

APPENDIX B

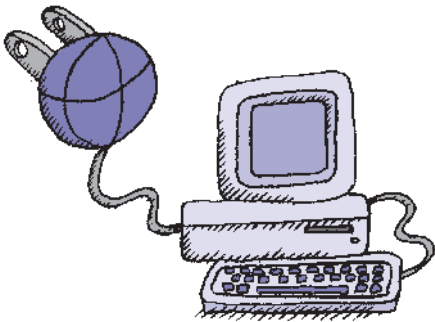
Terms and Costs





TERMS AND COSTS

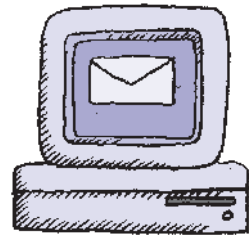
LEGAL TIME LIMITS FOR AN INFORMATION REQUEST



FILED REQUEST



- **20 workdays** to be notified about the public or confidential classification of the requested information.



**POSITIVE NOTIFICATION.
THE INFORMATION IS
PUBLIC**





- The Liaison Unit has **10 additional workdays** to deliver the information.



FOR SOME EXCEPTIONAL CASES:

- The Liaison Unit has **5 workdays** to inform that the information is not available in department. If such is the case, the Liaison Unit must advise the petitioner as to where he/she can find such information.
- The Liaison Unit has **5 workdays** to ask the petitioner to be more precise in

his/her application. If so, the petitioner has 30 days to provide details as for what does he/she needs.

- The Liaison Unit can request **20 additional workdays**, only once, as an extension, in order to find and compile the information.





TERMS AND COSTS

COSTS



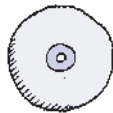
→ **1 PESO**
for each simple copy



→ **11 PESOS**
for each certified copy



→ **5 PESOS**
for a diskette



→ **10 PESOS**
for a CD

* plus shipping expenses

- The petitioner has **3 months** to cover the information reproduction and shipping expenses, after receiving the notification. After such term, the petitioner must start all over again.



ACCESS OR CORRECTION OF PERSONAL DATA



REQUEST OF ACCESS
TO PERSONAL DATA



- The Liaison Unit has **10 workdays** to deliver the requested personal data.



RESPONSE



PERSONAL DATA
CORRECTION REQUEST



- The Liaison Unit has **30 workdays** to provide evidence of the corrections made on the personal data.



RESPONSE

If the department does not produce the personal data, produces it in an incomprehensible format or denies making the corrections the petitioner demands, the petitioner can file an appeal.





TERMS AND COSTS

APPEALS



NEGATIVE NOTIFICATION

When the department or entity issues a negative response, the petitioner can file an Appeal.



- The petitioner has **15 workdays** to file and an appeal at IFAI, after receiving a negative notification.

* An Appeal can also be filed when:

- The petitioner receives a negative notification because of the privileged or confidential classification of such information;
- The information is incomplete;
- The information is not delivered according to the times specified in the law.





APPEAL AT IFAI*



- IFAI has **50 workdays** to rule on the appeal.



RULING

FOR SOME EXCEPTIONAL CASES:

- IFAI can request **30 additional workdays**, only once, to complete the appeal file.
- IFAI can request **20 additional workdays**, only once, to definitively solve any ruling project.