



**Government of Ghana**

## Right to Information Manual

**Birim South District Assembly (BSDA)**

2025

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# 1. Overview

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This Right to Information (RTI) Manual is pursuant to the provisions of the recently passed Act, (Act 989) by Parliament and assented to by the President, Nana Addo Dankwa Akuffo-Addo. The Act gives substance to the constitutional right to information provided under Article 21 (1) (f) of the Constitution, enabling citizens to access official information held by the government institutions, and the qualifications and conditions under which the access may be obtained. In accordance with Section 80, the Act applies to information which came into existence before, or which will come into existence after the commencement of the Act.

**1.1 Purpose of Manual** – To inform/assist the public on the organizational structure, responsibilities and activities of the Birim South District Assembly (BSDA) and provide the types of information and classes of information available at BSDA, including the location and contact details of its Information Officers and units.

## 2. Departments under Birim South District Assembly (BSDA)

This section describes the institution's vision and mission and lists the names of all Departments under the institution, including the description of organizational structure, responsibilities, details of activities and classes and types of information accessible at a fee.

### VISION

A world class local government institution promoting well-being and total peace.

### MISSION

The Birim South District exists to improve the living standards of its citizens through sustainable socio-economic development and effective institutions that are responsive to the needs of people.

#### Departments under Birim South District Assembly (BSDA)

1. Central Administration
2. District Health Department
3. Education, Youth and Sports Department
4. Agriculture Department
5. Physical Planning Department
6. Natural Resources Conservation, Forestry Game & Wildlife Department
7. Finance Department
8. Social Welfare and Community Development Department
9. Works Department
10. Disaster Prevention Department
11. Trade and Industry Department
12. Human Resource Management Department
13. Department of Statistics
14. Department of Births and Deaths

#### Responsibilities of the Institution:

- Exercise political and administrative authority in the district.
- Promote local economic development and provide guidance.
- Give direction to and supervise other administrative authorities in the district as may be prescribed by law.
- Be responsible for the overall development of the district.
- Formulate and execute plans, programmes and strategies for the effective mobilization of the resources necessary for the overall development of the district.

- Promote and support productive activity and social development in the district and remove any obstacles to initiative and development.
- Initiate programmes for the development of basic infrastructure and provide municipal works and services in the district.
- Be responsible for the development, improvement and management of human settlements and the environment in the district.
- The District Assembly shall take the steps and measures that are necessary and expedient to execute approved development plans for the district.
- Guide, encourage and support sub-district local structures, public agencies and local communities to perform their functions in the execution of approved development plans.
- Initiate and encourage joint participation with other persons or bodies to execute approved development plans.
- Promote or encourage other persons or bodies to undertake projects under approved development plans.
- Monitor the execution of projects under approved development plans and assess and evaluate their impact on the development of the district and national economy in accordance with government policy.

## 2.1 Description of Activities of each Directorate and Department

Directorate/Department	Responsibilities/Activities
Central Administration	<ul style="list-style-type: none"> <li>• The Central Administration Department is the Secretariat of the District Assembly and Shall be responsible for the provision of support services, effective and efficient general administration and organization of the District Assembly.</li> <li>• The Department shall manage all sections of the assembly including: Records, Estate, Transport, Logistics and Procurement, Accounts, Sores and Security.</li> <li>• The Department shall also coordinate the general administrative functions, Budgeting functions and Rating functions.</li> </ul>
District Health	<ul style="list-style-type: none"> <li>• Assist to formulate, plan and implement district health policies within the framework of national health policies and guidelines provided by the Minister of Health.</li> <li>• Provides reports on the implementation of policies and programs relating to health in the District Assembly.</li> <li>• Advise the Assembly on all matters relating to health including diseases in the district</li> <li>• Facilitate activities relating to mass immunization and screening for diseases treatment in the district.</li> <li>• Assist to educate and inform residents of the district on sanitation and personal hygiene.</li> <li>• Facilitate and assist in regular inspection of the district for detection of nuisance of any condition likely to be offensive or injurious to human health.</li> <li>• Assist in efficient management of clinical care, community health care and environmental health services in the district infrastructure, to clean the district hospitals, polyclinics, health posts and dressing stations.</li> </ul>
Education, Youth and Sports	<ul style="list-style-type: none"> <li>• Developing development plans in order to set the development agenda for education in the district through needs assessment.</li> <li>• Monitoring the trend of growth of education in terms of academic performance.</li> </ul>

	<ul style="list-style-type: none"> <li>• Meeting the needs of education in the district by collecting and analysing data on educational activities.</li> <li>• Overseeing equitable distribution of teaching and non-teaching personnel in the district.</li> <li>• Planning and implementation of training programmes and workshops.</li> <li>• Ensuring the maximization and efficient use of available Human Resources for education delivery within the district.</li> <li>• Supervision of teaching and learning in all schools through regular monitoring.</li> <li>• Appraising and recommending teachers due for promotion.</li> <li>• Preparation of budgets and action plans for implementation.</li> <li>• Ensuring proper functioning of SMCs/PTAs and School Boards.</li> <li>• Conducting regular payroll audits in schools to streamline staffing.</li> <li>• Supervising the distribution of logistics and study materials to schools.</li> </ul>
Agriculture	<ul style="list-style-type: none"> <li>• Assist in the formulation and implementation of agricultural policy for the District Assembly within the framework of national policies.</li> <li>• Advices the District Assembly on matters related to agricultural development in the district.</li> <li>• Promotes extension services to farmers.</li> <li>• Participate in provision of extension services in the areas of natural resources management, rural infrastructural and small-scale irrigation in the district.</li> <li>• Submit report on the implementation of policies and programmes to the district.</li> <li>• Assist and participate in on-farm adaptive research.</li> <li>• Lead the collection of data for analysis on cost effective farming enterprises.</li> <li>• Participate in the education and enforcement of legislation on fisheries.</li> <li>• Promote the formation of viable fishermen associations and assist in fish farming.</li> </ul>

	<ul style="list-style-type: none"> <li>• Promote soil and water conservation measures by the appropriate agricultural technology.</li> <li>• Disseminate and adopt improved soil and water conservation methods.</li> <li>• Promote agro-forestry development to reduce the incidence of bush fires.</li> <li>• Promote an effective and integrated water management.</li> <li>• Assist and facilitate sustained pasture and forage production and act as out grower to farmers.</li> <li>• Assist development of animal health services infrastructure.</li> <li>• Facilitate the development, operation and maintenance of livestock water supplies.</li> <li>• Assist in developing forage production, ranges and farmlands.</li> <li>• Encourage improvement in livestock breeds.</li> <li>• Assist in developing early warning systems on animal diseases.</li> <li>• Facilitate and encourage vaccination and immunization of livestock and control of animal diseases.</li> <li>• Advise and encourage crop development through nursery propagation.</li> <li>• Assist in the development, rehabilitation and maintenance of small-scale irrigation schemes.</li> <li>• Facilitate the assessment of the economic, financial and environmental viability of providing canals.</li> <li>• Assist the construction, rehabilitation and maintenance of fish landing sites.</li> </ul>
Physical Planning	<ul style="list-style-type: none"> <li>• Advise the District Assembly on national policies on physical planning, land use and development.</li> <li>• Coordinate activities and projects of departments and other agencies including non-governmental organizations to ensure compliance with planning standards.</li> <li>• Assist in preparations of physical plans as a guide for the formulation of development</li> </ul>

	<p>policies, decisions and to design projects within the Assembly.</p> <ul style="list-style-type: none"> <li>• Advise on setting out approved plans for future development of land at the district level.</li> <li>• Advise on the conditions for the construction of public and private buildings and structures and assist to provide the layout for buildings for improved housing layout and settlements.</li> <li>• Ensure the prohibition of the construction of new buildings unless building plans submitted have been approved by the Assembly.</li> <li>• Advise and facilitate the demolishing of dilapidated buildings and recovery of incurred cost in connection with the demolishing.</li> <li>• Advise the Assembly on the siting of billboards, masts and ensure compliance with the decisions of the Assembly.</li> <li>• Advice on the acquisition of land property in the public interest, and undertake street naming, numbering of houses and related issues.</li> </ul>
<p>Natural Resources Conservation, Forestry Game &amp; Wildlife</p>	<ul style="list-style-type: none"> <li>• Responsible for the sustainable development of the forestry and wildlife resources and protected areas in the district by combining functions of Department of Forestry and Wildlife.</li> </ul>
<p>Finance</p>	<ul style="list-style-type: none"> <li>• Responsible for the sound financial management of the District Assembly's resources.</li> <li>• Ensure access at all reasonable times to files, documents and other records of the District Assembly.</li> <li>• Keep, render and publish statements on Public Accounts.</li> <li>• Keep receipts and custody of all public and trust monies payable into the Consolidated Fund.</li> <li>• Facilitate the disbursement of legitimate and authorized funds.</li> <li>• Prepare financial reports at specific periods for the Assembly.</li> <li>• Prepare payment vouchers and financial encumbrances.</li> <li>• Undertake revenue mobilization activities of the Assembly.</li> <li>• Make provision for financial services to all departments in the district.</li> </ul>

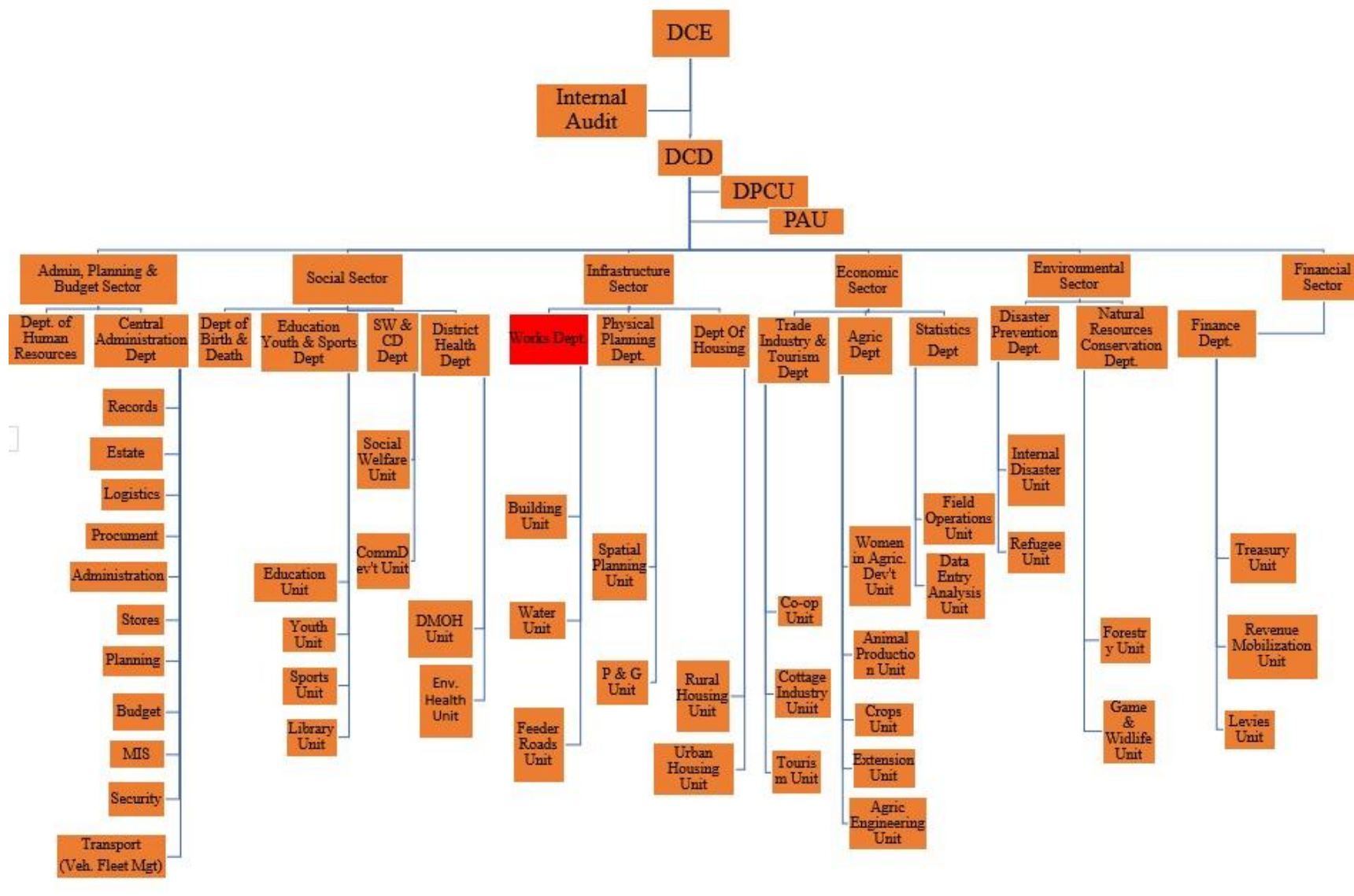
<p>Social Welfare and Community Development</p>	<ul style="list-style-type: none"> <li>• Responsible for integrating the vulnerable, the disadvantaged and the marginalized into mainstream development.</li> <li>• Facilitate community-based rehabilitation of persons with disabilities through the implementation of the 3% Common Fund allocated for Persons with Disabilities (PWDs).</li> <li>• Assist and facilitate provision of community care services including:             <ol style="list-style-type: none"> <li>1. Implementation of the Livelihood Empowerment Against Poverty (LEAP) Programme,</li> <li>2. Registration of persons with disabilities,</li> <li>3. Hospital welfare services,</li> <li>4. Assistance to the aged, and</li> <li>5. Socio-economic and emotional stability in families.</li> </ol> </li> <li>• Assist to maintain specialized residential services in the districts.</li> <li>• Facilitate the registration and supervision of non-governmental organizations and their activities in the district.</li> <li>• Promote and Protect the Rights of the Child, child survival and development, and elimination of child labour.</li> <li>• Assist to organize community development programmes to improve and enrich rural life through:             <ol style="list-style-type: none"> <li>1. Literacy and adult education.</li> <li>2. Voluntary contribution and communal labour for the provision of facilities and services such as water, schools, library, community centres and public places of convenience.</li> <li>3. Teaching deprived or rural women in home management and child care.</li> <li>4. Home science extension.</li> </ol> </li> </ul>
<p>Works</p>	<ul style="list-style-type: none"> <li>• Facilitate the implementation of policies on works and report to the Assembly, and provide advice on matters relating to Works in the Assembly.</li> <li>• Facilitate the construction, repair and maintenance of: Public roads including Feeder Roads, Drains along any streets in the major settlements within its jurisdiction.</li> <li>• Encourage and facilitate maintenance of public buildings and facilities in the Assembly.</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist to build, equip, close and maintain markets and prohibit the erection of stores in places other than the markets.</li> <li>• Assist to inspect projects undertaken by the District Assembly with the relevant departments of the Assembly.</li> <li>• Advise the Assembly on the prohibition of digging of burrow pits and other evacuations in the sinking of wells or their closers.</li> <li>• Assist to maintain public buildings made up of offices, residential accommodations and ancillary structures.</li> <li>• Advise and encourage owners of building structures to remove dilapidated structures in any public place.</li> <li>• Provide technical advice for the machinery and structural layout of building plans to facilitate escape from fire, rescue operation and fire management.</li> <li>• Prepare Bill of Quantities (BOQ) for all Assembly project.</li> <li>• Supervise the works of external consultants in the district.</li> <li>• Certify and prepare interim payment certificate (IPC) on works done by contractors.</li> <li>• Submit progress report on on-going projects by the Assembly.</li> <li>• Prepare Tender/contract documents for Assembly project.</li> <li>• Assist in the preparation of medium-term development plan and also the Assembly composite Budget.</li> </ul>
Disaster Prevention	<ul style="list-style-type: none"> <li>• Assists in planning and implementing of programmes to prevent and/or mitigate disaster in the district with the framework of national policies.</li> </ul>
Trade and Industry	<ul style="list-style-type: none"> <li>• Under the guidance of the Assembly, deal with issues related to trade, cottage industry and tourism in the district.</li> </ul>
Human Resource Management	<ul style="list-style-type: none"> <li>• Responsible for career development and training, staff welfare and personnel functions of the office.</li> <li>• Responsible for managing, developing capabilities and competencies of each staff as well as coordinating human resources</li> </ul>

	<p>management programs to efficiently deliver public services to the district.</p> <ul style="list-style-type: none"> <li>• Ensures effective and efficient administration of human resources.</li> <li>• Ensures that institutional policies in respect of employment, personnel, wages and salaries are translated into good management practices.</li> <li>• Ensure human resource planning, facilitate recruitment of competent personnel and maintenance of good workplace interactions.</li> <li>• Ensures the regular updates of staff records.</li> <li>• Ensures inter and intra departmental collaboration to facilitate staff performance and development.</li> <li>• Responsible for Salary Administration.</li> <li>• Ensure effective succession planning retirement plans.</li> </ul>
<p><b>Statistics</b></p>	<ul style="list-style-type: none"> <li>• Responsible to collect, compile, store and analyse data based on standardized formats developed by GSS.</li> <li>• Disseminate and publish statistical data based on guidelines developed by GSS.</li> <li>• To ensure that statistics is produced to meet international standards.</li> <li>• Prepare and submit Annual Report of its operations to the District Assemble.</li> <li>• Generate the data requirements of the District Assemble on all departments for planning activities.</li> <li>• Coordinate District statistical activities and archiving of statistics to serve as a repository of statistical data in the district.</li> <li>• Provide timely data for incorporation into district, regional and national level statistical analyses.</li> <li>• Promote statistical literacy and research.</li> <li>• Advice the District Assembly on all matters relating to statistics.</li> </ul>
<p><b>Births and Deaths</b></p>	<ul style="list-style-type: none"> <li>• Responsible for the registration and compilation of information and details about the birth and death of people within the district.</li> <li>• Supervise and control Births and Deaths registry in the district.</li> <li>• Create awareness on the importance of births and deaths registration, increase registration of births and deaths and maintain database of births and deaths in the district.</li> </ul>

	<ul style="list-style-type: none"><li>• To register all births and deaths occurring in the district and issue certificate to applicants.</li><li>• Enforcing the legal framework of births and deaths in the district.</li><li>• Providing recommendation and advice to the Assembly on births and deaths.</li></ul>
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## 2.2 Birim South District Assembly's Organogram.



## 2.3 AGENCIES UNDER Birim South District Assembly

<b>Agencies under Birim South District Assembly</b>
1. National Commission for Civic Education
2. National Service Secretariat
3. Electoral Commission
4. Complementary Education Agency (Non-Formal Education)
5. Office of the Administration of Stool Lands
6. Ghana Police Service
7. Ghana Library Authority
8. National Ambulance Service
9. Information Services Department
10. National Identification Authority
11. Narcotics Control Commission
12. National Youth Authority

<b>National Commission for Civic Education</b>	
<p><b>Responsibilities of the Agency:</b></p> <ul style="list-style-type: none"> <li>• The commission works to promote and sustain democracy and inculcate in the Ghanaian citizenry, the awareness of their rights and obligations, through civic education.</li> </ul>	<p><b>Details of Activities:</b></p> <ul style="list-style-type: none"> <li>• Create and sustain within the society the awareness of the principles and objectives of the 1992 fourth Republican Constitution as the fundamental law of the people of Ghana.</li> <li>• Educate and encourage the public to defend the Constitution at all times, against all forms of abuse and violation.</li> <li>• Formulate for the consideration of Government, from time to time, programmes at the district levels aimed at realizing the objectives of the 1992 fourth Republican Constitution.</li> <li>• Formulate, implement and oversee programmes intended to inculcate in the citizens of Birim South awareness of their civic responsibilities and an appreciation of their rights and obligations as free people.</li> <li>• To assess for the information of Government, the limitations to the achievement of true democracy arising from the existing inequalities between different strata of the population and make recommendations for redressing these inequalities.</li> </ul>

<b>National Service Secretariat</b>	
<p><b>Responsibilities of the Agency:</b></p> <ul style="list-style-type: none"> <li>• Mobilize and deploy citizens of Ghana who are 18 years and above for national development.</li> <li>• Develop the potentials of young people and create opportunities for them to deliver quality services to the disadvantaged.</li> <li>• Encourage the spirit of national service among all segments of Ghanaian society in the effort of nation-building through active participation.</li> </ul>	<p><b>Details of Activities:</b></p> <ul style="list-style-type: none"> <li>• Engage in extensive consultations with user-agencies of the scheme.</li> <li>• Register prospective national service personnel across the district.</li> <li>• Organize orientation programmes for prospective National Service personnel.</li> <li>• Carry out posting exercise of registered personnel to user-agencies across the district.</li> <li>• Monitor the performance of service personnel at post.</li> <li>• Issue certificates to personnel at the end of service year.</li> </ul>

<b>Electoral Commission</b>	
<p><b>Responsibilities of the Agency:</b></p> <ul style="list-style-type: none"> <li>• To promote public confidence in the democratic process and ensure its integrity by overseeing elections in the district.</li> </ul>	<p><b>Details of Activities:</b></p> <ul style="list-style-type: none"> <li>• Develop and implement guidelines for the conduct of elections.</li> <li>• Demarcate electoral boundaries for election purposes.</li> <li>• Ensure the compilation, revision and expansion of the voters register.</li> <li>• Conduct and supervise all public elections and referenda.</li> <li>• Conduct and supervise elections for statutory and non-statutory bodies.</li> <li>• Develop and implement gender and disability programmes.</li> </ul>

<b>Complementary Education Agency(Non-Formal Education)</b>	
<p><b>Responsibilities of the Agency:</b></p> <ul style="list-style-type: none"> <li>To coordinate non-formal education activities and offer quality and equitable lifelong learning opportunities for youth and adults outside formal education and provide functional literacy and skills development programmes in the district.</li> </ul>	<p><b>Details of Activities:</b></p> <ul style="list-style-type: none"> <li>Undertake programmes for the educationally disadvantaged aged 15-45 years old with lifelong learning to enhance functional literacy</li> <li>Ensure that the literacy levels needed for socio-economic development are achieved</li> <li>Manage resources to achieve NFED's objectives in consonance with the policies of the Non-Formal Education and Lifelong Learning.</li> <li>Collaborate and coordinate all functional literacy programmes in the district.</li> </ul>

<b>Office of the Administration of Stool Lands</b>	
<p><b>Responsibilities of the Agency:</b></p> <ul style="list-style-type: none"> <li>The Office of the Administrator of Stool Lands is responsible for the collection and disbursement of stool land revenue.</li> <li>The Office of the Administration of Stool Lands is also mandated to establish a stool and account for each stool into which shall be paid, all rents, dues, royalties, revenue or other payments whether in the nature of income or capital from stool lands.</li> </ul>	<p><b>Details of Activities:</b></p> <ul style="list-style-type: none"> <li>Undertaking public education/sensitization programmes for stakeholders, Traditional Authorities, Land owners and the District Assembly. Sensitization takes the form of radio talk shows, farmers' forum, community durbars, house to house education, drive through announcements, etc.</li> <li>The Office of the Administrator of Stool Lands undertakes rent assessment to tenants and users of stool lands in consultation with stakeholders as well as the preparation of rent demand notes to lessees and users of stool lands in the district.</li> </ul>

<b>Ghana Police Service</b>	
<b>Responsibilities of the Agency:</b> Prevent and detect crime, apprehend offenders and maintain public order and safety of persons and properties.	<b>Details of Activities:</b> <ul style="list-style-type: none"> <li>• Patrol/Snap checks</li> <li>• Investigation of crime</li> </ul>

<b>Ghana Library Authority</b>	
<b>Responsibilities of the Agency:</b> <ul style="list-style-type: none"> <li>• To establish, equip, manage and maintain public libraries in Ghana as a whole and Birim South to be specific.</li> <li>• To promote a lifelong reading habit among Ghanaians, especially the youth.</li> <li>• Promote literacy and reading recovery programmes in rural areas.</li> <li>• Promote awareness of the role of the library in society.</li> </ul>	<b>Details of Activities:</b> <ul style="list-style-type: none"> <li>• The Authority provides space and support infrastructure for people to work, study, and research and engage people during their leisure time.</li> <li>• The authority provides lending services which allow patrons to borrow books and take them away to read at home, read newspapers, periodicals, as well as use internet services for a small fee.</li> <li>• The authority also engages with the society through various radio stations and information centres. This awareness creation updates members of the various communities about the library's activities and services.</li> <li>• Schools and institutions which seek to put up resource centres and libraries within their facilities are offered free consultation services.</li> <li>• The library also compiles the Ghana National Bibliography (GNB) and serves as the national agency for ISBD. Thus, it assigns the ISBN, ISNN, and the ISMN to Ghanaian publishers.</li> </ul>

<b>National Ambulance Service</b>	
<b>Responsibilities of the Agency:</b> <ul style="list-style-type: none"> <li>• Treat and transport injured patients to the hospital. (R.T.C/R.T. A)</li> <li>• Inter-hospital Transfer.</li> <li>• Treat and Transport patients from houses, workplace or roadsides.</li> </ul>	<b>Details of Activities:</b> <ul style="list-style-type: none"> <li>• Provide pre-hospital emergency care to accident victims (Road traffic, Domestic, Industrial, Medical).</li> <li>• Transport accident victims from the scene of an incident to an appropriate health facility.</li> <li>• Provide standby emergency cover at mass public meetings and to liaise with other emergency services in time of disaster or mass casualty incident.</li> </ul>

<b>Information Services Department</b>	
<b>Responsibilities of the Agency:</b> <ul style="list-style-type: none"> <li>• Responsible for disseminating government policies to people within the district and submitting feedback from the public to government, sensitizing and educating citizens on various activities organized by the Assembly.</li> </ul>	<b>Details of Activities:</b> <ul style="list-style-type: none"> <li>• Create awareness of government policies, programmes and activities, providing public relation support to the Assembly by the use of the Information van and the community Information centres.</li> <li>• Sensitization/Awareness creation on revenue mobilization with regards to tax revenues, business license operating permits, property and basic rates and all forms of tolls for the District Assembly.</li> <li>• Public education campaign drive on topical national issues emanating from the government, that is, the communication of government information to the public.</li> <li>• Take surveys and public reaction reports on salient national discussions with the view of soliciting feedbacks.</li> <li>• Write reports on news events and happenings on daily, weekly and monthly basis and submit monthly, quarterly, annual reports to the Head Office through the Regional Office.</li> </ul>

<b>National Identification Authority</b>	
<p><b>Responsibilities of the Agency:</b></p> <ul style="list-style-type: none"> <li>To establish a national data centre and manage a national data base.</li> <li>To set up a system to collect, process, store and retrieve personal data of Ghanaian citizens.</li> <li>To register all Ghanaians Resident/Non-resident legally and permanently resident foreign nationals under the National Identification System (NIS).</li> </ul>	<p><b>Details of Activities:</b></p> <ul style="list-style-type: none"> <li>Registration of Applicants (Citizens)</li> <li>Issuing of National ID Cards and manage the national identification system.</li> <li>Update and Replacement of Cards.</li> </ul>

<b>Narcotics Control Commission</b>	
<p><b>Responsibilities of the Agency:</b></p> <p>To implement Legislations and conventions on Narcotic Drugs, Precursor chemicals and Psychotropic substances through a motivated workforce and effective collaboration.</p>	<p><b>Details of Activities:</b></p> <ul style="list-style-type: none"> <li>Campaigns</li> <li>Demand Reduction</li> <li>Precursor Control</li> </ul>

<b>National Youth Authority</b>	
<p><b>Responsibilities of the Agency:</b></p> <p>To provide an environment that supports the implementation of effective youth empowerment interventions involving young people in governance and socio-economic development programmes.</p>	<p><b>Details of Activities:</b></p> <ul style="list-style-type: none"> <li>Develop the creative potentials of the youth</li> <li>Ensure the effective participation of the youth in the development of the district.</li> </ul>

## 2.4 Classes and Types of information

<b>List of various classes of information in the custody of the institution:</b>
<ol style="list-style-type: none"><li>1. Central Administration Records.</li><li>2. Human Resource Management Records</li><li>3. Financial Management Records</li><li>4. Budget and Rating Records</li><li>5. Audit Management Records</li><li>6. Legal Records</li><li>7. Works Records</li><li>8. Physical Planning Records</li><li>9. Housing Records</li><li>10. Roads Records</li><li>11. Trade, Industry and Tourism Records</li><li>12. Transport Records</li><li>13. Agriculture Records</li><li>14. Statistics Records</li><li>15. Births and Deaths Records</li><li>16. Education, Youth and Sports Records</li><li>17. Social Welfare and Community Development Records</li><li>18. Health Administration Records</li><li>19. Disaster Prevention Records</li><li>20. Waste Management Records</li><li>21. Natural Resources Conservation Records</li></ol>
<b>Types of Information Accessible at a fee:</b>

### 3. Procedure in Applying and Processing Requests

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Section 18 of the RTI Act provides specific guidelines for application for access to information kept by a public institution. It is thus important that request for information be made in accordance with provisions under this section. The Information Officer or a designated officer is responsible for dealing with applications made to the Birim South District Assembly. To requests for information under the RTI Act from the Birim South District Assembly applicants are to follow these basic procedures:

#### 3.1 The Application Process

- a. Application by any person or organization who seeks access to information in the custody of Birim South District Assembly must be made in writing, using the standard RTI Application Form. **(See Appendix A for the Standard RTI Application Form)**. A copy of the form can be downloaded or completed and submitted electronically on the Birim South District Assembly's official website or the Ministry of Information website.
  
- b. In making the request, the following information must be provided:
  - Date of the Application.
  - Name of the applicant or the person on whose behalf an application is being made.
  - Name of the organization represented by the applicant.
  - Available contact details of the applicant or address of the person/organization on whose behalf an application is being made (Telephone Number, Email, Postal Address, Fax).
  - Brief description of information being sought. (Applicant are to specify the class and type of information including cover dates).
  - Payment of relevant fee if applicable.
  - Signature/ thumbprint.
  
- c. Provision of identification  
The applicant must present at least one (1) of the following valid identification cards (IDs) to serve as proof of identity:
  - Driver's License.
  - Passport.
  - National ID.
  - Voter's ID.
  
- d. The applicant should state the format of information being requested and the mode of transmission. Example (do you need certified true copy, normal photocopy or

electronic copies. Would you want to receive it through a postal address, e-mail, courier services, fax etc.?)

- e. Where an applicant cannot write due to illiteracy or a disability, he/she may make the request orally. However, oral request must conform to the following guidelines;
- The Information Officer must reduce the oral request into writing and give a copy of the written request as recorded for the applicant to authenticate. (s. 18) (3).
  - The Information Officer shall clearly and correctly read and explain the written request to the understanding of the applicant.
  - A witness must endorse the face of the request with the writing; *“the request was read to the applicant in the language the applicant understand and the applicant appeared to have understood the content of the request.”*
  - The applicant must then make a thumbprint or mark on the request.

### 3.2 Processing the Application

- Applications would be treated on a priority basis. The Information Officer is responsible for handling requests to ensure that statutory deadlines are met.
- He reviews and identify which part is exempt based on Section 5 to 16 of the RTI Act and determines which of the units in the institution have the records or is responsible for the subject matter of the request.
- Provision is made under section 20 for the transfer of an application within a period of not more than ten days of receipt where the public institution to which the application was initially made is unable to deal with the application. In such situations, applicants would be notified accordingly with the reasons and dates of transfer.
- For information readily available in official publications, the Information Officer shall direct the applicant to the institution having custody of that publication and notify the public institution of the request. (s.21).
- If a requested information is not readily accessible, the estimated time it will take to search for the information would be communicated to the applicant.

### 3.3 Response to Applicants

a. The Information Officer is required under section 23 of the RTI Act to notify applicants within fourteen (14) days from the date of receipt. Applicant should however note that the time limit does not apply to applications transferred to another public institution or which has been refused due to failure to pay prescribed deposit or fee. (s.23)

(6). The notice should state:

- Whether or not full access to the requested information will be granted or only a part can be given and the reason.
- The format and mode of the access.
- The expected publication or submission day of the information in the case of a deferred access.
- The prescribed fee (s.24).

b. The Information Officer can request an extension to the deadline if:

- Information requested is voluminous.
- It is necessary to search through a large number of records.
- The information has to be gathered from more than one source.
- Consultation with someone outside the institution is required.

c. The Information Officer would in such situations notify applicants of an extension as well as the period and reason for the extension. An extension should not be more than seven days.

d. In giving applicants access to information, the applicant would be given the opportunity to inspect the information or receive a copy physically or any other form required such as electronic, magnetic, optical or otherwise, including a computer print-out, various computer storage devices and web portals.

- Where access cannot be given in the form specified by the applicant, access can be given in some other form. In such cases, the applicant shall be provided with a reason why access cannot be given in the specified form.

## **4. Amendment of Personal Record**

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A person given access to information contained in records of a public institution may apply for an amendment of the information if the information represents the personal records of that person and in the person's opinion, the information is incorrect, misleading, incomplete or out of date.

### **4.1 How to apply for an Amendment**

- a. The application should be in writing indicating;
  - Name and proof of identity.
  - Particulars that will enable the records of the public institution identify the applicant.
  - The incorrect, misleading, incomplete or the out-of-date information in the record.
  - Signature of the applicant.
- b. For incomplete information claimed or out of date records, the application should be accompanied with the relevant information which the applicant considers necessary to complete the records.
- c. The address to which a notice shall be sent should be indicated.
- d. The application can then be submitted at the office of the public institution.

## 5. Appendix A: Standard RTI Request Form

[Reference No.: .....]

# APPLICATION FOR ACCESS TO INFORMATION UNDER THE RIGHT TO INFORMATION ACT, 2019 (ACT 989)



1.	Name of Applicant:			
2.	Date:			
3.	Public Institution:			
4.	Date of Birth:	DD	MM	YYYY
5.	Type of Applicant:	Individual <input type="checkbox"/>	Organization/Institution <input type="checkbox"/>	
6.	Tax Identification Number			
7.	If Represented, Name of Person Being Represented:			
7 (a).	Capacity of Representative:			
8.	Type of Identification:	<input type="checkbox"/> National ID Card	<input type="checkbox"/> Passport	<input type="checkbox"/> Voter's ID
		<input type="checkbox"/> Driver's License		
8 (a).	Id. No.:			
9.	Description of the Information being sought (specify the type and class of information including cover dates. Kindly fill multiple applications for multiple requests):			

10.	Manner of Access:	<input type="checkbox"/> Inspection of Information <input type="checkbox"/> Copy of Information <input type="checkbox"/> Viewing / Listen <input type="checkbox"/> Written Transcript <input type="checkbox"/> Translated (specify language) <input style="width: 150px; height: 20px;" type="text"/>
10 (a).	Form of Access:	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Braille
11.	Contact Details:	<input type="checkbox"/> Email Address _____ <input type="checkbox"/> Postal Address _____ <input type="checkbox"/> Tel: _____
12.	Applicant's signature/thumbprint:	
13.	Signature of Witness (where applicable)  <i>"This request was read to the applicant in the language the applicant understands and the applicant appeared to have understood the content of the request."</i>	

## **6. Appendix B: Contact Details of Birim South District Assembly's Information Unit**

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**Name of Information/Designated Officer:**

**Eric Sakyiamah**

**Telephone/Mobile number of Information Unit:**

**0208361593**

**Postal Address of the institution:**

**P.O.BOX 200, AKIM-SWEDRU**

## 7. Appendix C: Acronyms

*Instructions: Provide a list of acronyms and associated literal translations used within the manual. List the acronyms in alphabetical order using the table below.*

Table 1 Acronyms

<b>Acronym</b>	<b>Literal Translation</b>
<i>RTI</i>	<i>Right to Information</i>
<i>MDA</i>	<i>Ministries, Departments and Agencies</i>
<i>s.</i>	<i>Section</i>
<i>MMDAs</i>	<i>Metropolitan, Municipal and District Assemblies</i>
<i>BSDA</i>	<i>Birim South District Assembly</i>
<i>GSS</i>	<i>Ghana Statistical Service</i>
<i>SMC</i>	<i>Students Management Committee</i>
<i>PTA</i>	<i>Parent Teacher Association</i>
<i>DCE</i>	<i>District Chief Executive</i>
<i>DCD</i>	<i>District Co-ordinating Director</i>
<i>DPCU</i>	<i>District Planning Coordinating Unit</i>
<i>PAU</i>	<i>Public Affair Unit</i>

## 8. Appendix D: Glossary

This Glossary presents clear and concise definitions for terms used in this manual that may be unfamiliar to readers listed in alphabetical order. Definitions for terms are based on section 84 of the RTI Act.

Table 2 Glossary

Term	Definition
Access	<i>Right to Information</i>
Access to information	<i>Right to obtain information from public institutions</i>
Contact details	<i>Information by which an applicant and an Information Officer may be contacted</i>
Court	<i>A court of competent jurisdiction</i>
Designated officer	<i>An officer designated for the purposes of the Act who perform similar role as the Information Officer</i>
Exempt information	<i>Information which falls within any of the exemptions specified in sections 5 to 16 of the Act</i>
Function	<i>Powers and duties</i>
Government	<i>Any authority by which the executive authority of the Republic of Ghana is duly exercised</i>
Information	<i>Information according to the Act includes recorded matter or material regardless of form or medium in the possession or under the control or custody of a public institution whether or not it was created by the public institution, and in the case of a private body, relates to the performance of a public function.</i>
Information officer	<i>The Information Officer of a public institution or the officer designated to whom an application is made</i>
Public	<i>Used throughout this document to refer to a person who requires and/or has acquired access to information.</i>
Public institution	<i>Includes a private institution or organization that receives public resources or provides a public function</i>
Right to information	<i>The right assigned to access information</i>
Section	<i>Different parts of the RTI Act</i>