



**Government of Jamaica**  
**The Access to Information Act (2002)**  
**Monthly Report Form (ATIMR1)**

1

a. Name of Public Authority _____ b. Name and Title of Principal Officer _____ c. Name and Title of Responsible Officer _____	Reporting Period: Month _____ Year _____
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**2. Applications under the Access to Information Act<sup>1</sup>**

**Total**

a. Received during current Month <sup>2</sup>	
b. Outstanding from previous Month	
<b>Total</b>	
a. Carried forward to following Month	

**3. Profile(s) of Applications**

*(Tick relevant box)*

Academia <input type="checkbox"/>	Business <input type="checkbox"/>
Government <input type="checkbox"/>	Media <input type="checkbox"/>
Organisation <input type="checkbox"/>	Public <input type="checkbox"/>

<sup>1</sup>Applications must include those for access to official records and those for amendment/annotation of personal records.

<sup>2</sup>This total must include applications transferred from other entities.

**4a. Applications for Access to Official Documents**

Short Description	Treatment of Application(s) and short reason(s):										
	Full grant of access (state form of access given)	Partial grant of access – (state form of access given)	Access denied (Please specify exemption sec. invoked)	Access Deferred	Transferred to another entity	Document cannot be found	Document does not exist	Document destroyed prior to application	Treated Informally	Abandoned	Comments
1.											
2.											

3.											
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4a. Applications for Access to Official Documents (cont'd)

Short Description	Treatment of Application(s):										
	Full grant of access (state form of access given)	Partial grant of access – (state form of access given)	Access denied (Please specify exemption sec. invoked)	Access Deferred	Transferred to another entity	Document cannot be found	Document does not exist	Document destroyed prior to application	Treated Informally	Abandoned	Comments
4.											
5.											
6.											
7.											
8.											
9.											
10.											

4b. Applications for Amendment/Annotation of Personal Records

Short Description	Amendment/ Annotation/ done	Amendment/Annotation refused and short reason(s)	Comments
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Please use additional page(s) as may be required.

5. Extension of Initial Thirty (30) day Period

Number

↑ Searching	
↑ Consultation	
↑ Third Party Notification	
↑ Other	
<b>TOTAL</b>	

**INTERNAL REVIEW/APPEALS**

6. Internal Review

Short Description	Original decision upheld	Original decision overruled	Application still being reviewed	Comments
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
	<b>Total</b>	<b>Total</b>	<b>Total</b>	

7. Appeal Tribunal

Short Description	Original decision upheld	Original decision overruled	Appeals still in progress	Comments
1.				
2.				

3.				
4.				

7. Appeal Tribunal: (cont'd)

Short Description	Original decision upheld	Original decision overruled	Appeals still in progress	Comments
5.				
6.				
7.				
8.				
	<b>Total</b>	<b>Total</b>	<b>Total</b>	

8. Applications for Judicial Review (Supreme Court):

	Number
(a) Applications brought forward from previous Month	
(b) New applications for Judicial Review received	
(c) Decisions in favour of Public Authority	
(d) Decisions against the Public Authority	
(e) Decisions pending (Carry Forward to next Month)	

8. (b) Nature of Decisions made at Judicial Review

	Number
(a) Original decision upheld	
(b) Mandamus	
(c) Prohibition	
(d) Certiorari	
(e) Injunction	
(f) Declaration	
(g) Other Orders	

(h) Damages

**9. Disciplinary Action**

(Particulars of any disciplinary/court action taken against any officer/the public authority on the administration of the Act during the Reporting Month)

Officer	Disciplinary/Court Action Taken	Reason

**10. General Comments:**

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**11. Responsible Officer's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Title:**

**E-mail:**

**Tel:**

**Fax:**

**Public Authority Activity Code:**

**Public Authority website address:**