

**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](http://www.gov.ky)**  
**JULY – NOVEMBER, 2008**
- **Records survey completed to enable conduct of searches**  
**18<sup>TH</sup> 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 1<sup>ST</sup> JANUARY, 2009**
- **Photocopier /scanner available**  
**READY FOR 1<sup>ST</sup> JANUARY, 2009**
- **Access to e-mail provided to Information Manager**  
**READY FOR 1<sup>ST</sup> JANUARY, 2009**
- **Process for charging fee determined – i.e. types of payment, collection of fees etc.**  
**READY FOR 1<sup>ST</sup> JANUARY, 2009**