

ROUTINE DISCLOSURE

SCHEDULE A - Department of Finance Routine Access Policy

Updated: March 2008

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: FOIPOP Administrator, dofrouacc@gov.ns.ca
PO Box 187, Halifax NS B3J 2N3

RECORD DESCRIPTION	RESTRICTIONS
Financial Information for the Department of Finance	
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 (current year-to-date) for specific branches or divisions	
Cost of special or specific events (e.g., conferences, luncheons, workshops, training, etc.)	
Cost of sending a delegation out of the province or out of the country	

Human Resources Information for the Department of Finance	
Organizational charts with position titles	
Generic information of benefits and hours of work	
Job descriptions, pay scale, classification of positions (unionized, non-unionized)	
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"> ○ Number of applicants for position ○ Number of persons interviewed ○ Identity of selection panel to only those being interviewed ○ Name of successful candidate, once offer of employment has been accepted ○ Confirmation as to whether position is permanent versus temporary, once a decision has been made on a course to follow
Capital Markets Administration Division	
List of Intestate Estates	Date funds were received by Finance, Estate Name, and Amount left Unclaimed
Internal Audit and Risk Management Centre	
Final Audits completed by Internal Audit and Risk Management 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.
Government Accounting Division (Incl. Operational Accounting)	

Annual write-offs submission backup—overall summary (totals by department) once approved by Cabinet	must be approved by Cabinet
Taxation and Fiscal Policy	
Aggregated tax data	(high level aggregation only, cannot disclose or identify specific taxpayers)
Taxation agreements (fed/prov agreements)	
Legislation/Agreements - Income Tax Act (Section 96)	
Economic and Statistics	
Consulting economic studies (consulting terms of reference; consulting contracts; consulting study reports)	excluding personal information and service or product trade secrets
Financial Institutions	
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, etc.)
Certificates of status/letters of good standing of an insurance agents, agencies, companies	(names, license numbers, expiry dates--personal information severed)