

CHECKLIST
Requirements for preparation for FOI

- **Baseline Assessment completed by all public authorities and submitted to the FOI Unit**
DECEMBER, 2007
- **Model Action Plan completed and implemented**
JANUARY, 2008
- **Information Manager designated with job description amended and of sufficient seniority to make decisions**
FEBRUARY, 2008
- **Staff are aware of internal processes and procedures for FOI**
NOW
- **E- Publication scheme complete and uploaded on www.gov.ky**
JULY – NOVEMBER, 2008
- **Records survey completed to enable conduct of searches**
18TH AUGUST, 2008
- **File plan completed to enable conduct of searches**
ON-GOING – SOONER THE BETTER ONCE RECORDS SURVEY IS COMPLETED
- **FOI staff and Chief Officer/Principal Officer/Head of Department/CEO know what information is held and the statutory framework which applies**
AUGUST, 2008
- **Information Manager and designate completed 3 day Information Managers Course**
SEPTEMBER, 2008
- **Information Manager and designate completed FOI tracking system training course**
OCTOBER, 2008
- **Staff have been sensitized – especially customer facing staff (trained by Information Manager)**
DECEMBER, 2008
- **Reading Room is made available for inspection of files by appointment**
READY FOR 1ST JANUARY, 2009
- **Photocopier /scanner available**
READY FOR 1ST JANUARY, 2009
- **Access to e-mail provided to Information Manager**
READY FOR 1ST JANUARY, 2009
- **Process for charging fee determined – i.e. types of payment, collection of fees etc.**
READY FOR 1ST JANUARY, 2009