



Library and Archives
Canada

Bibliothèque et Archives
Canada

Administration of the *Access to Information Act*

**Annual Report 2012–2013
Library and Archives Canada**

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Chapter I – Introduction

1.1 The Access to Information Act

The *Access to Information Act* (hereafter “the Act”) provides Canadians, permanent residents, or any person or corporation present in Canada with a right of access to records under the control of federal institutions. The public’s right of access to information is balanced against the legitimate need to protect sensitive information, and to permit effective functioning of government, while promoting transparency and accountability in government institutions.

The Act complements but does not replace other procedures for obtaining government information. It is not intended, in any way, to limit access to government information normally available to the public upon request.

This report to Parliament describes the administration of the Act by Library and Archives Canada (LAC) over the course of fiscal year 2012–2013, and is in compliance with section 72.

1.2 Overview of Library and Archives Canada

The Library and Archives Canada mandate is:

- To preserve the documentary heritage of Canada for the benefit of present and future generations;
- To serve as a source of enduring knowledge accessible to all, contributing to the cultural, social and economic advancement of Canada as a free and democratic society;
- To facilitate cooperation among Canadian communities involved in the acquisition, preservation and diffusion of knowledge; and
- To serve as the continuing memory of the Government of Canada and its institutions.

These records are stored in the National Capital Region, as well as in Regional Service Centres located in Ottawa, Winnipeg, Vancouver, Toronto, and Halifax.

Each year, LAC receives a high number of requests for access to records in its possession which have originated in other federal institutions in addition to requests for access to records which LAC itself has created. Many of these records contain personal and other sensitive information.

1.3 The Access to Information, Privacy and Document Delivery Services Division

The Deputy Head and Librarian and Archivist of Canada, the Chief Operating Officer, and the Director, Access to Information, Privacy and Document Delivery Services Division (hereafter ATIP Division), each have a responsibility for exercising all sections under the Act.

As of March 31, 2013, there were 23.86 full-time equivalents assigned to processing request received under the Act.

Archival and Operational Records:

- Responds to consultations submitted by other federal institutions on the application of the Act as it relates to LAC's current operational records or issues;
- Processes formal and informal requests for access to LAC's current restricted operational records, and restricted archival records under LAC's control;
- Reviews restricted finding aids concerning restricted archival records transferred to LAC for permanent custody and severs information that remains restricted; and
- Approves letters of authorization for current employees of federal institutions to access restricted archival records under LAC's control; and,
- Represents LAC in dealings with the Office of the Information Commissioner (OIC) of Canada regarding applications of the Act to LAC's current restricted operational and archival records.

Personnel Records:

- Processes formal and informal access requests for restricted personnel files and other related records on former Canadian Forces members and on former federal government employees; and
- Represents LAC in dealings with the OIC on applications of the Act to restricted records described above.

1.4 Delegation of Authority

For the purposes of the Act, the Minister of Canadian Heritage and Official Languages delegates his powers, authorities and responsibilities to the Deputy Head and Librarian and Archivist of Canada. The Deputy Head is accountable for the development, coordination and implementation of effective policies, guidelines, systems and procedures thereby ensuring that the Minister's responsibilities under the Act are met, and enabling appropriate processing and disclosure of information.

The Deputy Head delegates his powers, authorities and responsibilities to the Chief Operating Officer and the Director, Access to Information, Privacy and Document Delivery Services Division. The ministerial delegation order instrument is appended to this report.

Chapter II – Performance

Part 1 – Requests under the Access to Information Act

1.1 Number of Requests

During the reporting period from April 1, 2012 to March 31, 2013, LAC received 900 new requests under the Act. This represented an 9.6% increase in requests over 2011-2012.

LAC receives requests for four types of restricted federal records under its control (see following table for record types). As noted on the next page, the types of records requested have remained consistent, with requests for archival records created by federal government institutions ranging between 52% and 66% over the past five fiscal years. Requests for personnel records of former Canadian Forces members have ranged between 27% and 47% over the past five years. The last three years have seen an increase in requests to access operational records of LAC itself.

The following table presents a comparison of the percentage distribution of requests for 2012–2013 and for the preceding four reporting periods (2008–2009 to 2011–2012):

Record Type	2012–2013	2011–2012	2010–2011	2009–2010	2008–2009
Archival government records	64% Most requested: 1) Department of Foreign Affairs; 2) Canadian Security and Intelligence Service; 3) Department of National Defence; 4) Department of Indian Affairs and Northern Development; 5) Immigration and Citizenship; and 6) Royal Canadian Mounted Police	57% Most requested: 1) Canadian Security and Intelligence Service; 2) Department of Foreign Affairs; 3) Department of National Defence; 4) Department of Indian Affairs and Northern Development; 5) Immigration and Citizenship; 6) Department of Justice; and Royal Commissions	58% Most requested: 1) Canadian Security and Intelligence Service; 2) Department of Foreign Affairs; 3) Department of National Defence; 4) Department of Indian Affairs and Northern Development; 5) Department of Finance; 6) Department of Energy, Mines and Resources	52% Most requested: 1) Canadian Security and Intelligence Service; 2) Department of National Defence; 3) Department of Foreign Affairs; 4) Department of Indian Affairs and Northern Development; 5) Royal Canadian Mounted Police; 6) Citizenship and Immigration	66% Most requested: 1) Department of Foreign Affairs; 2) Royal Canadian Mounted Police; 3) Department of National Defence; 4) Canadian Security and Intelligence Service; 5) Department of Indian Affairs and Northern Development; and 6) Health and Welfare
Personnel records of former Canadian Forces members	32%	36%	38%	47%	27%
Current LAC operational records	4%	6%	4%	1%	6%
Personnel files of former civil servants	0%	0%	0%	0%	1%

1.2 Sources of requests

The originators of the 900 new formal access requests received by LAC in 2012–2013 were as follows:

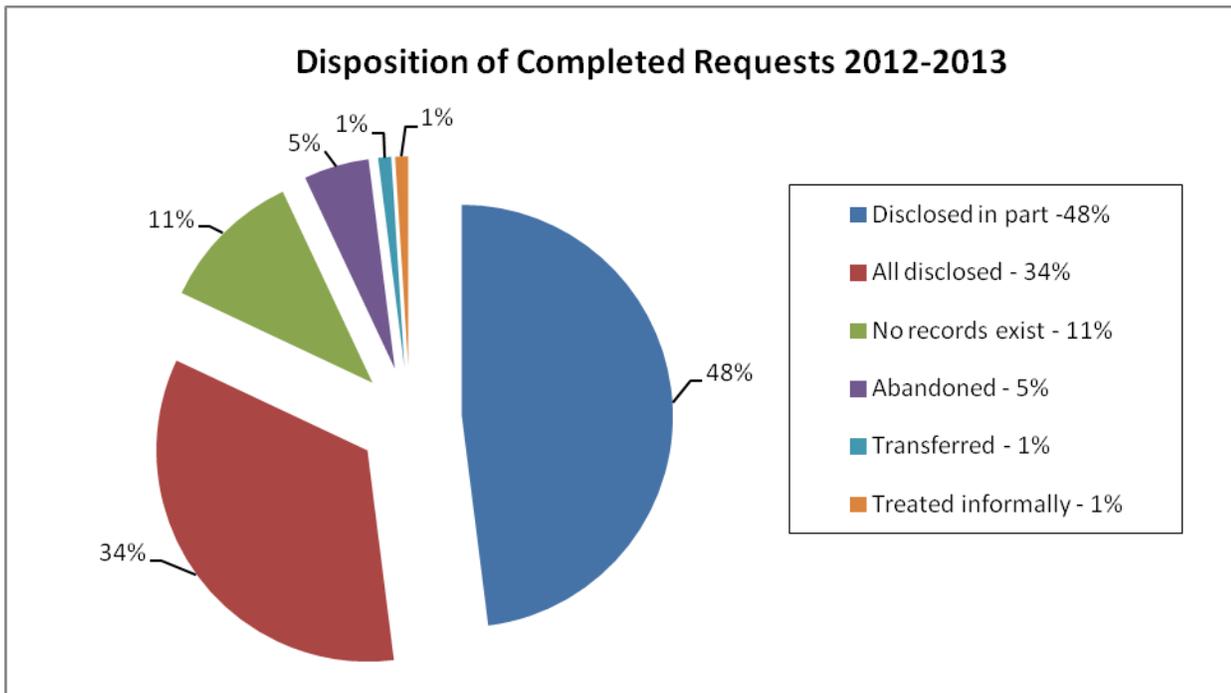
- 624 (69.3%) from the general public;
- 225 (25%) from academia;
- 32 (3.6%) from media;
- 11 (1.2%) from businesses (Private Sector); and
- 8 (0.9%) from organizations.

Part 2 – Requests closed during the reporting period

2.1 Disposition and completion time

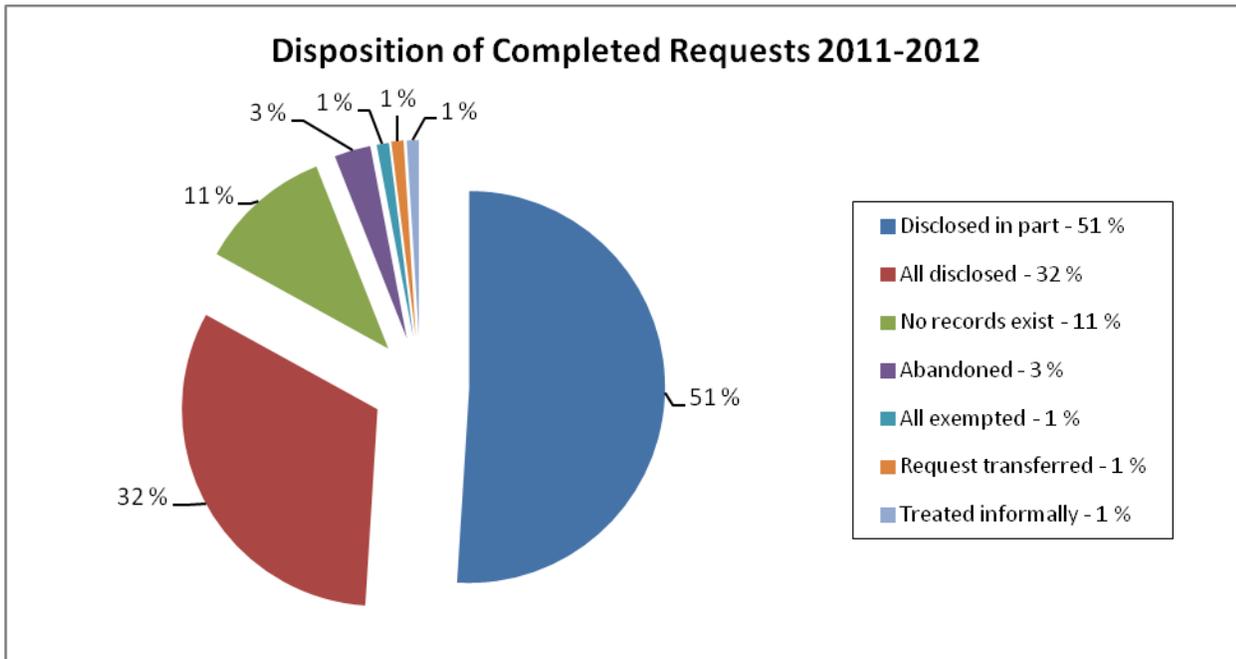
In 2012–2013, LAC completed 874 formal requests under the Act. The disposition of requests is as follows:

- 417 disclosed in part (48%);
- 297 all disclosed (34%);
- 93 no records exist (11%);
- 46 abandoned (5%);
- 11 transferred (1%);
- 7 treated informally (1%);
- 1 all exempted (0%, not represented in chart below); and
- 2 all excluded (0%, not represented in chart below).



In comparison, LAC completed 833 formal requests in 2011–2012, with the following disposition:

- 428 disclosed in part (51%);
- 270 all disclosed (32%);
- 92 no records exist (11%);
- 28 abandoned (3%);
- 5 all exempted (1%);
- 5 transferred (1%);
- 5 treated informally (1%); and
- 0 all excluded (0%, not represented in chart below).



During 2012–2013, LAC completed the following:

- 423 requests (48%) under the Act within 1 to 15 days of their receipt;
- 227 requests (26%) within 16 to 30 days of their receipt;
- 37 requests (4%) within 31 to 60 days;
- 63 requests (7%) within 61 to 120 days;
- 40 requests (5%) within 121 to 180 days;
- 71 requests (8%) within 181 to 365 days; and
- 13 requests (2%) required more than 365 days.

In comparison, LAC reported that requests were completed in the following manner in 2011-2012:

- 406 requests (49%) under the Act within 1 to 15 days of their receipt;
- 217 requests (26%) within 16 to 30 days of their receipt;
- 37 requests (5%) within 31 to 60 days;
- 79 requests (9%) within 61 to 120 days;
- 42 requests (5%) within 121 to 180 days;
- 35 requests (4%) within 181 to 365 days; and
- 17 requests (2%) required more than 365 days.

2.2 Exemptions

During 2012–2013, LAC invoked exemptions under the Act, as follows:

Number of Requests	Section	Description
50	13(1)(a)	• obtained in confidence from a foreign government
9	13(1)(b)	• obtained in confidence from an international organization of states
8	13(1)(c)	• obtained in confidence from a provincial government
16	13(1)(d)	• obtained in confidence from a municipal or regional government
3	14(a)	• federal-provincial consultations or deliberations
1	14(b)	• federal-provincial affairs strategies or tactics
17	15(1) – I.A.	• international affairs
4	15(1) – Def.	• defence
13	15(1) – S.A.	• subversive activities
1	16(1)(a)(i)	• lawful investigations to detect, prevent or suppress crime
1	16(1)(a)(iii)	• lawful investigations of activities constituting threats to Canada according to the <i>Canadian Security Intelligence Service Act</i>
1	16(1)(b)	• lawful investigative techniques or plans
2	16(1)(c)	• law enforcement
1	16(1)(d)	• security of penal institutions
2	16(2)(c)	• security of or methods employed to protect particular buildings, other structures, or systems.
344	19(1)	• personal information about an identifiable individual
8	20(1)(b)	• confidential financial, commercial, scientific or technical information of a third party (e.g. private companies)
5	20(1)(c)	• third parties' (private companies) information resulting in financial loss or gain or prejudicing the third parties' competitive positions
3	20(1)(d)	• expected to interfere with contractual or other negotiations of a third party

4	21(1)(a)	• federal government advice or recommendations
3	21(1)(c)	• federal government positions or plans for negotiations
3	21(1)(d)	• plans on administering a government institution or on managing personnel of a government institution which have not yet been put into operation.
31	23	• solicitor-client privilege
3	24(1)	• statutory prohibitions against disclosure

Note: One request may invoke multiple sections of the Act (e.g., sections 13(1) (c) and 15(1) (c)). However, if the same exemption is used several times for the same request, it is only reported once.

Other potential exemptions which were not invoked during 2012–2013 include: 13(1)(e), 16(1)(a)(ii), 16(2)(a), 16(2)(b), 16(3), 16.1(1)(a), 16.1(1)(b), 16.1(1)(c), 16.1(1)(d), 16.2(1), 16.3, 16.4(1)(a), 16.4(1)(b), 16.5, 17, 18(a), 18(b), 18(c), 18(d), 18.1(1)(a), 18.1(1)(b), 18.1(1)(c), 18.1(1)(d), 20(1)(a), 20(1)(b.1), 20.1, 20.2, 20.4, 21(1)(b), 22, 22.1(1) and 26.

In spite of a 4.9% increase in completed requests in 2012–2013, LAC invoked fewer exemptions (a decrease of 20%) in 2011–2012 for completed requests than in the previous reporting period.

The exemption most frequently invoked by LAC in 2012-2013 and in the preceding reporting periods (from 2008–2009 to 2011-2012) was section 19(1) of the Act (personal information about an identifiable individual). Some of the most frequently invoked exemptions in 2012–2013 and in the preceding reporting periods were section 13(1)(a) of the Act (information obtained in confidence from a foreign government), and section 23 (information that contains solicitor-client privilege).

2.3 Exclusions

The *Act* does not apply to certain materials. The following table presents a comparison of the exclusions LAC invoked in 2012–2013 and in 2011–2012:

Number of requests		Description
2012 – 2013	2011 – 2012	
0	1	69(1)(g) re (c) • Does not apply to records that contain information about the contents of the Queen’s Privy Council for Canada agenda or records recording deliberations or decisions
0	1	69(1)(g) re (e) • Does not apply to records that contain information about the contents of any to records for briefing ministers of the Crown in matters that are before, or are proposed to be brought before the Queen’s Privy Council for Canada or that are the subject of communications or discussions referred to in paragraph (d)

Other potential exclusions which LAC did not invoke during 2012-2013 and 2011-2012 include: 68(a), 68(b), 68(c), 68.1, 68.2(a), 68.2(b), 69(1)(d), 69(1)(e), 69(1)(f), 69(1)(g) re (a), 69(1)(g) re (b), 69(1)(g) re (d), 69(1)(g) re (f), and 69.1(1).

2.4 Format of information released

For those requests in which the information was all disclosed or disclosed in part (i.e., 715 of the 874 completed requests) in 2012-2013, LAC released the information in the following formats:

- 435 requests (60.8%) in paper;
- 278 requests (38.9%) in electronic (CD-ROM), and
- 2 requests (0.03%) in other formats (examined on site at the 395 Wellington Street in Ottawa).

2.5 Complexity – Summary & Analysis

The 2012-2013 reporting period saw the continuation of a trend towards more pages being reviewed and released by LAC per request. As the custodian of Canadian government archives, LAC is unique in that more than half of the requests for access concern records which originated with other government departments; consequently, LAC must frequently consult with the department of origin in order to arrive at appropriate recommendations. The number of pages sent for each consultation package has a direct impact on the length of time to review required by other government departments; this trend contributes directly to the number and length of time extensions requested by LAC, and the number of cases in which statutory deadlines are not met. Although LAC delivered approximately 97% of 2012-2013 records within the statutory deadline, in cases where there were delays, the majority of these resulted from the review process undertaken in the department of origin (see section 2.6.1 and Part 3 below).

2.5.1 Relevant pages processed and disclosed

LAC completed 417 requests in 2012-2013 for which 315,895 pages of information were processed and 286,829 pages were disclosed in part; 297 requests were completed for which 170,560 pages of information were processed and all disclosed; 46 requests were abandoned by the requesters (e.g. following a fee estimate) for which 6,852 pages of information were processed and were ready to be disclosed, and finally 1 request for which 116 pages had been reviewed but were not disclosed because the information was all exempted.

A total of 493,423 pages of information was processed by LAC for these requests in 2012-2013 compared to 236,537 pages in 2011-2012 (i.e. an increase of 108.6%). Many individual requests completed in 2012-2013 concerned large numbers of pages of restricted archival records from the following Departments: Department of National Defence, Department of Indian Affairs and Northern Development, Department of Foreign Affairs, and the Canadian Security and Intelligence Service.

2.5.2 Relevant pages processed and disclosed by size of requests

Of the 874 requests completed in 2012–2013, 409 that consisted of processing less than 100 pages for each request resulted in a total of 10,004 pages disclosed to the requesters. Another 133 requests which consisted of 101 to 500 pages for each request resulted in a total of 32,396 pages disclosed to the requesters. Eighty-four (84) requests were completed which consisted of 501 to 1,000 pages for each request; a total of 56,405 pages were disclosed to the requesters. One hundred and twenty-two (122) requests were completed that consisted of 1001 to 5,000 pages for each request; a total of 233,147 pages were disclosed to the requesters. Finally, 15 requests were completed which consisted of more than 5,000 pages for each request; a total of 128,610 pages were disclosed to the requesters.

These figures do not include 111 requests that were treated informally, transferred or for which no records exist.

2.5.3 Other complexities

In 2012–2013, 210 requests (24%) completed by LAC required consultations with other federal institutions and third parties to determine the accessibility of requested information contained in LAC's current restricted operational records and restricted archival records that originated from federal institutions. In 2011–2012, 163 requests (18%) were completed by LAC for which consultations with other federal institutions and third parties were necessary.

More than half (69%) of the 210 requests completed in 2012-2013 resulted in disclosure of the material in part because exemptions under the Act were invoked. Compared to 2011-2012, a majority (80%) of the 163 requests completed during that fiscal year resulted in disclosure of the material in part because exemptions under the Act were invoked. One (1%) of the 163 requests in 2011-2012 resulted in all of the requested information being exempted.

LAC assessed fees under the Act in 2012–2013 for 664 completed requests and over half of these, 397 requests, resulted in disclosure of the requested information in part. This is comparable to the previous reporting period. In 2012-2013, another 266 requests resulted in all of the requested information being disclosed to the requesters, and 1 request was abandoned by the requester. For the previous reporting period, 247 requests resulted in all the requested information being disclosed to the requesters, and 16 requests were abandoned by the requesters.

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadlines

Of the 874 requests LAC completed in 2012–2013, only 24 requests (2.7%) were completed after the statutory deadline compared to 46 requests (5.5%) in 2011-2012.

The 2.7% are broken down according to the following factors:

- 18 requests (2.1%) due to external consultations;
- 4 requests (0.5%) due to other; and
- 2 requests (0.1%) due to volume of records.

Of the 24 requests completed in 2012-2013 by LAC after the statutory deadline, 17 requests (71%) were completed after the deadline even though an extension of the statutory time limit had been taken. In 2011-2012, LAC had completed 39 requests (4.7%) after the deadline even though an extension had been taken.

A total of 7 requests (less than 30%) were completed in 2012-2013 for which no extension of time had been taken, which is comparable to 2011-2012.

2.7 Requests for translation

There were no requests for translations from either English to French or from French to English in the 2012–2013 reporting year.

Part 3 – Extensions

3.1 Reasons for extensions and disposition of requests

LAC is responsible for restricted archival records originating from federal institutions that deal with national security, international affairs, and defence. Some materials are designated classified and require mandatory consultations for LAC to determine the accessibility of the requested information. In certain cases, an extension may be required to complete mandatory consultations and/or searches.

Section 9 of the Act permits the extension of the statutory time limits when consultations are necessary. In 2012–2013, 170 cases required extensions due to consultations, and another 34 required extensions for giving notice to third parties.

The Act also permits the extension of the statutory time limits, if the request is for a large volume of records, and processing within the original time limit would unreasonably interfere with the operations of the department. This extension was invoked in 2012–2013 for 61 cases. One of these requests concerned over 6,000 pages of restricted archival information and another consisted of over 5,000 pages.

3.2 Length of extensions

LAC required extensions of 30 days or less on 24 occasions (3%) to complete its requests in 2012–2013. This percentage is comparable to the requests completed in 2011–2012. Extensions of 31 days or more decreased by 1% in comparison with the last reporting period.

Part 4 – Fees

LAC collected fees of \$7,130 in 2012–2013; an increase of \$722.00 over the last reporting period. This increase is due to fees collected from requesters for the preparation, reproduction and alternative format of information requested.

In 2012–2013, LAC waived or refunded fees in the amount of \$4,518 in comparison to \$7,399 in 2011–2012.

Part 5 – Consultations received from other institutions and organizations.

5.1 Consultations received from other government institutions and organizations

LAC received 41 requests from other government institutions concerning LAC's current operational records or issues, compared to 31 consultations in 2011–2012.

5.2 Recommendations and completion time for consultations received from other government institutions

LAC completed 38 of the 41 consultation requests from other government institutions within 15 days of their receipt. The 3 other requests were completed within 16 to 30 days after their receipt with recommendations to disclose, and to exempt some information under the Act for one request.

In 2011–2012, LAC completed 30 of the 31 consultation requests from other government institutions within 15 days of their receipt. The other request was completed within 31 to 60 days after its receipt with a recommendation to exempt some of the information under the Act.

5.3 Recommendations and completion time for consultations received from other organizations

As in 2011–2012, LAC did not receive any consultation requests in 2012–2013 from other organizations.

Part 6 – Completion time of consultations on Cabinet confidences

LAC consulted the Privy Council Office on one occasion in 2012–2013 for confirmation of cabinet confidences.

Part 7 – Resources related to the Access to Information Act

7.1 Costs

During 2012–2013, the total salary costs associated with administering the Act decreased over the last reporting period (\$1.490 million instead of \$1.763 million). The total costs for goods and services was also less in 2012–2013 compared to 2011–2012 by \$93,000.

7.2 Human Resources

There was a decrease in the number of ATIP staff associated with administering the Act in 2012–2013 compared to 2011–2012 due to staff retirements and workforce adjustment at LAC.

Part 8 – Other Requests

The Act is intended to complement and not to replace existing procedures for accessing government information. In line with this principle, in 2012–2013, LAC completed 5,361 informal requests compared to 7,075 similar requests in the 2011–2012 reporting period. This represents a decrease of 24.2% which may be attributed to the increase of formal requests completed and the departure of staff.

In 2012–2013, LAC reviewed 936,601 pages of restricted government information in response to informal requests, compared to 1,061,636 pages in 2011–2012. This is a decrease of 12% which may be due to more pages reviewed in response to completed formal requests.

When LAC assumes custody, for permanent preservation and control, of archival records created by federal institutions, these are accompanied by indexes or lists that serve as, or can be used to create, research tools called finding aids. Finding aids describe the contents and location of each file for identification within LAC's archival holdings. Ten (10) finding aids were reviewed during the 2012–2013 reporting period in order to determine their level of accessibility. This decrease of 89.7% over 2011–2012 may be attributable to the increase of completed formal requests.

LAC ensures access to restricted archival records required to support government-wide decision-making and accountability by making them available to current employees of federal institutions. Employees are required to submit a departmental researcher authorization letter in order to consult their own institution's restricted archival records. Similarly, employees who want to consult restricted archival records from another federal institution are required to obtain a letter of authorization from that department. In 2012–2013, LAC approved 217 departmental researcher requests compared to 311 approved requests in the previous reporting period. This represents a decrease of 30.2%, which may be reflective of workforce adjustments at other federal government institutions.

Part 9 – 2012–2013 Statistical Report on the Access to Information Act

A comprehensive statistical report on requests processed by LAC under the Act between April 1, 2012 and March 31, 2013 is appended to this report.

Chapter III - Miscellaneous

Part 1 – Education and Training

The ATIP Division completed guides on *Access to Information Act* roles and responsibilities for all of LAC Offices of Primary Interest (OPI) and OPI Liaison staff.

Part 2 – Significant Changes to Organization, Programs, Operations or Policy

In 2012–2013, the ATIP Division continued its pro-active review and opening of restricted records which are deemed likely candidates for access requests. Approximately 4,600,000 pages of archival records have been opened in 2012-2013 through this “block review” process, compared to approximately 500,000 pages in 2011-2012. The block review process consists of the systematic review of blocks, or series, of restricted government records in LAC's holdings using a risk-based approach to determine whether records can be opened for public access. This method involves identifying and examining representative parts of the record population, as opposed to the traditional page-by-page review of each document. The clients benefit from this process by having quicker access to records.

Part 3 – Overview of New or Revised Access to Information Act-related Policies and Procedures Implemented

LAC worked with a key federal government stakeholder (Canadian Security Intelligence Service) to share best practices, continuous improvements, policies, processes, resource strategies, as well as effective handling of consultation packages of restricted archival records under LAC's control that have been requested under the *Access to Information Act*. In particular, the ATIP Division continues to collaborate with the Canadian Security Intelligence Service to improve turn-around times for mandatory consultations.

A consultant was hired in the 2nd Quarter of 2012-2013 and has reviewed requested restricted archival DFAIT material under LAC's control to reduce the number of consultation packages that LAC sends to DFAIT. This review process is being continued into 2013; it benefits not only clients but LAC and DFAIT.

Part 4 – Changes as a Result of Issues Raised by the Office of the Information Commissioner (OIC)

No changes to report during the 2012–2013 reporting period.

Part 5 – Changes as a Result of Issues Raised by Other Agents of Parliament

No changes to report during the 2012–2013 reporting period.

Part 6 – Complaints and Investigations

In 2012–2013, there were eleven complaints on access to records in the custody of Library and Archives Canada that were closed by the Office of the Information Commissioner of Canada. Of these, five complaints were received at LAC in 2010–2011.

Of the eleven complaints closed in 2012–2013, three concerned delays in receiving records; two were resolved and one was not substantiated. One complaint was discontinued because it was withdrawn by the client. One complaint pertained to denial of access to the requested records; it was resolved following a consultation with the parent department and a disclosure in part of the records to the client. Four complaints concerned improper applications of exemptions to the requested records. In three cases, consultations with the parent department resulted in the disclosure or partial disclosure of some records to the client; and one complaint was discontinued due to its withdrawal by the client. The two remaining complaints pertained to the application of exclusions to the requested records. One complaint was resolved upon the disclosure of additional information; and the other was discontinued by the client.

Additional copies of this report may be obtained from the:

Manager, Access to Information, Privacy and Document Delivery Services Division

Library and Archives Canada
395 Wellington Street
Ottawa, Ontario K1A 0N4

Annex A: Delegation Order – Access to Information Act

Effective Date: _____

Delegation of Financial Signing Authorities and Designation Order Instrument

Management Level	Functional Authorities														
	5	5	7	8	9	10	11	12	13	14	15	16	17	18	19
Area Of Responsibility	Director	Director	Director	Director	Director	Director	Director	Director	Director	Director	Director	Director	Director	Director	Director
1.1. Expenditure Inflation with Availability of Funds	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
1.2. Staffing and classification of positions	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
1.3. Extra Pay	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
1.4. Training and Development	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
1.5. Travel and Advance - Canada and Continental USA	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
1.6. Travel and Advance - International	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
1.7. Reception and Advance (Integrated Reception Program)	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
1.8. Conference Advance / Sponsorship	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
1.9. Conference Attendance / Sponsorship	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
1.10. Membership Fees	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
1.11. Hospitality	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
1.12. Traveler payments	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
1.13. Ex - Grant Payments	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
1.14. Gifts by or for the Crown	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
1.15. Reception Program	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.0. Commitment Authority - Availability of funds (Section 32 F.A.A.)	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.1. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.2. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.3. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.4. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.5. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.6. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.7. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.8. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.9. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.10. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.11. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.12. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.13. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.14. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.15. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.16. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.17. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.18. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.19. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.20. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.21. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.22. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.23. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.24. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.25. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.26. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.27. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.28. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.29. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.30. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.31. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.32. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.33. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.34. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.35. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.36. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.37. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.38. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.39. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.40. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.41. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.42. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.43. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.44. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.45. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.46. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.47. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.48. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.49. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.50. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.51. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.52. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.53. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.54. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.55. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.56. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.57. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.58. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.59. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.60. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.61. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.62. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.63. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.64. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.65. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.66. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.67. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.68. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.69. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.70. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.71. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.72. All Expenditure	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F

Delegation of Financial Signing Authorities and Designation Order Instrument

Every Officer of the Department appointed to a position listed on the Delegation of Financial Authorities instrument, including those officially appointed on acting basis, is hereby designated to exercise the powers to perform the duties and function of the Minister, as well as a government, institution, pursuant to section 73 of the Access to Information Act and section 73 of the Privacy Act.

Designation Order

Every Officer of the Department appointed to a position, including those officially appointed on acting basis, is hereby designated to exercise the powers to perform the duties and function of the Minister, as well as a government, institution, pursuant to section 73 of the Access to Information Act and section 73 of the Privacy Act.

Notes:

1. The authority accorded to the full access balance available in the relevant budget and that they are limited by policies and procedures prescribed in the Treasury Board (TB) regulations and directives, issued pursuant to the Financial Administration Act (FAA), and by Departmental directives promulgated in Departmental manuals.
2. Signing authorities for Grants and Contributions are subject to the terms and conditions approved by the TB or the Minister in accordance with the authority designated by the Minister by the TB.
3. Spending Authority (Section 34 of the FAA) and permit authority (Section 33 of the FAA) for a particular payment, shall not be exercised by the same person.
4. Individuals may not approve payments by which they may personally benefit.
5. Any person designated to exercise spending authority for a particular payment, shall not exercise that authority with respect to that payment.
6. This instrument is to be read in conjunction with the policies and guidelines which more fully describe the authorities listed.

Gair Symon
 Minister of Canadian Heritage
 Minister and Architect of Canada



Library and Archives
Canada

Bibliothèque et Archives
Canada

DELEGATION OF FINANCIAL SIGNING AUTHORITIES AND DESIGNATION ORDER
INSTRUMENT – POLICIES AND GUIDELINES

**DELEGATION OF FINANCIAL SIGNING AUTHORITIES
AND
DESIGNATION ORDER INSTRUMENT
POLICIES AND GUIDELINES**

**Approved by the Librarian and Archivist of Canada
September, 2007**

A handwritten signature in black ink, written over a horizontal line. The signature is cursive and appears to be "Peter Elliott".

DELEGATION OF FINANCIAL SIGNING AUTHORITIES AND DESIGNATION ORDER
INSTRUMENT – POLICIES AND GUIDELINES**Table U - Authority to Amend Delegation Instrument and Appendices**

ELIGIBLE DOCUMENT	Authority
The delegation instrument (Delegation of Financial Signing Authority and Designation Order Instrument – Internal Version).	L&A - only when signed by the Minister SFO
Appendix B (Description of the Delegation of Signing Authorities and Designation Order Instrument - Policies and Guidelines)	L&A - Full authority, unless the change would result in a change to the delegation instrument that is outside the L&A's authority. SFO

SECTION 7.0 Designation Order

The purpose of this section is to establish the framework for managing the Access to Information and Privacy Act. The Minister responsible of Library and Archives Canada pursuant to *Section 73 of the Privacy Act and Section 73 of the Access to Information Act*, hereby designates the persons holding the positions set out below to exercise the powers to perform the duties and functions of the Minister, as head of a government institution, under the sections of the Act specified opposite each position.

Position	Privacy Act Section	Access to Information Section
Librarian and Archivist of Canada	All Sections	All Sections
Assistant Deputy Minister, Programs and Services	All Sections	All Sections
Director, Access to Information and Privacy Division	All Sections	All Sections
Manager, Access to Information and Privacy Division, PM-05 and AS-04	All Sections except 8(2)(j), 8(2)(m), 17(2)(b), 51, 77	All Sections except 12(2)(b), 12(3), 77
Senior Analyst, Access to Information and Privacy Division, PM-04	All Sections except 8(2), 17(2)(b), 51, 77	All Sections except 12(2)(b), 12(3), 77
Analyst, Access to Information and Privacy Division, PM-02	All Sections except 8(2), 17(2)(b), 51, 77	All Sections except 12(2)(b), 12(3), 77



DELEGATION OF FINANCIAL SIGNING AUTHORITIES AND DESIGNATION ORDER
INSTRUMENT – POLICIES AND GUIDELINES

Section 7.2 - Section 73 of the Access to Information Act

The powers, duties and functions that may be delegated under section 73 of the Access to Information Act are set out below, in relation to its various sections and subsections.

7(a)	Respond to request for access, give access or give notice
8(1)	Transfer to institution with greater interest
9	Extension of time limits
11	Assess fees
12(2)(b)	Translate a record
12(3)	Provide access in an Alternative Format
13(1)	Apply exemption - Information obtained in confidence from other governments
14	Apply exemption - Federal-Provincial affairs
15	Apply exemption - International affairs and defence
16	Apply exemption - Law enforcement and investigation
17	Apply exemption - Safety of individuals
18	Apply exemption - Economic interests of Canada
19(1)	Apply exemption - Personal information
19(2)	Disclose personal information
20	Apply exemption - Third party information
22	Apply exemption - Testing procedures
23	Apply exemption - Solicitor/client privilege

Annex B: Statistical Report – Access to Information Act



Government
of Canada Gouvernement
du Canada

Statistical Report on the *Access to Information Act*

Name of institution: Library and Archives Canada

Reporting period: 2012-04-01 to 2013-03-31

PART 1 – Requests under the *Access to Information Act*

1.1 Number of Requests

	Number of Requests
Received during reporting period	900
Outstanding from previous reporting period	137
Total	1037
Closed during reporting period	874
Carried over to next reporting period	163

1.2 Sources of requests

Source	Number of Requests
Media	32
Academia	225
Business (Private Sector)	11
Organization	8
Public	624
Total	900

PART 2 – Requests closed during the reporting period

2.1 Disposition and completion time

Disposition of requests	Completion Time							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	
All disclosed	138	94	10	26	16	13	0	297
Disclosed in part	167	95	25	36	24	57	13	417
All exempted	0	1	0	0	0	0	0	1
All excluded	2	0	0	0	0	0	0	2
No records exist	68	25	0	0	0	0	0	93
Request transferred	8	3	0	0	0	0	0	11
Request abandoned	33	9	2	1	0	1	0	46
Treated informally	7	0	0	0	0	0	0	7
Total	423	227	37	63	40	71	13	874

2.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests	Section	Number of requests
13(1)(a)	50	16(2)(a)	0	18(a)	0	20.1	0
13(1)(b)	9	16(2)(b)	0	18(b)	0	20.2	0
13(1)(c)	8	16(2)(c)	2	18(c)	0	20.4	0
13(1)(d)	16	16(3)	0	18(d)	0	21(1)(a)	4
13(1)(e)	0	16.1(1)(a)	0	18.1(1)(a)	0	21(1)(b)	0
14(a)	3	16.1(1)(b)	0	18.1(1)(b)	0	21(1)(c)	3
14(b)	1	16.1(1)(c)	0	18.1(1)(c)	0	21(1)(d)	3
15(1) - I.A.*	17	16.1(1)(d)	0	18.1(1)(d)	0	22	0
15(1) - Def.*	4	16.2(1)	0	19(1)	344	22.1(1)	0
15(1) - S.A.*	13	16.3	0	20(1)(a)	0	23	31
16(1)(a)(i)	1	16.4(1)(a)	0	20(1)(b)	8	24(1)	3
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(b.1)	0	26	0
16(1)(a)(iii)	1	16.5	0	20(1)(c)	5		
16(1)(b)	1	17	0	20(1)(d)	3		
16(1)(c)	2						
16(1)(d)	1						

* I.A.: International Affairs Def.: Defence of Canada S.A.: Subversive Activities

2.3 Exclusions

Section	Number of requests	Section	Number of requests	Section	Number of requests
68(a)	2	69(1)(a)	0	69(1)(g) re (a)	0
68(b)	1	69(1)(b)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(c)	0	69(1)(g) re (c)	0
68.1	0	69(1)(d)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(e)	0	69(1)(g) re (e)	0
68.2(b)	0	69(1)(f)	0	69(1)(g) re (f)	0
				69.1(1)	0

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	198	98	2
Disclosed in part	237	180	0
Total	435	278	2

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of requests	Number of pages processed	Number of pages disclosed	Number of requests
All disclosed	170,560	170,560	297
Disclosed in part	315,895	286,829	417
All exempted	116	0	1
All excluded	0	0	2
Request abandoned	6,852	3,173	46

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less than 100 pages processed		101-500 pages processed		501-1000 pages processed		1001-5000 pages processed		More than 5000 pages processed	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed
All disclosed	146	4,821	63	15,789	31	22,904	53	92,427	4	34,619
Disclosed in part	219	5,183	67	16,014	53	33,501	67	138,140	11	93,991
All exempted	0	0	1	0	0	0	0	0	0	0
All excluded	2	0	0	0	0	0	0	0	0	0
Abandoned	42	0	2	593	0	0	2	2580	0	0
Total	409	10004	133	32396	84	56405	122	233147	15	128610

2.5.3 Other complexities

Disposition	Consultation required	Assessment of fees	Legal advice sought	Other	Total
All disclosed	63	266	0	2	331
Disclosed in part	145	397	0	2	544
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	2	1	0	0	3
Total	210	664	0	4	878

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of requests closed past the statutory deadline	Principal Reason			
	Workload	External consultation	Internal consultation	Other
24	2	18	0	4

2.6.2 Number of days past deadline

Number of days past deadline	Number of requests past deadline where no extension was taken	Number of requests past deadline where an extension was taken	Total
1 to 15 days	6	2	8
16 to 30 days	0	4	4
31 to 60 days	0	1	1
61 to 120 days	1	4	5
121 to 180 days	0	3	3
181 to 365 days	0	3	3
More than 365 days	0	0	0
Total	7	17	24

2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

PART 3 – Extensions

3.1 Reasons for extensions and disposition of requests

Disposition of requests where an extension was taken	9(1)(a) Interference with operations	9(1)(b) Consultation		9(1)(c) Third party notice
		Section 69	Other	
All disclosed	18	0	54	9
Disclosed in part	42	0	115	24
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	1
Request abandoned	1	0	1	0
Total	61	0	170	34

3.2 Length of extensions

Length of extensions	9(1)(a) Interference with operations	9(1)(b) Consultation		9(1)(c) Third party notice
		Section 69	Other	
30 days or less	16	0	8	0
31 to 60 days	27	0	12	2
61 to 120 days	13	0	25	4
121 to 180 days	4	0	40	1
181 to 365 days	1	0	73	25
365 days or more	0	0	12	2
Total	61	0	170	34

PART 4 – Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of requests	Amount	Number of requests	Amount
Application	825	\$4,125	10	\$65
Search	3	\$220	0	\$0
Production	0	\$0	0	\$0
Programming	0	\$0	0	\$0
Preparation	1	\$230	0	\$0
Alternative format	2	\$300	276	\$616
Reproduction	24	\$2,255	381	\$3,837
Total	855	\$7,130	667	\$4,518

PART 5 – Consultations received from other institutions and organizations

5.1 Consultations received from other government institutions and organizations

Consultations	Other government institutions	Number of pages to review	Other organizations	Number of pages to review
Received during reporting period	41	1179	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	41	1179	0	0
Closed during the reporting period	41	1179	0	0
Pending at the end of the reporting period	0	0	0	0

5.2 Recommendations and completion time for consultations received from other government institutions

Recommendation	Number of days required to complete consultation requests							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	
Disclose entirely	33	2	0	0	0	0	0	35
Disclose in part	4	1	0	0	0	0	0	5
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	1	0	0	0	0	0	0	1
Total	38	3	0	0	0	0	0	41

5.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

PART 6 – Completion time of consultations on Cabinet confidences

Number of days	Number of responses received	Number of responses received past deadline
1 to 15	1	0
16 to 30	0	0
31 to 60	0	0
61 to 120	0	0
121 to 180	0	0
181 to 365	0	0
More than 365	0	0
Total	1	0

PART 7 – Resources related to the Access to Information Act

7.1 Costs

Expenditures	Amount
Salaries	\$1,490,239
Overtime	\$0
Goods and Services	\$53,998
• Professional services contracts	\$39,211
• Other	\$14,787
Total	\$1,544,237

7.2 Human Resources

Resources	Dedicated full-time to ATI activities	Dedicated part-time to ATI activities	Total
Full-time employees	23.86	0.00	23.86
Part-time and casual employees	0.00	0.00	0.00
Regional staff	0.00	0.00	0.00
Consultants and agency personnel	0.25	0.00	0.25
Students	0.08	0.00	0.08
Total	24.19	0.00	24.19

Annex C: **Appendix A - 2012–2013 Additional Reporting Requirements – Access to Information Act**

Appendix A

Previously released ATI package released informally

Institution	Number of informal releases of previously released ATI packages
Library and Archives Canada	Nil*

*Library and Archives Canada has an *Access Content – Reprography* section that responds to any open content material in LAC’s holding such that information that was previously released by our *ATIP* division becomes available through this other section.