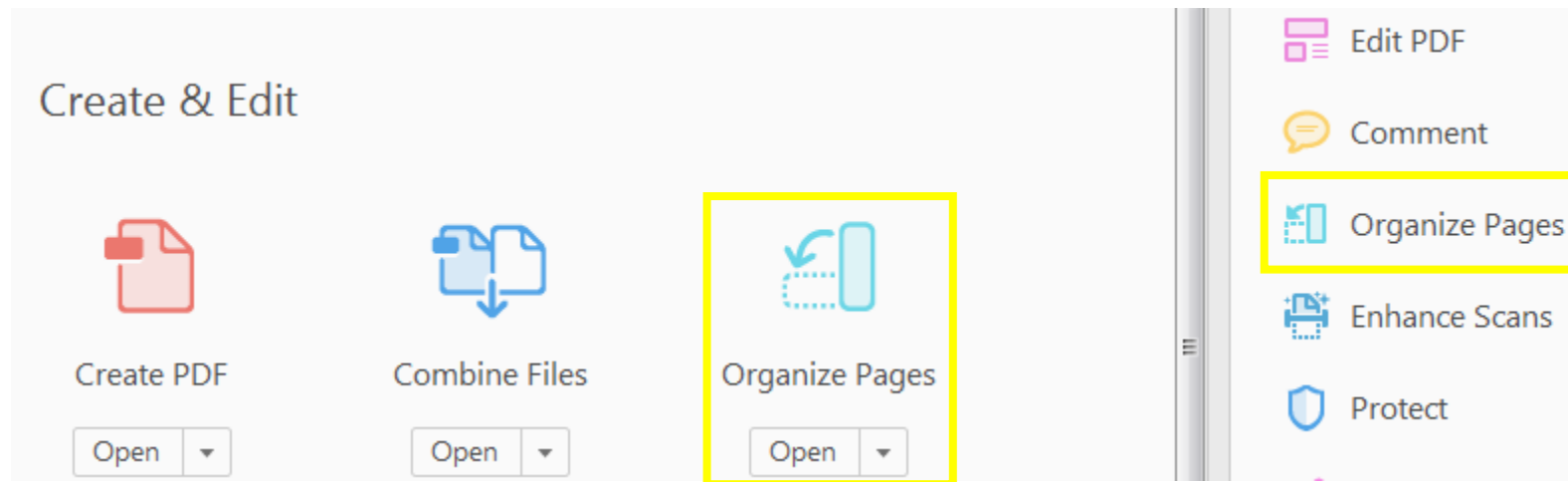
## Adding and Removing Bates Numbers

Adobe's Organize Tool can be used to:

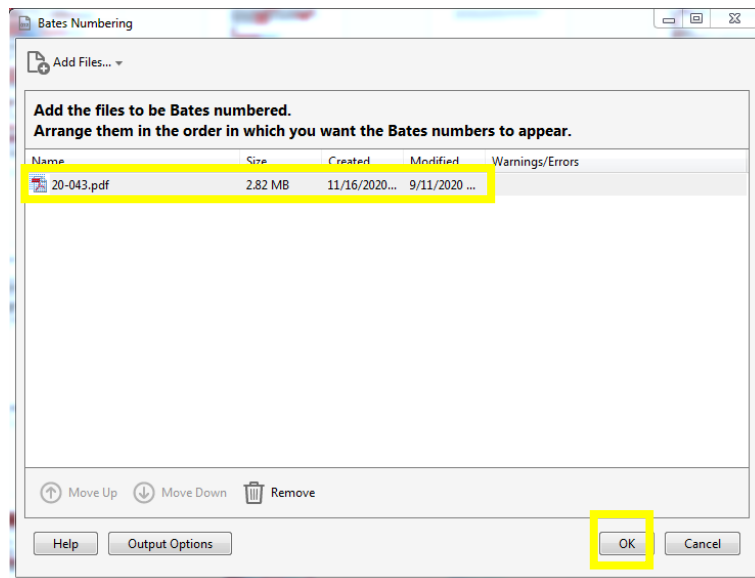
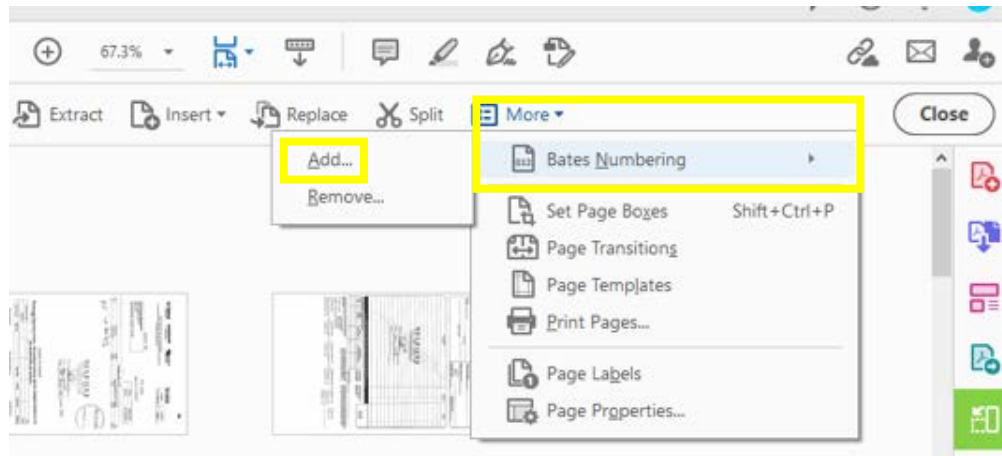
- add Bates Numbers
- remove Bates Numbers

## Adding Bates Numbers

- 1) Open the “TOOLS” panel and select “ORGANIZE PAGES”.



2) Select “MORE”. “BATES NUMBERING” will appear as the first item in the drop down menu. Select and then press “ADD”.



3) Select Record Package and press “OK”.

4) Click in “RIGHT HEADER TEXT” box and then select “INSERT BATES NUMBER”

Add Header and Footer

Saved Settings: [None specified] Delete Save Settings...

Font  
Name: Arial Size: 8 U ■

[Appearance Options...](#)

Margin (Inches)  
Top: 0.5 Bottom: 0.5  
Left: 1 Right: 1

Left Header Text Center Header Text Right Header Text

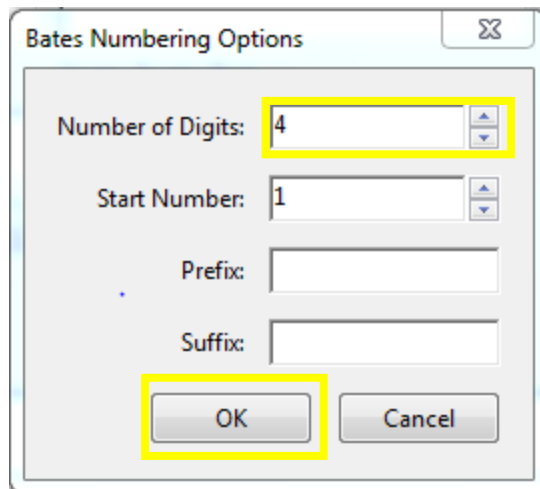
Left Footer Text Center Footer Text Right Footer Text

Insert Bates Number... Insert Date [Page Number and Date Format...](#)

Preview  
Preview Page 1 of 24 [Page Range Options...](#)

CONFIDENTIAL  
Yukon Legislative Assembly  
Session Briefing Note  
Yukon Hospital Project  
Highways and Public Works  
Spring 2020  
Page 1 of 1  
Record created for job competition. Information fictional

Help OK Cancel



The image shows a dialog box titled "Bates Numbering Options". It contains four input fields: "Number of Digits" (set to 4), "Start Number" (set to 1), "Prefix" (empty), and "Suffix" (empty). The "Number of Digits" field and the "OK" button are highlighted with yellow rectangles. The dialog box has a standard Windows-style title bar with a close button in the top right corner.

5) Change "NUMBER OF DIGITS" from 6 to 4 and press "OK"

**NOTE:** The DAO can select however many digits preferred. Four digit numbering with leading zeros accommodates requests up to 9999 pages. Example 0001.

6) Press “OK”. Bates Numbers will appear in the “RIGHT HEADER TEXT” box and “PREVIEW” view.

Add Header and Footer

Saved Settings: [Custom-not saved] Delete Save Settings...

Font  
Name: Arial Size: 8 U

Appearance Options...

Margin (Inches)  
Top: 0.5 Bottom: 0.5  
Left: 1 Right: 1

Left Header Text Center Header Text Right Header Text  
<< Bates Number#4#1 >>

Left Footer Text Center Footer Text Right Footer Text

Insert Bates Number... Insert Date Page Number and Date Format...

Preview  
Preview Page 1 of 24 Page Range Options...

CONFIDENTIAL  
Yukon Legislative Assembly  
Session Briefing Note  
Yukon Hospital Project  
Spring 2020  
Highways and Public Works  
Page 1 of 1  
Record created for job competition. Information fictional

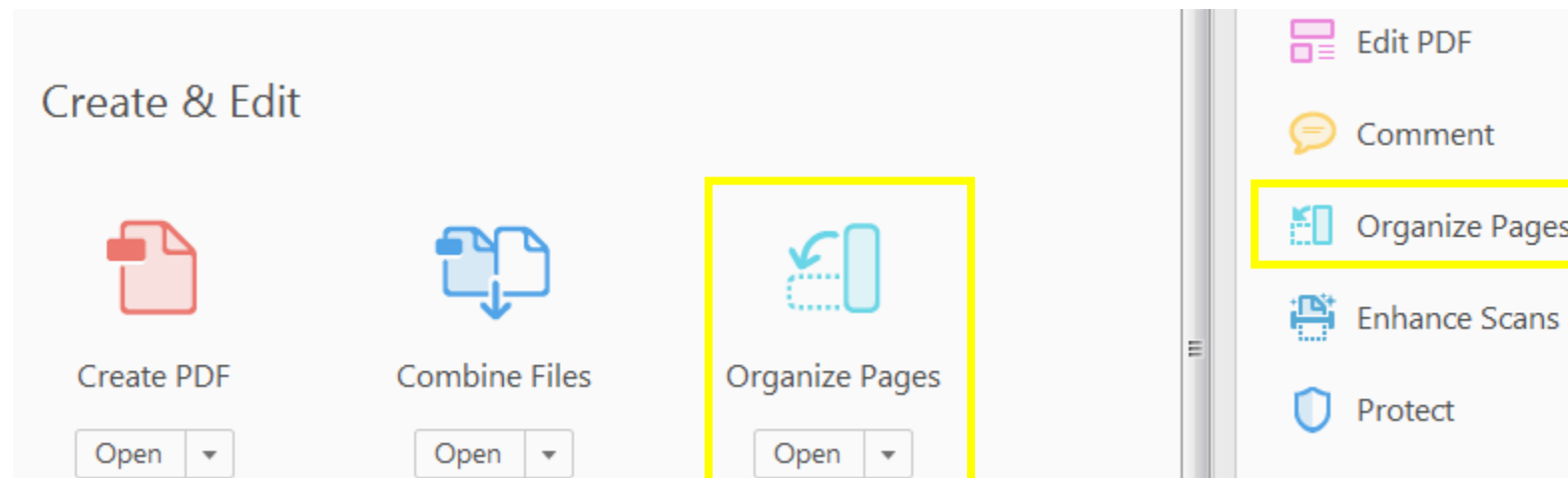
Help OK Cancel



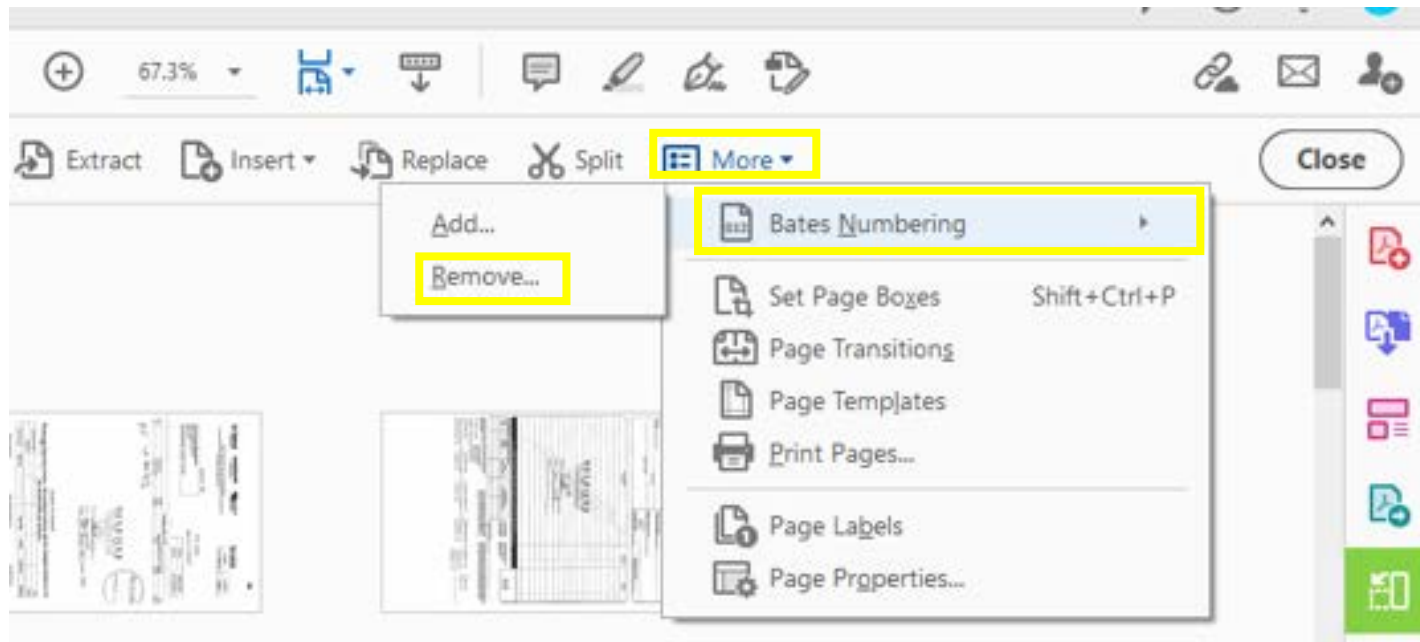
## Removing Bates Numbers

**Tip:** If additional Duplicates or Out of Scope material is found and removed, bates numbers can be corrected by removing and re-apply them.

1) Open the “TOOLS” panel and select “ORGANIZE PAGES”.



2) Select “MORE”. “BATES NUMBERING” will appear as the first item in the drop down menu. Select and the press “REMOVE”.



## Creating a Records Package

Adobe's "REDACTION," "COMMENT" Tools and "BOOKMARK" View together can be used to:

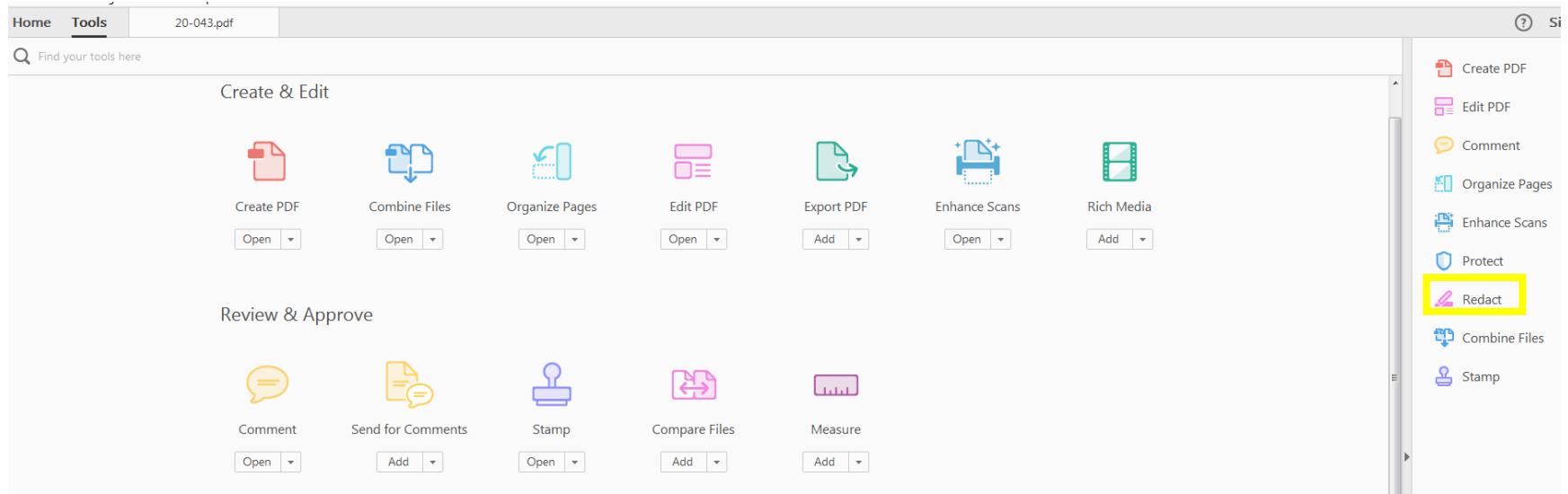
- create a Records Marked Package
- create a Records Redacted Package
- create a Summary of Comments
- bookmark documents for ease of location
- review the Records Package

**Tip:** Save the Record Original Package in the case file before starting to mark for redaction. If a mistake is made later, pages from the original can be inserted back into the package. Or in the worst case, the DAO can return to the original and start again.

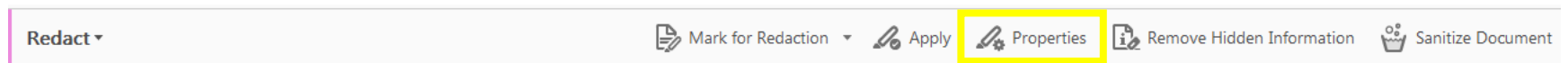
### NOTE:

- For how to create a Records Withheld Package see Removing and Storing Duplicates, Out of Scope and Withheld in Full Records.
- Redaction tool properties must be setup before using the tool for the first time. For how to do this see Setting up Redaction Tool Properties.

1) Open the “TOOLS” panel and select “REDACT”.




2) Select “PROPERTIES” to choose the redaction codes needed.



Redaction Tool Properties



Appearance General

Redacted Area Fill Color:  ☒ Use Overlay Text

Overlay Text

Font: Arial Font Size: 8

☐ Auto-Size text to fit redaction region ☐ Repeat Overlay Text

Text Alignment:  Font Color: 

☐ Custom Text:

☒ Redaction Code:

Code Sets:



- ATIPP-NoRight
- 69\_3rdParty-confdtnl-bus-in
- 70\_3rdParty-PI
- 71\_Personnel-assmnt


Code Entries:

- 70(1)
- 70(3)(a)(i)
- 70(3)(a)(ii)
- 70(3)(a)(iii)
- 70(3)(a)(iv)(A)

Add Selected Entry Edit Codes

Redaction Mark Appearance

Outline Color:  Fill Color: 


Fill Opacity:  30%

☐ Locked OK Cancel

3) Check “USE OVERLAY TEXT” and “REDACTION CODE”. Select from “CODE SETS” drop down menu the section of the ATIPP Act needed. Then select from the “CODE ENTRY” drop down menu the Act section number(s) needed. Multiple sections can be added to the redaction text. After each section number is selected, click the “ADD SELECTED ENTRY” button.

Redaction Tool Properties



Appearance General

Redacted Area Fill Color:  ☒ Use Overlay Text

Overlay Text

Font:  Font Size:

☐ Auto-Size text to fit redaction region ☐ Repeat Overlay Text

Text Alignment:  Font Color: 



☐ Custom Text:

☒ Redaction Code:

Code Sets:

Code Entries:

Redaction Mark Appearance

Outline Color:  Fill Color: 

Fill Opacity:

☐ Locked


4) After clicking “ADD SELECTED ENTRY” the section code will appear in the “REDACTION CODE” BOX. When all the needed sections have been inserted into the box, press “OK”.

**Tip:** Codes can also be added and removed by right-clicking on a redaction and selecting from the drop down menu provided.

**NOTE:** If a mistake is made, the code can be selected from the “CODE ENTRIES” drop down box and removed from the “REDACTION CODE” box by clicking the “REMOVE SELECTED ENTRY” button and pressing “OK”.

Redaction Tool Properties



Appearance General

Redacted Area Fill Color:  ☒ Use Overlay Text

Overlay Text

Font:  Font Size:

☐ Auto-Size text to fit redaction region ☐ Repeat Overlay Text

Text Alignment:  Font Color: 

☐ Custom Text:

☒ Redaction Code:



Code Sets:

- 71\_Personnel-assmnt
- 72\_LawEnforcement
- 73\_LegalPrivilege
- 74\_Policy-advice-recmmndt

Code Entries:

- 74(1)(a)
- 74(1)(b)

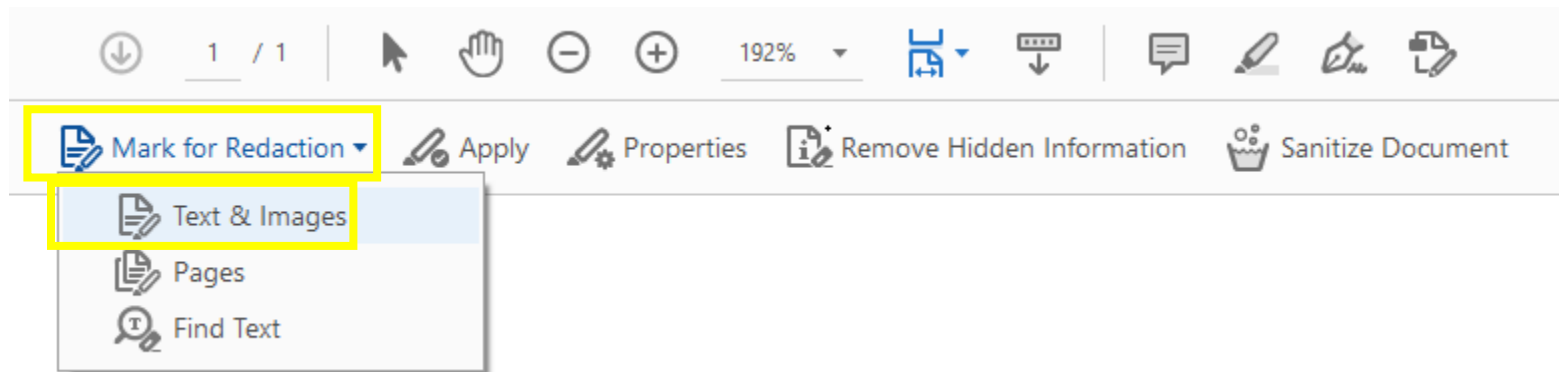
Redaction Mark Appearance

Outline Color:  Fill Color: 

Fill Opacity:

☐ Locked

5) Select “MARK FOR REDACTION” from the toolbar and then “TEXT & IMAGES” from the drop down menu.



### Creating a Records Marked Package

- 1) Use the cursor tool to locate the area for redaction. To redact a line of text use the “I” cursor tool, left click the mouse and drag along the lines of text that need to be redacted. To redact a larger area, use the “+” cursor tool and a left click of the mouse to draw a box around the area to redact.

**\*IMPORTANT\*** Remember to change the codes to reflect the sections of the ATIPP Act that support each redaction.

After the line-by-line review is done the resulting document is the Records Marked Package. It with the Records Withheld Package, if applicable, is reviewed by the head when making a decision on releasing information.



## EXAMPLE – Adobe Marked Redaction

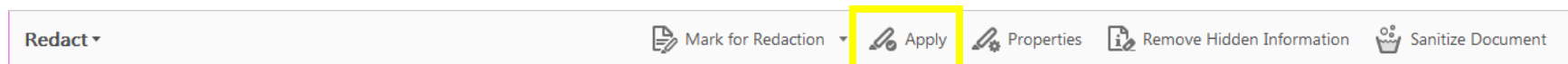
September 25, 2007 – U.F.O. Summary

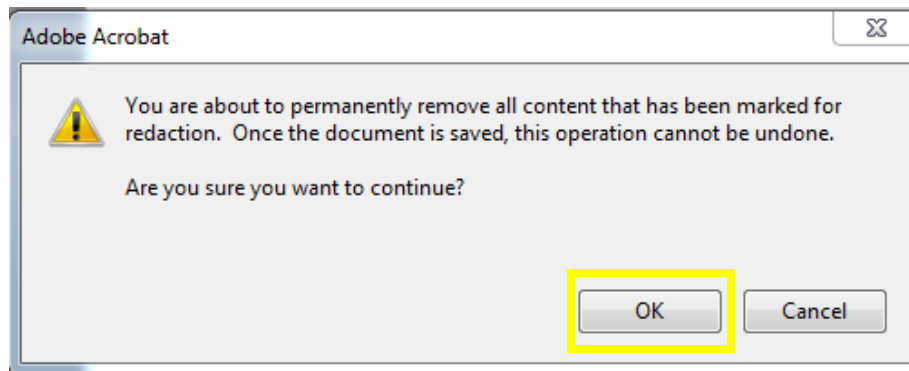
A U.F.O. was spotted southwest of Tagish Lake, near Lot 52 belonging to the Casablanacas family on September 19, 2007. The object was spotted by Mr. Casablanacas at approximately 8:23pm and settled down on the lot shortly thereafter. It stayed for 3 hours.

Mr. Casablanacas and his wife, Irene reported the sighting and one of our team immediately rushed out to the location when the call was received. Victor wrote a full sightings report that can be seen on the following pages.

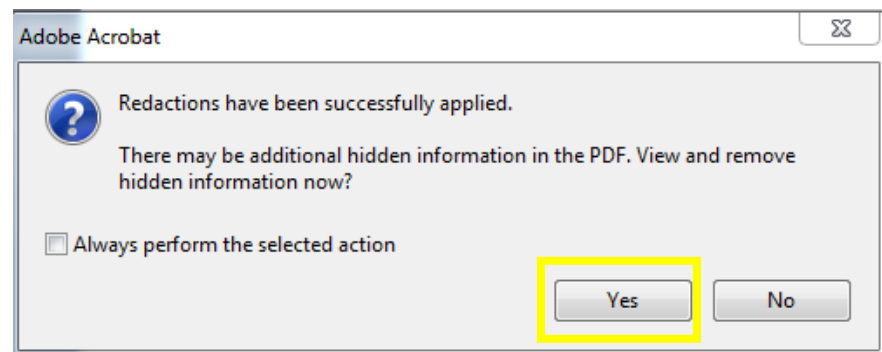
### Creating a Records Redacted Package

- 1) To redact the marked document select “APPLY” from the toolbar.

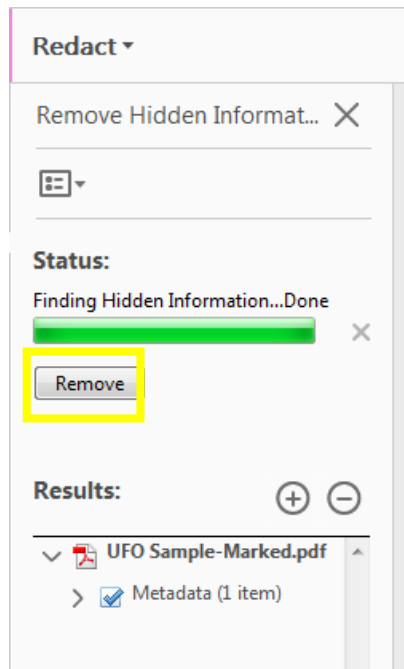




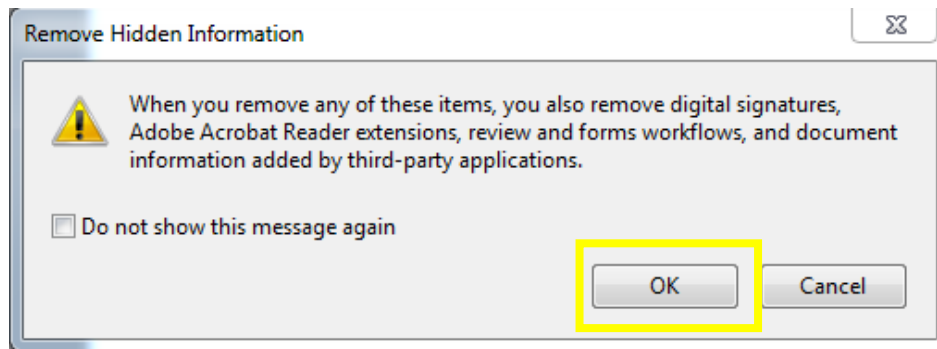
2) Press "OK".



3) It is important to remove electronic metadata from a document, especially if it will be supplied electronically. To do this press "YES".




4) Click the “REMOVE” button on the left hand “STATUS” bar.




5) Press “OK”

6) For further digital security, select “SANITIZE DOCUMENT” from the toolbar.


Redact ▾

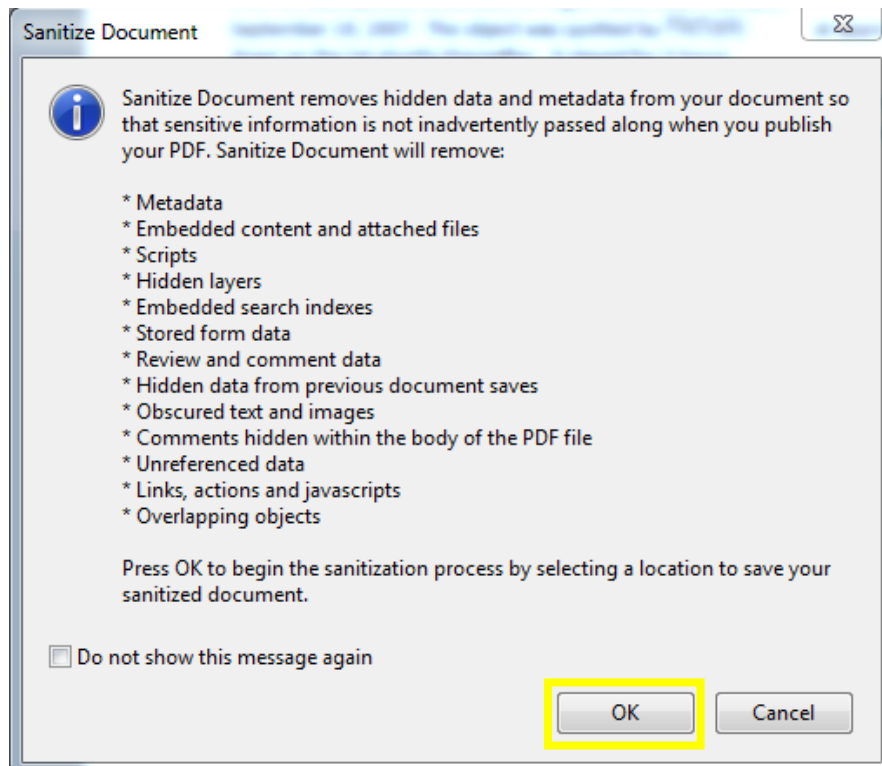
 Mark for Redaction ▾

 Apply

 Properties

 Remove Hidden Information

 Sanitize Document



7) Press “OK”.

**\*IMPORTANT\*** Rename file when saving so as not to over write the Records Marked Package.

After applying redactions, removing hidden information and sanitizing the resulting document is the Records Redacted Package. It is the package provided to the applicant.

EXAMPLE: Adobe Redaction

September 25, 2007 – U.F.O. Summary

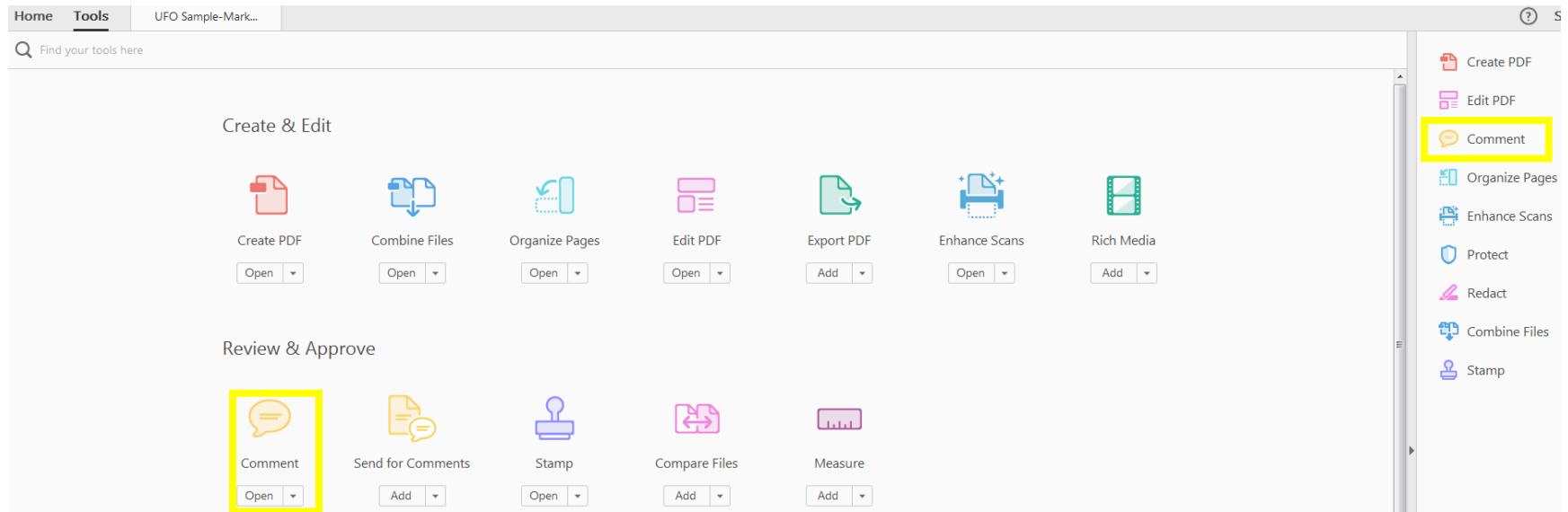
A U.F.O. was spotted southwest of Tagish Lake, near 70(5)(ii) on September 19, 2007. The object was spotted by 70(5)(ii) at approximately 8:23pm and settled down on the lot shortly thereafter. It stayed for 3 hours.

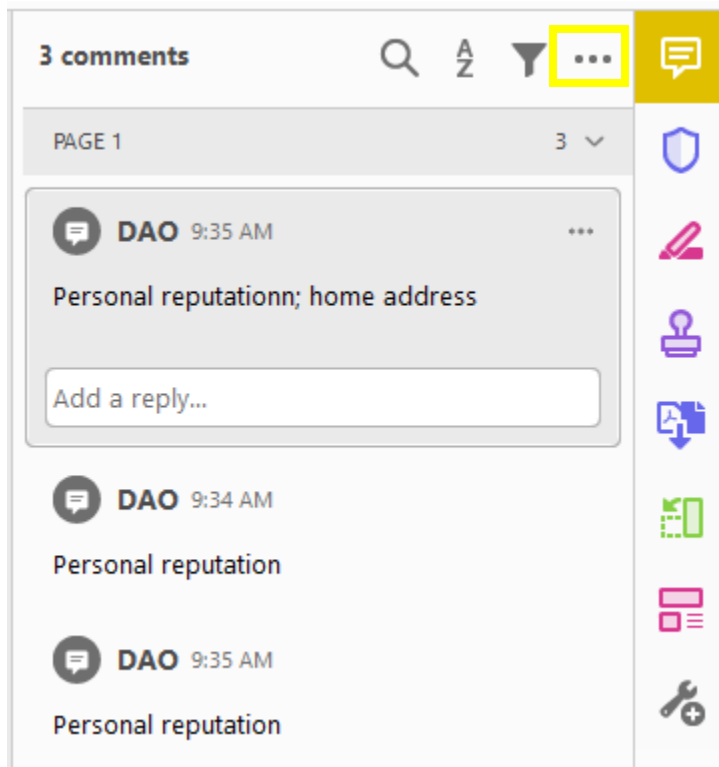
70(5)(ii) reported the sighting and one of our team immediately rushed out to the location when the call was received. Victor wrote a full sightings report that can be seen on the following pages.

### Creating a Summary of Comments

In Adobe when a redaction is made, a comment box will appear. This comment box can be used to record the reason provisions of the ATIPP Act were applied. A Comment Summary Report can be created from these comments that can be used as a SoC.

1) In the Records Marked Package select “COMMENT” from the “TOOLS” menu.





2) "COMMENT" boxes appear on the right hand side. Each marked redaction has a corresponding "COMMENT" box. The DAO can click on each redaction and type the reason for applying the redaction in the associated "COMMENT" box.

3) Once all of the redactions are marked, click on "..." to create an SoC.

3 comments

PAGE 1 3

DAO 9:35 AM  
Personal reputation; home address

Add a reply...

DAO 9:34 AM  
Personal reputation

DAO 9:35 AM  
Personal reputation

- Expand All
- Collapse All
- Print with Comment Summary...
- Create Comment Summary...
- Import Data File...
- Export Selected to Data File...
- Export All To Data File...
- Export to Word...
- Export to AutoCAD...
- Commenting Preferences...


4) Select "CREATE COMMENT SUMMARY"  
from drop down menu.



5) Select “COMMENTS ONLY”,and un-tick “PAGES CONTAINING NO COMMENTS” box. Click “CREATE COMMENT SUMMARY” button.

Create Comment Summary

Choose a Layout

 ☐ Document and comments with connector lines on separate pages  
☐ Document and comments with connector lines on single pages  
☒ Comments only  
☐ Document and comments with sequence numbers on separate pages

Paper Size: Letter Sort comments by: Page

Font Size: ☐ Small ☒ Medium ☐ Large

Include: ☒ All comments ☐ Only the comments currently showing

☐ Pages containing no comments

Pages 1 to 1




Help Create Comment Summary Cancel

## EXAMPLE – Adobe Summary of Comments

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### Summary of Comments on Document 1.pdf

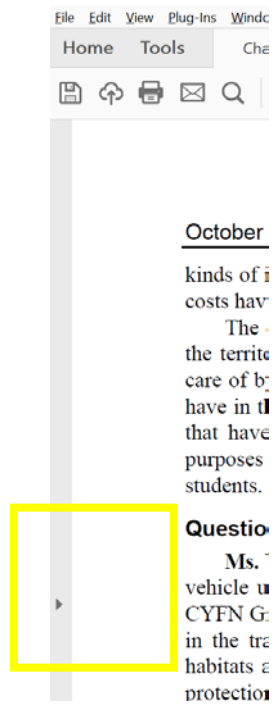
Page: 1

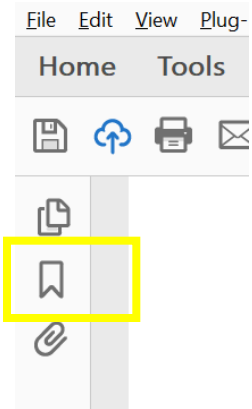
	Author: DAO	Subject: Redact	Date: 2020-12-18 9:35:16 AM
	Overlay Text: 705(0)		
	Personal reputation; home address		
	Author: DAO	Subject: Redact	Date: 2020-12-18 9:34:23 AM
	Overlay Text: 705(0)		
	Personal reputation		
	Author: DAO	Subject: Redact	Date: 2020-12-18 9:35:09 AM
	Overlay Text: 705(0)		
	Personal reputation		

## Using and Adding Bookmarks

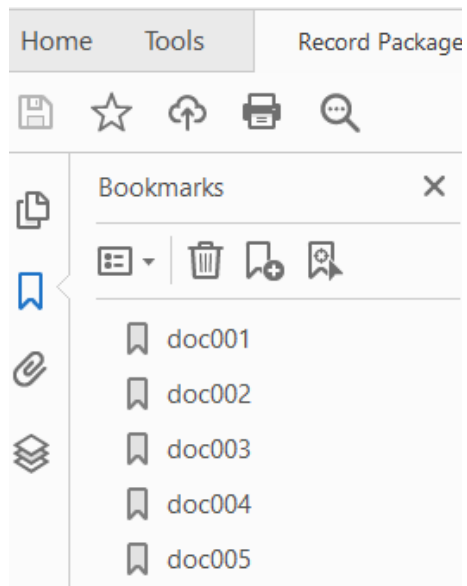
Adobe Bookmarks can be used in the Records Marked Package to easily locate documents from converted files.

- 1) The “BOOKMARK” button is usually displayed by default on the left side of the screen. If the panel is not visible, click the little arrow.



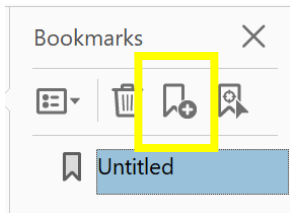


2) To open the “BOOKMARK” View click the “BOOKMARK” button.

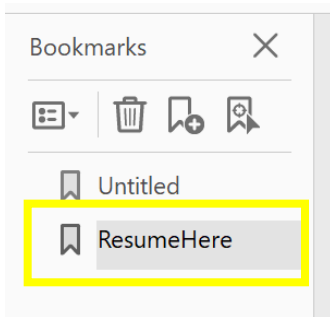


3) Bookmarks appear in this “BOOKMARK” view.

**Tip:** Bookmarks can be renamed or deleted by selecting and right clicking the mouse.



4) To add a bookmark, first determine the location of the bookmark by going to the page in the pdf. Then add a bookmark by selecting the “+ BOOKMARK” button.



5) Name the bookmark. Once “ENTER” is pressed, that’s the name and location of the new bookmark.

6) The bookmark is to the page where it was inserted. To navigate to the bookmark, select it from the list and the bookmarked page will appear.

## How to Review an Adobe Records Package

The DAO provides by Secure File Transfer a review package consisting of:

- Records Marked Package with suggested redactions highlighted and provisions of the Act used noted.
- Records Redacted Package with the suggested redactions applied. This is the version the applicant will receive.
- Summary of Comments indicating the rationale for the suggested redactions
- Response Notice

- Records Withheld Package (if applicable)
- Schedule of Records (if applicable) listing for the applicant the records being withheld in their entirety.

The Records Marked Package contains all of the information necessary for reviewing records if viewed in Adobe Reader.

To create this view:

- Click bookmark (blue) on left side (1)
- Turn on Comments in Tools tab (2)

The screenshot displays the Adobe Reader application window. The top toolbar includes icons for Home, Tools, and a search bar. The left sidebar shows a list of bookmarks labeled doc001 through doc015. The main document area shows an email thread. The email header includes 'From: Eric Walker', 'To: Jacob.Stanton@company1.ca', 'Subject: FY: Hospital security panels Wednesday, July 24, 2020 9:49:00 AM', and 'Date: August 10, 2020'. The email body contains a message from Jacob to Eric, discussing a contract dispute and security panels. The message is partially redacted with yellow boxes. Below the message, there is a text box for a reply. The right sidebar shows a list of comments, with the first comment from 'ATIPP Coordinator' dated 8/5/2020 11:02 AM, discussing a contract dispute and security panels. The comment is also redacted with yellow boxes.

- Individual records are listed as bookmarks on the Left. You can move from document to document by clicking the bookmarks
- Comments on the right are used to explain each redaction made.
- Redactions are shown in red. When you click on a redaction, the text vanishes and the ATIPP Act section that has been applied by the DAO are revealed. At the same time the associated comment is highlighted on the right.

**Note:** This information is included in the Toolkit for Ministerial Body Heads.

## Setting Up Redaction Tool Properties

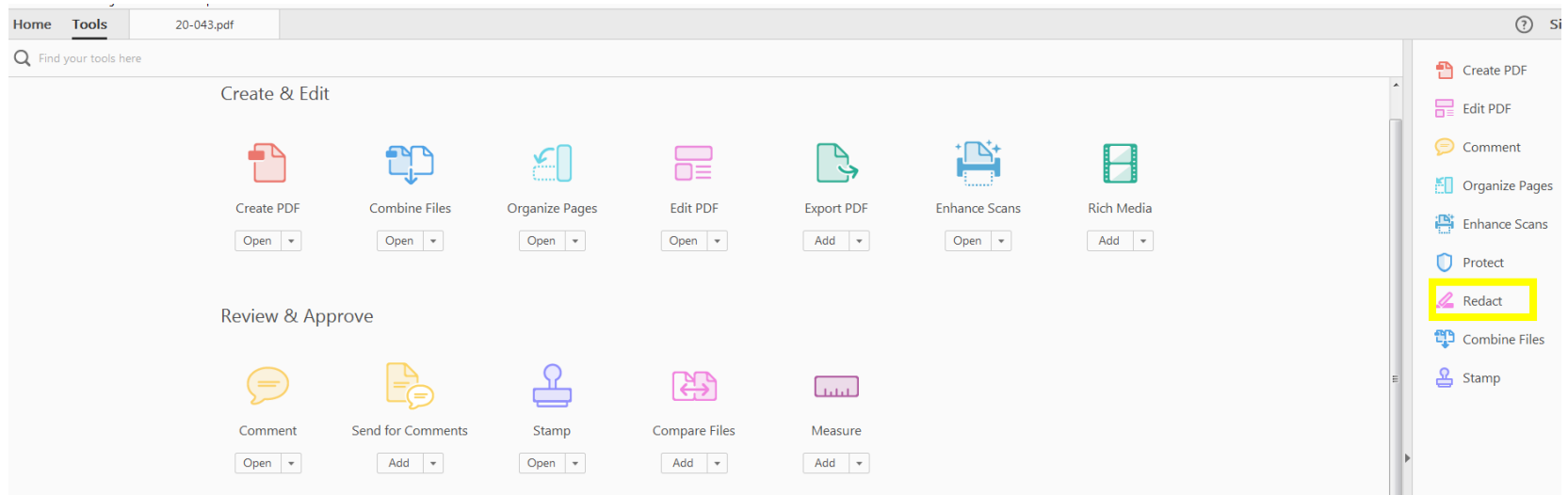
Redaction Tool Properties control:

- Code sets
- Font size
- Marked redaction appearance
- Redaction appearance

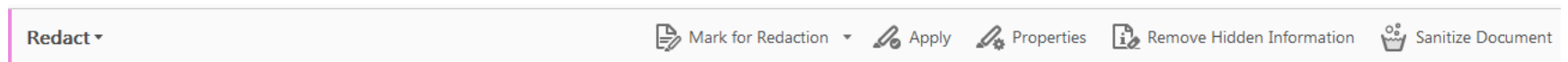
**Note:** For information on selecting codes that correspond with the provisions of the Act applied see Creating a Records Package.

## Navigating to Redaction Tool Properties

1) Open “TOOLS” panel and select “REDACT”.



2) Select “PROPERTIES”.





## Instaling Code Sets

Redaction Tool Properties

Appearance General

Redacted Area Fill Color: ☐ ☒ Use Overlay Text

Overlay Text

Font\*: Helvetica Font Size\*: 12

☐ Auto-Size text to fit redaction region ☐ Repeat Overlay Text

Text Alignment: ☐ ☐ ☐ Font Color:

☐ Custom Text: 75(1)(b)(i)(ii)

☒ Redaction Code:

Code Sets: No Code Sets Available

Code Entries: No Code Entries Available

Add Selected Entry Edit Codes

Redaction Mark Appearance

Outline Color:  Fill Color:

Fill Opacity:  37%

☐ Locked OK Cancel

- 1) Check "USE OVERLAY TEXT" box and select "REDACTION CODE". "No Code Sets Available" will appear in "CODE SETS" and "No Code Entries Available" will appear in "CODE ENTRIES".

**Note:** Adobe often comes pre-loaded with American FOIP Code Sets. Remove before inserting Yukon ATIPP Code Sets

Redaction Tool Properties

Appearance General

Redacted Area Fill Color: ☐ ☒ Use Overlay Text

Overlay Text

Font\*: Helvetica Font Size\*: 12

☐ Auto-Size text to fit redaction region ☐ Repeat Overlay Text

Text Alignment: ☒ ☐ ☐ Font Color:

☐ Custom Text: 75(1)(b)(i)(ii)

☒ Redaction Code:

Code Sets: Code Entries:

No Code Sets Available No Code Entries Available

Add Selected Entry Edit Codes

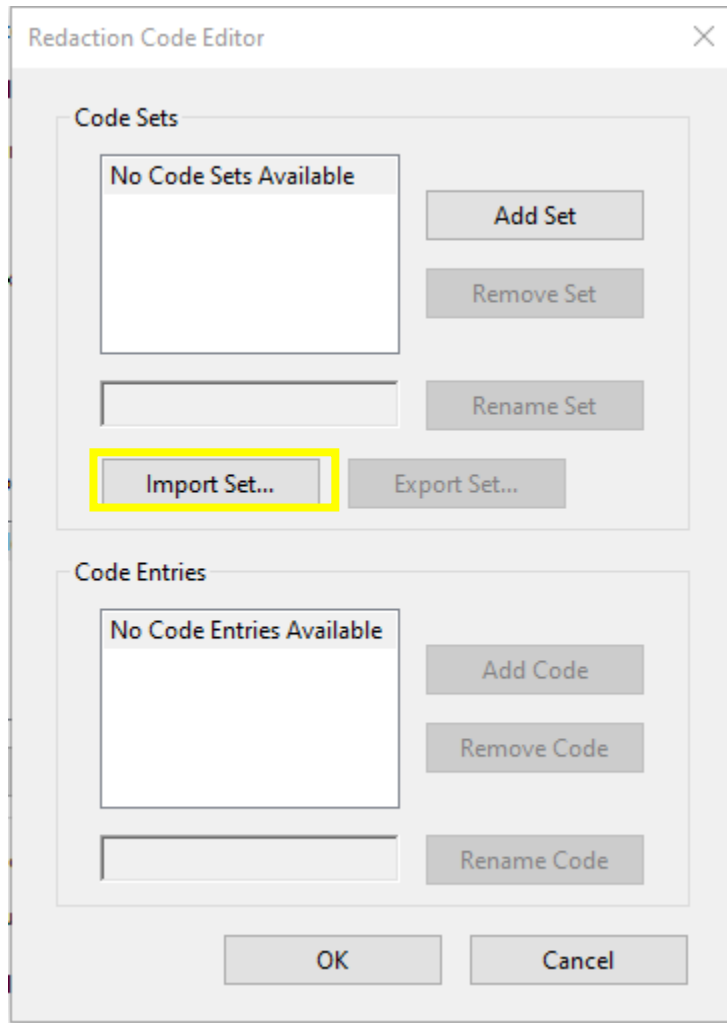
Redaction Mark Appearance

Outline Color:  Fill Color:

Fill Opacity:  37%

☐ Locked OK Cancel

2) Select "EDIT CODES".


















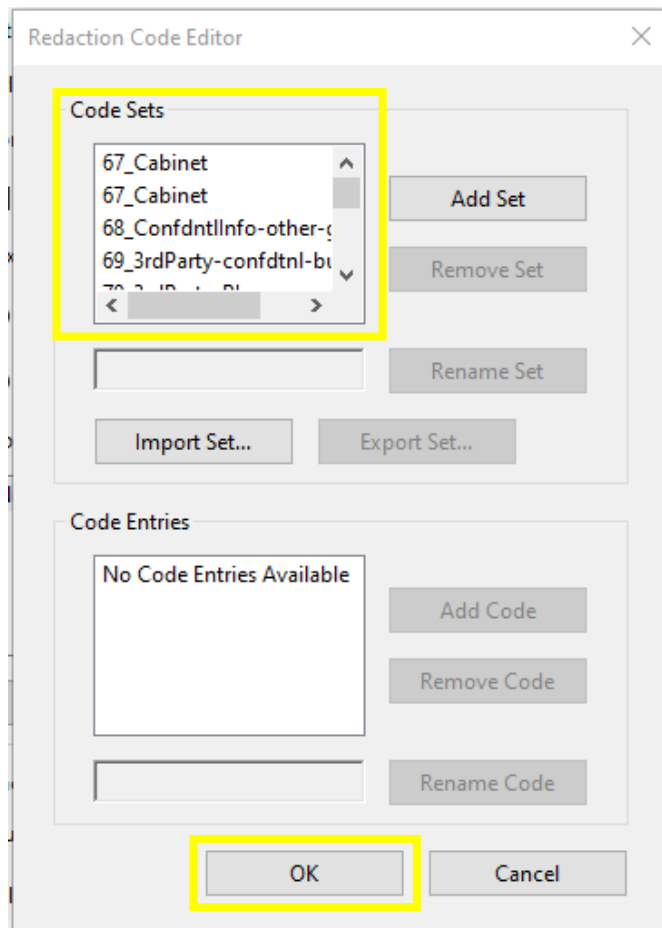
3) Select "IMPORT SET".

**Note:** The ATIPP Office has a preset of Yukon ATIPP Act redaction Code Sets that are available. Save them to your shared drive where they can be retrieved and inserted into the Code Sets in the Redaction Tool Properties.

#### 4) Retrieve Yukon ATIPP Act Codes from shared drive.

##### 1) Retrieve Yukon ATIPP Act Code sets from shared drive

Name	Date modified	Type	Size
 67_Cabinet	2020-10-28 9:04 AM	XML Document	1 KB
 68_ConfdntlInfo-other-gov	2020-10-28 9:04 AM	XML Document	1 KB
 69_3rdParty-confdtnl-bus-info	2020-10-28 9:04 AM	XML Document	1 KB
 70_3rdParty-PI	2020-10-28 9:04 AM	XML Document	1 KB
 71_Personnel-assmnt	2020-10-28 9:04 AM	XML Document	1 KB
 72_LawEnforcement	2020-10-28 9:04 AM	XML Document	1 KB
 73_LegalPrivilege	2020-10-28 9:05 AM	XML Document	1 KB
 74_Policy-advice-recmmndtns	2020-10-28 9:05 AM	XML Document	1 KB
 75_PubBody-Econo-finaci	2020-10-28 9:05 AM	XML Document	1 KB
 76_Intrgovtmntl-reltns	2020-10-28 9:05 AM	XML Document	1 KB
 77_3rdParty-bus-intrsts	2020-10-28 9:05 AM	XML Document	1 KB
 78_Conservation-heritage	2020-10-28 9:05 AM	XML Document	1 KB
 79_Harm-individ-public	2020-10-28 9:05 AM	XML Document	1 KB
 80_Confdtnl-info-individ	2020-10-28 9:05 AM	XML Document	1 KB
 81_to-be-public	2020-10-28 9:05 AM	XML Document	1 KB



5) New Code Sets will appear in “CODE SETS” box. Click “OK”.

Redaction Tool Properties

Appearance General

Redacted Area Fill Color: ☐ ☒ Use Overlay Text

Overlay Text

Font\*: Helvetica Font Size\*: 12

☐ Auto-Size text to fit redaction region ☐ Repeat Overlay Text

Text Alignment: ☒ ☐ ☐ Font Color:

☐ Custom Text: 75(1)(b)(i)(ii)

☒ Redaction Code:

Code Sets: Code Entries:

67_Cabinet	67(3)(a)
67_Cabinet	67(3)(b)
68_ConfdntlInfo-other-gov	
69_3rdParty-confdtnl-bus-ir	
70_3rdParty-confdtnl-bus-ir	

Add Selected Entry Edit Codes

Redaction Mark Appearance

Outline Color:  Fill Color:

Fill Opacity:  37%

☐ Locked OK Cancel

6) Code sets are now available for use when redacting.

## Setting Font Size

Redaction Tool Properties

Appearance General

Redacted Area Fill Color: ☐ ☒ Use Overlay Text

Overlay Text

Font\*: Helvetica Font Size\*: 8

☐ Auto-Size text to fit redaction region ☐ Repeat Overlay Text

Text Alignment: ☒ Left ☐ Center ☐ Right Font Color:

☐ Custom Text: 75(1)(b)(i)(ii)

☒ Redaction Code:

Code Sets: Code Entries:

78\_Conservation-heritage  
79\_Harm-individ-public  
80\_Confdtnl-info-individ  
81\_to-be-public

79(a)(i)  
79(a)(ii)  
79(b)

Add Selected Entry Edit Codes

Redaction Mark Appearance

Outline Color:  Fill Color:

Fill Opacity:  37%

☐ Locked OK Cancel

- 1) Font size can be changed by changing the number in the "FONT SIZE" box and then resing "OK". Recommend "8" as a good working size.

**Note:** The font size may need to be smaller when working with very small redactions so that the section numbers are not cut off.

**Tip:** Don't select "Auto-Size text to fit redaction region" in the Redaction Tool Property. If you do, your redactions will look like this:

From: Steve Crown <[scrown@company5.com](mailto:scrown@company5.com)>  
Sent: Wednesday, July 3, 2020 7:29 AM  
To: Jane Doe <[jdoe@company5.co](mailto:jdoe@company5.co)>  
Cc: Bill Camp <[bcamp@company5.com](mailto:bcamp@company5.com)>; Joe Wall <[jwall@company5.co](mailto:jwall@company5.co)>; Mike Brown <[mbrown@company5.co](mailto:mbrown@company5.co)>; Project2456 Turn Lane <[tumlane@company5.com](mailto:tumlane@company5.com)>  
Subject: RE: Project 2456 Turn Lane June Progress Draw

Morning Jane,

Attached is a CAD file for curb and asphalt removal areas.

After going through each line item with our surveyor, I've included an updated table of quantities and types of gravel used. Please let me know if this is closer to your estimates.

Steve

75(1)(b)(i)



## Marked Redaction Appearance

Redaction Tool Properties

Appearance General

Redacted Area Fill Color: ☐ ☒ Use Overlay Text

Overlay Text

Font\*: Helvetica Font Size\*: 8

☐ Auto-Size text to fit redaction region ☐ Repeat Overlay Text

Text Alignment: ☒ Left ☐ Center ☐ Right Font Color:

☐ Custom Text:

☒ Redaction Code: 68(1)(b)(ii)

Code Sets: Code Entries:

67\_Cabinet  
67\_Cabinet  
68\_Confdntlnfo-other-gov  
69\_3rdParty-confdtnl-bus-i  
70\_3rdParty-confdtnl-bus-i

68(1)(a)  
68(1)(b)(i)  
68(1)(b)(ii)  
68(1)(c)  
68(1)(d)

Remove Selected Entry Edit Codes

Redaction Mark Appearance

Outline Color:  Fill Color:

Fill Opacity:  37%

☐ Locked OK Cancel

- 1) The "OUTLINE COLOR", "FILL COLOR" and "FILL OPACITY" are all determined by selections in the "REDACTION MARK APPERANCE" box. Recommended settings are shown here. Once selected press "OK".

## Redactin Apperace

The screenshot shows the 'Redaction Tool Properties' dialog box with the 'Appearance' tab selected. The 'General' sub-tab is active. The 'Redacted Area Fill Color' button is highlighted with a yellow box. The 'Use Overlay Text' checkbox is checked. The 'Overlay Text' section includes a font dropdown set to 'Helvetica', a font size of '8', and options for 'Auto-Size text to fit redaction region' and 'Repeat Overlay Text'. The 'Text Alignment' is set to left, and the 'Font Color' is black. The 'Redaction Code' is set to '68(1)(b)(ii)'. The 'Code Sets' list includes '67\_Cabinet', '68\_ConfdntllInfo-other-gov', and '69\_3rdParty-confdntnl-bus-i'. The 'Code Entries' list includes '68(1)(a)', '68(1)(b)(i)', '68(1)(b)(ii)', '68(1)(c)', and '68(1)(d)'. The 'Redaction Mark Appearance' section shows 'Outline Color' as black, 'Fill Color' as red, and 'Fill Opacity' as 37%. The 'OK' button is highlighted with a yellow box.

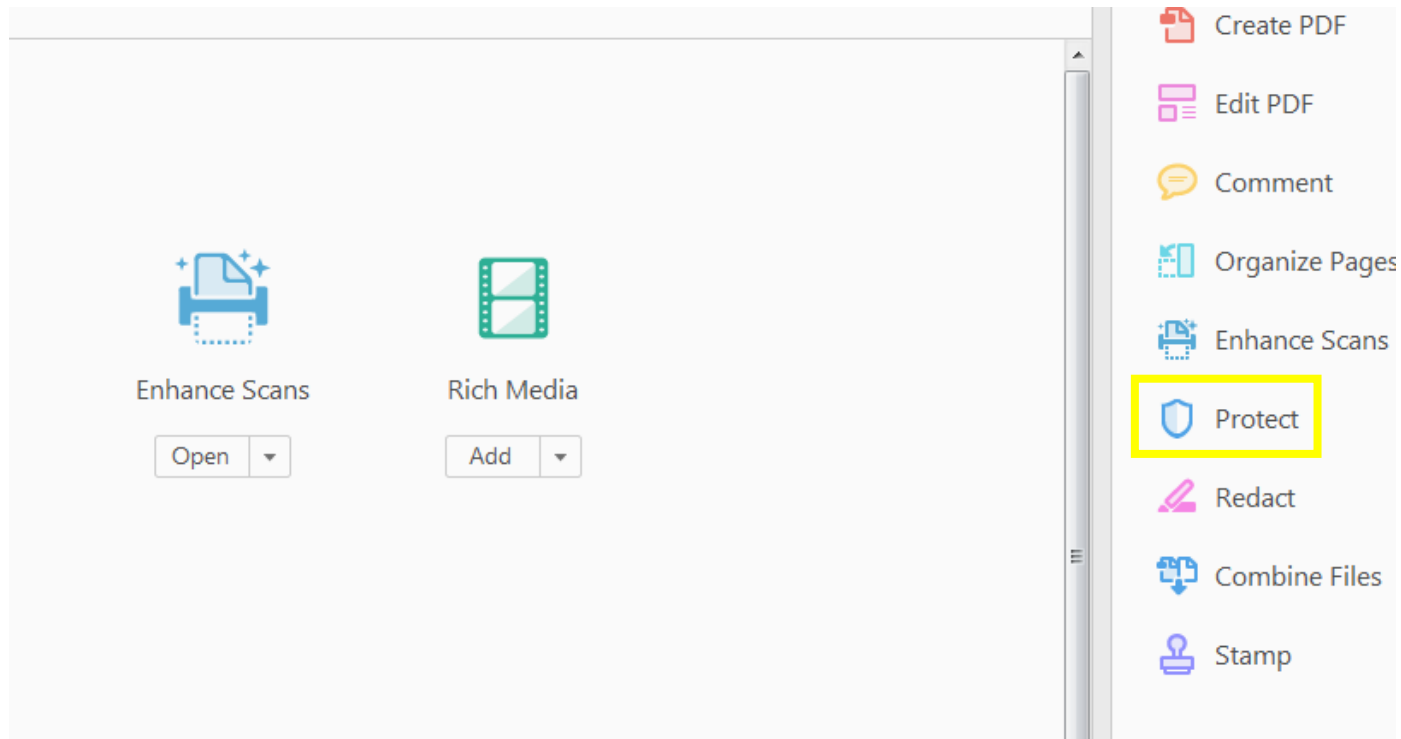
- 1) Click on “REDACTED AREA FILL COLOR” to select colour redactions will appear to the applicant and then press “OK”.

**Tip:** Coloured redactions tend to draw more attention than white redactions. Information that was missed during the line-by-line tends to jump out when proof-reading white redactions because it, not the redactions stand out. White redactions also use no ink when printed.

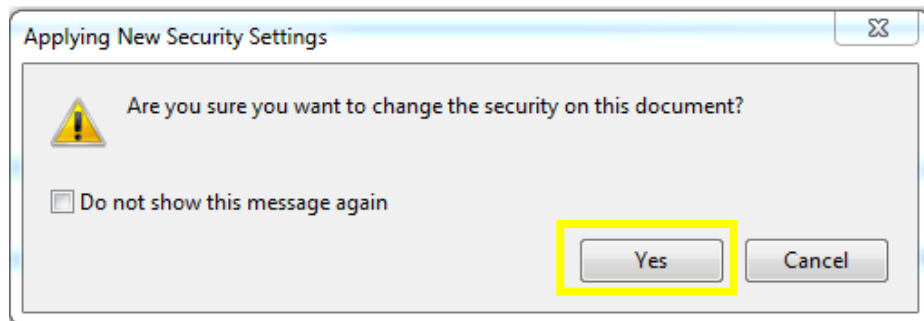
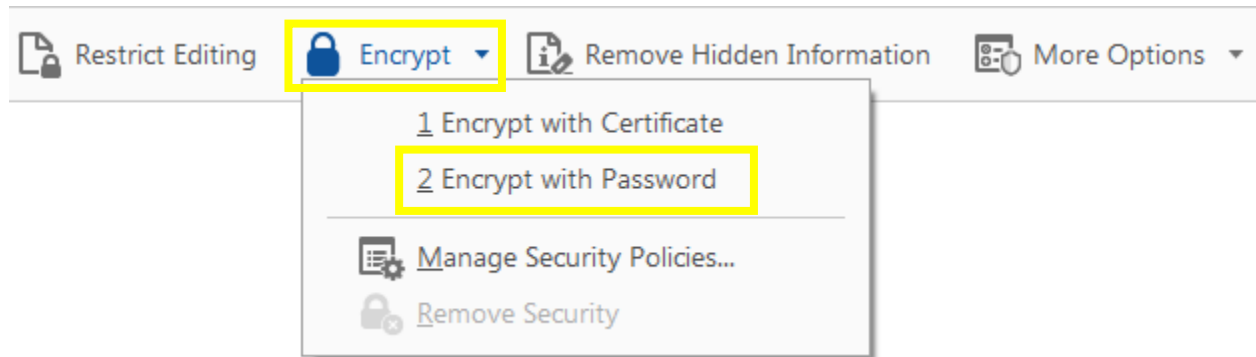
## Encrypting PDFs for Secure File Transfer

Adobe's Protect Tool can be used to encrypt files containing personal information (PI) before they are sent using Secure File Transfer.

- 1) Open the "TOOLS" panel and select "PROTECT".



2) Click "ENCRYPT" and select "2 ENCRYPT WITH PASSWORD" from the drop-down menu



3) Press "YES".

4) Check “REQUIRE A PASSWORD TO OPEN THE DOCUMENT” box. Enter password in “DOCUMENT OPEN PASSWORD” and then press “OK”.

Password Security - Settings

Document Open

☒ Require a password to open the document

Document Open Password: \*\*\*\*\* Weak

This password will be required to open the document.

Permissions

☐ Restrict editing and printing of the document. A password will be required in order to change these permission settings.

Printing Allowed: High Resolution

Changes Allowed: Any except extracting pages

☒ Enable copying of text, images, and other content

☒ Enable text access for screen reader devices for the visually impaired

Change Permissions Password: Not Rated

Options

Compatibility: Acrobat X and later Encryption Level: 256-bit AES

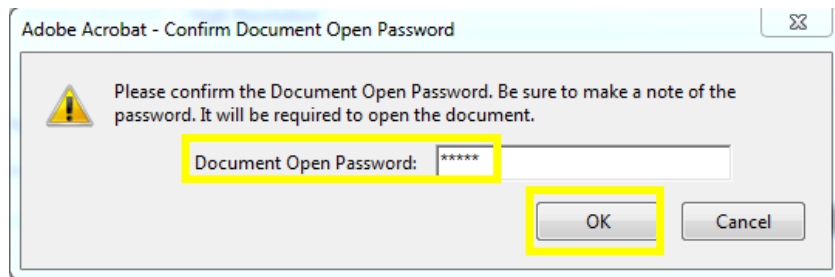
☒ Encrypt all document contents

☐ Encrypt all document contents except metadata (Acrobat 6 and later compatible)

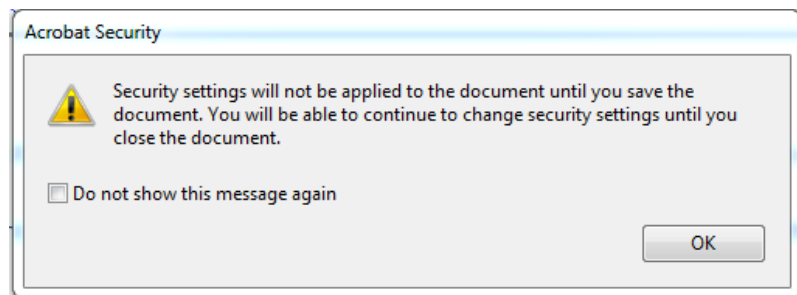
☐ Encrypt only file attachments (Acrobat 7 and later compatible)

All contents of the document will be encrypted and search engines will not be able to access the document's metadata.

Help OK Cancel



5) Confirm password by re-entering in "DOCUMENT OPEN PASSWORD" and press "OK".



6) Once the document is closed the password will be needed to open it.