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| FREEDOM OF INFORMATION ACTAPPLICATION 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 |