

Freedom of Information Baseline Assessment

Instructions for completing the form:

Please fill out this baseline assessment to:

- assist your public authority to develop an action plan to ensure your preparedness for FOI Implementation on 1 January 2009
- enable the Freedom of Information Unit (FOI Unit) to assess the current needs of your organisation and its ability to prepare to implement the Freedom of Information Law.

Make sure the responses cover your entire organisation, its records and its capabilities, including:

- dependent boards, committees and the like which do not manage their own records
- records held in all media i.e. paper, electronic, photographic etc and stored in various locations

Please complete the form and return it to the FOI Unit at 2nd Floor Building D Elizabethan Square or by fax to: 947-5712 or e-mail to foi@gov.ky by **14 December, 2007**.

If you have any questions about the assessment contact the FOI Coordinator on 244-3607 or by email to cexcell@gov.ky

Q.1 General Information

1. Name of person completing form:	
2. Position:	
3. E-mail:	
4. Name of public authority:	
5. Type of public authority:	(Tick which is applicable) Ministry <input type="checkbox"/> Portfolio <input type="checkbox"/> Department <input type="checkbox"/> Statutory authority incorporated <input type="checkbox"/> Statutory authority unincorporated <input type="checkbox"/> Government Company <input type="checkbox"/>
6. Address:	
7. Telephone:	
8. Fax:	
9. Date:	

Q2 -FOI Awareness [Check one]

FOI Awareness by the general civil service will be key to appropriate implementation.

<p>1. Do you think the impact of the law will be positive? <i>[Please add comments below]</i></p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<p>2. Do you believe the FOI Law will: <i>[indicate Y or N for each question]</i></p> <p>a. improve records management systems</p> <p>b. engage communities and the public in the work of government</p> <p>c. make my organisation more transparent and accountable</p> <p>d. not affect my organisation in any way</p> <p>e. increase secrecy in government</p> <p>Explain why below in additional comments?</p>	<p>a. Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>b. Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>c. Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>d. Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>e. Y <input type="checkbox"/> N <input type="checkbox"/></p>
<p>3. What are the problems you think your organisation may face in implementing FOI: <i>[tick which one applies to your organisation]</i></p> <p>a. Inadequate budgeted resources</p> <p>b. Poor knowledge of records held and how to find them</p> <p>c. Training all of your key staff within your organisation on FOI</p> <p>d. Making FOI a priority</p> <p>e. Timeline to be prepared by January 2009</p> <p>f. Other- explain below in additional comments</p>	<p>a. <input type="checkbox"/></p> <p>b. <input type="checkbox"/></p> <p>c. <input type="checkbox"/></p> <p>d. <input type="checkbox"/></p> <p>e. <input type="checkbox"/></p> <p>f. <input type="checkbox"/></p>
<p>4. What general information could the FOI Unit provide your staff to increase awareness:</p> <p>a. FOI brochures</p> <p>b. FOI posters</p> <p>c. Information on CS messages</p> <p>d. Other – Indicate comments below</p>	<p>a. <input type="checkbox"/></p> <p>b. <input type="checkbox"/></p> <p>c. <input type="checkbox"/></p> <p>d. <input type="checkbox"/></p>

Additional comments:

Q-3 Records management [Check one]

Proper Records Management practices and the supporting infrastructure will be key to retrieval and provision of documents requested under FOI.

1. Has your organisation conducted a record survey in accordance with the Cayman Islands National Archive (CINA) guidelines?	Y <input type="checkbox"/> N <input type="checkbox"/>
2. Do you believe your staff are sufficiently trained to conduct such a records survey?	Y <input type="checkbox"/> N <input type="checkbox"/>
3. Do you believe a records survey can be completed by the deadline of August 2008? [If No, indicate why in comments section]	Y <input type="checkbox"/> N <input type="checkbox"/>
4. Does your organisation have or are you working on a file plan?	Y <input type="checkbox"/> N <input type="checkbox"/>
5. Does your organisation have a disposal schedule?	Y <input type="checkbox"/> N <input type="checkbox"/>
6. Do you utilise the CINA Records Management System program? [If No, please explain in comments section why you do <u>not</u> use the program and what you use as an alternative]	Y <input type="checkbox"/> N <input type="checkbox"/>
7. Do you have well organised file storage facilities with sufficient space which make retrieval of filed information simple and straight forward? [If No, please explain what needs to be done to improve the situation]	Y <input type="checkbox"/> N <input type="checkbox"/>

What assistance would you require to complete a records survey?

Additional comments:

Q4. Staff resources [Check one]

The FOI law requires the designation of an Information Manager to handle FOI requests. Records management responsibilities also need to be assigned.

1. Is responsibility for managing records assigned to a particular member of staff? Please consider your entire organisation. If yes give position title and name of staff:	Y <input type="checkbox"/> N <input type="checkbox"/> <hr/> <hr/>
2. Is this responsibility identified in their job description? [If No, advise when you will formalise the employment arrangements]	Y <input type="checkbox"/> N <input type="checkbox"/> Date: _____
3. Has this member of staff attended CINA or other RM training?	Y <input type="checkbox"/> N <input type="checkbox"/>

4. Have any other members of staff of the organisation attended CINA or other RM training?	Y <input type="checkbox"/> N <input type="checkbox"/>
5. Is a new member of staff likely to be recruited as Information Manager ?	Y <input type="checkbox"/> N <input type="checkbox"/>
6. If the Information Manager role is to be assigned to a present staff member, please indicate name of person assigned, appointment and contact details	_____ _____
7. Who will the Information Manager report to?	Name _____ Position _____

Additional comments:

Q5 Provision of information and proactive publication [Check one]

The FOI Law will require each public authority to proactively publish information to increase openness.

1. How do you currently provide information to the public? <i>[Tick which one applies to your organisation]</i> a. Assigned to one member of staff to receive requests e.g. public relations officer/ customer service representative. b. Our library handles requests c. Through our website d. We currently do not provide information to the public e. Other <i>If e. Other please indicate how information is provided?</i>	a. <input type="checkbox"/> b. <input type="checkbox"/> c. <input type="checkbox"/> d. <input type="checkbox"/> e. <input type="checkbox"/>
2. Do you charge a fee for the provision of information or for reproduction? If Yes indicate the fee charged:	Y <input type="checkbox"/> N <input type="checkbox"/> Fee charged \$ _____
3. Do you make available on-line all application forms generated by your organisation?	Y <input type="checkbox"/> N <input type="checkbox"/>
4. Do you have a reading room for persons to view files?	Y <input type="checkbox"/> N <input type="checkbox"/>
5. Is it adequate? Explain below	Y <input type="checkbox"/> N <input type="checkbox"/>
6. In your organisation is there a photocopier available to staff who will be providing information to the public under FOI	Y <input type="checkbox"/> N <input type="checkbox"/>

7. What are the 'hot topics' or information that is requested frequently by the public from your organisation?	
8. What information do you currently publish frequently?	
9. Is it a straight forward process for a member of the public to enter your organisation to view requested information, have it reproduced and to pay for it? <i>[If No, what can be done to improve it?]</i>	Y <input type="checkbox"/> N <input type="checkbox"/>

Additional comments:

Q 6 – Identification of Special FOI requirements and challenges

In order to make decisions concerning resourcing and response capability, each public authority needs to assess the likely impact of freedom of information requests and any special challenges that will be faced.

1. Do you envisage large volumes of requests under the FOI Law? If Yes, state the type/areas of information to which you think this will apply:	Y <input type="checkbox"/> N <input type="checkbox"/>
2. Do you envisage challenges pertaining to FOI requests at certain times of the year? Take into account whether the volume of requests will be cyclical, peak at certain times or be sustained throughout the year. <i>Please explain:</i>	
3. Do you envisage needing to handle any especially complex requests under the FOI Law? If Yes, indicate the nature of the requests which would be of concern:	Y <input type="checkbox"/> N <input type="checkbox"/>

Additional comments:

Q 7 -IT Readiness [Check one]- May be filled out by IT Technician

It will be critical to use Information Technology to provide information to the public from each public authority.

1. Name the person responsible for Information Technology in your organization if this service is not provided by Computer Services Name:.....E-mail	
2. Do you have data links to the Internal Government Network?	Y <input type="checkbox"/> N <input type="checkbox"/>
3. Does your organization have a website?	Y <input type="checkbox"/> N <input type="checkbox"/>
4. Indicate website address	
5. Is www.gov.ky updated with new content from your organisation i.e. do you have the following minimum information on your website? a. Frequently asked questions b. Press releases c. Forms d. Head of organisation e. Telephone, fax, email f. Hours of opening g. Documents h. Legislation	a. Y <input type="checkbox"/> N <input type="checkbox"/> b. Y <input type="checkbox"/> N <input type="checkbox"/> c. Y <input type="checkbox"/> N <input type="checkbox"/> d. Y <input type="checkbox"/> N <input type="checkbox"/> e. Y <input type="checkbox"/> N <input type="checkbox"/> f. Y <input type="checkbox"/> N <input type="checkbox"/> g. Y <input type="checkbox"/> N <input type="checkbox"/> h. Y <input type="checkbox"/> N <input type="checkbox"/>
6. Do you have a general e-mail address for the organization? If Yes, state e-mail address	Y <input type="checkbox"/> N <input type="checkbox"/>
7. How is your website updated (e.g. database drive, html edits, by external contractor)	
8. What type of Email server (e.g. Exchange 200) is your agency email hosted on	
9. Is your email hosted in-house?	Y <input type="checkbox"/> N <input type="checkbox"/>
10. What is your standard desktop browser (e.g. Internet Explorer 6.0)	
11. Do you have the ability to create mail distribution groups that are accessible from outside your organization?	Y <input type="checkbox"/> N <input type="checkbox"/>
13. Is internet access readily available to agency staff? If No, explain below in additional comments	Y <input type="checkbox"/> N <input type="checkbox"/>

14. Do your policies prevent your staff accessing an application on the Government network via a web browser in your agency? If Yes explain below in additional comments	Y <input type="checkbox"/> N <input type="checkbox"/>
15. Do you have a means of filing your emails?	Y <input type="checkbox"/> N <input type="checkbox"/>
16. Do you have a policy on filing emails (such as 'print and file')	Y <input type="checkbox"/> N <input type="checkbox"/>
17. Does your agency have records in the following forms? a Records in writing b Maps c Plan d Graphs e Drawings f Soundtracks g Film including micro film negative tape or device h Other	1. Y <input type="checkbox"/> N <input type="checkbox"/> 2. Y <input type="checkbox"/> N <input type="checkbox"/> 3. Y <input type="checkbox"/> N <input type="checkbox"/> 4. Y <input type="checkbox"/> N <input type="checkbox"/> 5. Y <input type="checkbox"/> N <input type="checkbox"/> 6. Y <input type="checkbox"/> N <input type="checkbox"/> 7. Y <input type="checkbox"/> N <input type="checkbox"/> 8. Y <input type="checkbox"/> N <input type="checkbox"/>
18. Does your agency have the ability to provide information in the following formats within 30 calendar days? <ul style="list-style-type: none"> • MAudio Cassette – sound recordings • Video Cassette • Compact Disk • DVD • Microfiche 	Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/>

Additional comments:

Questions for the FOI Unit:-

Thank you!!