**Access Disposition Period:**

**(What is Access Request)**

**(What is Disposition)**

**What is Disposition period)**

How long to retain access request after closing the file, in accordance with approved current retention bylaw.

Example: T+3/D (T= Termination of access request or closed , and retained for 3 years, after expiration of 3 years, will be disposed.

**Access Request Costs:** In accordance with R.R.O. 1990, Reg. 823, various costs will be charged to the requester for the responsive records of an access request

**Who are the personas here - who is the user who manages those costs, who is the user who gets charged?**

**Add Tax:** If any GST/HST applicable - Tax applicable to what? To the Access request costs?

**Audit Trail:** System would capture all actions performed on a file and user

**Cabinet Locations;** if cabinets located, to file or storage physical files..

**Controlled Vocabulary:** It plays key role in assigning documents saved or upload or drag and drop into respective files.

**Directory of Records:** Which is a mandatory to all public institutions to publish on its website or make it available to the public, which will aid in knowing types of records, to keep the spirit of promoting transparency and accountability. This can be further categorized as General, Personal and General-Personal type of records

**Freedom of Information:** it’s legal right, any member of the public across the world, would request for any piece of information. The purposes of this Act are,

(a) to provide a right of access to information under the control of institutions in accordance with the principles that,

(i) information should be available to the public,

(ii) necessary exemptions from the right of access should be limited and specific, and

(iii) decisions on the disclosure of information should be reviewed independently of the institution controlling the information; and

(b) to protect the privacy of individuals with respect to personal information about themselves held by institutions and to provide individuals with a right of access to that information. R.S.O. 1990, c. M.56, s. 1.

**Price Master:** It’s mandate, the cost associated with time spent by the staff, for search and retrieval, in accordance with R.R.O. 1990, Reg. 823,

**Record Attributes**: It encapsulates Functions, Activities and Record Series. Its a kind of hierarchy for organizing files in an approved folder structure. For Example: COUNCIL AND LEGISLATIVE SERVICES->ACCESS AND PRIVACY->FREEDOM OF INFORMATION->FOI-2022-001 (1096 DREAM CREST ROAD)

**Shelving Information:** To oganize boxes in offsite storage locations. It aids in finding, locating and retrieving the offiste boxes , also accommodate transfers and retrievals, till the purging of the box (s)

**Staff Details:** It encapsulates DEPARTMENTS, DESIGNATIONS AND EMPLOYEE DETAILS

**Storage Locations:** it contains various storage locations, in turn, facilitating shelving information

**Template Data:** It would accommodate different documents types, in an organization, also contains respective meta data associated with respective document types

**Transfer Labels:** System would generate file labels at the time of creation , will help to organize in cabinets in a defined manner. For Example: SUBJECT, ALPHABETICAL AND ALPHANUMERICAL.

**User Roles:**All users and associated access privileges assigned within EDRMS. For Example: FOI Officer: