



Library and Archives  
Canada

Bibliothèque et Archives  
Canada

# **Administration of the *Access to Information Act***

**Annual Report 2013–2014  
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 2013–2014, 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 and Personnel Records Section, Reference 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, each have a responsibility for

exercising all sections under the Act. As a result of an organizational change that occurred on April 1, 2013, the Access to Information and Personnel Records Section became a part of the Reference Services Division at LAC.

As of March 31, 2014, there were 24.11 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, 2013 to March 31, 2014, LAC received 877 new requests under the Act. This represented a 2.7% decrease in requests over 2012-2013.

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 64% over the past five fiscal years. Requests for personnel records of former Canadian Forces members have ranged between 32% and 47% over the past five years. The last three years have seen a fairly consistent level of interest in requests to access operational records of LAC itself.

The following table presents a comparison of the percentage distribution of requests for 2013–2014 and for the preceding four reporting periods (2009–2010 to 2012–2013):

## 1.2 Sources of requests

Record Type	2013–2014	2012–2013	2011–2012	2010–2011	2009–2010
Archival government records	61% 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) Privy Council Office; and 6) Department of Justice	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
Personnel records of former Canadian Forces members	35%	32%	36%	38%	47%
Current LAC operational records	4%	4%	6%	4%	1%
Personnel files of former civil servants	0%	0%	0%	0%	0%

The originators of the 876 new formal access requests received by LAC in 2013–2014 were as follows:

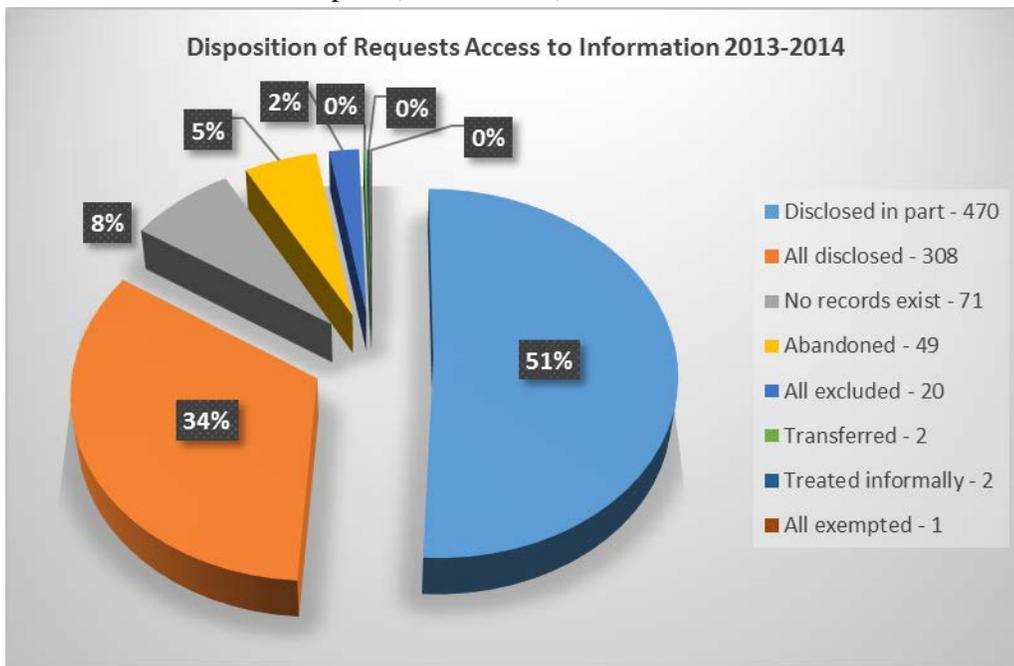
- 630 (71.8%) from the general public;
- 185 (21.1%) from academia;
- 28 (3.2%) from media;
- 22 (2.5%) from businesses (Private Sector); and
- 12 (1.4%) from organizations.

## ***Part 2 – Requests closed during the reporting period***

### ***2.1 Disposition and completion time***

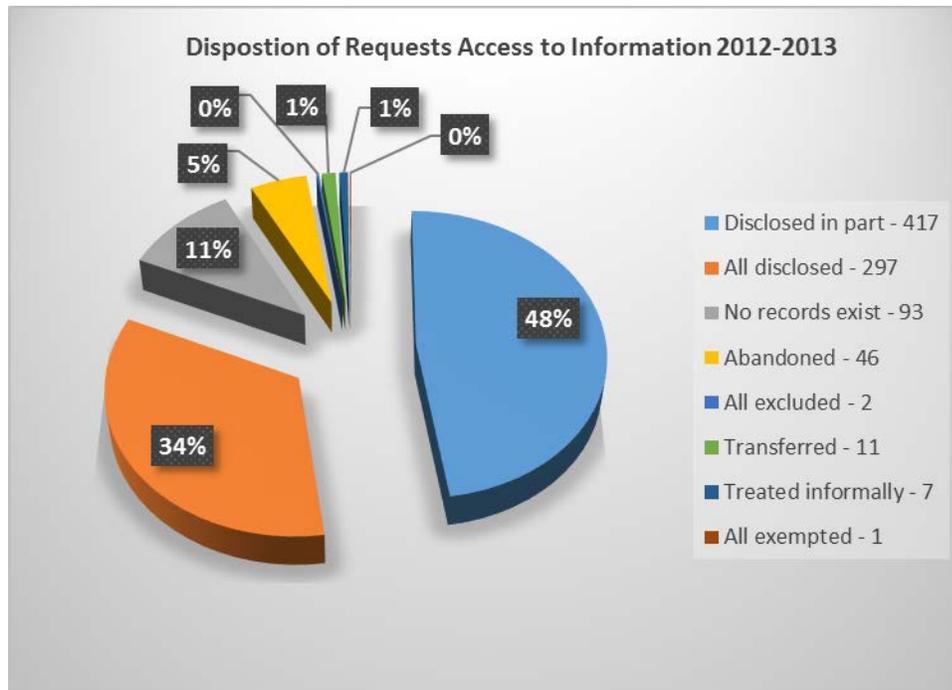
In 2013–2014, LAC completed 924 formal requests under the Act. The disposition of requests is as follows:

- 470 disclosed in part (51%);
- 308 all disclosed (33%);
- 71 no records exist (8%);
- 49 abandoned (5%);
- 20 all excluded (2%);
- 2 transferred (less than 1%);
- 2 treated informally (less than 1%);
- 1 all exempted (less than 1%).



In comparison, LAC completed 874 formal requests in 2012–2013, with the following disposition:

- 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 (less than 1%);
- 2 all excluded (less than 1%).



During 2013–2014, LAC completed the following:

- 371 requests (40%) under the Act within 1 to 15 days of their receipt;
- 253 requests (27%) within 16 to 30 days of their receipt;
- 62 requests (7%) within 31 to 60 days;
- 112 requests (12%) within 61 to 120 days;
- 35 requests (4%) within 121 to 180 days;
- 64 requests (7%) within 181 to 365 days; and
- 27 requests (3%) required more than 365 days.

In comparison, LAC reported that requests were completed in the following manner in 2012-2013:

- 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.

## 2.2 Exemptions

During 2013–2014, LAC invoked exemptions under the Act, as follows:

Number of Requests	Section	Description
52	13(1)(a)	• obtained in confidence from a foreign government
10	13(1)(b)	• obtained in confidence from an international organization of states
9	13(1)(c)	• obtained in confidence from a provincial government
20	13(1)(d)	• obtained in confidence from a municipal or regional government
1	13(1)(e)	obtained in confidence from an aboriginal government
1	14(a)	• federal-provincial consultations or deliberations
9	15(1) –I.A.	• international affairs
1	15(1) – Def.	• defence
8	15(1) – S.A.	• subversive activities
1	16(1)(a)(i)	• lawful investigations to detect, prevent or suppress crime
2	16(2)(c)	• security of or methods employed to protect particular buildings, other structures, or systems.
1	17	• security of individuals
1	18(a)	• trade secrets, financial, commercial, scientific or technical information
1	18(b)	• information that could prejudice the competitive position of a government institution
398	19(1)	• personal information about an identifiable individual
1	20(1)(a)	• trade secrets of a third party
11	20(1)(b)	• confidential financial, commercial, scientific or technical information of a third party (e.g. private companies)
11	20(1)(c)	• third parties' (private companies) information resulting in financial loss or gain or prejudicing the third parties' competitive positions

1	20(1)(d)	• expected to interfere with contractual or other negotiations of a third party
1	21(1)(a)	• federal government advice or recommendations
3	21(1)(b)	• consultations or deliberations
1	21(1)(c)	• federal government positions or plans for negotiations
2	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.
1	22	• testing procedures, tests and audits
21	23	• solicitor-client privilege
20	24(1)	• statutory prohibitions against disclosure
2	26	• refusal of access where information to be published

*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.

With the 5.7% increase in completed requests in 2013–2014, LAC invoked 10.9% more exemptions (in 2013–2014) than in the previous reporting period.

The exemption most frequently invoked by LAC in 2013-2014 and in the preceding reporting periods (from 2009–2010 to 2012-2013 was section 19(1) of the Act (personal information about an identifiable individual). Some of the most frequently invoked exemptions in 2013–2014 and in the preceding reporting periods were section 13(1)(a) of the Act (information obtained in confidence from a foreign government), section 23 (solicitor-client privilege), section 13(1)(d) (information obtained in confidence from a municipal or regional government), and section 20 (statutory prohibitions against disclosure).

### 2.3 Exclusions

The *Act* does not apply to certain materials. The following table presents a comparison of the exclusions LAC invoked in 2013–2014 and in 2012–2013:

Number of requests		Description
2013 – 2014	2012 – 2013	
20	2	68(a) published material or material available for purchase by the public;
1	1	68(b) Library or museum material preserved solely for public reference or exhibition purposes
2	0	68(c) material placed at LAC, NGC, CMC, CMN or ISTC.
1	0	69(1)(a) proposals or recommendations to Council
1	0	69(1)(g) re (a) records that contain information about the contents of any record within a class of records referred to in paragraphs (a) to (f)

2	0	69(1)(g) re (e) not apply to confidences of the Queen's Privy Council for Canada, including, without restricting the generality of the foregoing,
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## ***2.4 Format of information released***

For those requests in which the information was all disclosed or disclosed in part (i.e., 779 of the 924 completed requests) in 2013–2014, LAC released the information in the following formats:

- 385 requests (49%) in paper;
- 387 requests (50%) in electronic (CD-ROM), and
- 6 requests (1%) in other formats (examined on site at the 395 Wellington Street in Ottawa).

## ***2.5 Complexity – Summary & Analysis***

The 2013–2014 reporting period saw the number of pages being reviewed decrease by 23%, and the number of pages released decreased by 20%. 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 96% of 2013–2014 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 470 requests in 2013–2014 for which 199,246 pages of information were processed and 189,085 pages were disclosed in part; 308 requests were completed for which 180,974 pages of information were processed and 180,914 were all disclosed; and 49 requests were abandoned by the requesters (e.g. following a fee estimate) for which 1,090 pages of information were already processed.

A total of 381,310 pages of information was processed by LAC for these requests in 2013–2014 compared to 497,782 pages in 2012–2013 (i.e. a decrease of 23%). Many individual requests completed in 2013–2014 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 924 requests completed in 2013–2014, 510 of these consisted of processing less than 100 pages for each request resulted in a total of 10,143 pages disclosed to the requesters. Another 164 requests which consisted of 101 to 500 pages for each request resulted in a total of 39,947 pages disclosed to the requesters. Sixty-seven (67) requests were completed which consisted of 501 to 1,000 pages for each request; a total of 45,246 pages were disclosed to the requesters. Ninety-two (92) requests were completed that consisted of 1001 to 5,000 pages for each request; a total of 192,250 pages were disclosed to the requesters. Finally, 8 requests were completed which consisted of more than 5,000 pages for each request; a total of 83,014 pages were disclosed to the requesters.

These figures do not include 75 requests that were treated informally, transferred or for which no records exist.

### ***2.5.3 Other complexities***

In 2013–2014, 265 requests (29%) 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 2012–2013, 210 requests (24%) were completed by LAC for which consultations with other federal institutions and third parties were necessary.

More than half (65%) of the 265 requests completed in 2013-2014 resulted in disclosure of the material in part because exemptions under the Act were invoked. In comparison, a majority (69%) of the 145 requests completed during 2012-2013 resulted in disclosure of the material in part because exemptions under the Act were invoked.

LAC assessed fees under the Act in 2013–2014 for 7 completed requests and over half of these, 4 requests, resulted in disclosure of the requested information in part. This is comparable to the previous reporting period. In 2013-2014, there were no requests that resulted in all of the requested information being disclosed to the requesters, and 3 requests were abandoned by the requester. For the previous reporting period, 266 requests resulted in all the requested information being disclosed to the requesters, and 1 request was abandoned by the requesters.

## ***2.6 Deemed refusals***

### ***2.6.1 Reasons for not meeting statutory deadlines***

Of the 924 requests LAC completed in 2013–2014, only 41 requests (4.4%) were completed after the statutory deadline compared to 24 requests (2.4%) in 2012-2013.

The 4.4% are broken down according to the following factors:

- 23 requests (2%) due to external consultations;
- 1 requests (0.5%) due to internal consultations; and
- 17 requests (1.8%) due to other.

Of the 41 requests completed in 2013-2014 by LAC after the statutory deadline, 27 requests (66%) were completed after the deadline even though an extension of the statutory time limit had been taken. In 2012-2013, LAC had completed 17 requests (71%) after the deadline even though an extension had been taken.

A total of 14 requests (slightly more than 30%) were completed in 2013-2014 for which no extension of time had been taken, which is comparable to 2012-2013.

## ***2.7 Requests for translation***

There were no requests for translations from either English to French or from French to English in the 2013–2014 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 2013–2014, 246 cases required extensions due to consultations, and another 20 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 2013–2014 for 86 cases.

### ***3.2 Length of extensions***

LAC required extensions of 30 days or less on 29 occasions (3%) to complete its requests in 2013–2014. This percentage is comparable to the requests completed in 2012–2013. Extensions of 31 days or more increased by 46% in comparison with the last reporting period.

### ***Part 4 – Fees***

LAC collected fees of \$4,990 in 2013–2014; a decrease of \$2,140 over the last reporting period. This decrease is due to less fees being collected from requesters for the preparation, reproduction and alternative format of information requested.

In 2013–2014, LAC waived or refunded fees in the amount of \$1,331 in comparison to \$4,518 in 2012–2013.

### ***Part 5 – Consultations received from other institutions and organizations.***

#### ***5.1 Consultations received from other government institutions and organizations***

LAC received 28 requests from other government institutions concerning LAC's current operational records or issues, compared to 41 consultations in 2012–2013.

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

LAC completed 22 of the 28 consultation requests from other government institutions within 15 days of their receipt. Five (5) other requests were completed within 16 to 30 days, and one (1) request was completed after their receipt with recommendations to disclose, and to exempt some information under the Act.

In 2012–2013, 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 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 2012–2013, LAC did not receive any consultation requests in 2013–2014 from other organizations.

## ***Part 6 – Completion time of consultations on Cabinet confidences***

LAC consulted the Privy Council Office on 4 occasions in 2013–2014 for confirmation of cabinet confidences.

## ***Part 7 – Resources related to the Access to Information Act***

### ***7.1 Costs***

During 2013–2014, the total costs associated with administering the Act decreased over the last reporting period (\$1,312,381 instead of \$1,544,237). The total costs for goods and services increased in 2013–2014 compared to 2012–2013 by \$6,668.

### ***7.2 Human Resources***

There was no change in the number of ATIP staff associated with administering the Act in 2012–2013 compared to 2011–2012.

## ***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 2013–2014, LAC completed 6,922 informal requests which resulted in the release of 3,041,654 pages.

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. Fourteen (14) finding aids were reviewed during the 2013–2014 reporting period in order to determine their level of accessibility, which is an increase of 29% over 2012–2013.

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 2013–2014, LAC approved 185 departmental researcher requests compared to 217 approved requests in the previous reporting period. This represents a decrease of 15%, which may be reflective of workforce adjustments at other federal government institutions.

## ***Part 9 – 2013–2014 Statistical Report on the Access to Information Act***

A comprehensive statistical report on requests processed by LAC under the Act between April 1, 2013 and March 31, 2014 is appended to this report.

## **Chapter III - Miscellaneous**

### ***Part 1 – Education and Training***

The ATIP Section provided training 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 2013–2014, the ATIP Section continued its pro-active review and opening of restricted records which are deemed likely candidates for access requests. Approximately 2.7 million pages of archival records have been opened in 2013-2014 through this “block review” process. 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 continued to work 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 Section continues to collaborate with the Canadian Security Intelligence Service to improve turn-around times for mandatory consultations.

A consultant was re-hired in 2013-2014 and has reviewed 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 2014; 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 2013–2014 reporting period.

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

No changes to report during the 2013–2014 reporting period.

## ***Part 6 – Complaints and Investigations***

In 2013–2014, there were 16 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, 2 complaints were received at LAC in 2013-14.

Of the 16 complaints closed in 2013-2014, 2 concerned delays in receiving records, 12 complaints concerned improper applications of exemptions and an exclusion to the requested records and 2 concerned existence of requested records. The results of these 16 complaints were as follows: 11 were resolved, 3 were not substantiated and 2 complaints were discontinued because they were withdrawn by the clients.

In 8 cases, consultations with the parent departments resulted in the disclosure or partial disclosure of some records to the client.

Additional copies of this report may be obtained from the:

**Manager, Access to Information and Personnel Records Section, Reference 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

Area Of Responsibility	Management Laws		Functional Authorities										
	SFO	SFO	Act/On Order	Director Security	Financial Services Other	Director DCO	Contracting Officer	Asset Mgmt. Officer	Competition Officer	ATIP Officer	Director IR		
1.3. Expenditure Inflation with Availability of Funds	F	F											
1.2. Siting and classification of positions	F	F											
1.3. Extra Pay	F	F											
1.4. Training and Development	F	F											
1.5. Travel and Advance - Canada and Continental USA	F	F											
1.6. Travel and Advance - International	F	F											
1.7. Recession and Advance (Integrated Recession Program)	F	F											
1.8. Conference Attendance / Sponsorship	F	F											
1.9. Conference Attendance / Sponsorship	F	F											
1.10. Membership Fees	F	F											
1.11. Hospitality	F	F											
1.12. Traveler Payments	F	F											
1.13. Ex - Grant Payments	F	F											
1.14. Gifts by or for the Crown	F	F											
1.15. Reception Program	F	F											
2.0. Commitment Authority - Availability of funds (Section 32 FSA)	F	F											
2.1. AI Expenditure	F	F											
3.1. Goods (not purchase authority)	F	F											
3.2. Temporary Help	F	F											
3.3. Services - Competitive (Amendment)	F	F											
3.4. Services - Non Competitive (Amendment)	F	F											
3.5. Services - Non Competitive (Amendment)	F	F											
3.6. Purchases historical materials, books and other publications	F	F											
3.7. Books and other publications - Competitive (Amendment)	F	F											
3.8. Lease services	F	F											
3.9. Call by Agent Signing Officer Agreements	F	F											
3.10. Call by Agent Signing Officer Agreements	F	F											
3.11. Contract & Amendments requiring Treasury Board Approval	F	F											
3.12. Special purpose account	F	F											
3.13. Special Government Agreement	F	F											
3.14. Special Government Agreement	F	F											
3.15. Special Government Agreement	F	F											
3.16. Special Government Agreement	F	F											
3.17. Special Government Agreement	F	F											
3.18. Special Government Agreement	F	F											
3.19. Special Government Agreement	F	F											
3.20. Special Government Agreement	F	F											
3.21. Special Government Agreement	F	F											
3.22. Special Government Agreement	F	F											
3.23. Special Government Agreement	F	F											
3.24. Special Government Agreement	F	F											
3.25. Special Government Agreement	F	F											
3.26. Special Government Agreement	F	F											
3.27. Special Government Agreement	F	F											
3.28. Special Government Agreement	F	F											
3.29. Special Government Agreement	F	F											
3.30. Special Government Agreement	F	F											
3.31. Special Government Agreement	F	F											
3.32. Special Government Agreement	F	F											
3.33. Special Government Agreement	F	F											
3.34. Special Government Agreement	F	F											
3.35. Special Government Agreement	F	F											
3.36. Special Government Agreement	F	F											
3.37. Special Government Agreement	F	F											
3.38. Special Government Agreement	F	F											
3.39. Special Government Agreement	F	F											
3.40. Special Government Agreement	F	F											
3.41. Special Government Agreement	F	F											
3.42. Special Government Agreement	F	F											
3.43. Special Government Agreement	F	F											
3.44. Special Government Agreement	F	F											
3.45. Special Government Agreement	F	F											
3.46. Special Government Agreement	F	F											
3.47. Special Government Agreement	F	F											
3.48. Special Government Agreement	F	F											
3.49. Special Government Agreement	F	F											
3.50. Special Government Agreement	F	F											
3.51. Special Government Agreement	F	F											
3.52. Special Government Agreement	F	F											
3.53. Special Government Agreement	F	F											
3.54. Special Government Agreement	F	F											
3.55. Special Government Agreement	F	F											
3.56. Special Government Agreement	F	F											
3.57. Special Government Agreement	F	F											
3.58. Special Government Agreement	F	F											
3.59. Special Government Agreement	F	F											
3.60. Special Government Agreement	F	F											
3.61. Special Government Agreement	F	F											
3.62. Special Government Agreement	F	F											
3.63. Special Government Agreement	F	F											
3.64. Special Government Agreement	F	F											
3.65. Special Government Agreement	F	F											
3.66. Special Government Agreement	F	F											
3.67. Special Government Agreement	F	F											
3.68. Special Government Agreement	F	F											
3.69. Special Government Agreement	F	F											
3.70. Special Government Agreement	F	F											
3.71. Special Government Agreement	F	F											
3.72. Special Government Agreement	F	F											

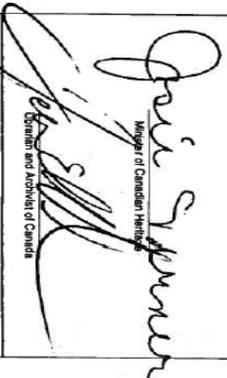
Department - Applies to all budgets in the Department.  
 A - Applies to a manager with an approved budget for a particular area of responsibility.

C - Conditional authority as set out in Policies and Guidelines (Appendix B).  
 F - Full authority within approved budget and subject to authorities delegated to the department.

**Delegation of Financial Signing Authorities and Designation Order Instrument**

Delegation of Financial Signing Authorities  
 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 granted financial signing authority within the stated limits therein and in accordance with relevant statutes, regulations and directives.

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 holder of a government, institution, pursuant to section 73 of the Access to Information Act and section 73 of the Privacy Act.

  
 Manager of Canadian Heritage  
 Minister and Acting of Canada

Notes  
 1. The authority accorded to the list exceeds 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 delegated 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 a delegated manager exercises expenditure authority for a transaction, a responsible position may exercise Section 32 and 34 authority with respect to that transaction.  
 6. This instrument is to be read in conjunction with the Policies and Guidelines which more fully describes the authorities listed.



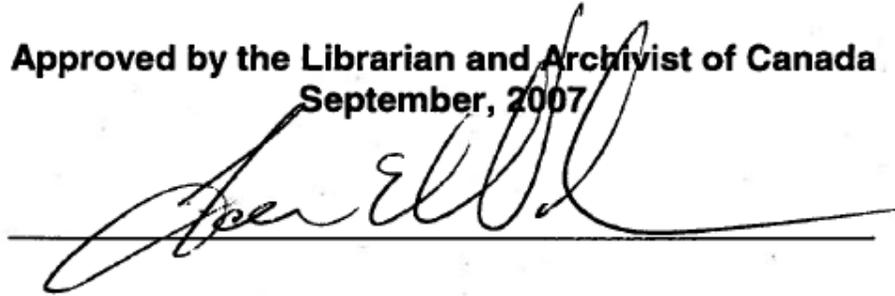
Library and Archives  
Canada

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 read 'Peter Elliott'.

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

<b>ELIGIBLE DOCUMENT</b>	<b>Authority</b>
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.

<b>Position</b>	<b>Privacy Act Section</b>	<b>Access to Information Section</b>
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
<b>Statistical Report on the <i>Access to Information Act</i></b>		
Name of institution:	<u>Library and Archives Canada</u>	
Reporting period:	<u>2013-04-01</u> to <u>2014-03-31</u>	
<b>PART 1 – Requests under the <i>Access to Information Act</i></b>		
<b>1.1 Number of Requests</b>		
	<b>Number of Requests</b>	
Received during reporting period	876	
Outstanding from previous reporting period	164	
<b>Total</b>	<b>1040</b>	
Closed during reporting period	924	
Carried over to next reporting period	116	
<b>1.2 Sources of requests</b>		
	<b>Source</b>	<b>Number of Requests</b>
Media	28	
Academia	185	
Business (Private Sector)	22	
Organization	12	
Public	629	
<b>Total</b>	<b>876</b>	

## 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	
All disclosed	107	98	31	52	9	10	1	308
Disclosed in part	149	129	27	60	26	54	26	471
All exempted	0	1	0	0	0	0	0	1
All excluded	17	2	1	0	0	0	0	20
No records exist	53	17	1	0	0	0	0	71
Request transferred	1	1	0	0	0	0	0	2
Request abandoned	42	5	2	0	0	0	0	49
Treated informally	2	0	0	0	0	0	0	2
<b>Total</b>	<b>371</b>	<b>253</b>	<b>62</b>	<b>112</b>	<b>35</b>	<b>64</b>	<b>27</b>	<b>924</b>

TBS/SCT 350-62 (Rev. 2011/03)

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Canada

### 2.2 Exemptions

Section	r of requests	Section	r of requests	Section	r of requests	Section	r of requests
13(1)(a)	52	16(2)(a)	0	18(a)	1	20.1	0
13(1)(b)	10	16(2)(b)	0	18(b)	1	20.2	0
13(1)(c)	9	16(2)(c)	0	18(c)	0	20.4	0
13(1)(d)	20	16(3)	0	18(d)	1	21(1)(a)	1
13(1)(e)	1	16.1(1)(a)	0	18.1(1)(a)	0	21(1)(b)	3
14(a)	1	16.1(1)(b)	0	18.1(1)(b)	0	21(1)(c)	1
14(b)	0	16.1(1)(c)	0	18.1(1)(c)	0	21(1)(d)	2
15(1) - I.A.*	9	16.1(1)(d)	0	18.1(1)(d)	0	22	1
15(1) - Def.*	1	16.2(1)	0	19(1)	398	22.1(1)	0
15(1) - S.A.*	8	16.3	0	20(1)(a)	1	23	21
16(1)(a)(i)	1	16.4(1)(a)	0	20(1)(b)	11	24(1)	20
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(b.1)	0	26	2
16(1)(a)(iii)	0	16.5	0	20(1)(c)	11		
16(1)(b)	0	17	1	20(1)(d)	1		
16(1)(c)	2						
16(1)(d)	0						

\* 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)	21	69(1)(a)	1	69(1)(g) re (a)	1
68(b)	1	69(1)(b)	0	69(1)(g) re (b)	0
68(c)	2	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)	2
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	144	159	5
Disclosed in part	241	228	1
<b>Total</b>	<b>385</b>	<b>387</b>	<b>6</b>

## 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	180,974	180,914	308
Disclosed in part	199,246	189,085	470
All exempted	0	0	1
All excluded	0	0	20
Request abandoned	1,090	591	42

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### 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	
	of requests	disclosed	of requests	disclosed	of requests	disclosed	of requests	disclosed	of requests	disclosed
All disclosed	173	4,612	74	17,299	22	17,182	34	77,231	5	64,590
Disclosed in part	275	22,648	90	22,648	45	28,064	57	114,428	3	18,424
All exempted	1	0	0	0	0	0	0	0	0	0
All excluded	20	0	0	0	0	0	0	0	0	0
Abandoned	41	0	0	0	0	0	1	591	0	0
<b>Total</b>	<b>510</b>	<b>27260</b>	<b>164</b>	<b>39947</b>	<b>67</b>	<b>45246</b>	<b>92</b>	<b>192250</b>	<b>8</b>	<b>83014</b>

### 2.5.3 Other complexities

Disposition	Consultation required	Assessment of fees	Legal advice sought	Other	Total
All disclosed	91	0	0	10	101
Disclosed in part	172	4	0	19	195
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	2	3	0	0	5
<b>Total</b>	<b>265</b>	<b>7</b>	<b>0</b>	<b>29</b>	<b>301</b>

## 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
41	0	23	1	17

### 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	4	10
16 to 30 days	4	1	5
31 to 60 days	4	3	7
61 to 120 days	0	5	5
121 to 180 days	0	2	2
181 to 365 days	0	10	10
More than 365 days	0	2	2
<b>Total</b>	14	27	41

## 2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	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	28	0	83	8
Disclosed in part	53	4	159	12
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	5	0	4	0
<b>Total</b>	86	4	246	20

## 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	28	0	83	8
Disclosed in part	53	4	159	12
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	5	0	4	0
<b>Total</b>	<b>86</b>	<b>4</b>	<b>246</b>	<b>20</b>

### 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	24	2	3	1
31 to 60 days	30	1	26	3
61 to 120 days	23	1	36	2
121 to 180 days	3	0	64	3
181 to 365 days	6	0	93	4
365 days or more	0	0	24	7
<b>Total</b>	<b>86</b>	<b>4</b>	<b>246</b>	<b>20</b>

## PART 4 – Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of requests	Amount	Number of requests	Amount
Application	874	\$4,370	12	\$60
Search				
Production			1	\$2
Programming				
Preparation	1	\$310		
Alternative format	1	\$310	275	\$563
Reproduction			114	\$706
<b>Total</b>	<b>876</b>	<b>\$4,990</b>	<b>402</b>	<b>\$1,331</b>

## **PART 5 – Consultations received from other institutions and organizations**

### **5.1 Consultations received from other government institutions and organizations**

<b>Consultations</b>	<b>Other government institutions</b>	<b>Number of pages to review</b>	<b>Other organizations</b>	<b>Number of pages to review</b>
Received during reporting period	28	237	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	28	237	0	0
Closed during the reporting period	28	237	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**

<b>Recommendation</b>	<b>Number of days required to complete consultation requests</b>							<b>Total</b>
	<b>1 to 15 days</b>	<b>16 to 30 days</b>	<b>31 to 60 days</b>	<b>61 to 120 days</b>	<b>121 to 180 days</b>	<b>181 to 365 days</b>	<b>than 365 days</b>	
Disclose entirely	17	5	0	1	0	0	0	23
Disclose in part	3	0	0	0	0	0	0	3
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	1	0	0	0	0	0	0	1
Other	1	0	0	0	0	0	0	1
<b>Total</b>	22	5	0	1	0	0	0	28

### 5.3 Recommendations and completion time for consultations received from other organization

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	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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 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	1	0
31 to 60	1	0
61 to 120	0	0
121 to 180	0	0
181 to 365	1	0
More than 365	0	0
<b>Total</b>	<b>4</b>	<b>0</b>

### PART 7 – Resources related to the Access to Information Act

#### 7.1 Costs

Expenditures		Amount
Salaries		\$1,251,715
Overtime		\$0
Goods and Services		\$60,666
• Professional services contracts	\$60,666	
• Other		
<b>Total</b>		<b>\$1,312,381</b>

## 7.2 Human Resources

<b>Resources</b>	<b>Dedicated full-time to ATI activities</b>	<b>Dedicated part-time to ATI activities</b>	<b>Total</b>
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	0.00	0.00	0.00
Students	0.25	0.00	0.25
<b>Total</b>	<b>24.11</b>	<b>0.00</b>	<b>24.11</b>

Annex C: **Appendix A - 2013–2014 Additional Reporting Requirements – *Access to Information Act***

**Appendix A**

**Previously released ATI package released informally**

<b>Institution</b>	<b>Number of informal releases of previously released ATI packages</b>
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.