

Sample schedule of documents

Note on schedule

This table summarises the recommended elements for a schedule of documents as part of an access decision under the *Freedom of Information Act 1982* and is included in all Notices of Decision.

In addition to the categories of information below, decision makers may also wish to record, for their own purposes, details of where a document is located, such as the file name or number, the folio number or whether it is an electronic or hardcopy record. This may assist later work on the request, such as internal review, where a new decision maker must revisit documents and review an earlier decision.

Schedule of documents – Freedom of information request no. [\[insert unique number/code\]](#)

Document no.	Date	Number of pages	Description	Decision on access ¹	Exemption
	<i>Date(s) document created (or date received if creation date unknown) and date(s) document annotated</i>	<i>Number of pages (or other physical descriptor)</i>	<i>Describe the nature of the document and provide details of the author and/or addressee (where applicable).</i>	<i>State whether the document is being:</i> <ul style="list-style-type: none"> • <i>released in full</i> • <i>released with deletions on the basis of one or more specific exemptions (including deletion of irrelevant matter under s 22)</i> • <i>access is refused on the basis of one or more specific exemptions</i> • <i>access is being deferred</i> • <i>access is being granted in a different form from that requested</i> 	<i>State exemption and (if applicable) where exemption is claimed on document (for example which page; if there is more than one exemption claimed on a single page, provide further detail such as paragraph or line number. Alternatively you may choose to annotate the document with the exemption number next to each redaction.)</i>
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¹ E = Exempt, R = Release, RI = Release with irrelevant information removed, RE = Release with exempt information removed.