

Right to Information (RTI) Search Request

(Internal form)

1. RTI DETAILS

RTI No:	Enter RTI number
Date Received:	Enter date RTI received by Records
Date Due:	Date due back to Assessor
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: Assessor's 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 are expected to be found/not found and why
Have documents been disposed of, archived or transferred:	If disposed of, 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 spent identifying and locating documents
Unit Officer:	Name: Officer who 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 in the Applications folder.

Please refer all enquiries to the Governance and Information Officer.