



**Government of the Republic of Trinidad and Tobago**  
**Office of the Prime Minister - Communications**

**Return for the Period (Year):** \_\_\_\_\_ I \_\_\_\_\_

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

<input type="checkbox"/>	<b>January-March</b>
<input type="checkbox"/>	<b>April-June</b>
<input type="checkbox"/>	<b>July-September</b>
<input type="checkbox"/>	<b>October-December</b>

**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;
- Each document or every separate document requested on an FOIA Request Form should be counted individually. One FOIA request form may comprise of several requested documents;
- In cases where no requests were received for the quarter, please indicate by stating the number 0 in the relevant sections, express all answers as a number (e.g. 5, 1, 0, 52, and 17.) Do not spell the name of a number, leave blank sections or use “Nil” or “NA”;
- Please do not add columns, edit, change, remove, delete or re-organise any section of this form.

Note: The Quarterly Returns submitted will be used in the preparation of the Annual Report to Parliament on the operations of the Act in accordance with Section 40 of the legislation.

**SECTION A - GENERAL INFORMATION**

<b>Public Authority:</b>	
<b>Address of Authority:</b>	
<b>Line Ministry: (if applicable)</b>	
<b>Name of Designated Officer:</b>	
<b>Job Title:</b>	
<b>Contact Number and Ext. :</b>	
<b>Email Address:</b>	
<b>Name of Alternate Officer:</b>	
<b>Job Title:</b>	
<b>Contact Number and Ext. :</b>	
<b>Email Address:</b>	

PLEASE PRINT THIS FORM DOUBLE SIDED. THANK YOU.

**SECTION B – FOI REQUESTS RECEIVED**

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d) No. of Requests Withdrawn	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

**SECTION C – CATEGORIES OF INFORMATION REQUESTED**

<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):	

Note: When filling SECTION C – CATEGORIES OF INFORMATION REQUESTED, please use the legislation to assist in determining the category of information requested. The **No. of Requests** in this section, should account for **Requests Received from Applicants** within the Quarter, DO NOT include **Requests Brought Forward** from previous quarter. The **No. of Requests** in this section, can either be **equal to or greater than** the **No. of Requests Received from Applicants** as one document may have more than one category type of information within.

## SECTION D – ACTION OF FOI REQUESTS

(i) Action Taken on Requests	No.
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) + (b) + (c) + (d)</b>	

### (ii) REFUSALS (Type of Document)

#### Provisions under the Act by which Decisions Made to Refuse Access

Section of the FOIA	Type of Document	No. of Times Provision Invoked
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	
33.1	Document concerning operations of a Public Authority	
34	Document to which secrecy provisions apply	

Note: Requests for documents belonging to another Public Authority- ie. Documents for which the responsibility does not reside with your Ministry/Agency, such requests should be counted as a "refusal". The request should be closed and the applicant informed as to where they should submit the request, see **Section D (iii) Refusals (Reasons)** for further instructions.

### (iii) REFUSALS (REASONS)

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

Note: Requests for documents belonging to another Public Authority, should be mentioned in the section labelled "Other Reasons (Please Specify):"

## 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 – DECISION RESPONSE TIME**

**(i) FOI REQUESTS**

**(a) Time taken to provide decisions 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>Reasons</b>	<b>No.</b>

**(ii) 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	

**SECTION I – DISCIPLINARY ACTION**

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

<b>Job Title of Officer</b>	<b>Disciplinary Action Taken</b>	<b>Reason Disciplinary Action Taken</b>

**SECTION J – CHARGES COLLECTED****(i) Charges Collected Under the Freedom of Information Act**

	<b>Reasons for Cost/Charges</b>	<b>Amount Collected</b>
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**

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 THE:

**Freedom of Information Unit  
Office of the Prime Minister - Communications  
TIC Building, Lady Young Road, Morvant  
Trinidad and Tobago, W.I.**

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

**1-868-674-1333 Ext 5040  
foiunit@gov.tt**