

August 22, 2018



Dear 

Re: Your request for access to information under Part II of the Access to Information and Protection of Privacy Act [Our File #: SNL-068-2018]

On August 14, 2018, Service NL received your request for access to the following information:

“A list of briefing notes and/or decision notes prepared for, and/or provided to, the minister for the months of June and July 2018.”

Please be advised that Service NL has reviewed this request and has no records briefing notes and/or decision notes prepared for, and/or provided to, the minister for the months of June and July 2018.

The *Access to Information and Protection of Privacy Act* requires us to provide an advisory response within 10 days of receiving the request. As this request has been completed prior to day 10, this letter also serves as our Advisory Response.

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 this letter will be published following a 72 hour period after it 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 letter 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 contact me by telephone at 709-729-7437 or by email ellenhaskell@gov.nl.ca.

Sincerely,

A handwritten signature in cursive script, appearing to read "Ellen Haskell".

ELLEN HASKELL
ATIPP Coordinator