Figure 1
Routing of Requests under the Freedom of Information and Protection of Privacy Act

Request Received for access to University records
- Public and/or Standard Institutional Data?
  - Yes
    - Request referred to appropriate Office (Resource Planning, Alumni, External Relations, HR, Registrar)
    - Coordination of collection of information by Data Owner
    - Hard Copy of Information Kept
    - Copy submitted to FOI Head
  - No
    - Request Referred to FOI Head

Request Form is filled out and returned with application fee ($20)

Can Information be released?
- Yes
  - Information Released
- No
  - Request Form is filled out and returned with application fee ($20)

Notification of Request Denied in writing (FOI Head)

Formal request required by applicant

Obtain cost estimate to respond to request

Interim notice provided to applicant with cost estimate

Applicant pays half of estimated fee to the University

Information collected from appropriate faculty or office

Information verified, exemptions examined, records prepared (FOI Head)

Hard Copy of Information Kept

Fees recovered

Response provided and Disclosable Information Released

< $50

Obtain cost estimate to respond to request

Interim notice provided to applicant with cost estimate

Applicant pays half of estimated fee to the University

Information collected from appropriate faculty or office

Information verified, exemptions examined, records prepared (FOI Head)

Hard Copy of Information Kept

Fees recovered

Response provided and Disclosable Information Released

> $50

Obtain cost estimate to respond to request

Interim notice provided to applicant with cost estimate

Applicant pays half of estimated fee to the University

Information collected from appropriate faculty or office

Information verified, exemptions examined, records prepared (FOI Head)

Hard Copy of Information Kept

Fees recovered

Response provided and Disclosable Information Released