**Statistical Reporting Validation Checklist – 2024-25**

The following items must be verified by each institution in the statistical reporting forms prior to submitting the completed package to Treasury Board of Canada Secretariat (TBS).

The box must be checked beside **each** item below confirming that the validation has been fully completed within the forms. Please include a note under a specific validation item if an explanation is required to justify the situation.

**The completed checklist must be sent back to TBS together with the forms for submission or the forms will not be accepted.**

**Name of institution : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| [ ]  1. There is **no red box or red text** indicating an error on the forms.  |
| NOTE:  |
| [ ] 2. **Sections 2.4, 2.5, 4.5.2, 4.5.4, 4.5.6, 8.1, 8.2 of the ATI form and Sections 2.4, 3.5.2, 3.5.4, 3.5.6, 8.1, 8.2 of the Privacy form** – If a number of pages greater than “0” is entered in the “pages/minutes released/re-released/processed/disclosed” columns, there **must** be a number greater than “0” entered in the “Number of Requests” columns to the left of them. |
| NOTE: |
| [ ]  3. **Section 5 (extensions) of the ATI form** – For the dispositions, there is a relationship between Section 4.1 and Section 5.1 and there must be consistency between both tables. If a number greater than “0” is entered in Section 5.1 for a specific disposition, there must be a number greater than “0” entered in Section 4.1 under the same disposition.**Example**: if “1” is entered under the row “All excluded” under any column for Section 5.1, there must be “1” entered in any column under the row “All excluded” for Section 4.1 as well. Keep in mind that there might be more than one extension per request. Therefore, there might be a “1” under each column for “All excluded” in Section 5.1 but they represent only ONE request in Section 4.1 (only one “1” is found in the row of “All excluded” in this Section). |
| NOTE:  |
| [ ]  ATI Form validation completed[ ] Privacy Form validation completed4. **Time validation in ATI form (same applies to the Privacy form, equivalent section numbers in parenthesis)** – Sum of columns 3-7 in Section 4.1 (3.1) minus sum of first column of Section 4.7.2 (3.7.2), this total must be equal to or less than the sum of Section 5.1 (6.1) or Section 5.2 (6.2) (which 2 sections should have the same numbers).**Exception:** Column 3 of Section 4.1 (3.1) might include requests that are closed without extensions but that are on time when day 30 falls on a weekend or statutory holiday (will be considered 31, 32 or 33 days but still be closed within legislative timelines). You can compare to Section 4.6.1 (3.6.1) if it is on time but passed the 30-day mark.[ ] My institution had \_\_\_\_\_\_\_\_ requests that fell under this exception for the ATI form in 2024-25.[ ] My institution had \_\_\_\_\_\_\_\_ requests that fell under this exception for the Privacy form in 2024-25.(Please put a “0” if no request applied to this **exception** for 2024-25.) |
| NOTE: |
| [ ] 5. **Section 7 of ATI form** – In Section 7.1, when columns 1 and 3 are filled out with a number greater than “0”, then there must be a number in columns 2 and 4 of the same row greater than “0” as well. |
| NOTE:  |
| [ ] 6. **Section 10.2 of the Privacy form** – The numbers found in this Section for 2024-25 must be consistent with the numbers provided in the 2023-24 Statistical Report. **Example**: if the Privacy form for 2023-24 indicated there are 25 PIBs in total, the next year, there cannot be only 2 PIBs for the same institution. Some PIBs could have been terminated and some could have been created in the last fiscal year but the total number of PIBs should be close to 25 (if not the same) from last year to this year, unless exceptional circumstances arose during that period. |
| NOTE: |
| [ ] ATI Form validation completed[ ] Privacy Form validation completed7. **Resources and Number of Requests** – There must be a reasonable correlation between the number of requests that were closed during the fiscal year (Section 1.1) and the total number of resources included in the last row of Section 11.2 (ATI)/Section 12.2 (Privacy) within the same form.**Example**: if 3 requests were closed in total, there cannot be a total of 15 person-years dedicated to the ATI and Privacy activities. |
| NOTE:  |
| [ ] 8. **Double reporting** – It is considered double reporting when Section 11 (ATI) and Section 12 (Privacy) have the same numbers. It might be accurate but only if the institution spent exactly 50%-50% on ATI P activities. If not, the numbers must be representative of the amount of time spent on each ATIP activities in the 2024-25 fiscal year.**\*Please select the situation that applies to your institution:**[ ] My institution spent exactly 50% of its time on ATI activities and 50% of its time on Privacy activities. Therefore, including the same numbers in both forms is accurate.**OR**[ ] My institution spent different portions of the year on each ATI and Privacy activities and both statistical forms represent the exact and accurate percentage of the year spent on each separately. |
| NOTE:  |
| [ ] 9. **Supplemental Report**[ ]   The total found in **table 1.1** of the Supplemental Statistical Report must be equal to Row 7, Column 1 of Section 1.1 of the 2024-25 Statistical Report on the *Access to Information Act*. [ ]   The total found in **table 2.1** of the Supplemental Statistical Report must be equal to Row 7, Column 1 of Section 1.1 of the 2024-25 Statistical Report on the *Privacy Act*.[ ]   **Section 4** must be equal to or less than Row 1, Column 1 of Section 1.1 of the 2024-25 Statistical Report on the *Privacy Act*. |
| NOTE: |