

Appendix A - Schedule of documents: Freedom of information request no. [FOIREQ19/00219](#)

Document no.	Page no.	Date	No. of pages	Description	Decision on access	Exemption
1	1-6	November 2018	6	General information about case management – OAIC internal guidance provided to staff about IC review case management	Release in full	s 22
2	7-8	November 2018	2	Conducting an IC review – Review of preliminary views s 54W letters – November 2018	Release in full	s 22
3	9-11	November 2018	3	Conducting an IC review – Closure letter (s 54W) checklist – November 2018	Release in full	s 22
4	12-15	November 2018	4	Conducting an IC review – Intention to decline (s 54W) checklist – November 2018	Release in full	s 22
5	16-19	21.08.2019	4	Resolve templates	Release in full	s 22
6	20-22	August 2019	3	MR - 039 - 54W(a)(i) Decline Advice Letter to Applicant - template	Release in full	N/A
7	23-24	August 2019	2	MR - 040 - 54W(a)(ii) Decline Advice Letter to Applicant - template	Release in full	N/A
8	25-26	August 2019	2	MR - 041 - 54W(a)(iii) Decline Advice Letter to Applicant - template	Release in full	N/A
9	27-30	August 2019	4	MR - 042 - 54W(a)(i) Close Letter to Applicant - template	Release in full	N/A

Document no.	Page no.	Date	No. of pages	Description	Decision on access	Exemption
10	31-33	August 2019	3	MR - 042A - 54W(a)(ii) Close Letter to Applicant - template	Release in full	N/A
11	34-36	August 2019	3	MR - 042B - 54W(a)(iii) Close Letter to Applicant - template	Release in full	N/A
12	37-39	August 2019	3	MR - 043 - 54W(b) Intent to Decline Letter to Respondent - template	Release in full	N/A
13	40-42	August 2019	3	MR - 043A - 54W(b) Intent to Decline Letter to Applicant - template	Release in full	N/A
14	43-46	August 2019	4	MR - 044 - 54W(b) Close Letter to Respondent - template	Release in full	N/A
15	47-51	August 2019	5	MR - 044A - 54W(b) Closure Letter to Applicant - template	Release in full	N/A
16	52-53	26.01.2019	2	Internal email with two attachments	Release in part	S 42
17	54-58	18.01.2019	4	Attachment document 16 – Letter to OAIC	Exempt in full	S 42
18	59	25.01.2019	1	Attachment to document 16 – email with attachment	Exempt in full	S 42
19	60-69	25.01.2019	10	Attachment to document 18 – draft letter to OAIC	Exempt in full	S 42
20	70	8.11.2019	1	Document responding to part 2 of FOI request	Release in full	N/A