

**FREEDOM OF INFORMATION
ACCESS REVIEW**



RESPONSIBILITY CENTRE REVIEW OF RECORDS

REQUEST/CONSULTATION NUMBER	RESPONSIBILITY CENTRE	PROGRAM AREA CONTACT	TELEPHONE NO.
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LOCATION AND RETRIEVAL OF RECORDS (Do Not Complete For Consultation)

SEARCH DONE BY (NAME)	START DATE: Yr. Mo. Day	TARGET COMPLETION DATE Yr. Mo. Day	ACTUAL COMPLETION DATE Yr. Mo. Day
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AREAS SEARCHED (ATTACH FILE LISTS, INDICES OR OTHER AIDS USED IN ADEQUATE SEARCH.)

RECORDS RETRIEVED (RESULTS OF SEARCH)

SUMMARY OF RESPONSIBILITY CENTRE RECOMMENDATIONS

SECTION 10 EXTENSIONS TAKEN:

- MORE DETAIL NEEDED
- LARGE NUMBER OF RECORDS REQUESTED
- THIRD PARTY CONSULTATION
- OTHER PUBLIC BODY (OPB) CONSULTATION

RECOMMENDATIONS:

- AS PER DETAILED REVIEW OF RECORDS (Attached)
- OTHER

COMMENTS:

PREPARED BY FOI CONTACT:	DATE: Yr. Mo. Day
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