

## Checklist for a Well-Organized Records Package

- Provide two copies of the records. One copy should be an exact copy of what has been provided to the applicant (the severed copy). The other copy should be an unsevered copy of the records (the unsevered copy).
- Number each page of the records. Ensure that the pages of both copies correspond.
- Ensure photocopies are legible and complete.
- On the unsevered copy highlight the portions which have been severed in the Applicant's copy. Indicate in the margin the exemption section(s) relied upon for the severance. If the section contains subsections, please indicate the subsection(s) which is applicable to the severance.
- Attach a record index to the front of each copy.
- At no time are the contents of the Record disclosed or the Record itself released to the Applicant by the Review Officer or her delegated staff.
- The Review Office securely disposes of records upon completion of a Review.
- Should a public body want records returned, it can inform the Review Office and upon completion of the Review, the Review Office will notify the public body to arrange for pick up of the records.

