**Record of document search under the *Freedom of Information Act 1982* (Vic)**

Where a search for documents is conducted, an agency must ensure it keeps a record of the searches undertaken, including information relating to the locations searched, the method or type of searches undertaken and, where applicable, the key words used in the searches (*Professional Standard 6.1*). An example is included in the table below.

The record of document search should be completed by the FOI officer to record all searches conducted in relation to the applicant’s FOI request. Include consultation with other business areas in the agency and the results of those searches, where applicable.

|  |
| --- |
| **Record of document search under the *Freedom of Information Act 1982* (Vic)** |
| **Applicant:** | Jane Smith | **Date valid request received:** | 13 September 2018 |
| **Agency reference:** | FOI12345 | **Decision due date:** | 14 October 2018 |
| **FOI officer:** | Morgan Grey |
| **Date** | **Time taken** | **Name, position and area of officer who conducted the search** | **Locations searched** | **Describe searches (method or type of search)** | **If applicable, key words used** | **Result of searches**  | **If relevant, why a document could not be located or why it does not exist** |
| 18/09/2018 | 1 hour 25 mins | Jamie Chan, Project Officer, Infrastructure Projects team | Email accounts for Jamie Chan, Michael Brown and Sam Lines in the Infrastructure Projects teamTRIM | Key word search  | Green wedge projectGreen wedge AND projectGWPGreen projectGW project | Located 20 emails, one report and one briefingDid not locate consultant reports | Consultant reports not located because the Infrastructure Projects team has not yet engaged consultants for the Green Wedge Project |
|  |  |  |  |  |  |  |  |

*Repeat as necessary*