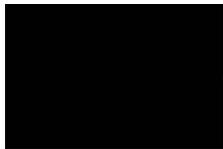


June 23, 2017



s.40(1)

Dear , s.40(1)

Re: Your request for access to information under Part II of the *Access to Information and Protection of Privacy Act, 2015* [File #: EC/22/2017]

On June 15, 2017, Executive Council received your request for access to the following records/information:

“A copy of the transitional briefing binders given to the incoming Williams administration in 2003.”

In further discussion, you advised you were primarily interested in the aspects of the notes dealing with the organization and operation of cabinet and Cabinet Secretariat, including descriptions of basic information on cabinet papers, committees etc., as well as the Table of Contents for all binders. I am pleased to inform you that a decision has been made by the Deputy Clerk of Executive Council to provide access to the requested information.

You may ask the Information and Privacy Commissioner to review the processing of your request, as set out in section 42 of the *Access to Information and Protection of Privacy Act* (the *Act*). A request to the Commissioner must be made in writing within 15 business days of the date of this letter or within a longer period that may be allowed by the Commissioner.

The address and contact information of the Information and Privacy Commissioner is as follows:

Office of the Information and Privacy Commissioner
2 Canada Drive
P. O. Box 13004, Stn. A
St. John's, NL. A1B 3V8

Telephone: (709) 729-6309
Toll-Free: 1-877-729-6309
Facsimile: (709) 729-6500

You may also appeal directly to the Supreme Court Trial Division within 15 business days after you receive the decision of the public body, pursuant to section 52 of the *Act*.

Responsive records will be published following a 72 hour period after the response is sent electronically to you. It is the goal to have the responsive records posted to the Completed Access to Information Requests website within one business day following the applicable period of time.

If you have any further questions, please feel free to contact me by telephone at (709)729-5691 or by e-mail at rachellecutler@gov.nl.ca.

Sincerely,

A handwritten signature in blue ink that reads "Rachelle Cutler". The signature is fluid and cursive, with the first name being more prominent.

Rachelle Cutler
ATIPP Coordinator

Enclosures