

Tourism and Culture **ROUTINE ACCESS POLICY**

1. POLICY STATEMENT

This “Routine Access” policy for the Department of Tourism and Culture is designed to provide persons with an opportunity to obtain certain categories of records without having to submit a *Freedom of Information and Protection of Privacy Act* Application. It shall be administered in accordance with the following principles:

a) Personal Privacy

Records containing the personal information of third parties as defined in the *FOIPOP Act* will not be disclosed by the Department of Tourism and Culture outside the *FOIPOP Act*, unless the personal information has been severed.

b) Timeliness

The Department of Tourism and Culture will respond to any “Routine Access” requests in a reasonable and timely fashion.

c) Cost Recovery

Fees for the reproduction and provision of records may be charged where authorized.

d) Transparency

This policy shall be made available to the public.

e) Reasonableness

This policy shall apply only to request for reasonable quantities of records.

2. DEFINITIONS

Routine Access is 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*.

Active Dissemination is the periodic and proactive release of information or records in the absence of a request using mechanisms such as the Internet, libraries, etc. .

FOIPOP Access is the release of a record in response to a formal FOIPOP application made under the *Freedom of Information and Protection of Privacy Act*.

A Record “includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any

other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records". (clause 3(1) (k) *FOIPOP Act*)

3. POLICY OBJECTIVES

The objective of this policy is to provide routine access to certain records in the department's information holdings. The policy reflects the spirit of openness and accountability of the FOIPOP Legislation.

4. APPLICATION

- i) This policy applies to all records designated under this policy in accordance with the attached schedule.
- (2) This policy shall apply only to requests for reasonable quantities of records and shall not apply to a request for more than 50 pages of records in a particular category and/or time period. Repetitive requests by an individual for significant volumes of records or the separation of a request into several small requests totalling a large volume, shall not be subject to the policy. It is important to ensure that the application of the Routine Access policy of the department not unduly interfere with the day-to-day operations of the department.
- (3) Requests made under Routine Access do not apply to information subject to exemptions under the *Act*.
- (4) Routine Access requests only apply to information created after October 23, 2003. This, however, does not preclude providing information created before that date. It only means that it is not obligatory to consider such information for access with a FOIPOP application.
- (5) Personal information may be severed with the same criteria and in the same manner as requests made under the *FOIPOP Act*.

5. POLICY DIRECTIVES

- a) The Routine Access Policy will be posted on the departmental website.
- b) All staff will be advised of the policy.
- c) Requests will be forwarded by the FOIPOP Administrator to the appropriate staff person.
- d) Requests must be submitted to the department in written format (ie. e-mail, fax or letter).

6. POLICY GUIDELINES

Once a request for “Routine Access” to a particular record, or set of records, has been received, it shall be forwarded to the FOIPOP Administrator, who shall review the request and determine if the records are within the schedule of those designated. If the policy does not apply to the request, a response to the requester shall be provided promptly and shall indicate what other avenues may be available to obtain the information (e.g. F OIPOP Application). If the policy applies to the request, the records shall be provided to the applicant within a reasonable period of time, but no later than 30 days from receipt of the request.

7. ACCOUNTABILITY

The Director of Policy shall be accountable for the implementation of this policy.

8. COMPLIANCE

The Director of Policy shall be responsible for ensuring the compliance with this policy.

9. EVALUATION

The “Routine Access” Program established under this policy shall be evaluated on an annual basis by the FOIPOP Administrator.

10. REFERENCES

Section 27, *Freedom of Information and Protection of Privacy Act*

11. INQUIRIES

Freedom of Information and Protection of Privacy Administrator
Department of Tourism and Culture
P.O. Box 456, Halifax, NS B3J 2R5
Phone: 902-424-6499
Fax: 902-424-8470

12. APPENDICES

See attached Schedule A for listing of specific document types

ROUTINE ACCESS**Schedule A - Part 1****FINANCE INFORMATION****Department of Tourism and Culture**

Responsibility	Record Type	Description
FINANCE CSU	Individual Expense Claims	Records provided for a three month period within the current fiscal year and for a maximum of three individuals at any one time
FINANCE CSU	Cost of Renovations	Records provided relating to specific offices carried out within the previous six months
FINANCE CSU	Cost of sending a delegation out of the country or out of the province	Records provided relating to current fiscal year for one trip per inquiry
FINANCE CSU	Overtime expenditures	Records provided for specific divisions for current year-to-date
FINANCE CSU	Detailed Expenditure Reports	Records provided, by categories such as salaries or travel, for a maximum of three individuals per current fiscal year
FINANCE CSU	Contracts for Goods and Services	Contracts that are currently active
FINANCE CSU	Final Audits by the NS Government Corporate Internal Audit Unit	Final audits provided for audits carried out within the previous six months

ROUTINE ACCESS**Schedule A - Part 2****HUMAN RESOURCE INFORMATION****Department of Tourism and Culture**

Responsibility	Record Type
HR CSU	Generic information on benefits and hours of work
HR CSU	Personal service contracts of individuals not appointed pursuant to Civil Service Act [excluding personal information and trade (service or product) secrets]
HR CSU	Secondment agreements, both within government and outside government (excluding personal information)
HR CSU	Organizational charts (without names and subject to security issues)
HR CSU	position job descriptions, pay scale and classification of positions
HR CSU	Union vs non-unionized positions
HR CSU	<i>Department attendance management statistics (excluding personal information)</i>

Responsibility	Record Type
HR CSU	Hiring process: <ul style="list-style-type: none">· # of applicants per competition· # of persons interviewed / eligible for interview· screening criteria contained in the job posting· identity of selection panel (to persons interviewed only)· name of successful candidate, once offer has been accepted

Date Effective: **October 2003**