The access to information process

START

Request for information

Document search

Document review

Approval

Respond to applicant

30 business days to respond

New Brunswick Nouveau

ONE TEAM ONE GNB
UNE ÉQUIPE UN GNB
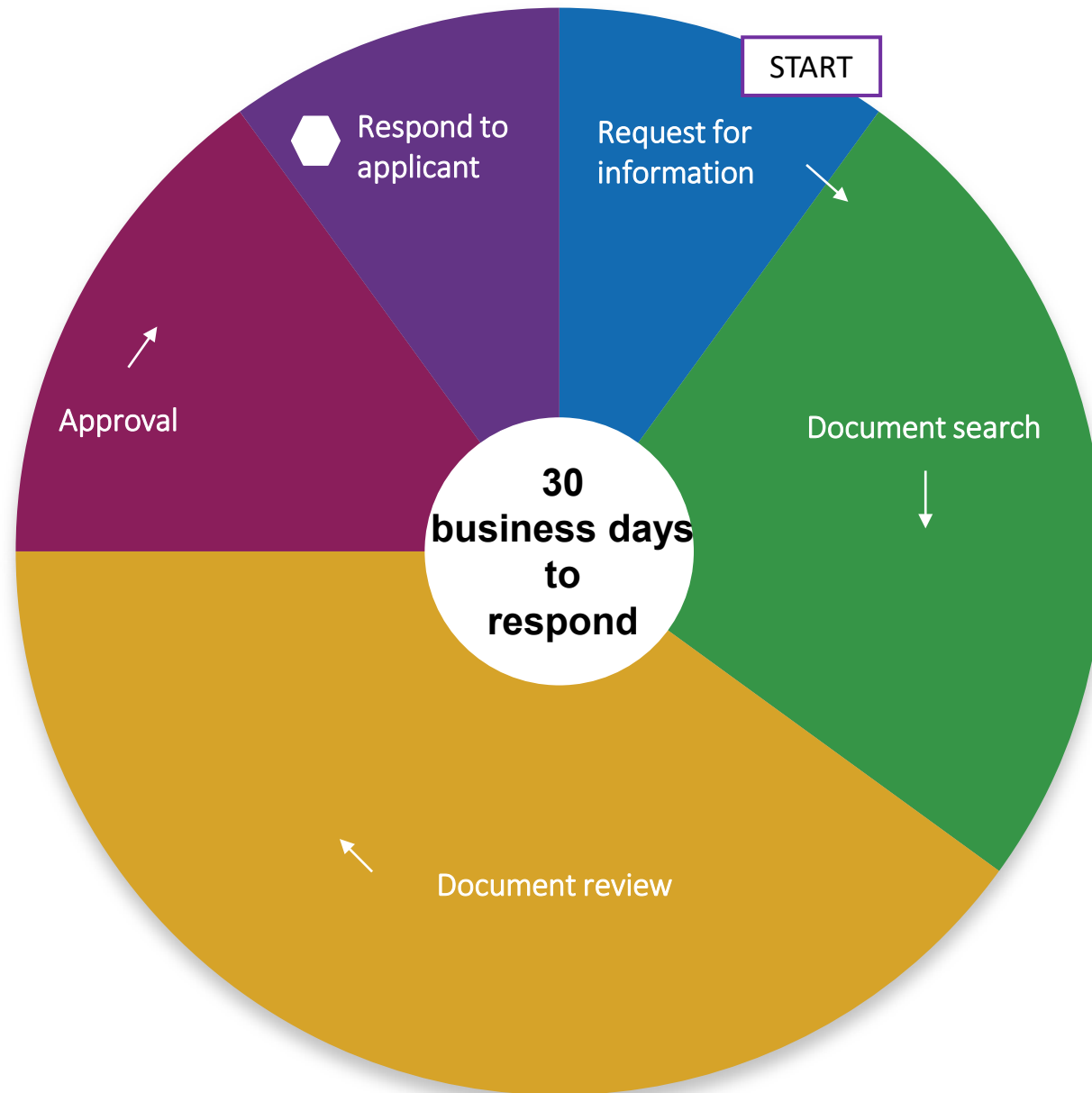
Access to Information (ATI) Process

ACTIVITY
Who

New Request for information

INTAKE
ATI Analyst

- Log request
- Clarify request
- Determine who may have records

Send request to potential record holders

SEARCH
Record holders

- Locate records
- Physical & electronic
- Current and past employees
- Active and semi-active

Send records to ATI Analyst

REVIEW RECORDS
ATI Analyst

- Organize records
- Identify protected information
- Identify legal authority
- Notify third party and receive their representations
- Consult record holders and other public bodies
- Seek legal advice
- Prepare draft response and summary of file

Circulate draft response for approval

REVIEW DRAFT RESPONSE
Approvers

- Perform a detailed review of draft response to ensure protected information is not released

Give final approval

RESPOND
ATI Analyst

- Send approved response to the applicant

Make a request for information

Records search

Processing the records

Approval

Receive a response to your request for information

30 business days