

Schedule of documents

Document	Date	Description	Number of pages	Decision	Exemption/irrelevant	Comments
1	Sept 2016	Guideline for NAA FOI Practitioners	11	Release in part	s 47E (d)	
2	14/08/2017	FOI Template - Time Spent and Documents Found template	5	Release in full	N/A	
3	14/08/2017	FOI Template - Notice of transfer of request to another agency	2	Release in full	N/A	OAIC copied template
4	14/08/2017	FOI Template - Notice of extended timeframe to allow for consultation	6	Release in full	N/A	OAIC copied template
5	14/08/2017	FOI Template - Request consultation process due to existence of a practical refusal reason	3	Release in full	N/A	OAIC copied template
6	14/08/2017	FOI Template - Notice that the applicant is liable to pay a charge	4	Release in full	N/A	OAIC copied template

7	14/08/2017	FOI Template - Notice (to affected third party) of FOI request and opportunity to content documents are exempt	10	Release in full	N/A	OAIC copied template
8	14/08/2017	FOI Template - Notice (to affected third party) of internal review decision	3	Release in full	N/A	OAIC copied template
9	14/08/2017	FOI Template - Acknowledgement of FOI request received	1	Release in full	N/A	
10	14/08/2017	FOI Template – Decision notice	9	Release in full	N/A	
11	14/08/2017	FOI Template – Agency – courtesy consultation FOI request	1	Release in full	N/A	
12	14/08/2017	FOI Template - *Action* FOI Document Search	2	Release in full	N/A	
13	22/05/2017	Privacy Policy	4	Release in full	N/A	Available on website
14	8/02/2018	Privacy (Data) Breach Response Plan	3	Release in full	N/A	
15	13/12/2018	National Archives Switchboard Contacts List	1	Release in part	s 47E (d) s 47F	

16	December 2018	Visitor Services Officer Manual December 2018 to June 2019	83	Release in part	S 22 S 47E (d) S 47F	
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