**[Name of Public Body]**

**[Address]**

**[Date]**

**ACCESS INFORMATION SUMMARY**

|  |  |  |  |
| --- | --- | --- | --- |
| **ATIPP FILE #** | **20-XXX** |  | Program request (s.44) |
|  | | | Personal request (s.34) |

|  |  |  |
| --- | --- | --- |
| **Identify the responsive records:** | | |
| **Program or Activity:** | **Page count or volume of records:** | **Failed Duty to respond:** |
| [add or remove columns as needed] |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

[Name of Designated Access Officer]

[Name of Public Body]