

Task List at Ministry/Portfolio/Department levels – From FOI Law

Task List	Person responsible
Receive application requests for information	Information Manager
Assist members of the public to formalize the nature of their request	Information Manager
Acknowledge receipt of the application	Information Manager
Identify if the information is held within the Entity, forwarding to relevant entity if not	Information Manager
Identify if the information is already in the public domain	Information Manager
Identify if the information is subject to exemptions or if there are any other laws which restrict access	Information Manager
Locate/retrieve the information (there is NO requirement to create information or provide summaries)	Records Officer
Redact (Sever) exempt information if necessary	Information Manager
Disclose the relevant information, determining if inspection or provision of copy is appropriate	Information Manager/ Records Officer
Ascertain the form information is to be provided and make information available in form requested	Information Manager/ Records Officer
Grant or refuse access to information (with reasons) in writing	Information Manager
Collect fees	Identify responsible individual within each public authority
Make amendments /arrange for amendments to records containing information relating to an individual if the individual can prove the information is inaccurate	Information Manager/ Records Officer
Undertake internal review of decision to not grant or defer access if appealed by applicant	Minister (for Security, Law Enforcement, Legal/Parliamentary Issues) or Chief Officer or principal officer
Contact third parties where request is for information belonging to third parties	Information Manager
Provide information/testify to the Commissioner/Court if appealed externally	Information Manager
Track and monitor requests and provide statistical information to the FOI Unit	Information Manager/ Records Officer
Receive complaints regarding the performance of the entity in relation to information disclosure	Information Manager
Maintain a FOI web site that is Ministry/Portfolio specific which falls in line with requirements of the FOI Unit (must include name, function and contact details of Information Manager)	Identify responsible individual within each public authority
Write procedures in line with FOI Unit policy for facilitation of correction of personal information	Information Manager

Deliver familiarization training written by FOI Unit to customer-facing employees in the entity to enable them to answer basic questions from clients regarding FOI	Information Manager
Develop Publication Scheme to advise the public of all the information that is publicly available	Information Manager
Complete Disclosure logs of FOI requests	Information Manager/ Records Officer

Related Records Management Tasks – National Archives and Public Records Law

Task List	Person responsible
Maintain full and accurate records of public authority's business and activities	Head of authority to delegate
Create, manage and dispose of records in accordance with prescribed CINA records management tools and standards	Head of authority to delegate
Develop a file plan and corresponding retention schedule for operational records of the public authority	Head of authority to delegate
Apply approved disposal schedules developed by CINA for administrative records, including the IT schedule for the management of FOI related records	Head of authority to delegate
As a minimum requirement for FOI, conduct a records survey using guidance from CINA intranet site	Head of authority to delegate
Enter resulting listing from records survey into Records Management System (RMS) to be used as a control tool.	Head of authority to delegate
Replicate new File Plan by mapping records series entered in RMS into business functions and activities	Head of authority to delegate
Promote good records keeping practices throughout the public authority	Head of authority to delegate
Participate in the preparation for and execution of disaster control plans through the identification and protection of vital records for the public entity in the context of the requirements established by the National Archive.	Head of authority to delegate