

CHECK LIST FOR REPORTING PROGRESS ON FOI

Report for: Chief Officers/Principal Officers/Head of Public Authority

Reporting period: Reporting Officer:

FOI project team leaders should report monthly or more frequently if required.

Job Descriptions: Are they up to date? When will they be updated?

- o Information Manager
- o Records Officers

▪ Training:

- o Information Managers training –
 - Who has been nominated? Who has completed training?
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- o Records Officers training –
 - Who has been nominated? Who has completed training?
.....
- o Public Authority staff (training to be done by Information Managers):
 - When will FOI sensitisation of all staff be complete?
 - When will customer-facing staff training be complete?
- o FOI Tracking System training (during October 2008)
 - Who is being nominated and on what dates?

▪ IM Network: who is attending the meetings?

▪ Publication Scheme: (deadline for completion 31 October 2008)

- o Who is preparing it for approval by Public Authority head?
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- o When will it be submitted to the GIS content writer?
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▪ Organising information and files:

- o Do you know where all information is and what is held?
- o What progress has been made on the Record Survey and getting files organised? When will this be complete? When can Classes of Information be incorporated in the Publication Scheme?
- o When will categories of information covered by exemption be identified?
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▪ Review of documentation:

- o What documentation formats should be revised to facilitate release under FOI?

▪ Testing phase: (during November 2008)

- o Any issues highlighted?