



**MINISTRY OF PUBLIC ADMINISTRATION AND COMMUNICATIONS  
FREEDOM OF INFORMATION UNIT  
Quarterly Return Form  
Year 2017**

**Return for the Period**

- January-March  
 April-June  
 July-September  
 October-December

**Date of Submission:** \_\_\_\_\_

**INSTRUCTIONS:**

You are kindly asked to provide the relevant information for **SECTIONS A to L** of the form. Please read each section carefully to ensure accurate information is provided. In cases where there are no requests, please indicate by stating “*nil*” or “*zero*” in the relevant sections.

Note: The Quarterly Returns will be used in the preparation of the annual report on the operations of the Freedom of Information Act in accordance with Section 40 of the Act.

**SECTION A - GENERAL INFORMATION**

**Public Authority:** \_\_\_\_\_

**Line Ministry: (if applicable)** \_\_\_\_\_

**Name of Designated Officer:** \_\_\_\_\_

Job Title: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Alternate Officer:** \_\_\_\_\_

Job Title: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_



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<b>SECTION B – FOI REQUESTS RECEIVED</b>	
<b>a) Outstanding Requests Brought Forward from Previous quarter</b>	<b>No.</b>
<b>b) No. of Requests Received from Applicants</b>	
<b>c) Total (a +b)</b>	
Less: <b>d) No. of Requests Withdrawn</b>	
<b>e) No. of requests requiring determination (c-d)</b>	
Less: <b>f) No. of Requests Finalised [Section D (i) (e)]</b>	
<b>g) No. of Pending Requests at the end of the Quarter</b>	

<b>SECTION C– CATEGORIES OF INFORMATION REQUESTED</b>	
<b>Type of Information Requested</b>	<b>No. of Requests</b>
Cabinet Documents	
Defence and Security Documents	
International Relations Documents	
Internal Working Documents	
Law Enforcement Documents	
Documents affecting legal proceedings or subject to legal privilege	
Documents affecting Personal Privacy	
Documents relating to Trade Secrets	
Documents containing material obtained in Confidence	
Documents affecting the economy, commercial affairs	
Documents concerning operations of a Public Authority	
Documents to which secrecy provisions apply	
Personal Records	
Other Documents: (Please Specify)	



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**SECTION D – ACTION ON FOI REQUESTS**

**(i) ACTION TAKEN ON REQUESTS**

	<b>No.</b>
a) Granted in Full	
b) (i) Granted in Part (Copy of document/s with deletions)	
(ii) Granted in Part (Where a request is made for 2 or more documents and access is refused for one or more)	
c) Requests Deferred	
d) Requests Refused	
<b>e) Total no. of Requests Finalised (a) to (e)</b>	

**(ii) REFUSALS (Type of Document)**

Provisions under the Act by which Decisions Made to Refuse Access

<b>Section of the FOIA</b>	<b>Type of Document</b>	<b>No. of Times Provision Invoked</b>
24	Cabinet Document	
25	Defence and Security Document	
26	International Relations Document	
27	Internal Working Document	
28	Law Enforcement Document	
29	Document affecting legal proceedings or subject to legal privilege	
30	Document affecting Personal Privacy	
31	Document relating to Trade Secrets	
32	Document containing material obtained in Confidence	
33	Document affecting the economy , commercial affairs	
34	Document concerning operations of a Public Authority	
35	Document to which secrecy provisions apply	

**(iii) REFUSALS (REASONS)**

<b>Reasons Forms not Processed</b>	<b>No.</b>
Document in the public domain	
Document requested previously	
Processing of request would substantially and unreasonably divert the resources of the public authority	
Other (Please Specify):	
<b>Total No. of Request Forms not Processed</b>	



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**SECTION E- REQUESTS FOR CORRECTION OF PERSONAL RECORDS**

**(i) No. of APPLICATIONS FOR CORRECTION OF PERSONAL RECORDS**

No. of applications to amend	
No. of applications to supplement	
No. of applications to delete	

**(ii) DECISIONS**

<b>Decision Taken</b>	<b>No.</b>
Applications to amend: Granted Refused	
Applications to supplement: Granted Refused	
Applications to delete: Granted Refused	

**SECTION F - RESPONSE TIME**

**(i) FOR FOI REQUESTS**

**(a) Time taken to respond to FOI requests**

<b>Response Time</b>	<b>No. of Responses</b>
Within 30 days	
Between 31 and 60 days	
Between 61 and 90 days	
Over 90 days	

**(b) Reasons for response times greater than 30 days**

	<b>No.</b>



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**(ii) FOR APPLICATIONS FOR CORRECTION OF PERSONAL RECORDS**

<b>Response Time</b>	<b>No. of Responses</b>
Within 30 days	
Between 31 and 60 days	
Between 61 and 90 days	
Over 90 days	

**SECTION G - JUDICIAL REVIEW**

**(i) NO. OF APPLICATIONS FOR JUDICIAL REVIEW**

(a) No. of applications brought forward from previous quarter	
(b) No. of new applications for Judicial Review received	
(c) No. of results in favour of Public Authority	
(d) No. of results against the Public Authority	
(e) No. of results pending (Carry Forward to next Quarter)	

**(ii) DETAILS OF RESULTS NOT IN FAVOUR OF THE PUBLIC AUTHORITY**

<b>Nature of Remedies Granted to the applicant</b>	<b>No.</b>
Mandamus	
Prohibition	
Certiorari	
Injunction	
Declaration	
Damages	
Other Orders	

**SECTION H - NOTICES SERVED UNDER SECTION 10 OF THE ACT**

Notice requiring to specify a document in the statement

No. of notices served on Public Authority	
No. of decisions adverse to the applicant's claim	
No. of Decisions favourable to the applicant's claim	



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**SECTION I - DISCIPLINARY ACTION**

Particulars of disciplinary action taken against any officer in the administration of the Act during the quarter

Job Title of Officer	Disciplinary Action Taken	Reason Disciplinary Action Taken

**SECTION J - CHARGES COLLECTED**

**(i) Charges Collected Under the Freedom of Information Act**

	Reasons for Cost/Charges	Amount Collected
1	Searching/retrieval of personal document	
2	Time spent in deciding whether personal document should be accessible	
3	Searching/retrieval of document other than personal document	
4	Time spent in ascertaining whether document accessible (not relating to personal information)	
5	Inspection of document under supervision of officer	
6	Photocopies of existing documents	
7	Copies of documents other than photocopies (e.g. printouts)	
8	Copy of transcript	
9	Copy of audiovisual document	
10	Providing document with deletions (editing and production charges)	
11	Production of computer tape/diskette/compact disk (cd)/ flash drives	
12	Where applicant provides blank diskette, tape or cd	
13	Audiovisual access	
14	Mailing of document	

**(ii) WAIVERS GRANTED**

No. of Waivers granted \_\_\_\_\_

Quantum of Waivers \$ \_\_\_\_\_

**(iii) CHARGES COLLECTED FOR DOCUMENTS IN THE PUBLIC DOMAIN**



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Charges collected for documents in the public domain- TT\$\_\_\_\_\_

**SECTION K - DETAILS OF READING ROOM**

(i) Do you have a reading room  Yes  No

(ii) If Yes:-

Please give particulars (Location, opening hours, et cetera)

Please list categories of documents which are regularly on display in the reading room.



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**SECTION L - ANY OTHER FACTS**

Please give details of any other measures taken by the public authority to facilitate the implementation of the Freedom of Information Act during the quarter.

- New staff employed for the administration of the Act
- Introduction of website for displaying statements/documents in the public domain
- Measures taken to obtain feedback in the decision-making process
- Improvements in Records Management System
- Training/sensitization of Staff to the Act
- Publication of Annual Public Statement
- FOI Application Forms can be accessed at your office and/or on your website
- Other \_\_\_\_\_

COMPLETED FORMS SHOULD BE SUBMITTED TO:

**MINISTRY OF PUBLIC ADMINISTRATION AND COMMUNICATIONS  
FREEDOM OF INFORMATION UNIT  
LEVEL 5, NATIONAL LIBRARY BUILDING  
COR. HART AND ABERCROMBY STREETS  
PORT-OF-SPAIN**

Should you have any questions/concerns, feel free to contact the Unit:

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