

May 7, 2018

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Re: Your request for access to information under Part II of the *Access to Information and Protection of Privacy Act* [Our File #: FIN-52-2018]

On April 9, 2018, the Department of Finance received your access to information request for the following:

- “1. Number of correspondence (e-mails, hard copy, twitter/ other technical transmission) to Minister Osborne since November 1, 2017. Note: Repeat correspondences are counted separately. These may or may not be copied to another party.
2. Number of these correspondences to which the Minister provided (a) an acknowledgement, (b) a reply.”

The Department of Finance is pleased to advise that your request for access to the above noted information has been granted and is provided in the table below. The following is provided to explain how this response was developed:

- Official Ministerial correspondence is managed by the Department of Finance using an electronic records management system (TRIM). A search of this system was used to respond to your request.
- The time period used to identify the total number of ministerial correspondence received was November 1, 2017 to April 9, 2018 (date of receipt of your information request).
- The total number of ministerial correspondence received during this time frame was determined by running a report in TRIM based upon the date the incoming correspondence was logged into TRIM, as created by the Minister’s secretary.
- The total number of Ministerial correspondence responded to within the time frame identified previously, was determined as follows:

Total Number of Ministerial Correspondence	83
Less: No ministerial response was required	42
Revised Total Number of Ministerial Correspondence	41
Breakdown of Responses:	
Number of responses provided by letter	13
Number of correspondence forwarded to another Minister for response	7
Number of responses provided via telephone or face-to-face meeting	8
Number of responses currently being drafted	9
Number of Responses Provided on Ministerial Correspondence	37

Please be advised that you may ask the Information and Privacy Commissioner to review the processing of your access 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.

Please be advised that the response will be published following a 72-hour period after the response is sent electronically to you or five business days in the case where records are mailed to you. It is the goal to have the response posted to the Completed Access to Information Requests website within one business day following the applicable period of time. Please note that requests for personal information will not be posted online.

If you have any further questions, please feel free to contact the undersigned by telephone at 709-729-2082, or by email at bethbartlett@gov.nl.ca.

Sincerely,



Beth Bartlett
ATIPP Coordinator