

[Date]

[Applicant's name]

[Applicant's mailing address]

Email: [Email Address if applicable]

Dear [Applicant's name]

Access to Information Request #: [Request number]

On [date], [Public Body] received your request under the *Access to Information Act* (the Act) for the following:

[Request Wording]

Timeframe: [Time Period]

[Public Body] responds to an access request within 30 business days after receiving the request. However, the Act provides that a public body may extend this time limit under certain circumstances.

OPTION 1: 16(1)(a) Applicant Agrees

The response due date for your request has been extended by 30 business days under section 16(1)(a) of the Act. On [date], you agreed, via [email/phone], to extending the response date of your request. [Add any other relevant details to the extension discussion with the applicant].

OPTION 2: 16(1)(b) Large volume of Records Requested

Your request involves a large volume of records. [Add any other relevant details such as the estimated volume]. The response due date for your request has been extended by 30 business days under section 16(1)(b) of the Act to allow [Public Body] to provide you with a complete response to your request.

OPTION 3: 16(1)(c) Time Needed to Consult

A review of the records you have requested indicates that consultations with other parties is required before we can fully process your request. The response due date for your request has been extended by 30 business days under section 16(1)(c) of the Act.

OPTION 4: 16(2) Extension Granted by Public Body

In the letter dated [date], we advised you that the response due date for your request was extended to [date]. An additional extension of [business days] has been granted by

the public body under [section and description: e.g. 16(1)(b) of the Act (large volume of records)]. [Add any other relevant details on necessity of extension].

OPTION 5: 16(3) Concurrent Requests

In the letter dated [date], we advised you that the response due date for your request was extended to [date]. Your request involves multiple concurrent requests made by the same applicant or by 2 or more applicants; therefore, an additional extension of [approved extension days business] days has been granted by the public body under 16(3) of the Act.

ALL OPTIONS:

We will make every reasonable effort to respond to your request by [due date]. If possible, we will respond sooner.

You may ask for a review under Part 3 of the Act by the Office of the Information and Privacy Commissioner (OIPC). To request a review, you must submit a completed Request for Review form within 60 business days from the date of this letter to the OIPC at Suite 410, 9925 – 109 Street, Edmonton, Alberta, T5K 2J8. The form is available under 'Resources' on the OIPC's website, www.oipc.ab.ca, or you can call 1-888-878-4044 to request a copy.

Under section 59(1) you must also notify [head of public body or delegated individual who can receive request for review with the public body and contact information] if you wish to request a review.

If you have any questions, please contact [name/title, phone number, email address].

Sincerely,

[Name and Title]