

Department of Education **2006** 



Published by the Department of Education Sol Plaatje House 123 Schoeman Street Pretoria

Private Bag X895 Pretoria

Copyright © The Department of Education of South Africa

Copies of this publication can be obtained from the Directorate: National and Provincial Communication, Department of Education, Pretoria.

Tel: (012) 312 5410

Tel: +27 (12) 312 5911 Fax: +27(12)321 6770

Website: http:/education.pwv.gov.za

ISBN: 1-919917-97-7

Designed and printed for the Government Printer, Pretoria, by Formeset Printers Cape

1.	INTRODUCTION	2
2.	THE FUNCTIONS AND THE STRUCTURE OF THE DEPARTMENT OF EDUCATION	3
	2.1 The functions of the Department of Education	
	2.2 A schematic diagram of the structure of the Department of Education	
	2.3 The structure of the Department of Education	
3.	CONTACT DETAILS	15
4.	GUIDE ON HOW TO USE THE ACT	16
5.	ACCESS TO RECORDS HELD BY THE DEPARTMENT OF EDUCATION	
	5.1 Automatic disclosure	
	5.2 Records that may be requested	17
	5.3 The request procedures	19
6.	SERVICES AVAILABLE	
	6.1 Nature of the services	
	6.2 How to gain access to information	21
7.	ARRANGEMENT ALLOWING FOR PUBLIC INVOLVEMENT IN THE FORMULATION OF POLICY AND EXERCISE OF POWER	22
8.	THE REMEDIES AVAILABLE IF THE PROVISIONS OF THIS ACT ARE NOT COMPLIED WITH	22
9.	OTHER INFORMATION AS PRESCRIBED IN TERMS OF THE ACT	22
10.	UPDATING OF THE MANUAL	22
11.	AVAILABILITY OF THE MANUAL	22
12.	PRESCRIBED FEES FOR PUBLIC BODIES	22
AN	NEXURE: PRESCRIBED FORM FOR ACCESS TO A RECORD	0.4







The **Promotion of Access to Information Act (Act 2 of 2000)**, which flows from section 32 of the SA Constitution, gives effect to the constitutional right of access to any information held by the state or any information held by any other person, provided that such information is required for the exercise or protection of any rights: and matters connected therewith.

Section 31 (1) (a) of the Constitution entrenches the right that everyone has access to any information held by the state.

The purpose of the Promotion of Access to Information Act (PAIA) is seen as twofold:

- To foster a culture of transparency and accountability in public and private bodies by giving effect to the right of access to information; and
- to promote actively a society in which the people of South Africa have effective access to information to enable them to exercise and protect all of their rights more fully.

Before April 27, 1997, the system of government in the country resulted in a secretive unresponsive culture in public and private bodies, which often led to abuse of power and to human rights violations.

The PAIA came into effect on March 9, 2001.



#### 2.1 The functions of the Department of Education

The core functions of the Department are the development and maintenance of the education and training system. The Department is therefore responsible for developing the policy and legislative framework on which the education and training system rests, ensuring:

- that all levels of the system adhere to these policies and laws;
- mechanisms are in place to monitor and enhance quality in the system; and
- the system keeps up to date with developments in education systems internationally.

Activities that frame the functions:

#### Research and Policy Review

The Department initiates, commissions, evaluates, reviews and researches all aspects of the education and training system to assist in developing and maintaining the system.

#### **Planning and Policy Development**

The Department initiates and manages processes that lead to the development of policy and legislation to assists the Minister to determine policy, norms and standards as required by the Constitution.

#### **Support**

The Department provides support to provinces and higher education institutions in their implementation of national policy, norms and standards.

#### **Monitoring**

The Department monitors and reports on the implementation of policy, norms and standards to assess their impact on the quality of the educational process, and to identify policy gaps.

#### Legislative and other mandates

A number of policies have been implemented and legislation promulgated to create a framework for transformation in education. Key policies and legislation include:

- The SA Constitution (1996), which requires education to be transformed and democratised in accordance with the values of human dignity, equality, human rights and freedom, non-racism and non-sexism. It guarantees access to basic education for all with the provision that "everyone has the right to basic education, including adult basic education". The fundamental policy framework of the Ministry of Education is stated in the Ministry's first White Paper: Education and Training in a Democratic South Africa: First Steps to Develop a New System (February, 1995). The 1994 education policy framework of the ANC forms the basis of this document. Cabinet approved it after extensive consultation, negotiation and revision. It has since served as a fundamental reference for policy and legislative development.
- The National Education Policy Act (NEPA) (1996), was designed to inscribe in law policies, as well as the legislative and monitoring responsibilities of the Minister of Education, and to formalise relations between national and provincial authorities. It laid the foundation for the establishment of the Council of Education Ministers (CEM), as well as the Heads of Education Departments Committee (HEDCOM), as inter-governmental forums to collaborate in developing a new education system. As such, it provides for the formulation of national policies in general and further education and training for, inter alia, curriculum, assessment, language policy, as well as quality assurance. NEPA embodies the principle of co-operative governance, elaborated upon in Schedule 3 of the Constitution.





The South African Schools Act (SASA) (1996), which promotes access, quality and democratic governance in the schooling system. It ensures that all learners have the right of access to quality education without discrimination, and makes schooling compulsory for children aged 7 to 14. It provides for independent schools and public schools. The provision in the Act for democratic school

to the allocation of funds for the public school system.

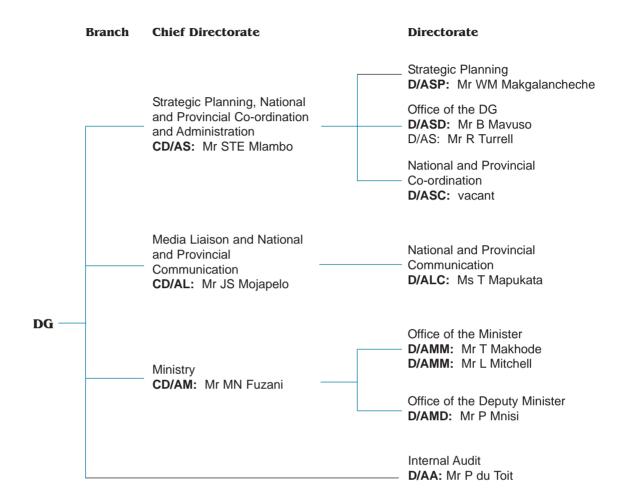
• The Further Education and Training Act (1998), Education White Paper 4 on Further Education and Training (1998), and the National Strategy for Further Education and Training (1999/2001). The latter provides the basis for the development of a nationally co-ordinated further education and training (FET) system, comprising the senior secondary component of schools and technical colleges. It requires FET institutions, established in terms of the new legislation, to develop institutional plans, while making provision for programme-based funding and a national curriculum for learning and teaching.

governing bodies is now in place in public schools country-wide. The school funding norms, outlined in SASA, prioritise redress and target poverty with regard

- The Higher Education Act (1997) makes provision for a unified and nationally planned system of higher education (HE). It has furthermore given the green light for a statutory Council on Higher Education (CHE), which advises the Minister, while being responsible for quality assurance and promotion. The Higher Education Act and Education White Paper 3 on Higher Education (1999), formed the basis for the transformation of the HE sector via an institutional planning and budgeting framework. This culminated in the National Plan for Higher Education in 2001.
- A whole spectrum of legislation, including the Employment of Educators Act (1998), regulates professional, moral and ethical responsibilities of educators, as well as the competency requirements applicable to teachers. The historically divided teaching force is now governed by one act of Parliament and one professional council, the South African Council of Educators (SACE).
- The Adult Basic Education and Training Act (2000), provides for the establishment of public and private adult learning centers, funding for ABET, the governance of public centres, as well as quality assurance mechanisms for this sector.
- The South African Qualifications Authority (SAQA) Act (1995), provides for the establishment of the National Qualifications Framework (NQF), which forms the scaffolding for a national learning system that integrates education and training at all levels (see Appendix). The NQF is an essential expression, as well as a guarantor of a national learning system where education and training are of equal importance as complementary facets of human competence. The joint launch of the Human Resources Development Strategy by the Ministers of Labour and of Education on 23 April 2001, reinforced the resolve to establish an integrated education, training and development strategy that would harness the potential of our young and adult learners.
- Curriculum 2005 (C2005) embodies the vision for general education to move away from a racist, apartheid, rote model of learning and teaching, to a liberating, nation-building and learner-centred outcomes-based initiative. In line with training strategies, the re-formulation is intended to allow greater mobility between different levels and between institutional sites, and to promote integration of knowledge and skills through "learning pathways". Its assessment, qualifications, competency, and skills-based framework encourages the development of curriculum models that are aligned to the NQF in theory and practice.

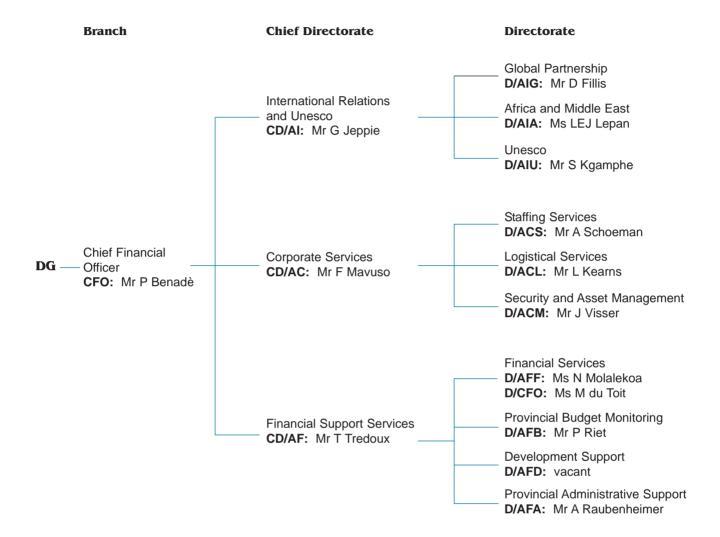


#### 2.2 A schematic diagram of the structure of the Department of Education

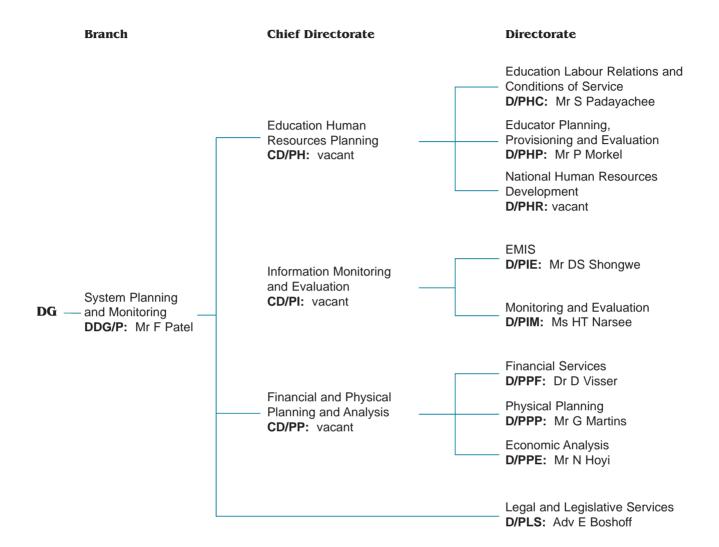




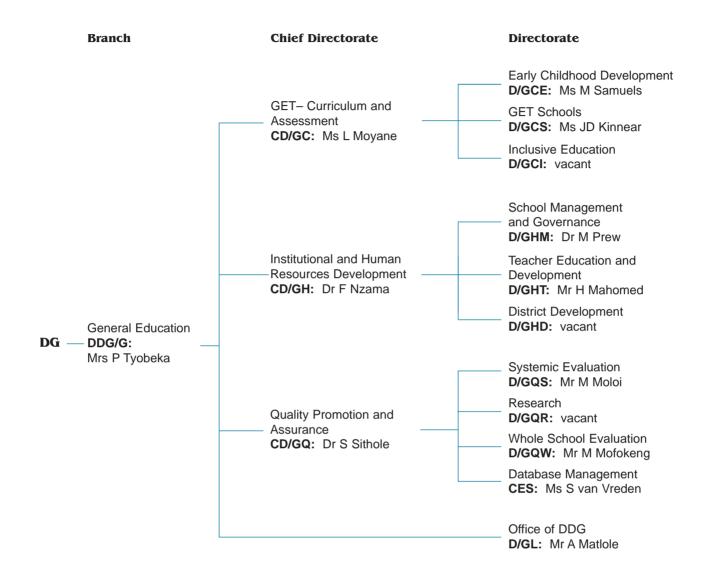




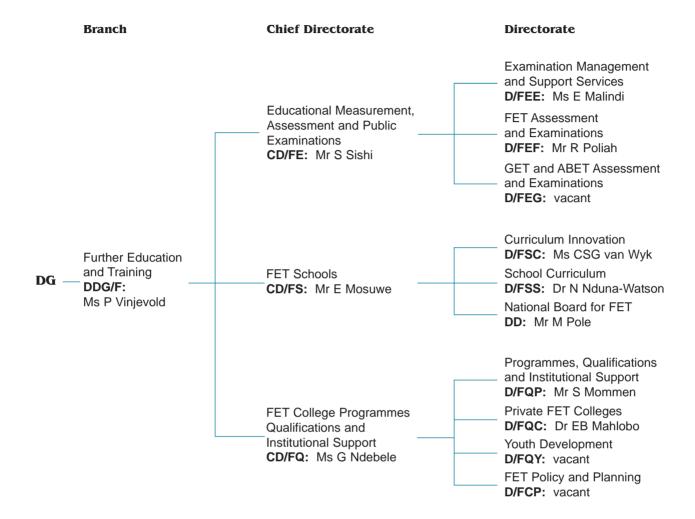




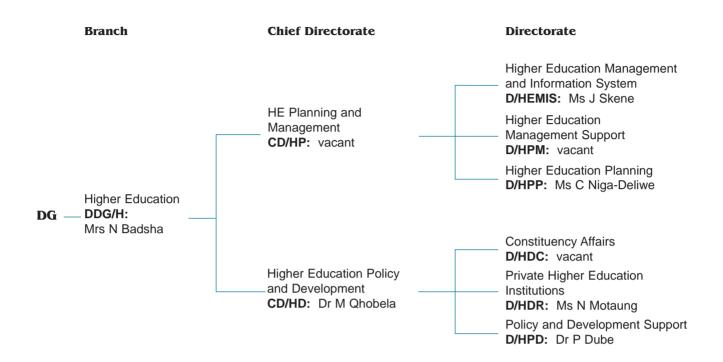




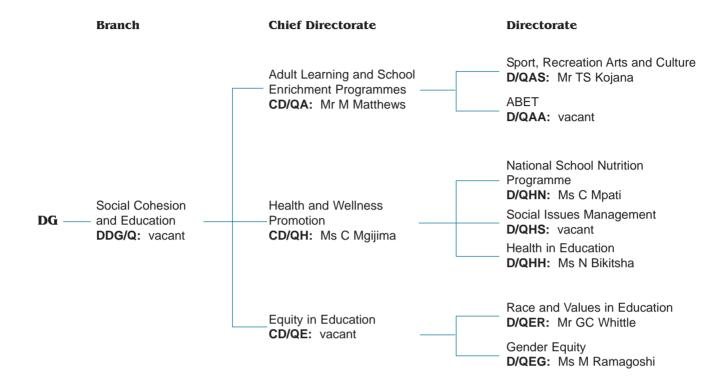
















#### 2.3 The structure of the Department of Education

#### **Programme 1: Administration**

Administration deals with policy formulation and the overall leadership and management of the Department, including the responsibilities of the Minister, Deputy Minister and Director-General. It also provides for corporate services – personnel, finance, administration and security.

#### **Programme 2: System Planning and Monitoring**

System Planning and Monitoring provides strategic direction for developing, implementing and monitoring education policies, programmes and projects.

#### There are three subprogrammes:

- Education Human Resources Planning is responsible for human resources management and development in respect of college and school educators, and for educator labour relations.
- Information Monitoring and Evaluation is responsible for the development of information systems for the education and training sector, and for the monitoring and evaluation of the performance of the education system.
- Financial and Physical Planning and Analysis focuses on financial and physical resources planning and coordination with provinces for implementing national policy, and provides support to provinces on budgetary matters.

The Department has developed processes for monitoring funding norms and standards for educational institutions.

#### **Programme 3: General Education**

General Education manages the development, implementation, monitoring, evaluation and maintenance of national policy, programmes and systems for general education and quality assurance.

#### There are three subprogrammes:

- GET Curriculum and Assessment is responsible for developing and implementing the curriculum and related programmes and systems for general education, and for evaluating and maintaining policy initiatives.
- Institutional and Human Resources Development develops policies and programmes for promoting the development of educators and of management and governance capacity, and evaluates qualifications for employment in education.
- Quality Promotion and Assurance helps the education system to better understand the performance of learners and institutions, and makes all levels of the system more accountable for educational outcomes.

#### **Programme 4: Further Education and Training**

Further Education and Training provides strategic direction to the further education and training sector and manages the planning, development, evaluation, monitoring and maintenance of national policy, programmes and systems – including national assessment and quality assurance systems – for further education and training.



#### There are three subprogrammes:

- Educational Measurement, Assessment and Public Examinations
  promotes the integrity of national assessment and the existence of
  quality assurance systems in further education and training.
- Further Education and Training Schools manages the planning, development, evaluation and maintenance of national policy, programmes and systems for further education and training. It is also responsible for Curriculum Enrichment, which focuses on the enhancement of Maths, Science and Technology and Information and Communication Technology (ICT) training in schools, and of youth development programmes.
- Further Education and Training College Programmes, Qualifications and Institutional Support is responsible for providing the framework, coordination and support needed for further education and training in South Africa.

#### **Programme 5: Quality Promotion and Development**

Quality Promotion and Development provides strategic direction for the development of policies and education programmes to ensure continual improvement in quality of learning.

#### There are three subprogrammes:

- Adult Learning and School Enrichment Programmes manages the development, evaluation and maintenance of policy, programmes and systems for adult education and school enrichment.
- Health and Wellness Promotion manages the development and implementation of policies that deal with the overall wellness of educators and learners, and manages and monitors the implementation of the National School Nutrition Programme.
- Equity in Education develops policies and programmes for promoting gender equity, non-racialism and values in education.

#### **Programme 6: Higher Education**

Higher Education provides strategic direction and develops policy and regulatory frameworks for an effective and efficient higher education system that helps to supply the human resources, research and knowledge needs of South Africa.

#### There are two subprogrammes:

- Higher Education Planning and Management provides management support services to the higher education system and is responsible for managing government transfers and subsidies to higher education institutions and agencies.
- Higher Education Policy and Development is responsible for registering private higher education institutions and liaising with constituencies in higher education.



#### Programme 7: Auxiliary and Associated Services

Auxiliary and Associated Services coordinates and promotes effective international relations, renders support and advisory services to provincial education departments, monitors provincial budgets and cash flows, and manages, monitors and reports on donor and conditional grant finding.

#### There are two subprogrammes:

- International Relations and UNESCO develops, promotes and cultivates international relations, and supports UNESCO in the education sector.
- Financial Support Services monitors provincial budgets and cash flows, supports and advises provincial education departments in respect of overall management, organisational structures and all aspects of corporate services, and manages, monitors and reports on donor and conditional grant funding.



#### **Information Officer:**

Mr Duncan Hindle, Director-General mohoebi.k@doe.gov.za

#### **Deputy Information Officers:**

Mr John Mojapelo, Chief Director:

Communication mojapelo.j@doe.gov.za

Adv Eben Boshoff, Director: Legislation and Legal Services

boshoff.e@doe.gov.za

#### **General information:**

Address: Sol Plaatje House

123 Schoeman Street

Pretoria 0001

Postal address: Private Bag X895

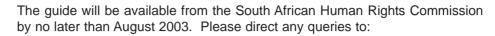
Pretoria 0001

Telephone: +27 12 312 5911 Fax: +27 12 321 6770

Website: www.education.pwv.gov.za







#### The South African Human Rights Commission: **PAIA Unit**

The Research and Documentation Department

Postal address: Private Bag 2700

Houghton 2041

Guide on how to use the Act

> Telephone: +27 11 484 8300 Fax: +27 11 484 1360 Website: www.sahrc.org.za E-mail: PAIA@sahrc.org.za



#### 5.1 Automatic disclosure

These records have not been officially published as required by section 15(2) of the Act. However, you are referred to the departmental website (see above) where various records, reports and documents can be accessed.

#### 5.2 Records that may be requested

Descriptions of the subjects and categories of records held by the Department

#### Records held by the Personnel Section are the following:

Personnel file: containing all personal particulars, CV, ID, appointment/promotion/transfer details, pension, long service awards, resettlement and medical matters

Leave file: containing all leave forms

Housing file: containing bank details of property, stop order forms, housing subsidy approval

State guarantee file: containing request, approval, and bank approval of guarantee

Subsistence and Traveling file: containing all claims and approval for S+T

Injury on duty file: containing all reports and medical accounts

Merit file: containing all evaluation forms, results, and approval for payment of merit awards

Bursary file: containing request for bursary, approval, result of studies and payment of fees.

Salary file: Containing all records of allowances, deductions, overtime, bank details and garneshee orders

*Persal records* of all personal matters, salary details, appointment/promotion/transfer details, leave, housing, state guarantee, S+T, pension, medical, long service awards, merit awards.

#### Records held by the Financial Section are the following:

Estimates of National Expenditure: This is the budget as tabled in Parliament annually by the Minister of Finance. It also includes the budget of the Department of Education and is obtainable from the Communication Directorate, National Treasury, Private Bag X115, Pretoria 0001, Tel (012) 315 5948. It is also available on www.treasury.gov.za

The Annual Report of the Department: This includes the financial statements of the Department and the Audit Report on these statements, as well as the Management Report.

General: Other and more detailed financial information, such as expenditure in respect of a specific project.

#### Records held by the General Registry are the following:

General Registry, the custodian of all general records created and received by the Department of Education (correspondence and documents), keeps all files in a filing system classified according to activities in the Department.

Access to records held by the Department of Education



The filing system presently consists of 25 main series and may increase as the need arise due to the growing establishment.

#### Records held by General Registry are the following:

#### Series 1-25

18

- 1. Legislation
- 2. Legal Services
- 3. Departmental Management
- 4. Organisation and Control
- 5. Financial Services
- 6. Staffing Services
- 7. Accommodation
- 8. Stores and Services
- 9. Transport and Journeys
- 10. Communications
- 11. Reports and Returns
- 12. Human Resources
- 13. Education and Training Systems
- 14. Education and Training Programmes
- 15. History Project
- 16. Security and Asset Management
- 17. Inclusive Education
- 18. EDSU
- 19. Provincial Liaison and Information Sharing
- 20. SANLI
- 21. PASD
- 22. Strategic Planning
- 23. Race and Values in Education
- 24. Education Human Resources and Development
- 25. Development Support

Each main series of the existing 25 has a Policy and Routine Enquiries file.

#### Records held by Information Technology are the following:

Information available on the departmental website:

(a) Department of Education (DoE) Sites that are available as website addresses:

- Adult Education (ABET)
- Bulletin Board
- Centre for Educational Technology and Distance Education (CETDE)
- Communication and Liaison
- Creating an Enabling Environment for Quality Education
- Curriculum Development
- Early Childhood Development (ECD)
- Education Management Information System (EMIS)
- Examinations (results for 2001)
- Financial and Statistical Information relating to Education
- Further Education and Training (FET)
- Gender
- Higher Education
- History



- HIV/AIDS in Education
- Inclusive Education
- Information Technology
- National Centre for Curriculum Research and Development (NCCRD)
- National Examination Assessment
- Policy Support (Planning and Monitoring Branch)
- Provincial Administrative Support
- Quality Assurance
- Race and Values in Education
- Resource Centre
- School examination ranking
- Strategic Planning
- Teacher Development
- (b) Media Statements, Speeches, Articles and Responses
- (c) Legislation
- (d) Publications, Policies and Reports
- (e) Special Days / Events
- (f) Breaking News

Please note that some of the documents may require Acrobat Reader. Please make sure to have that program installed or downloaded onto your computer.

#### Records held by the Examination System:

Examination cycles file: containing cycles of examination, examination type and examination period for each cycle

Examination time table file: contains a time table of subjects that will be offered in an examination cycle.

Examination candidates' information: contains information on candidates who will be writing exams.

Examination mark sheets file: containing information on marks allocated to candidates per subject.

Examination results file: contains past and present examination results

#### 5.3 The request procedures

A requester must be given access to a record of a public body if the requester complies with the following:

- The requester complies with all the procedural requirements in the Act relating to the request for access to that record; and
- Access to that record is not refused on any ground of refusal mentioned in the Act.

#### Nature of the request:

- A requester must use the form that has been printed in the Government Gazette [Govt. Notice R187 - 15 February 2002] (form A).
- The requester must also indicate if the request is for a copy of the record or
  if he/she wants to come in and look at the record at the offices of the
  Department. Alternatively, if the record is not a document it can then be
  viewed in the requested form, where possible.



- If a person asks for access in a particular form then the requester should get access in the manner that has been asked for. This is unless doing so would interfere unreasonably with the running of the Department, or damage the record, or infringe a copyright not owned by the state. If for practical reasons access cannot be given in the required form but in an alternative manner, the fee must be calculated according to the way that the requester first asked for it.
- If, in addition to a written reply to the request for the record, the requester wants to be told about the decision in any other way, e.g. telephone, this must be indicated.
- If a requester is asking for the information on behalf of somebody else, the capacity in which the request is being made should be indicated.
- If a requester is unable to read or write, or has a disability, he or she can
  make the request for the record orally. The information officer or the deputy
  information officers must fill in the form on behalf of such a requester and
  give him or her a copy.

### There are two types of fees required to be paid in terms of the Act, being the request fee and the access fee:

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The information officer or the deputy information officers must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The request fee payable to the Department is R35.00. The requester may lodge an internal appeal, where appropriate, or an application to the court against the tender or payment of the request fee.
- After the information officer or the deputy information officers have made a
  decision on the request, the requester must be notified of such a decision in
  the way in which the requester wanted to be notified.
- If the request is granted, a further access fee must be paid for the search, preparation, reproduction and of any time that has exceeded the prescribed hours to search and prepare the record for disclosure.



#### 6.1 Nature of services

The Department is not a service related Department but as indicated in paragraph A of this manual, the detailed programmes and functions of the Department are contained in the Strategic Plan (2002 - 2004).

#### 6.2 How to gain access to information

To gain access to information at the Department, requests must be made to the Director-General of the Department of Education, Mr Duncan Hindle.

Address: Sol Plaatje House

123 Schoeman Street

Pretoria 0001

Postal address Private Bag X895

Pretoria 0001

Telephone: +27 12 312 5911 Fax: +27 12 321 6770

Website: www.education.pwv.gov.za





Arrangement allowing for public involvement in the formulation of policy and

exercise of power

The various laws in education prescribe that consultation must take place with identified persons or bodies and in some cases the processes of consultation are also prescribed. In the Department, draft policy will be published in the Government Gazette for general comment from all role players and the public at large. In specific policy initiatives, policy will be discussed in meetings with role players or in public hearings. Notice of such meetings or hearings will always be given prior to the meeting or hearing.

8

The remedies available if the provisions of this Act are not complied with

All legislation applicable to education at a national level is accessible on the departmental website (see address above). In some of the legislation, an appeal is prescribed and specific decisions identified in the Acts. No other internal remedies exist.

9

Other information as prescribed in terms of the Act

Currently, no information is available from the Minister of Education to be placed here in terms of section 92.

**10** 

Updating of the manual

The Department will update and publish its manual referred to in subsection (1) of section 14, at intervals of not more than a year.

11

Availability of the manual

The manual is to be published in three of the official languages in the Gazette.

The manual is available on the website.



# Part II of Notice 187 in the Government Gazette of 15 February 2002: Fees in respect of public bodies

- 1. The fee for a copy of the manual as contemplated in regulation 5(c) is R0,60 for every photocopy of an A4-size page or part thereof.
- 2. The fees for reproduction referred to in regulation 7(1) are as follows:

<ul><li>(a) For every photocopy of an A4-size page or part thereof</li><li>(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable</li></ul>	R 0,60
form	0,40
(i) stiffy disc	5,00
(ii) compact disc	40,00
for an A4-size page or part thereof(ii) For a copy of visual	
(e) (i) For a transcription of an audio record,	
for an A4-size page or part thereof(ii) For a copy of an audio record	
3. The request fee payable by every requester, other than a personal requester, referred to in regulation 7(2) is R35,00.	,
4. The access fees payable by a requester referred to in regulation 7(3) are as follows:	
<ul><li>(1)(a) For every photocopy of an A4-size page or part thereo</li><li>(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable</li></ul>	0,60
form	0,40
(c) For a copy in a computer-readable form on -  (i) stiffy disc	5,00
(ii) compact disc	40,00
for an A4-size page or part thereof	
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	12,00 17,00
(f) To search for and prepare the record for disclosure, R15,00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.	
(2) For purposes of section 22(2) of the Act, the following applies:	

(a) Six hours as the hours to be exceeded before a deposit

(3) The actual postage is payable when a copy of a record

(b) one third of the access fee is payable as a deposit

is payable; and

by the requester.

must be posted to a requester.





## ANNEXURE B OF NOTICE 187 IN THE GOVERNMENT GAZETTE OF 15 FEBRUARY 2002

#### **FORM A**

#### REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY

(Section 18(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

#### [Regulation 2]

FOR DEPARTMENTAL USE				
Reference number:				
Request received by (state rank, name and surname of information officer/deputy information officer) on (date) at (place).				
Request fee (if any): R				
Deposit (if any): R				
Access fee: R				
SIGNATURE OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER				

#### A. Particulars of public body

The Information Officer/Deputy Information Officer:

#### B. Particulars of person requesting access to the record

- (a) The particulars of the person who requests access to the record must be recorded below.
- (b) Furnish an address and/or fax number in the Republic to which information must be sent.
- (c) Proof of the capacity in which the request is made, if applicable, must be attached.





Full names and surname: Identity number: Postal address:

Fax number: Telephone number: E-mail address:

Capacity in which request is made, when made on behalf of another person:

#### C. Particulars of person on whose behalf request is made

This section must be completed only if a request for information is made on behalf of another person.

Full names and surname:

Identity number:

#### D. Particulars of record

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.
- 1. Description of record or relevant part of the record:
- 2. Reference number, if available:
- 3. Any further particulars of record:

#### E. Fees

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The **fee payable for access** to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason therefore.

Reason for exemption from payment of fees:





#### F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability:		Form in which record is required:					
Mark the appropriate box with an "X".  NOTES:							
(a) Your indication as to the requariable.	uired form of access	depends on the	form in which the record is				
(b) Access in the form requested informed if access will be grante		certain circumst	ances. In such a case you will be				
(c) The fee payable for access to access is requested.	o the record, if any,	will be determine	ed partly by the form in which				
1. If the record is in written or	printed form -						
copy of recor	rd*	inspe	ection of record				
2. If record consists of visual	images -						
(this includes photographs, slide	es, video recordings,	computer-gener	rated images, sketches, etc.)				
view the images	copy of the ir	nages* transcription of the images*					
3. If record consists of recorded words or information which can be reproduced in sound -							
listen to the	transcrip	transcription of soundtrack*					
soundtrack (audio	(written	(written or printed document)					
cassette)							
4. If record is held on computer or in an electronic or machine-readable form -							
printed copy of record*	printed copy information of the record*	copy in computer readable form* (stiffy or compact disc)					
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?  A postal fee is payable.  YES  NO							





Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.

In which language would you prefer the record?

#### G. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed thereof in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

	would cess to	,	•	to	be	informed	of	the	decision	regarding	your	request
Signe	ed at this	S			(c	lay) of			(month)	(ye	ear)	
SIGN	IATURE	OF	REQUE	STE	=R /	PERSON	ΟN	I WH	OSE BEH	IALE REOL	IEST I	S MADE



Notes	
((((()))	
(11111)	
'	



	$\Lambda$
 	Notes
 	(11111
 	'





Notes	
(1(111)	
11111	
11111	

