Each public authority or institution has the obligation to communicate ex officio the following information of public interest:

a) The normative acts governing the organization and functioning of the public authority or institution;

b) Organizational structure, department responsibilities, operating schedule, audience program of the public authority or institution;

c) The name and surname of the persons in charge of the authority or the public institution and the official responsible for the distribution of public information;

d) The contact details of the public authority or institution, namely: name, headquarters, telephone numbers, fax, e-mail address and website address;

e) Financial sources, budget and balance sheet;

f) Programs and strategies;

g) The list with the documents of public interest;

h) The list of categories of produced and/or managed documents, according to the law;

i) The methods of challenging the decision of the public authority or institution in the situation where the person considers his/her rights were infringed upon regarding the right of access to the public interest information requested.