

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

TO: DEPUTY MINISTERS
EXECUTIVE FINANCIAL OFFICERS

DIRECTIVE: 5/98

SUBJECT: Routine Release of General Information

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

POLICY/PROCESS DIRECTION:

This policy promotes the release of general information held by ministries by requiring them to identify records that can be routinely released without the necessity of a formal request under the *Freedom of Information and Protection of Privacy Act* (the Act). It does so by requiring ministries to periodically identify and report records which are suitable for routine release and authorizing ministries to charge fees for routinely released records.

REVISIONS:

1. Ministries will identify records which can be routinely released without the necessity of a formal request under the Act, according to General Management Operating Policy 8.3.3.1 (Freedom of Information and Protection of Privacy, Routine Release of Information) and the Implementation Guidelines for Routine Release of Records.
2. By November 30, 1998, each ministry will submit to the Deputy Minister and Chief Information Officer, a strategy for routine release, including a list of records which have been identified for routine release under this Directive.
3. Ministries will identify records for routine release and submit to the Deputy Minister and Chief Information Officer, at the end of the fiscal year on an annual basis, a current list of records which have been identified for routine release which clearly indicates records identified since the last report.
4. Ministries will charge information service fees for routinely releasable information as prescribed by the Minister of Finance and Corporate Relations in a directive effective April 1, 1998, issued under Section 47(1) of the *Financial Administration Act*.

APPLICATION:

This directive applies to all ministries.

EFFECTIVE DATE: July 1, 1998

Stuart Culbertson
Deputy Minister/Chief
Information Officer