



*Right to Know...Power to Change!*

August 2016

# ACCESS TIP

Remember that all ATI requests must be honoured within 30 days from the receipt of the request. It is best not to wait until close to the 30-day time period to start a search. Begin the search immediately!

Applicants must be notified if the public authority is experiencing any difficulty in fulfilling the request within the 30 day time period. The time may be extended for an additional 30 days, if the circumstances warrant an extension.



For further information, consult with the ATI Responsible Officer within your public authority, or contact the ATI Unit of the Office of the Prime Minister.

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 Access to Information Unit

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**Reminder: Right to Know Week**

**September 26-30, 2016!**