

**Internal Audit Division
Routine Disclosure Plan**

Information	Comments
Reports to Committee and/or Council	These Internal Audit reports are available to the public through the City's web site (Committee/Council agendas and minutes).
Internal reports	<p>In general the audit reports prepared by Internal Audit as part of our work plan is meant for internal use only, by City staff, including the Auditor General's Office.</p> <p>Request for such information from the public would be considered on a case by case basis through the formal FOI process.</p>
Policies	Corporate policies which Internal Audit prepares or assists in developing such as the City's Fraud Policy are posted on the City's web site and available publicly.
Ad hoc requests from divisions, including advice given	Review and reports prepared as a result of a request from divisions is the property of the division. Requests for copies of these reports should be directed towards the division.