

# ROUTINE DISCLOSURE

## SCHEDULE A - Department of Finance Routine Access Policy

Updated: March 2010

Routine disclosure - means the routine or automatic release, in full or in part, of certain types of administrative or operational records as a matter of course in response to a request without the need for a formal application for records under the *FOIPOP Act*.

Please see the table below for lists of records and information about the Department of Finance's financial, human resources, and individual programs or policies that shall be included in this policy:

**Contact Information:** IAP Administrator, [dofrouacc@gov.ns.ca](mailto:dofrouacc@gov.ns.ca)  
PO Box 187, Halifax NS B3J 2N3

RECORD DESCRIPTION	RESTRICTIONS
<b>Financial Information for the Department of Finance</b>	
Individual expense claims	for a three-month period within the current fiscal year or within three months of the start of the current fiscal year and for a maximum of three individuals in one department at any one time
Cost of renovations	for specific offices carried out within the previous six months
Detailed expenditure reports, by category (e.g., salaries, travel, etc.)	for a maximum of three per fiscal year
Overtime expenditures for specific branches or divisions	current year-to-date
Cost of special or specific events (e.g., conferences, luncheons, workshops, training, etc.)	current year-to-date
Cost of sending a delegation out of the province or out of the country	current year-to-date

<b>Human Resources Information for the Department of Finance</b>	
Organizational charts with position titles	
Generic information of benefits and hours of work	
Job descriptions, pay scale, classification of positions (unionized, non-unionized)	Pay scales available on-line at: <a href="http://www.gov.ns.ca/psc/default.asp?mn=1.161.499">http://www.gov.ns.ca/psc/default.asp?mn=1.161.499</a>
Secondment agreements, both within and outside government	excluding personal information
Personal service contracts of individuals not appointed pursuant to the <i>Civil Service Act</i> ,	excluding personal information and service or product trade secrets
Adjudication decisions	
Selection and Hiring process	<ul style="list-style-type: none"> <li>○ Number of applicants for position</li> <li>○ Number of persons interviewed</li> <li>○ Identity of selection panel to only those being interviewed</li> <li>○ Name of successful candidate, once offer of employment has been accepted</li> <li>○ Confirmation as to whether position is permanent versus temporary, once a decision has been made on a course to follow</li> </ul>
<b>Internal Audit</b>	
Final Audits completed by Internal Audit Centre regarding <u>Department of Finance</u> programs or policies.	*Please contact individual departments for final audit reports for audits conducted on their programs and policies.
<b>Government Accounting Division (Incl. Operational Accounting)</b>	
Annual write-offs submission backup—overall summary (totals by department)	must be approved by Cabinet
List of Active General Ledger Accounts	PDF version only

<b>Taxation and Fiscal Policy</b>	
Revenues from Personal and Corporate Income Tax and HST	final data only, 5 years of data
Taxation agreements (federal/provincial agreements)	available on-line on the federal Department of Finance web site  printed copies may be obtained for \$0.20 per page
Taxation agreements (federal/provincial agreements) - Schedules	Final schedules only current schedules
Taxation Agreements - Final payments from the Federal Government under the Tax Collection Agreement and the Comprehensive Integrated Tax Collection Agreement	Final data only NS Data only 5 years of data at one time
Value of tax credits Paid out, eg. Film Industry Tax Credit 2003-2007	Final data only aggregate amounts only
<b>Economic and Statistics</b>	
Consulting economic studies (consulting terms of reference; consulting contracts; consulting study reports)	excluding personal information and service or product trade secrets
<b>Financial Institutions</b>	
Insurance companies financial information (company names, premiums, claims data of insurers, and the loss ratios)	
Licensed insurance companies, brokers, agents and sponsors	(names and license numbers--personal information severed)
Licensed trust and loan companies	(contact information – names, address, numbers, etc.)
Licensed credit unions in Nova Scotia	(contact information – names, address, numbers, charter numbers, etc.)
Certificates of status/letters of good standing of insurance agents, agencies, companies, Trust & Loan companies	(names, license numbers, expiry dates--personal information severed)

<b>Policy &amp; Planning</b>	
French Language Services Progress Report 2008/2009	
Fiscal Plan - Expenditure Trends, by Department (Consolidated Entity Under the Public Accounts) 10 years available	current fiscal year not available
Fiscal Plan - Trends 10 years available	current fiscal year not available
GDP Ratios (Measure of Net Direct Debt to GDP History) 10 years available	current fiscal year not available
User Fees and Government Charges: 2008-2009, 2007-2008 and 2004-2005 Changes to User Fees and Government Charges	2008-2009 also available on-line at <a href="http://www.gov.ns.ca/finance/en/home/publications/userfees.aspx">http://www.gov.ns.ca/finance/en/home/publications/userfees.aspx</a>