

Transmittal Memorandum (sample)

Date:

To: [Program Director or Records Manager]

From: [FOIP Coordinator]

Re: [subject]

A request under the *Freedom of Information and Protection of Privacy Act* for records relating to [subject] was received on [date]. We have 30 calendar days until [date] in which to respond to it. I would appreciate your immediate attention in locating all relevant records pertinent to the request and a preliminary assessment undertaken in cooperation with my staff by [date]. The FOIP officer assigned to this case is [name and telephone number].

Attached is an Access Request Processing Summary form, an Access Request Recommendation form and a Detailed Review of Records form, which will assist you in documenting the activities and actions connected with the request. This record will be extremely important in developing the [public body's] case if the applicant requests a review by the Information and Privacy Commissioner.

You should be aware that it is an offence under the *Act* to alter, falsify or conceal any record or direct another person to do so (section 92(1)(e)), or to destroy any record (section 92(1)(g)) in order to evade a FOIP request for access to records. The penalty for an offence under section 92 is a fine of up to \$10,000.

Please provide the name(s) of the member(s) of your staff assigned to deal with this request by [date] so that arrangements may be made for a meeting to discuss the [public body's] response.

If you have any questions, please call me at [telephone number].

[FOIP Coordinator]

Attachment