

DOCUMENTS NOT OPEN TO INSPECTION/ASSGN 3

All documents are inspected by the A1s on being booked in.

Documents requiring confidentiality fall into two categories:

Rule 93(4)c A) Any document to be treated as "for inspection and return only" such documents may be marked or, the request may be made in the accompanying letter.

Practice The Office also treats as "inspection and return only" those documents that are full agreements or licences and are accompanied by a "short-form" documents even though a specific request has not been made.

Rule 94(1) B) Documents that bear a confidential marking or, for which a confidential request has been made.

Rule 93(5)Ai) Documents that contain disparaging comments about named persons

Procedure All such documents are to be placed on a Not Open to Public Inspection (N.O.P.I.) file and attached to the green jacket externally, the case then to be passed to the EO:

Procedure A) On completion of the case or, as soon as a letter has to be sent to the applicant, the N.O.P.I. document is returned and the report sheet marked accordingly.

The N.O.P.I. folder is returned to the A1 for re-use.

Practice B) On a request for confidentiality being made, a letter is sent asking for reasons for the request for confidentiality. A period of 14 days from the date of the letter is allowed, at which point the documents will go O.P.I. The file should be called after one month and if no interim reply has been received the documents placed on open file.

Procedure On receipt of a reasoned request the documents are sent to the C2 for consideration.

JANUARY 1992