<<FOI\_Agency>>

## FREEDOM OF INFORMATION

## Internal request form for search of documents within the agency

**To:**  *(relevant manager)*

**Unit/section:**

 An applicant has made an application under the *Freedom of Information Act 1991* (‘the FOI Act’) for access to documents. The application is for:

**Please ensure that all areas you are responsible for are searched, and that this form is completed and all documents falling within the scope of the application are provided to:**
**<<FOI\_Given\_Name>> <<FOI\_Surname>>** **by** *(date)*

Note: A ‘document’ under the FOI Act *‘includes anything in which information is stored or from which information may be reproduced’. It includes emails, audio and visual recordings, as well as hard copy and electronic documents and drafts of such documents.*

 *(relevant manager)***, am satisfied that the above searches have been undertaken and all relevant documents falling within the scope of the application have been provided to the FOI officer.**

|  |  |  |
| --- | --- | --- |
| **Source** | **Searched?** | **Have all documents been supplied to the FOI officer?** |
|  | **Yes***(insert date)* | **No** | **N/A** | **Yes***(insert date)* | **No** | **N/A** |
| All hard copy files |  |  |  |  |  |  |
| Archives/storage |  |  |  |  |  |  |
| Other relevant areas in your unit/section |  |  |  |  |  |  |
| All documents currently with an external provider (solicitors, consultants etc) |  |  |  |  |  |  |
| All electronic data (including emails)Search terms used: |  |  |  |  |  |  |
|  |

**Signature:**   **Date:**

Comments as to whether you think the documents should be released:

**Please contact <<FOI\_Given\_Name>> <<FOI\_Surname>>** **if you have any questions on ph <<FOI\_Phone>>**