



Office of the Information and Privacy Commissioner of Alberta

Request for Time Extension

Public bodies are to complete and submit this form when requesting a time extension from the Commissioner under section 14(1) and (2) of the *Freedom of Information and Protection of Privacy Act*.

Note: we ask that extension requests be sent to the Commissioner a minimum of 3 working days prior to the expiry of the current time limit.

Background Information

Name of Public Body: _____

Public Body File Number: _____

Date Access/Correction Request received by the Public Body: _____

Has the Public Body taken a 30-day extension on its own authority? YES NO

If yes, specify the provision applied by the Public Body and attach a copy of the extension notice issued by the Public Body.

Has the Public Body previously received an extension from the Commissioner on this file?

YES NO

If yes, attach a copy of the Commissioner's extension.

What is the current due date for response? _____

Has the Public Body issued any third party notices under section 30 of the FOIP Act? YES NO

If yes, please attach a copy of the third party notice.

Extension Request

Specify the requested extension period or new due date: _____

Specify the provision(s) under section 14(1) which applies to the extension request and provide information substantiating the application of that provision(s).

The following information is required for requests pursuant to section 14(1)(b):

- The volume of records to be searched: _____
 - Specify how processing the access/correction request would unreasonably interfere with your operations. For example:
 - How has processing the access/correction request impacted your staffing resources? What is the amount of time expended in responding to the access/correction request? Is staff required to be allocated from other priorities or are additional temporary staff required? Are there requirements for overtime? Has processing the access/correction request affected the Public Body's ability to respond to requests from other applicants?
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Has the Public Body informed the Applicant that it is requesting an extension from the Commissioner? YES NO

If yes, has the Applicant expressed any concerns with a further extension?

Is the Public Body prepared to release records in batches as they are completed? YES NO

Signature of Public Body's FOIP
Coordinator/FOIP Head

Date

Submit Request To

The Office of the Information and Privacy Commissioner of Alberta

Edmonton Office: #410, 9925 - 109th Street, Edmonton, AB T5K 2J8

Phone: 780-422-6860 Fax: 780-422-5682

Toll-free (in Alberta only): 1-888-878-4044

Website: <http://www.oipc.ab.ca/>

