

.....
(AGENCY NAME)
FREEDOM OF INFORMATION INTERNAL REQUEST FORM

To: (relevant manager)

Unit/section:

..... (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 completed form and all documents falling within the scope of the application are provided to (FOI officer) **by** (date)

Note: A 'document' under the FOI Act can be anything on in which information is stored or from which information may be reproduced. It includes emails, audio and visual recordings, as well as hard copy documents and drafts.

Are the relevant files/documents complete and up to date? (please tick) Yes No N/A (date)

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:						

I, (relevant manager), **am satisfied that the above searches have been undertaken and all relevant documents to the present time have been provided to the FOI officer.**

Signature:

Date:

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

Please contact (FOI officer) **if you have any questions on**
(contact details)
Date: