Government of Canada / Gouvernement du Canada

ACCESS TO INFORMATION TRACKING DOCUMENT

Applicant's name	Reference nº
Address	Telephone number

Information requested

Date first received	Date complete request received	Date completed

PROCESSING LOG

Date	Action	Time spent	Responsible official (Name, title, address)	Comments

FEES AND COSTS

Fees assessed	$	Deposit required	$	Costs	
Fees collected				Review	$
Reproduction	$			Consultation	$
Searching	$	Deposit paid	$	Translation	$
Preparation	$			Other	$
Computer processing	$			**TOTAL**	$
TOTAL	$	Balance paid	$	Officer person year	
Fees waived	$			Support staff person year	
Fees reduced	$				

EXTENSIONS

Length of extension ➡

REASONS FOR EXTENSIONS

☐ Consultation ☐ Searching ☐ Third party intervention

AGENCY RESPONSE

☐ Excluded record ☐ Transferred ☐ Record does not exist

☐ Insufficient information ☐ Unconfirmed ☐ All disclosed

☐ Exempt under section ➡ _____ ☐ Severed under section ➡ _____

METHOD OF ACCESS

☐ Copies ☐ Examination

TRANSLATIONS

Translation requested into ☐ English ☐ French

Translation prepared in (No. of days) ➡

APPEALS

To Information Commissioner (Date)

Reason for appeal

Recommendation by Information Commissioner

Date ➡

Agency decision

Date ➡

To Federal Court (Date) ➡ ☐ By applicant ☐ By third party ☐ By Information Commissioner

Court decision

Date ➡