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| FREEDOM OF INFORMATION ACT  APPLICATION CHECKLIST  (Attach this checklist to the front of your FOI file as a quick reference guide) | | | | | | | | | | | | | | | | | | | | | | |
| **FOI Applicant:** | | | | | <<Applicant\_Title>> <<Applicant\_Given\_Name>> <<Applicant\_Surname>> | | | | | | | | | | **Response Due Date:** | | | | | |  | |
| **FOI Request Number:** | | | | | <<Reference\_Number>> | | | | **Person Preparing Response:** | | |  | | | | | | **Date:** | | | <<Current\_Date>> | |
| **Scoping the Request *(Check all applicable items)*** | | | | | | | | | | | | | | | | | | | | | | |
|  | Acknowledge receipt to applicant after correct agency ascertained | | | | | | | | | | |  | | Application entered in FOIMS | | | | | | | | |
|  | Commence identifying relevant records | | | | | | | | | | | | | | | | | |  | | |  |
|  | Contact the applicant by phone to negotiate/clarify the request and follow up any modified request in writing | | | | | | | | | | | | | | | | | | Date: | | |  |
|  | Contact any other offices, agencies, staff etc, which are likely to have relevant records | | | | | | | | | | | | | | | | | | Date: | | |  |
|  | Estimate fees | | | | | | | | | |  | | Application fees & charges entered in FOIMS | | | | | | | | | |
|  | | | Fee waiver requested | | | |  | | | Granted |  | | Denied | | | | | | | | | |
|  | | | Calculate estimated fees | | | | | | | | | | | | | | | | | | | |
|  | | | Notify applicant of fee estimate and/or requirement to pay deposit | | | | | | | | | | | | | | Date Advance Deposit Due: | | | | |  |
|  | (If applicable) Arrange for Principal Officer to extend the time to deal with the application (within 20 calendar days) | | | | | | | | | | | | | | | | Date: | | | | |  |
|  | Send a letter confirming renegotiated or clarified request, extension or fee | | | | | | | | | | | | | | | | Date: | | | | |  |
|  | Extension of time, clarification or fee entered in FOIMS | | | | | | | | | | | | | | | | Date: | | | | |  |
| Basis for extension | | | | | |  | | Volume | | |  | Consultation | | | |  | | | | Other | | |
| **Search and Review *(Check all applicable items)*** | | | | | | | | | | | | | | | | | | | | | | |
|  | Search all sources likely to hold relevant documents | | | | | | | | | | | | | | | | | | | | | |
|  | Obtain documents from other parts of the agency | | | | | | | | | | | | | | | | | | | | | |
|  | If no documents are located, make a file note of the search stating the type of search *(manual, automated)*, the files searched, and the name and title of the person who conducted the search | | | | | | | | | | | | | | | | | | | | | |
|  | Determine whether any exemptions apply | | | | | | | | | | | | | | | | | | | | | |
|  | Consult any third parties or liaise with other relevant agencies about documents if applicable | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | Response from third party in favour of release Yes No | | | | | | | | | | | | | | | | | | |
|  |  | | | Are third party reasons for non-release valid Yes No | | | | | | | | | | | | | | | | | | |
|  | Notify applicant and third party of determination and rights of appeal | | | | | | | | | | | | | | | | | | | | | |
| **Determination Letter — Full Disclosure *(check if all of the request has been completed)*** | | | | | | | | | | | | | | | | | | | | | | |
|  | | Signed by Accredited FOI Officer | | | | | | | | | | | | | | | | | | | | |
|  | | Collect fees, if appropriate | | | | | | | | | | | | | | | | | | | | |
|  | | Determination & fee information entered in FOIMS | | | | | | | | | | | | | | | | | | | | |

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| **FREEDOM OF INFORMATION ACT REQUEST CHECKLIST *(Continued)*** | | | | |
| **FOI Applicant:** | | <<Applicant\_Title>> <<Applicant\_Given\_Name>> <<Applicant\_Surname>> | **FOI Request Number:** | <<Reference\_Number>> |
| **Determination Letter — Refusal/Partial Access *(check if access to any material is refused)*** | | | | |
|  | Signed by Accredited FOI Officer  \* | | | |
|  | Name & title of Accredited FOI Officer | | | |
|  | Identify the information being withheld and the exemption clause or section of the Act that applies to that specific information | | | |
|  | Include explanation/justification for each exemption clause claimed for each specific piece of information | | | |
|  | Include review and/or appeal rights | | | |
|  | Collect fees, if appropriate | | | |
|  | Determination & fee information entered in FOIMS | | | |
| **Written Notice — “No Documents found” *(check if no records are located for all or part of request)*** | | | | |
|  | Signed by Accredited FOI Officer | | | |
|  | Name & title of the Accredited FOI Officer | | | |
|  | Describe how the search was conducted and the location of files searched | | | |
|  | Collect fees, if appropriate | | | |
|  | Information entered in FOIMS | | | |
| **Other *(check applicable item)*** | | | | |
|  | Transferred to another agency | | | |
|  | Request cancelled/withdrawn | | | |
|  | Refusal to pay advance deposit | | | |
|  | Refusal to pay reasonable fee | | | |
|  | FOIMS updated to reflect items checked above | | | |
| **FOI File Documentation *(check all applicable items)*** | | | | |
|  | Maintain a copy of, or create an index of, documents released and withheld | | | |
|  | Describe search undertaken where no documents were found | | | |
|  | Complete the checklist and fee worksheets and include copy in the file | | | |
|  | Complete all outstanding FOIMS actions, including changing the application status – refer to FOIMS Use Guide | | | |