

ROUTINE DISCLOSURE
SCHEDULE A - Department of Finance Routine Access Policy

Updated: March 2012

Routine disclosure - means the routine or automatic release, in full or in part, of certain types of administrative or operational records as a matter of course in response to a request without the need for a formal application for records under the *FOIPOP Act*.

Please see the table below for a list of records and information about the Department of Finance's financial, human resources, and individual programs or policies that shall be included in this policy:

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RECORD DESCRIPTION	RESTRICTIONS
Economic and Statistics	
Consulting economic studies (consulting terms of reference; consulting contracts; consulting study reports)	excluding personal information and service or product trade secrets
Financial Information for the Department of Finance <i>*Please contact individual departments for the costs of contracts for goods and services procured for their operations.</i>	
Cost of contracts for goods or services procured by the Department of Finance for its own operations.	Contracts entered into for the current year only.
Cost of renovations	for specific offices carried out within the previous six months
Cost of sending a delegation out of the province or out of the country	current year-to-date
Cost of special or specific events (e.g., conferences, luncheons, workshops, training, etc.)	current year-to-date
Detailed expenditure reports, by category (e.g., salaries, travel, etc.)	for a maximum of three categories per fiscal year

Expense claims for individuals	for a three-month period within the current fiscal year or within three months of the start of the current fiscal year and for a maximum of three individuals in one department at any one time
Overtime expenditures for specific branches or divisions	current year-to-date
Financial Institutions	
Certificates of status/letters of good standing of Trust & Loan companies	<ul style="list-style-type: none"> names, license numbers, expiry dates--personal information severed
Insurance companies financial information	<ul style="list-style-type: none"> company names, premiums, claims data of insurers, and the loss ratios only
Licensed trust and loan companies	<ul style="list-style-type: none"> contact information – names, address, numbers, etc.
Licensed credit unions in Nova Scotia	<ul style="list-style-type: none"> contact information – names, address, numbers, charter numbers, etc.
Government Accounting Division	
Annual write-offs submission backup--overall summary (totals by department)	<ul style="list-style-type: none"> most recent must be approved by Cabinet
List of Active General Ledger Accounts	<ul style="list-style-type: none"> current electronic (PDF) version only
Human Resources Information for the Department of Finance <i>*Please contact individual departments for HR information specific to their department.</i>	
Adjudication decisions (hiring process)	<ul style="list-style-type: none"> current fiscal year
Generic information of benefits and hours of work	<ul style="list-style-type: none"> current
Organizational charts with position titles	<ul style="list-style-type: none"> current without names subject to security issues
Personal service contracts of individuals not appointed pursuant to the <i>Civil Service Act</i> ,	<ul style="list-style-type: none"> excluding personal information and service or product trade secrets

Position descriptions, pay scale, and classification of positions (unionized, non-unionized)	<ul style="list-style-type: none"> • Most recent job description • Pay scales available on-line at: http://www.gov.ns.ca/psc/v2/hrCentre/resources/compensationClassification/payScales.asp
Secondment agreements, both within and outside government	<ul style="list-style-type: none"> • current • excluding personal information
Selection and Hiring process	<ul style="list-style-type: none"> • Number of applicants for position • Number of persons interviewed • Composition of the interview panel (titles only) to only those being interviewed • Name of successful candidate, once offer of employment has been accepted • Confirmation as to whether position is permanent versus temporary, once a decision has been made on a course to follow
Internal Audit	
Final Audit Reports for audits completed by the Internal Audit Centre regarding <u>Department of Finance</u> programs or policies.	*Please contact individual departments for final audit reports for audits conducted on their programs and policies.
Liability Management and Treasury Services	
Current outstanding bond issues	Electronic format (PDF) only of Notes, Terms, and/or Debenture for all outstanding bond issues.
Payroll Client Relations	
Confirmation of Employment Letters.	Current employment information available only to the individual that the information is about.
Policy & Planning	
Fiscal Plan - Expenditure Trends, by Department (Consolidated)	current fiscal year not available

Entity Under the Public Accounts) 10 years available	
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Fiscal Plan - Trends 10 years available	current fiscal year not available
French Language Services Progress Report 2008/2009	
French Language Services Plan 2009-2010, 2010-2011, and 2011-2012	2012-2013 Plan available on-line at http://www.gov.ns.ca/finance/en/home/publications/frenchlanguage/servicesplan.aspx
GDP Ratios (Measure of Net Direct Debt to GDP History) 10 years available	current fiscal year not available
User Fees and Government Charges: 2007-2008, 2008-2009 and 2009-2010. Changes to User Fees and Government Charges 2004-2005	2011-2012 report available on-line at http://www.gov.ns.ca/finance/en/home/publications/userfees.aspx
Taxation and Fiscal Policy	
Revenues from Personal and Corporate Income Tax and HST	final data only, 5 years of data
Taxation agreements (federal/provincial agreements)	Available on-line on the federal Department of Finance web site Printed copies may be obtained for \$0.20 per page
Taxation agreements (federal/provincial agreements) - Schedules	Final schedules only current schedules
Taxation Agreements - Final payments from the Federal Government under the Tax Collection Agreement and the Comprehensive Integrated Tax Collection Agreement	Final data only NS Data only 5 years of data at one time
Value of Tax Credits Paid out, eg. Film Industry Tax Credit 2003-2007	<ul style="list-style-type: none"> • Final data received from Revenue Canada only • Aggregate amounts