

October 31, 2006

All Permanent Secretaries and  
Heads of Public Bodies

**RE: COMPLIANCE WITH THE ACCESS TO INFORMATION ACT, 2005**

Please recall that the commencement of the Access to Information Act was on April 20, 2006.

In compliance with Section 7 of the Access to Information Act 2005, all government ministries and public bodies are enjoined to;

1. Have an Information Officer to ensure the accessibility of records in the respective body. Information Officers are the Chief Executives in each public body.
2. Publish a manual of functions and index of records of a public body “Within six months after the commencement of this section or the coming into existence of a public body, the information officer of the public body shall compile a manual containing –
  - (a) a description of the public body and the functions of the public body;
  - (b) the postal and street address, phone and fax number and electronic mail address of the information officer of the body and of ever deputy information officer;
  - (c) the address of the established office of the public body at which the public may make requests and obtain information;
  - (d) sufficient detail, including the nature of all formal and informal procedures available to facilitate a request for access;
  - (e) a description of the subjects on which the body holds records and the categories of records held on each subject;
  - (f) the most recent notice published under section 8, if any regarding the categories of records of the body which are available without a person having to request access under this Act;
  - (g) a description of the services available to members of the public from the body and how to gain access to those services;

- (h) a description of any arrangement or provision for a person by consultation, making representations or otherwise, to participate in or influence –
  - (i) the formulation of policy; or
  - (ii) the exercise of the powers or performance of duties, by the body;
  - (iii) a description of all remedies available in respect of an act or failure to act by the body; and
  - (iv) such other information as may be prescribed.

- 3. A public body shall update and publish its manual at least once every two years.
- 4. Each manual shall be made available as prescribed.

You are hereby reminded to comply, bearing in mind that in our respective policy statements, we shall have to submit annual reports to Parliament on requests for access to records/ information under our Ministries and public bodies under them.

You may use the attached “Manual Model” when designing your manual.

Martin Odwedo  
**PERMANENT SECRETARY**

- c.c. Rt. Hon. Prime Minister
- c.c. Head of Public Service and Secretary to Cabinet
- c.c. Deputy Head of Public Service and  
Secretary Administrative Law Reform