

PUBLIC RECORDS REQUEST (PRR) RECORDS SEARCH CHECKLIST

PRR from: _____ Date of PRR: _____
(PRR attached)

RETURN THIS CHECKLIST TO _____ BY: _____
[Identify PRO responsible for request]

Instructions

1. **Read** attached PRR. If you have questions/need clarification, see Public Records Officer before beginning your search.
 *Note the locations already being searched. *(Usually emails, website and hard copy files.)*

2. **Circle one of the options** described below under “My Records”:

Circle **YES** if you found records in a category, or believe there are responsive records and provide **brief description**. Mark “yes” even if you believe the Public Records Officer is already searching for these records.
Use reverse side if you need more room

Circle **NO** if you have those types of records, but found no records in that category responsive to request

Circle N/A if you do not create/retain records in that category (for example, you do not create/retain training materials, or you do not create/retain CDs or DVDs, so you circle N/A for those categories).

3. **Check boxes** under “Other Locations” and provide a **brief description** where you believe other records might be located
OR leave blank if you don’t have any information about other possible locations.

4. **Date & initial at the bottom and return this checklist** to Public Records Officer. *Note the due date for your response at the top.*

5. **Preserve** all responsive records. **Do not** produce records unless instructed to do so by the Public Records Officer.

MY RECORDS

PAPER *(Circle one option)*

Investigative files in my office	YES	NO	N/A
Training materials in my office	YES	NO	N/A
Phone notes/logs in my office	YES	NO	N/A
Other paper records in my office	YES	NO	N/A

If **YES** marked in any above categories, provide brief description (case number, dates, type, etc.). Use reverse side if needed.

ELECTRONIC *(Circle one option)*

Emails	YES	NO	N/A
Sharepoint	YES	NO	N/A
C:drive	YES	NO	N/A
H:drive	YES	NO	N/A
Q:drive	YES	NO	N/A
Other drives	YES	NO	N/A
Voicemails	YES	NO	N/A
Videos or audio files	YES	NO	N/A
The Box or Dropbox	YES	NO	N/A
Thumbdrives/USBs/CDs/DVDs	YES	NO	N/A

If **YES** marked in any above categories, provide brief description (case number, dates, folder name, location, etc.). Use reverse side if needed.

OTHER LOCATIONS where there might be responsive records not included above → *check relevant box(es) & briefly describe*

- Website (describe - e.g., meeting minutes, etc.) _____
- Responses to other PRR requests (describe) _____
- Electronic records (describe - e.g., reference manual, AX, audio files, etc.) _____
- Paper files (describe - e.g., rules files, subject files, legislative files, etc.) _____
- Other types of records (describe) _____
- Records of former staff (provide names) _____
- Other suggestions (if any) where responsive records may be located, or who may have more information _____

STAFF NAME: _____ **STAFF INITIALS:** _____ **DATE COMPLETED:** _____