



**Information and Privacy
Commissioner/Ontario**
**Commissaire à l'information
et à la protection de la vie privée/Ontario**

ORDER P-639

Appeal P-9300389

Sheridan College of Applied Arts and Technology



80 Bloor Street West,
Suite 1700,
Toronto, Ontario
M5S 2V1

80, rue Bloor ouest
Bureau 1700
Toronto (Ontario)
M5S 2V1

416-326-3333
1-800-387-0073
Fax/Télé: 416-325-9195
TTY: 416-325-7539
<http://www.ipc.on.ca>

ORDER

This is my Final Order disposing of the outstanding issue in Interim Order P-618, dated February 2, 1994.

In Interim Order P-618, I ordered Sheridan College of Applied Arts and Technology (the College) to conduct a further search for responsive records and to provide me with detailed affidavits sworn by the officials or employees of the College who have knowledge of and understand the subject matter of the request. I stated that at a minimum, the affidavits must contain the following:

- (a) Information about the official or employee swearing the affidavit describing his or her qualifications and responsibilities;
- (b) A statement describing the official's or employee's knowledge and understanding of the subject matter of the request;
- (c) The date(s) the person conducted the search and the names and positions of any individuals who were consulted by the person, if any; and
- (d) The type of files searched, the nature and location of the search.

In response to Interim Order P-618, the College has provided me with three affidavits sworn by the Corporate Security/Parking Officer, the Dean, Faculty of Skills Development & Apprenticeship, Skills Training Centre and the Clerk, Faculty of Skills Development & Apprenticeship, Davis Campus respectively. The affidavits comply with the requirements of the order and indicate that further searches conducted by the College have failed to identify additional records.

Specifically, the affidavit submitted by the Clerk, Faculty of Skills Development & Apprenticeship, outlines the file maintenance practices for student files at the Davis Campus and confirms that no record is kept of the times at which or the dates on which a student file is accessed.

The affidavit submitted by the Corporate Security/Parking Officer describes in detail the searches conducted and the various steps taken to locate records responsive to the request. The affidavit also provides possible reasons for the non-existence of responsive records.

Having carefully reviewed the College's representations, and the affidavit evidence it submitted, I am satisfied that the College has taken all reasonable steps to locate any responsive records, and I find that the search conducted by the College was reasonable in the circumstances of this appeal.

Original signed by: _____ February 28, 1994 _____ Laurel Cropley

[IPC Order P-639/February 28, 1994]

Inquiry Officer



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Suite 1700,
Toronto, Ontario
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Bureau 1700
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