

## Dealing with FOI requests

### Questions to guide your search

The *Freedom of Information Act 1991* (SA) (the FOI Act) gives members of the public the right to request access to documents created or held by the University of Adelaide, in a manner that is fair and transparent.

As an employee of The University of Adelaide, you may be asked to help an FOI Officer respond to an FOI Act request. This fact sheet provides guidance on what you should consider when dealing with the request.

1.	Is your area likely to have information relevant to this request? If not, let the FOI Officer know.									
2.	Have you considered all locations and kinds of information in your search for relevant documents? For example: <table border="0"><tr><td>&gt; Local / personal drives</td><td>&gt; Network drives or Box</td><td>&gt; HPRM / other databases</td></tr><tr><td>&gt; Email accounts</td><td>&gt; Mobile devices</td><td>&gt; Audio-visual material</td></tr><tr><td>&gt; Office desks / notepads / draft papers</td><td>&gt; Physical files / cabinets / compactus</td><td>&gt; Loan locations / offsite storage</td></tr></table>	> Local / personal drives	> Network drives or Box	> HPRM / other databases	> Email accounts	> Mobile devices	> Audio-visual material	> Office desks / notepads / draft papers	> Physical files / cabinets / compactus	> Loan locations / offsite storage
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3.	Do you think the scope of the request will involve looking through or retrieving a lot of documents? Tell the FOI Officer the details of the work you think is involved and how long you think it will take.									
4.	Is there any relevant information held in archives/ offsite storage? If so, let the FOI Officer know.									
5.	Do you know of another branch or school that might have documents relevant to this request?									
6.	If you are not sure something you have found falls within the scope of the request, have you discussed this with the FOI Officer?									
7.	Have you alerted the FOI Officer if you think you have found information that should be withheld from release (and provided the reasons for this)?									
8.	Did you keep a record of when and where you looked for documents, how you went about looking (including any key words used) and how long it took? Was a copy of that record given to the FOI Officer?									
9.	If you did not find any documents relevant to the request, did you advise the FOI Officer of how and where you looked?									

### For more on responding to FOI requests

Visit: <https://www.adelaide.edu.au/legalandrisk/freedom-of-information/information-for-staff>

Contact an FOI Officer: [foi@adelaide.edu.au](mailto:foi@adelaide.edu.au)