Lakehead
UNIVERSITY

Staff Log for Work Performed in Response to a Request for Information under FIPPA

This log should be used by staff to record the types of activities undertaken in response to, and the time spent on, a request under FIPPA, and it may be used to provide information to the Information and Privacy Commissioner during the course of an appeal Your department will be reimbursed for costs allowed by the Freedom of Information and Protection of Privacy Act and its Regulations.

Request No._____

Department & Account No.	Staff Name and Initials	Task (e.g. Search, Review, Prepare for Release)	Date	Time Spent (log to ¼ hrs)	No. of Pages Photocopied