

**FREEDOM OF INFORMATION ACT, 1999**  
**GUIDELINES FOR COMPLETING QUARTERLY RETURNS**

**GENERAL GUIDELINES**

The Quarterly Returns will be used in the preparation of the annual report on the operations of the Freedom of Information Act, which is required to be prepared under Section 40 of the Act.

**Reporting Periods**

Quarterly Reports are for operations during the following periods:

<b>1st Quarter:</b>	<b>January 1</b>	<b>to</b>	<b>March 31</b>
<b>2nd Quarter:</b>	<b>April 1</b>	<b>to</b>	<b>June 30</b>
<b>3rd Quarter:</b>	<b>July 1</b>	<b>to</b>	<b>September 30</b>
<b>4th Quarter:</b>	<b>October 1</b>	<b>to</b>	<b>December 31</b>

**DEADLINE FOR SUBMISSION OF RETURNS**

Quarterly returns should be submitted on the 15th of the month following the end of a quarter. e.g. Returns for the 1<sup>st</sup> quarter, ending March 31, are due on April 15.

Please submit your returns as hard copies or in electronic form to:

Ministry of Public Administration and Communications  
Freedom of Information Unit  
Level 7, National Library Building  
Cor. Hart and Abercromby Streets  
Port-of-Spain  
Trinidad and Tobago

**Phone:** 625-6111 Ext. 2626, 2620 or 2096

**Fax:** N/A

**Email:** [chadwick.noel@mpa.gov.tt](mailto:chadwick.noel@mpa.gov.tt) , [laverne.millar@mpa.gov.tt](mailto:laverne.millar@mpa.gov.tt) or  
[joann.balgobin@mpa.gov.tt](mailto:joann.balgobin@mpa.gov.tt)

**Website:** [www.foia.gov.tt](http://www.foia.gov.tt)

**FREEDOM OF INFORMATION ACT, 1999  
GUIDELINES FOR COMPLETING QUARTERLY RETURNS**

**SECTION A. GENERAL INFORMATION**

---

**Responsible Ministry**

State the Government Ministry under which the Public Authority falls, where applicable.

Please download the appropriate copy of this form from the resources section at the Freedom of Information Website ([www.foia.gov.tt](http://www.foia.gov.tt))

**SECTION B. FOI REQUESTS RECEIVED**

---

**a) Brought Forward**

Requests from the previous quarter for which action still needs to be taken.

**b) Received from Applicants**

Requests received directly from a member of the public

**c) Total**

The sum of items (a) and (b)

**e) Requests Requiring Determination**

This is equal to the sum of Brought Forward Requests, Requests received from Applicants and Requests received from other Public Authorities minus requests withdrawn. It represents the number of requests requiring one of the actions in Section D (i) to be taken.

**f) Requests Finalised**

This is the number of requests for which a specific action was taken and is equal to the sum of items (a) to (e) of Section D (i).

**g) No. of Pending Requests**

This is the number of Requests Requiring Determination minus the number of Requests Finalised. It represents the number of requests for which no action was taken during the quarter and is carried forward to the next period.

**SECTION C. CATEGORIES OF INFORMATION REQUESTED**

---

Indicate the number of times each type of document was requested. Where documents other than the ones listed were requested, please name the document.

**SECTION D. ACTION ON FOI REQUESTS**

---

**(i) Action Taken**

*(a) Granted in Full*

All documents requested were provided.

*(b) Granted in Part (copies with deletions)*

A copy of the document was provided, with the deletion of information that would have made the document exempt.

**FREEDOM OF INFORMATION ACT, 1999  
GUIDELINES FOR COMPLETING QUARTERLY RETURNS**

- (c) *Granted in Part (some documents provided)*  
Request was for 2 or more documents and access was refused to one or more.
- (d) *Requests Deferred*  
Access to a document was deferred because it was prepared for presentation to Parliament or the media and the document is yet to be presented or released.
- (e) *Refused*  
Access to the document (s) requested was denied, either by:-  
A decision taken by the decision maker or designated officer.  
Exceeding the time limit of 30 days for notification of an approval or refusal.
- (f) *Total no. of Requests Finalised*  
Sum of items (a) to (g). This represents the total number of requests received for which a decision was effected.

**(ii) Refusals**

Indicate which of the provisions were used as the basis for refusing access to documents (apart from exceeding the time limit of 30 days) and the number of times the provision was used.

**(iii) Requests not Processed**

The applicant was not entitled to access documents in accordance with Section 12 of the Act.

Indicate which reasons were applicable and the number of times that the reason occurred.

**For the purposes of tallying the 'action on FOI requests', count each request or multiple requests on one (1) FOIA form separately.**

**SECTION I. DISCIPLINARY ACTION**

---

**Disciplinary Action**

***Officer***

Indicate ***job title*** of officer against whom disciplinary action was taken

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

Indicate what disciplinary action was taken against an officer in respect of the administration of this Act in accordance with the procedures which relate to the Public Authority.

***Reason***

Indicate the Reason that disciplinary action was taken.