

## Helpful Hint #3

### Sample Index of Records

#### Sample Index of Records

Dept. File: [file number assigned by your Public Body]

Review Office File: FI-12-XX-[file number given by the Review Office]

Public Body: [Insert your Public Body name here]

Page(s)	General Description	Date	Released	Exemption
1-9	Letter. To: Bob Smith. From: John Brown. Re: The matter at hand. Attachment: court case.	10/10/08	in part	s. 20(3)(a) & (3)(h)
10-21	Court decision. Attached to pages 1-9.	01/15/02	In Full	
22	Email. To: John Brown. From: Bob Smith. Subject: meeting.	10/09/08	In Full	
23-24	Letter. To: Don Johnson. From: Tony Hart. Subject: advice please.	10/05/08	No	s. 14(1)

Prepared by:

Date completed:

Extra information:

- For email strings: the to/from and date refer to the last entry in the string.
- Emails to not include whom the email was copied to.

Please note that the names provided in this sample are for example only and do not refer to actual persons.