

REQUEST FOR ACCESS TO RECORDS

Freedom of Information Act 2000

(Please use block capitals)

Surname: _____

Title: _____ **First Name:** _____

Postal Address: _____

Tel No: Home: _____ **Business:** _____ **Mobile:** _____
(We may have to telephone you to clarify some aspects of your request)

My preferred form of access is: *(Please tick as appropriate)*

- To receive copies of records Inspect original record
- Other format as may be agreed with the Education Board *(Please specify preferred option)*
- _____

The SELB will make every reasonable effort to provide information in the format requested.

Details of Request:

Describe the records as precisely as you can.

To help the Board process your request, the above details will be stored in electronic form.

PLEASE SIGN HERE _____ **DATE:** _____
(See Information Overleaf)

Third Party Requests

In relation to an application for access to information about others, their written consent is required where appropriate prior to the application being processed.

Fees

A fee may apply to cover the costs of photocopying and postage where appropriate. Where a large number of records are involved, a search and retrieval fee may also apply. Fees will be charged in accordance with guidance from the Office of the Information Commissioner.

FOR OFFICE USE ONLY

<u>FOI OFFICE</u>		<u>DECISION MAKER</u>	
		Date	Signed
Ref No:	_____	Received:	_____
Date Received:	_____	Logged:	_____
Date Logged:	_____	Acknowledged:	_____
Reply Deadline:	_____	ID Confirmed:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Advised Decision Maker:	_____	Fee:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Signed: _____		Access Granted:	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Designated Officer	Date Granted:	_____
		Signed:	_____
			Decision Maker

Return by Post, Fax or Email to:

Information Management Helpdesk
Tel: (028) 3751 2501
Fax: (028) 3741 5408
Email: foi@selb.org

Information Management Officer
Corporate Information Systems
SELB
3 Charlemont Place
ARMAGH
BT61 9AX