## 9 Email to business unit – information search request

|  |  |
| --- | --- |
| Applicant name: | *Applicant name* |
| Access application scope: | *Quote request* |

|  |  |
| --- | --- |
| Action/information required | Details/response |
| Searches undertaken*Please indicate which systems and other document types were searched to identify relevant information and the results of those searches.**Systems include: records management systems, email accounts, social media accounts, and any other systems your business unit has access* |  |
| Information identified*Please advise the total number of records (documents) identified that fall within scope of the request above.**Please remember to attach all relevant records (documents) when responding to this request.* |  |
| Sensitivities/concerns about disclosure of some, or all, of the information*Please advise the FOI team of any concerns you/your business unit have about disclosure of some, or all, of the information under the FOI Act.**Business units are the subject matter experts in their respective areas. The FOI team may need to rely on business units for assistance in making a decision about the release of the information. This may include seeking more information about the context in which the information was received, created or provided to other individuals or the agency. Based on the information you provide, the FOI team will be better placed to make a decision in relation to whether to grant access to the information.* |  |

I confirm the information above is correct and true.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:**

**Manager signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:**