

**INFORMATION, SCIENCE AND TECHNOLOGY AGENCY  
DEPUTY MINISTER AND CHIEF INFORMATION OFFICER DIRECTIVE**

**TO:** DEPUTY MINISTERS  
EXECUTIVE FINANCIAL OFFICERS

**DIRECTIVE:** 1/98

**SUBJECT:** Improvement/Replacement of FOI Request Tracking System

The purpose of this directive is to implement a decision of Cabinet.

**POLICY/PROCESS DIRECTION:**

This policy/process directs ministries to assist ISTA in the improvement or replacement of the corporate system for tracking freedom of information (FOI) requests.

**REVISIONS:**

The *Freedom of Information and Protection of Privacy Act Policy and Procedures Manual* (Volume 1, section C.3.3) is amended as follows:

Under *Automated or manual systems*, the second paragraph is deleted and the following paragraph is added in its place:

Ministries will be required to work co-operatively with the Information, Science and Technology Agency (ISTA) in the development and functioning of a request tracking system (RTS). All public bodies must prepare certain types of information for the central statistics elements of the system managed by ISTA and will be required to provide the information deemed necessary to allow the system to fulfil its request tracking purposes.

**APPLICATION:**

This directive applies to all ministries.

**EFFECTIVE DATE:** July 1, 1998

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Stuart Culbertson  
Deputy Minister and  
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