Department of
Health & Human Services

Freedom of Information Search Memorandum

<Reference no.>
For action

Attention: Records Services - Istarlin Omar/Rory Thompson OR Maria Rivas Priday/Irene Tomaszewski

Freedom of Information request by <Insert applicant name (company)> for <Insert documents> <Use sentence case and no full stops>

FOI File Ref:
Name:
DOB:

Purpose

1. To request that you conduct a thorough and diligent search for documents and that you provide supporting information to meet this Freedom of Information (FOI) request.

Time frames

2. FOI received: DD Month YYYY (Delete if N/A)

   FOI clarified: DD Month YYYY (Delete if N/A)

   FOI re-scoped: DD Month YYYY (Delete if N/A)

   FOI due: DD Month YYYY (Delete if N/A)

   Search response from (Select one of the following) Records Services/Office of the Chief Psychiatrist due: DD Month YYYY

Action required

3. The FOI unit now requires the following from the division:

   a. **Documents:**

   'List of documents required'

   - For Wardship Records, include: Delete this section if not Wardship records
   - Ward register entry/Ward index card; Ward file.
   - (If no file is located, include any sibling's Ward register entries/Ward index cards and Ward files.)
   - The files should include any ILP register entry, Defacto Adoption register entry, and any personal or institutional file that concerns the above named person.

   Please supply all documents in PDF format.

   - FOI now requires the Office of the Chief Psychiatrist to forward a copy of the RAPID database screen print for this applicant to: dhsfoi@dhs.vic.gov.au (remove if not applicable)
   - Search your records to identify the client file or requested documents outlined above and confirm that the subject documents are in possession of the Central Records Unit or the PROV, and
   - Retrieve this file from storage and provide a PDF copy of the file to FOI by placing a copy of the documents into the Archival Services/FOI shared folder.

Recommendation:

4. That you arrange for the documents and memorandum outlined in point 3 above to be provided to the FOI unit by **DD Month YYYY**.

If you have any questions or would like further information, please contact:

Name

Senior Freedom of Information Adviser

foi@dhhs.vic.gov.au

Phone: 9096 xxxx