

# INITIAL MEETING CHECKLIST

FOI	COMMENTS
<b>Date/Time:</b> <b>Room:</b>	
<b>Attendees:</b>	
<b>Scope:</b> <ul style="list-style-type: none"> <li>Do you think you can identify the documents within the scope? Is it too broad or too vague?</li> </ul>	
<b>Timeframes:</b> <ul style="list-style-type: none"> <li>Due for a signed decision</li> <li>Due to the applicant</li> <li>Any upcoming leave? Who will take over?</li> </ul>	
<b>Third Party Consultation: (30 day extension)</b> <ul style="list-style-type: none"> <li>Identify third party/s</li> <li>Identify all documents you want to consult with a third party</li> <li>Contact third party (does the line area have a contact at the third party?)</li> <li>Notify applicant of third party consultation and 30 day extension</li> <li>Provide documents to third party to consult on</li> </ul>	
<b>Charges:</b> <ul style="list-style-type: none"> <li>Do you want to charge the applicant for the processing of this request? It is Departmental policy to charge for the processing of requests</li> </ul>	
<b>Line Area Context &amp; Documents:</b> <ul style="list-style-type: none"> <li>What does the line area do? (Core business)</li> <li>Background about the documents and any sensitivities relating to them (eg. upcoming publications etc)</li> <li>Do you think any of the documents are Cabinet documents? If so, we need to consult with PM&amp;C</li> <li>Are any documents likely to fall within s38 of FOI Act (secrecy provisions) or other legislation?</li> </ul>	
<b>Next Steps:</b> <ul style="list-style-type: none"> <li><b>Save documents</b> that identified in scope <i>as PDFs</i></li> <li>Upload PDFs to 'Not for release documents' container in FOI TRIM folder</li> <li><b>Review documents</b> and think about what may be exempt, <i>referring to FOI Exemptions</i> hand out</li> <li>Highlight what sections of the documents you think might be exempt from release and under what exemption</li> <li>Complete the <b>Schedule of Documents</b> and place in the 'Decision and Checklist' FOI TRIM folder</li> <li><b>Fill in and sign Search &amp; Retrieval Checklist</b> by the individual whom completed the searches</li> </ul>	
<b>Follow-up Email:</b> Send follow up email to action officer and others about initial meeting and agreed next steps	