

## Right to Information (RTI) Search Request

(Internal form)

### 1. RTI DETAILS

RTI No:	Enter RTI Number
Date Received:	Enter date RTI was received by Records.
Date Due:	Date due back to Assessor Officer.
Business Unit:	Council Business Area.
Fees Paid:	Receipt No:

### 2. APPLICATION DESCRIPTION (Assessor to Complete)

Scope: Provide details and specific information that the applicant is seeking.

Type Of Documents: e.g.; internal memos, emails.

Dates: Time Period / Date range of the search.

Attachments: List attachments.

Assessor Officer: Assessors Name

### 3. RESPONSE TO RTI (Officer to Complete)

Enter Summary of Information Located

Concerns on disclosure of Documents:	Identify if there are any concerns about disclosure of the documents
Reasons for Documents not being located:	E.g. never existed

**RESPONSE TO RTI (Officer to Complete)**

Are documents expected to be found:	If documents expect to be found/not found and why.	
Have documents been disposed of, archived or transferred:	If documents have been disposed, archived or transferred – under what authority.	
What searches were undertaken to locate documents:	Where did you try and locate the documents.	
Time Spent:	How long did officer spend identifying and locating documents.	
Unit Officer:	Name :Officer conducted search.	Signature:
Unit Manager:	Name: Manager to sign off.	Signature:
Approved:	Yes/No Enter Reason if No	
Assessor:	Name:	Signature:
Decision Maker:	Name:	Signature:

**Note: This form must be filed with the Right to Information Application**

**All enquiries please refer to the Senior Governance Officer**