



**Government of Jamaica
The Access to Information Act (2002)
Quarterly Report Form (ATIQUA)**

(Sec. 36)

1. a. Name of Public Authority: b. Name and Title of Principal Officer: Mr. Sydney Bartley c. Name and Title of Responsible Officer: Janet Coombs Dir., Documentation & Information Access Service	2. Reporting Period: April 1-June 30 Jul 1-Sept 30 Oct 1-Dec 31 Jan 1 – March 31 Quarter I <input type="checkbox"/> Quarter II <input type="checkbox"/> Quarter III <input type="checkbox"/> Quarter IV <input type="checkbox"/>
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3. Applications under the Access to Information Act

4. Profile of Applications
(tick relevant box)

Total	
a. Received during current Quarter	
b. Outstanding from previous Quarter	
Total	
a. Completed during reporting period	
b. Carried forward	

- | | |
|--|-----------------------------------|
| Academia <input type="checkbox"/> | Business <input type="checkbox"/> |
| Government <input type="checkbox"/> | Media <input type="checkbox"/> |
| Organization <input checked="" type="checkbox"/> | Public <input type="checkbox"/> |

5. Treatment of Applications

a.) Applications for Access to Official records

Total

Total

i. Full grant of access		v. Transferred to other entity	
ii. Partial grant of access – (deletion of exempt matter)		vi. Unable to process: Document cannot be found <input type="checkbox"/> Document does not exist <input type="checkbox"/> Document destroyed prior to application <input type="checkbox"/>	
iii. Information withheld (exempt)		vii. Treated informally (information in public domain/routinely available)	
iv. Deferral of access		viii. Abandoned by the Applicant	

b.) Applications for Amendment/Annotation of Personal Records

Total

Annotation done	nil
Amendment done	nil

6. Exemption Invoked

Section	Description of Information Withheld	Certificate of Exemption Issued
a. S. 14 Documents affecting security, defense or international relations.	N/A	Yes <input type="checkbox"/> No <input type="checkbox"/>
b. S. 15 Cabinet documents.	N/A	Yes <input type="checkbox"/> No <input type="checkbox"/>
c. S. 16 Document relating to law enforcement, etc.	N/A	Yes <input type="checkbox"/> No <input type="checkbox"/>
d. S. 17 Documents subject to legal privilege etc.	N/A	N/A
e. S. 18 Documents affecting national economy	N/A	Yes <input type="checkbox"/> No <input type="checkbox"/>

f.	S. 19 Documents revealing Government's deliberative processes.		N/A
g.	S. 20 Documents relating to business affairs, etc.		N/A
h.	S. 21 Documents relating to heritage sites etc.		N/A
i.	S. 22 Documents affecting personal privacy.		N/A

7. Completion Time

Total

Application completed in 30 days or Under	
Applications completed in 31 to 60 days	nil

9. Forms of Access

Total

Copies Given	
Examination	nil
Copies and Examination	nil

11. Applications for Internal Review:

a. Original decision upheld	N/A
b. Original decision overruled	N/A
c. Application still being reviewed	N/A
TOTAL	nil

8. Extension of Initial Thirty (30) day Period (Reasons)

Searching <input type="checkbox"/>
Consultation <input type="checkbox"/>
Third Party Notification <input type="checkbox"/>
TOTAL

10. Fees Collected:

Total \$

Value of fees waived	
Value of fees reduced/remitted	
Fees collected otherwise ***	
TOTAL	

12. Appeals to Appeal Tribunal

a. Original decision upheld	N/A
b. Original decision overruled	N/A
c. Appeal still in process	N/A
TOTAL	nil

13. General Comments:

Responsible Officer's Signature:

Date:

Title:

E-mail:

Tel:

Fax:

Public Authority Activity Code:

Public Authority website address: