

Process, including activities	Requester	FOI Office	Relevant Head of Unit/Head of School/Dean of College/UMT Member	Independent More Senior Member of Staff	
1. Make a request	A/R	I			
2. Clarify Scope		A/R	C		
3. Seek Credentials/Fee	C	A/R			
4. Perform Search and retrieve Records from Unit/School College			A/R		
5. Seek a reduction of scope/clarification of scope <b>if request needs to be time-limited</b>	C	R	A		
6. Review records for redactions under FOI Act		I	A/R		
7. Redact Records and write decision letter and issue out within 20 days		A	R		
8. Appeal Decision within 20 Days	A/R	I			
9. Review of decision within 20 days				A/R	
10 Issue a decision		I		A/R	