November 7, 2014

Dear [Redacted]

Re: Your request for access to information under Part II of the Access to Information and Protection of Privacy Act [Our File #: FIN-23-2014]

On October 24, 2014, the Department of Finance received the following request for access to information:

“We would like to get the copies of the record listing the unclaimed cheques drawn for all the province of Newfoundland & Labrador departments and agencies between January 1st, 2013 and December 31st, 2013 and still outstanding on October 1st, 2014. Precisely, the information requested is the following:

1. Cheque Number
2. Cheque date
3. Beneficiary Name
4. Amount (only cheques issued for $1,000 or greater and not cashed within time frame)
5. Name of the department or agency requesting the cheque or their code number
6. Reference number for the request of the cheque if available”

Please be advised that using the parameters identified within the information request, our search has not identified any records responsive to your request. It is important to note that the Department of Finance does not have within its custody information pertaining to unclaimed cheques issued by government agencies. This information resides with each individual agency.
Section 43 of the *Access to Information and Protection of Privacy Act* (the Act) provides that you may ask the Information and Privacy Commissioner to review the processing of your access request or you may appeal to the Supreme Court Trial Division. A request to the Commissioner shall be made in writing within 60 days of the date of this letter or within a longer period that may be allowed by the Information and Privacy Commissioner.

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

Office of the Information and Privacy Commissioner  
34 Pippy Place  
P. O. Box 13004, Stn. A  
St. John’s, NL A1B 3V8

Telephone: (709) 729-6309  
Facsimile: (709) 729-6500

In the event that you choose to appeal to the Trial Division, you must do so within 30 days of the date of this letter. Section 60 of the Act sets out the process to be followed when filing such an appeal.

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 Office of Public Engagement’s 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 e-mail at elizabethbartlett@gov.nl.ca.

Sincerely,

Beth Bartlett  
ATIPP Coordinator