



Government of Ghana

RIGHT TO INFORMATION MANUAL

**AFIGYA KWABRE NORTH DISTRICT
ASSEMBLY (AKNDA)**

2025

Document Number: AKNDA/RTI/2025

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1. Overview

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 access to official information held by 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 [Afigya Kwabre North District Assembly \(AKNDA\)](#) and provide the types of information and classes of information available at [AKNDA](#), including the location and contact details of its Information Officers and units.

2. Departments under Afigya Kwabre North District Assembly (AKNDA)

This section describes the institution's vision and mission and lists the names of all Directorates and 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

To become a highly professional and responsive local government authority that provides basic public services.

MISSION

To formulate plans and programmes through citizens' participation for effective mobilization of human, material and financial resources.

Departments under Afigya Kwabre North District Assembly (AKNDA)

1. CENTRAL ADMINISTRATION
2. WORKS
3. PHYSICAL PLANNING
4. HUMAN RESOURCE
5. TRADE AND INDUSTRY
6. AGRICULTURE
7. SOCIAL WELFARE AND COMMUNITY DEVELOPMENT
8. ENVIRONMENTAL, HEALTH AND SANITATION
9. FINANCE
10. INFORMATION
11. STATISTICS

Responsibilities of the Institution:

1. Responsible for the overall development of the district.
2. Formulate and execute plans and strategies for the effective mobilization of resources.
3. Promote Local Economic Development activities.
4. Responsible for the maintenance of security and public safety.

2.1 Description of Activities of each Directorate and Department

Directorate/Department	Responsibilities/Activities
CENTRAL ADMINISTRATION	<ol style="list-style-type: none"> 1. The central Administration Department is responsible for the provision of support services, effective and general administration and organization of the District Assembly. 2. The department manages all sections of the assembly including records, estate, transport, logistics and procurement, accounts, stores, security and human resource management. 3. The department coordinates the general administrative functions, development planning and management functions, budgeting functions, rating functions, statistics and information services generally and human resource planning and development of the District Assembly.
WORKS	<ol style="list-style-type: none"> 1. The works department assists the assembly to formulate policies on works within the framework of national policies. 2. The department facilitates the implementation of policies on works and report to the Assembly. 3. The department advises the assembly on matters relating to works in the district. 4. The department assists in establishing and specifying the programmes of action necessary for the implementation of physical plans

	<p>5. The department assists with preparing tender documents for all civil works projects to be undertaken by the Assembly through contracts or community-initiated projects.</p>
HUMAN RESOURCE	<p>The Human resource department is responsible for the following:</p> <ol style="list-style-type: none"> 1. Learning, Training and Development of staff 2. Performance Management 3. Compensation management. 4. Promotions, Upgrading, Conversions 5. Leave Management
TRADE AND INDUSTRY	<ol style="list-style-type: none"> 1. The department of trade and industry shall, under the guidance of the Assembly, deal with issues related to trade, cottage industry and tourism in the district. 2. The department shall facilitate the implementation of policies on trade, industry and tourism in the district. 3. The department shall advise on the provision of credit of micro, small scale and medium scale enterprises.
SOCIAL WELFARE AND COMMUNITY DEVELOPMENT	<ol style="list-style-type: none"> 1. The Social Welfare and Community Development Department assists the Assembly to formulate and implement social welfare and community development policies within the framework of national policy.

	<p>2. The department assists and facilitates provision of community care services including registration of people with disability, assistance to the aged, personal social welfare services, hospital welfare services, assistance to street children, child survival and development and socio economic and emotional stability in families.</p> <p>3. The department facilitates the registration and supervision of non-governmental organizations and their activities in the district.</p> <p>4. The department assists in maintaining specialized residential services in the districts.</p>
PHYSICAL PLANNING	<p>1. The department of Physical Planning manages the activities of the department of town and country planning and the department of parks and gardens.</p> <p>2. The department advises the District Assembly on national policies on physical planning, land use and development.</p> <p>3. The department assists in identifying problems concerning the development of land and its social, environmental and economic implications.</p> <p>4. The department advises on preparation of structures for towns and villages within the district.</p> <p>5. The department advises on setting out approved plans for future development of land at the district level.</p>

FINANCE	<ol style="list-style-type: none"> 1. The finance department is responsible for the sound financial management of the District Assembly's resources. 2. The department always ensures access to files, documents and other records of the District Assembly. 3. The department keeps, renders and publishes statements on public Accounts. 4. The department makes provisions for financial services to all departments in the district. 5. The department facilitates the disbursement of legitimate and authorized funds.
AGRICULTURE	<ol style="list-style-type: none"> 1. The department of Agriculture assists in the formulation and implementation of agricultural policy for the District Assembly within the framework of national policy 2. The department is to submit reports on the implementation of policies and programmes to the District Assembly. 3. The department participates in the provision of extension services in the areas of natural resources management, rural infrastructure and small scale irrigation in the district.
INFORMATION	<ol style="list-style-type: none"> 1. The information department is responsible for disseminating information on government policies and programs within the district.

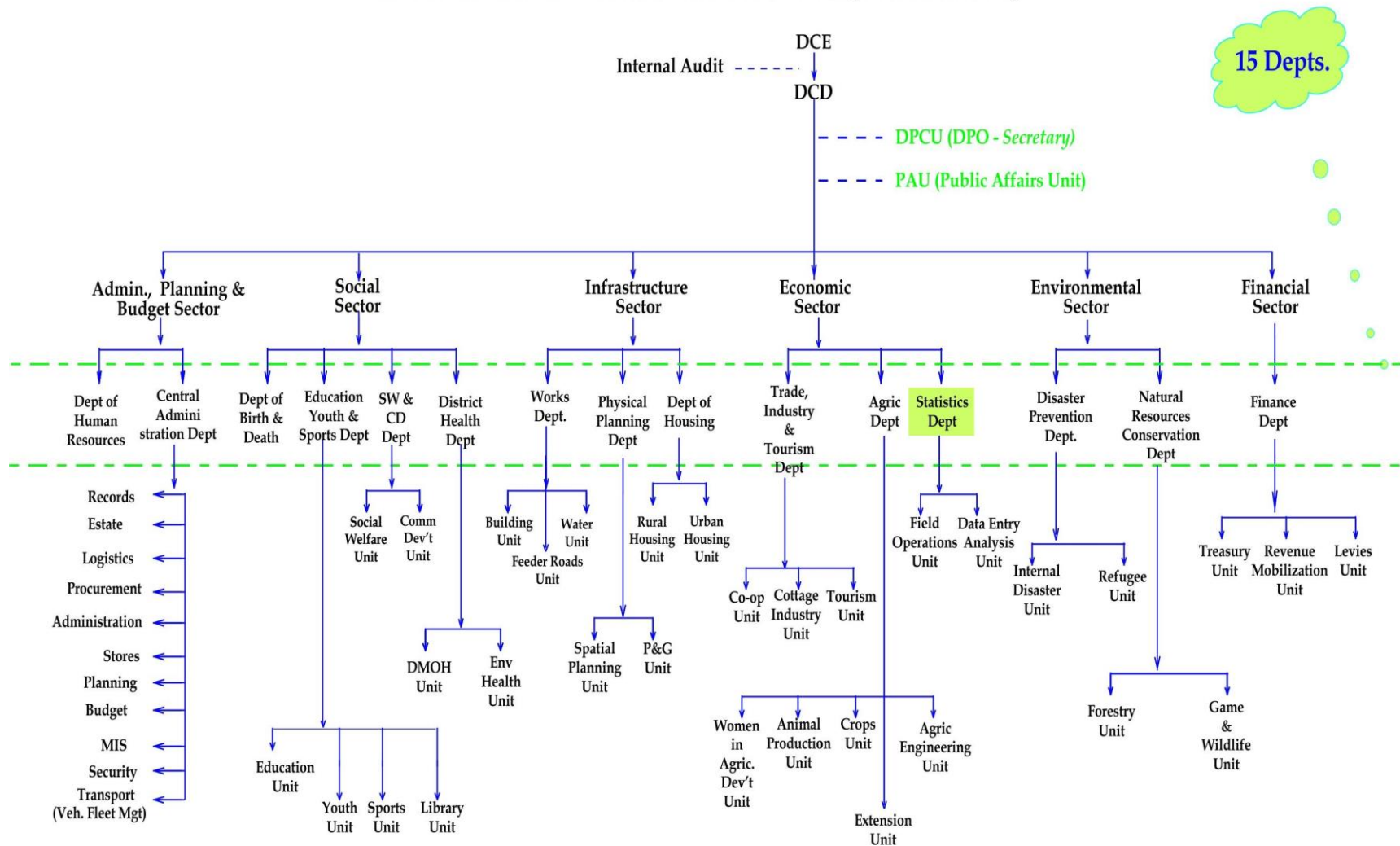
	<p>2. The Right to information (RTI) officer receives records, and processes application for information within the procedures and periods as prescribed in the law, while maintaining an up-to-date register of requests.</p> <p>3. The RTI officer assists the institution to prepare and submit an Annual report to the RTIC in line with the RTI Law.</p> <p>4. The RTI officer assists in compiling, publishing and maintaining an up-to-date information manual.</p> <p>5. The RTI officer submits a monthly report on the activities of RTI to the Access to Information Division.</p>
ENVIRONMENTAL, HEALTH AND SANITATION	<p>1. The Environmental, Health and Sanitation department is responsible for maintaining and carrying out the removal and disposal of refuse, filth and carcasses of dead animals from any public place.</p> <p>2. The department assists in regulating any trade or business which may be harmful or injurious to public health or a source of danger to the public.</p> <p>3. The department facilitates the prevention and dealing with the outbreak and prevalence of any diseases.</p> <p>4. The department assists in the control of noise, odour, dust and smoke pollution.</p>

	<p>5. The department advises on the prevention of the spreading and extermination of tsetsefly, mosquitoes, rats, bugs and other vermin in the district.</p>
<p>STATISTICS</p>	<p>The statistics department is responsible for:</p> <ol style="list-style-type: none"> 1. Collecting, Compiling, storing and analyzing data based on standardized formats developed by Ghana Statistical Service (GSS). 2. Disseminating and publishing statistical data based on guidelines developed by GSS. 3. Ensuring statistics is produced to meet international standards. 4. Preparing and submitting Annual Report of its operations to the District Assembly. 5. Providing inputs for the preparation of the District Assembly's budget. 6. Generating the data requirement of the Afigya Kwabre North District Assembly on all departments for planning activities of the Assembly. 7. Coordinating Statistical activities in the municipality and archiving of statistics to serve as a repository of statistical data in the district.

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2.2 Afigya Kwabre North District Assembly's Organogram

DISTRICT DEPARTMENTS ORGANOGRAM (FUNCTIONAL)



2.3 Classes and Types of information

List of various classes of information in custody of the institution:
<ol style="list-style-type: none">1. Financial documents2. Administrative information3. Legal documents
Types of Information Accessible at a fee:
<ol style="list-style-type: none">1. N/A

3. Procedure in Applying and Processing Requests

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 Afigya Kwabre North District Assembly. To request information under the RTI Act from the Afigya Kwabre North 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 Afigya Kwabre North 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 Afigya Kwabre North 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. (Applicants 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 requests 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 understands, 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 identifies 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 the 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

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.
- e. A statutory declaration must be attached.

5. Fees and Charges for Access to Information

The Act mandates Parliament in Section 75 to approve a fee that public institutions can charge. However, fees shall apply to only the three circumstances stated below:

- Request for information in a language other than the language in which the information is held. (s.75) (3).
- When request is made for a written transcript of the information, the information officer may request a reasonable transcription cost. (s.75) (4).
- Cost of media conversion or reformatting. (s.75) (5).

Under Section 75 (2), fees are not payable for:

- reproduction of personal information
- information in the public interest
- information that should be provided within stipulated time under the Act
- an applicant who is poor or has a disability
- time spent by the information officer to examine and ensure the information is not exempt
- preparing the information

6. 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>	

7. Appendix B: Contact Details of AKNDA's Information Unit

Name of Information/Designated Officer:

REGINA OWUSU
YVONNE OPOKU AGYEMANG

Telephone/Mobile number of Information Unit:

+233 (0) 248190888
+233 (0) 248263000

Postal Address of the institution:

P.O.BOX 3,
BOAMANG – ASHANTI REGION

8. Appendix C: Acronyms

This provides a list of acronyms and associated literal translation in alphabetical order using the table below.

Table 1 Acronyms

Acronym	Literal Translation
<i>AKNDA</i>	<i>Afigya Kwabre North District Assembly</i>
<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>

9. 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>