



**Government of Jamaica**  
**The Access to Information Act**  
**Quarterly Report Form**

(Sec. 36)

1. a. Name of Public Authority: <u>Ministry Of Commerce, Science and Technology</u> b. Name and Title of Principal Officer: <u>Dr Jean Dixon, Permanent Secretary</u> c. Name of Responsible Officer: <u>Mrs. Reta Whittaker, Director of Information and Documentation</u>	Reporting Period: Apr1 - June30    Jul 1, - Sept 30    Oct 1.- Dec 31    Jan1.- Mar 31, 2005 Quarter I√    Quarter II †    Quarter III †    Quarter IV †
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**3. Applications under the Access to Information Act**

	Total
a. Received during current Quarter	4
b. Outstanding from previous Quarter	
<b>Total</b>	
a. Completed during reporting period	
b. Carried forward	

**4. Profile of Applications**

(Tick relevant box)

Academia	√	Business	†
Government	†	Media	†
Organisation	√	Public	√

**5. Treatment of Applications**

**a.) Applications for Access to Official Records**

	Total		Total
i. Full grant of access	3	v. Transferred to other entity	1
ii. Partial grant of access - (deletion of exempt matter)		vi. Unable to process: † Document cannot be found † Document does not exist † Document destroyed prior to application	
iii. Information withheld (exempt)		vii. Treated informally (information in public domain/ routinely available)	
iv. Deferral of access		viii. Abandoned by the Applicant	

**b.) Applications for Amendment/Annotation of Personal Records**

	Total
† Annotation done	-
† Amendment done	-

**6. Exemptions Invoked**

S	Description of Information Withheld	Certificate of Exemption Issued
a. S. 14 Documents affecting security, defense or international relations		† Yes † No
b. S. 15 Cabinet documents		† Yes † No
c. S. 16 Documents relating to law enforcement		† Yes † No
d. S.17 Documents subject to legal privileges etc.		N/A
e. S. 18 Documents affecting national economy		† Yes † No
f. S. 19 Documents revealing government's deliberative process		N/A
g. S. 20 Documents relating to business affairs		N/A
h. S. 21 Documents relating to heritage sites etc.		N/A

i. S. 22 Documents affecting personal privacy		N/A
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**7. Completion Time**

**Total**

Applications completed in 30 days or under	4
Applications completed in 31 to 60 days	

**8. Extension of Initial Thirty (30) day Period**

**(Reasons)**

↑ Searching
↑ Consultation
↑ Third Party Notification
<b>TOTAL</b>

**9. Forms of Access**

**Total**

Copies Given	-
Examination	√
Copies & Examination	√

**10. Fees Collected:**

**Total \$**

Value of fees waived	500
Value of fees reduced/remitted	-
Fees collected otherwise ***	-
<b>TOTAL</b>	

**11. Applications for Internal Review:**

a. Original decision upheld	-
b. Original decision overruled	-
c. Application still being reviewed	-
<b>TOTAL</b>	

**12. Appeals to Appeal Tribunal:**

a. Original decision upheld	-
b. Original decision overruled	-
c. Appeal still in progress	-
<b>TOTAL</b>	

**13. General Comments:**

Since the Act became applicable to this Ministry, we have been receiving numerous queries from the Public however; these are not classified as Access to Information requests.

14. Responsible Officer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_