

Department: Corporate Services	Section: RM – Records and Information Management
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RM-02 ROUTINE RELEASE OF INFORMATION POLICY

PURPOSE:

Leduc County encourages the routine release of suitable administrative and operational records to create an efficient, cost-effective means of providing the public with greater access to information. Specifying records that will be available to the public without a request for access under the Freedom of Information and Protection of Privacy Act (FOIP) demonstrates the Leduc County is operating in the “spirit” of the Act. The FOIP Act is in addition to, and does not replace, existing procedures and fee structures for access to routinely available information. When the request involves records that cannot be provided as a routine request, such as personal information about a third party, the person should be referred to the formal process under the FOIP Act.

DEFINITIONS:

Routine Disclosure: In response to a routine inquiry or request, occurs when access to a record can be granted without a request under the FOIP Act.

Active Dissemination: Occurs when information or records are periodically released, without any request, under a program or release strategy.¹

CRITERIA TO DESIGNATE A RECORD FOR ROUTINE RELEASE

The criteria used to determine which records could be classified for routine release is:

- A statutory requirement.
- Type of information is requested on a regular basis.
- Material that is publicly available.
- No FOIP Act exceptions apply to the records.

A yearly review of our records holdings and of the types of requests for information being made to Leduc County will be conducted to determine whether the request for information can be met in the future through either routine disclosure or active dissemination.

ROUTINE REQUEST PROCESS

When a written or verbal request is received for information that has been identified as routinely available, simply provide a response to the applicant and if applicable, apply the fees and charges schedule.

If the document states that the request is made under the FOIP Legislation;

- Advise the applicant that the information they are seeking is available through routine channels (therefore does not require a request to be made under the Act), and
- explain that the request has been forwarded to the relevant department and the applicant will be contacted regarding the request;
- give the FOIP Coordinators name, address, and telephone number so the applicant can contact this individual directly if preferred; and
- copy the department, for information and follow-up action.

The purpose at this point is for Leduc County to simply re-direct the applicant to the relevant department to pursue their request through routine channels.

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ACTIVE DISEMINATION OF RECORDS

The Internet will be used to regularly make available information, such as Approved Council Minutes and By-Laws. Other methods will include mail, faxes, newspaper and public reading room.

The Records Coordinator or designate will be accountable for ensuring the public reading room is up to date and that each document is reviewed and does not contain third party personal information or any other information that is set out in Division 2 of the FOIP Act.

The FOIP Coordinator will monitor these procedures to ensure effective release of the information.

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