

Meeting the requirements of Open Government Acts

Is your team set up for success?



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The push for more openness in government is causing increased stress on an already overburdened public records management system. This is bringing about a significant change in how many organizations and agencies are responding to requests for public information.

In order to ensure successful compliance with legislative changes, public records teams need to fully understand whether they meet the requirements of the applicable Acts.

Based on best practices learned by Privasoft over nearly 20 years automating information disclosure processes, the following checklist represents questions that public records teams should consider. This will aid in ensuring operations run efficiently and support legislative requirements while ensuring deadlines are met.

A Checklist for Success

- Are you able to monitor progress to ensure deadlines are met?
- Is all activity being captured against each request for traceability?
- What are your controls for protecting against the inadvertent release of information?
- What safeguards exist to ensure that responses made and exemptions applied to identical requests are consistent?
- Do you have a system for identifying commonly requested information and publishing it proactively in your electronic reading room?
- Do you have a clearly defined audit process?
- How are appeals being stored and tracked?
- Have you identified reporting requirements to ensure proper systems are employed to generate mandated reports quickly and easily?
- Have you put your request handling on the Web to encourage citizen self-service?
- Are your internal policies compliant with legislation?
- Is staff adequately equipped with tools that can help them be responsive?

Let us help ensure you are ready

Contact Privasoft to learn how public records and FOIA teams have leveraged our experience to automate processes, meet legislative requirements and improve efficiency.

Call us toll free: (866) 764-1696