

**REQUEST FOR SUBSEQUENT TIME EXTENSION UNDER FOIP SECTION 14**

**(Public Body Use Only)**

**Note: This form is for subsequent time extension applications after the first OIPC (or more) approved extension(s).**

**For details on completing this form, refer to the Request for Time Extension Under FOIP Section 14 Practice Note. (Refer to the section on subsequent time extensions.)**

**Submit the completed form and attachments by email to** **timeextension@oipc.ab.ca** **at least 5 business days before the OIPC granted due date and ensure that all information is complete and accurate.**

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| **Section A: Public Body Contact and File Number** |

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| **Name of Public Body:** | Click or tap here to enter text. |
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| **Contact Person:** | Click or tap here to enter text. |
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| **Telephone Number:** | Click or tap here to enter text. | **Email:** | Click or tap here to enter text. |
| **Public Body File Number:**  Click or tap here to enter text.**Submission Date:** Click or tap here to enter text. |

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| **Section B: Information About Previous Time Extension(s)** |

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| **OIPC file # of previous extension(s) and amount of time extended:** | Click or tap here to enter text. |
| **Basis for public body’s** **Previous time extension** **request:** [ ]  **14(1)(a)** [ ]  **14(1)(b)** [ ]  **14(1)(c)** [ ]  **14(1)(d)** [ ]  **14(2)**(Check all that apply) |  |
| **Current Due Date:** | Click or tap here to enter text. |
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| **Length of Additional Time Requested (in calendar days):** | Click or tap here to enter text. |

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| **Section C: Grounds for Current Extension Application (Select all that apply)** |

**If the grounds are different than what was applied for under the first time extension request, in the explanation below, you must explain why you meet the requirements of the section and why this section was not used in the first time extension request.**

[ ]  **14(1)(a) Insufficient detail** Please explain how the original request did not provide enough detail to identify a requested record and how long it took to acquire the detail.Explain why satisfactory clarification from the applicant was not obtained to date.

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|  | Click or tap here to enter text. |

[ ]  **14(1)(b) Volume of records requested or must be searched and interference with operations of the public body**

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| **Has the volume of records changed since the previous time extension decision?****If yes, Volume of records at first extension request: \_\_\_\_\_ Current # records: \_\_\_\_\_\_** | [ ]  Yes | [ ]  No |

[ ]  **14(1)(c) Time needed to consult a third party or another public body**

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| **Third party notices issued under section 30?****If yes, total number of responsive records that relate to the s. 30 notice(s) \_\_\_\_\_\_****If s.30 notices not yet sent or time is needed to consult a third party(ies) or another public body(ies), please provide the following information:** | [ ]  Yes | [ ]  No |
| **Identify the third party(ies) or other public body(ies) to be consulted:** | Click or tap here to enter text. |

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| **Explain why the consultations are required:** | Click or tap here to enter text. |

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| **Volume of access request and the percentage or number of responsive records that relate to the third party(ies) or other public body(ies):** | Click or tap here to enter text. |

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| **Nature and complexity of the consultation(s):** | Click or tap here to enter text. |

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| **Justification of the length of****time needed to demonstrate****that the request is reasonable****in the circumstances:** | Click or tap here to enter text. |

[ ]  **14(1)(d) Third party request for review**

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| **Date request for review was provided by the third party to the public body:** | Click or tap here to enter text. |

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| **Volume of records involved for the third party review (the extension of time applies only to those records subject to the third party request for review):** | Click or tap here to enter text. |

[ ]  **14(2) Multiple concurrent requests**

The OIPC considers a number of factors, as set out in the Request for Time Extension under Section 14 Practice Note, to determine whether an applicant has submitted multiple concurrent requests to a public body. The OIPC considers 30 days from the date of the access request (either way) as concurrent.

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| **The number of concurrent****requests received and the volume of the current access request and the concurrent requests.** | Click or tap here to enter text. |

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| **The dates and proximity in time****in which the public body received each request (e.g., requests received on the same day, consecutive days, or consecutive weeks):** | Click or tap here to enter text. |

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| **Explain whether the requests were submitted by the same applicant or two or more applicants who work for the same organization or in association with each other:** | Click or tap here to enter text. |

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| **Section D: Is the Subsequent Request for Extension Reasonable** |

A public body must make a serious effort to assess the amount of time it requires to complete processing of an access request. In order to pass a reasonableness review, the estimation of that time must be sufficiently rigorous, logical and supportable.

**In order to consider subsequent extension requests, a public body must demonstrate that it encountered a significant change in circumstances that resulted in additional or unexpected work and therefore more time is required in addition to what the public body previously requested or which was granted** (i.e., has the volume increased and why? Were there new third parties or public bodies discovered since the first time extension requested? Was there a temporary staffing challenge that resulted in additional or unexpected work?).

If the grounds for a time extension under section 14 are different than what was previously applied for, explain why the circumstance or grounds were not known or taken into account when the first time extension request was made.

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| **Please provide details as described above:** | Click or tap here to enter text. |

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| **Section E: Work Completed and Outstanding Tasks** |

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| **Work completed since the last time extension was granted:** | Click or tap here to enter text. |

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| **Work that remains. Include a list of each outstanding task/activity and estimation of the time needed for each task/activity:** | Click or tap here to enter text. |

 **Have any records been released to the applicant?** [ ]  **Yes (number of records \_\_\_)** [ ]  **No**

 **Will there be a phased release of records?** [ ]  **Yes** [ ]  **No**

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| **If yes, explain:** | Click or tap here to enter text. |

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| **Section F: Relevant Attachments** |

Provide all relevant attachments with the completed form including:

[ ]  **Copy of the public body’s section 30 notice(s) to the applicant and third party (if applicable and done since previous extension decision)**

[ ]  **Evidence of multiple concurrent requests, if applicable (e.g. acknowledgement letters, etc.)**

[ ]  **Other relevant attachments**

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| **Section G: Public Body Signature** |

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| Click or tap here to enter text. |  | Click or tap here to enter text. |
| **Name** |  | **Email** |
|  |  | Click or tap here to enter text. |
| **Signature of Public Body’s Authorized Individual** |  | **Date** |

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| **Questions** |

Submit the completed form and attachments by email to timeextension@oipc.ab.ca

If you have any questions about the time extension process or how this form should be completed, please email timeextension@oipc.ab.ca.

IIDDDT **F – Attachments**

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