

PROACTIVE DISCLOSURE CHECKLIST



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PROACTIVE DISCLOSURE CHECKLIST

Transparency International Sri Lanka

Purpose

- This checklist can be used to assess whether your authority is publishing key public information before people need to file RTI requests.
- This self-assessment tool is intended to help public authorities assess and strengthen their implementation of proactive disclosure requirements under the Right to Information Act.
- It is a practical working tool and does not replace the RTI Act, directions issued by the RTI Commission, or legal advice where required.

1. The basic rule

Publish first, explain clearly, update often

- Post important public information on the official website and keep a copy available at the office for public inspection.
- Use Sinhala and Tamil. Use English also where the authority already works in English or the information is useful to the public in English.
- Use simple headings, short explanations and searchable documents. Refrain from sharing scanned PDFs as they are not extractable and does not fully align with accessibility requirements.
- Show the date of publication or last update. Remove or archive invalid or outdated information so the public is not misled.

2. Minimum legal duties

Duty	What it means in practice
Organise records	Keep records catalogued, indexed and preserved. Ideally in electronic copies so information can be found quickly.
Publish Section 8 information twice a year	By 30 June and 31 December, publish and update information on the authority, functions, officers, decision-making, rules, standards, facilities for information, budget and Information Officer details.
Publish major project information early	For large projects as defined in Section 9 of the RTI Act, publish key project information 3 months before work starts, including purpose, cost, location, funding and expected outcome.
Submit annual RTI report	Send the annual report required by the RTI Act before 31 st December of every year to the RTI Commission and keep a public copy where possible.
Use exemptions carefully	Do not conceal a whole document when only some parts are sensitive. Redact/censor only the protected content and publish the document. Record the reasons for redactions.

3. How to fill this checklist

Status	Meaning
Yes	This is published, up to date and easy to find, in all three languages.
Partial	Some information is available, but it is incomplete, outdated, difficult to locate, not available in all required languages, or not provided in an accessible and usable format.
No	This is not yet published.

Status	Meaning
N/A	Not applicable - briefly write why it does not apply.

4. Main checklist

** Public authorities should maintain appropriate records to support their assessment, such as screenshots, website links, file references, or other relevant documentary evidence.*

A. Basic information about the authority

No.	Question	Evidence to keep	Status	Notes / officer
A1	Have we published our mandate, institutions, duties and functions?	Website link; printed copy; Gazette/Act/circular reference	☐ Yes ☐ Partial ☐ No ☐ N/A	
A2	Have we published a simple organisation chart showing divisions and reporting lines?	Organisation chart with last updated date	☐ Yes ☐ Partial ☐ No ☐ N/A	
A3	Have we published the names, designations and official contact details of senior officers?	Contact page or directory	☐ Yes ☐ Partial ☐ No ☐ N/A	
A4	Have we published office locations, general contact details, opening hours and public contact points?	Website page; notice board; reception information	☐ Yes ☐ Partial ☐ No ☐ N/A	
A5	Have we published our current plans, annual work plan or corporate/strategic plan?	Plan, progress document or summary	☐ Yes ☐ Partial ☐ No ☐ N/A	

B. RTI and public access to information

No.	Question	Evidence to keep	Status	Notes / officer
B1	Have we published the name and contact details of the Information Officer and Designated Officer?	Website page and office notice	☐ Yes ☐ Partial ☐ No ☐ N/A	
B2	Have we published the RTI fee schedule and payment method?	Fee schedule; payment instructions	☐ Yes ☐ Partial ☐ No ☐ N/A	
B3	Do we keep an index or list of our main records and publications?	Record index; publication list; database list	☐ Yes ☐ Partial ☐ No ☐ N/A	
B4	Do we identify frequently requested RTI information and publish it proactively?	RTI request log; list of published frequently requested items	☐ Yes ☐ Partial ☐ No ☐ N/A	

C. Rules, services and decisions

No.	Question	Evidence to keep	Status	Notes / officer
C1	Have we published Acts, regulations, circulars, guidelines, manuals, other laws and forms relevant to the authority?	Rules/manuals/forms page	☐ Yes ☐ Partial ☐ No ☐ N/A	
C2	Have we explained each public service and where to get it from in simple language?	Service page or citizen guide	☐ Yes ☐ Partial ☐ No ☐ N/A	
C3	Have we published eligibility rules, required documents, fees and expected timelines for services?	Service standards; forms; fee list	☐ Yes ☐ Partial ☐ No ☐ N/A	
C4	Have we published the respective procedure followed by officers and employees in their decision-making process relating to approvals, licences, permits, benefits and enforcement actions?	Flow chart; procedure note; SOP summary	☐ Yes ☐ Partial ☐ No ☐ N/A	

D. Budget, spending and performance

No.	Question	Evidence to keep	Status	Notes / officer
D1	Have we published the annual budget allocation and main spending areas?	Budget summary; allocation table	☐ Yes ☐ Partial ☐ No ☐ N/A	
D2	Have we published planned expenditure and actual spending in a simple table?	Expenditure table; quarterly/annual update	☐ Yes ☐ Partial ☐ No ☐ N/A	
D3	Have we published annual reports, performance reports or progress reports?	Reports with dates	☐ Yes ☐ Partial ☐ No ☐ N/A	
D4	Have we published audit reports or summaries of audit findings where disclosure is permitted?	Audit report, summary, or link	☐ Yes ☐ Partial ☐ No ☐ N/A	
D5	Have we explained major changes in budget, delays or under-spending in plain language?	Explanatory note; progress update	☐ Yes ☐ Partial ☐ No ☐ N/A	

E. Projects, schemes and public funds

No.	Question	Evidence to keep	Status	Notes / officer
E1	For major projects, have we published the purpose, location, cost, funding source, timeline and responsible agency?	Project page; project summary	☐ Yes ☐ Partial ☐ No ☐ N/A	
E2	Have we published feasibility studies, environmental approvals or social impact documents where applicable?	Study/approval links; redaction record if parts are withheld	☐ Yes ☐ Partial ☐ No ☐ N/A	
E3	Have we published progress updates, delays, cost changes and completion status?	Monthly/quarterly project updates	☐ Yes ☐ Partial ☐ No ☐ N/A	

F. Public participation, complaints and integrity

No.	Question	Evidence to keep	Status	Notes / officer
F1	Have we published information on public meetings, consultations, hearings or calls for comments in time?	Notice; agenda; consultation page	☐ Yes ☐ Partial ☐ No ☐ N/A	
F2	Have we published minutes, summaries, decisions or next steps after public consultations?	Meeting summary; decision note	☐ Yes ☐ Partial ☐ No ☐ N/A	
F3	Have we published how the public can make complaints and what response time they can expect?	Complaint procedure; contact details	☐ Yes ☐ Partial ☐ No ☐ N/A	
F4	Have we published how to report corruption, misconduct, conflict of interest or misuse of public property?	Integrity/complaints page; CIABOC or internal reporting details	☐ Yes ☐ Partial ☐ No ☐ N/A	

G. Language, format and accessibility

No.	Question	Evidence to keep	Status	Notes / officer
G1	Are documents searchable and downloadable?	Searchable PDF/Word/Excel files	☐ Yes ☐ Partial ☐ No ☐ N/A	
G2	Can a person find key information within three clicks from the home page or through a clear search/menu?	Website check; sitemap; screenshots	☐ Yes ☐ Partial ☐ No ☐ N/A	

H. Exemptions and redactions

No.	Question	Evidence to keep	Status	Notes / officer
H1	If only part of a document is sensitive, have we redacted only that part and released the rest?	Redacted document; reason for redaction	☐ Yes ☐ Partial ☐ No ☐ N/A	
H2	Have we recorded who made the redaction/non-publication decision and when?	Decision log	☐ Yes ☐ Partial ☐ No ☐ N/A	

I. Review and responsibility

No.	Question	Evidence to keep	Status	Notes / officer
I1	Is one senior officer responsible for proactive disclosure?	Appointment notes or internal email	☐ Yes ☐ Partial ☐ No ☐ N/A	
I2	Does each division know what information it must send for publication?	Internal circular/checklist	☐ Yes ☐ Partial ☐ No ☐ N/A	
I3	Do we review the website and notice boards at least once every three months?	Review calendar; check record	☐ Yes ☐ Partial ☐ No ☐ N/A	
I4	Do we fix outdated links, broken forms and outdated contact details?	Update log	☐ Yes ☐ Partial ☐ No ☐ N/A	

5. Quarterly questions for the responsible officer

- ☐ Has any law, circular, form, service, fee, officer, project, tender or budget figure changed this month?
- ☐ Has new information been uploaded in the right place and in the required languages?
- ☐ Are there repeated RTI requests for information that should now be published proactively?
- ☐ Are any documents outdated, scanned-only, broken, hard to find or missing translations?
- ☐ Were any redactions or non-publication decisions recorded with clear reasons?