



Attachment A

DECISION RECORD

Request Details

FOI Request: FA 15/12/01765
File Number: ADF2015/70046

Scope of request

Please refer to pages one and two in the attached cover decision letter.

My interpretation of your request is that you are seeking copies of any documents relating to any processing guidelines, guidance material or instructions about how the Department manages or processes any requests received from applicants, through the Right to Know website, for a six month period prior to 25 December 2015, being the date in which your request was received.

Documents in scope

1. Personal Requests via Right to Know – invalid.oft

Authority to make decision

I am an officer authorised under section 23 of the FOI Act to make decisions in respect of requests to access documents or to amend or annotate Departmental records.

Information considered

In reaching my decision, I have considered the following:

- The *Freedom of Information Act 1982*;
- Departmental files and/or documents (identified above); and
- The Australian Information Commissioner's Guidelines relating to access to documents held by government.

Reasons for decision

I am satisfied that I have located all the relevant documents to consider in my decision. I have considered the documents and am satisfied that no exemptions apply. Therefore, I am releasing the relevant document in full. A copy of this document is at Attachment B.

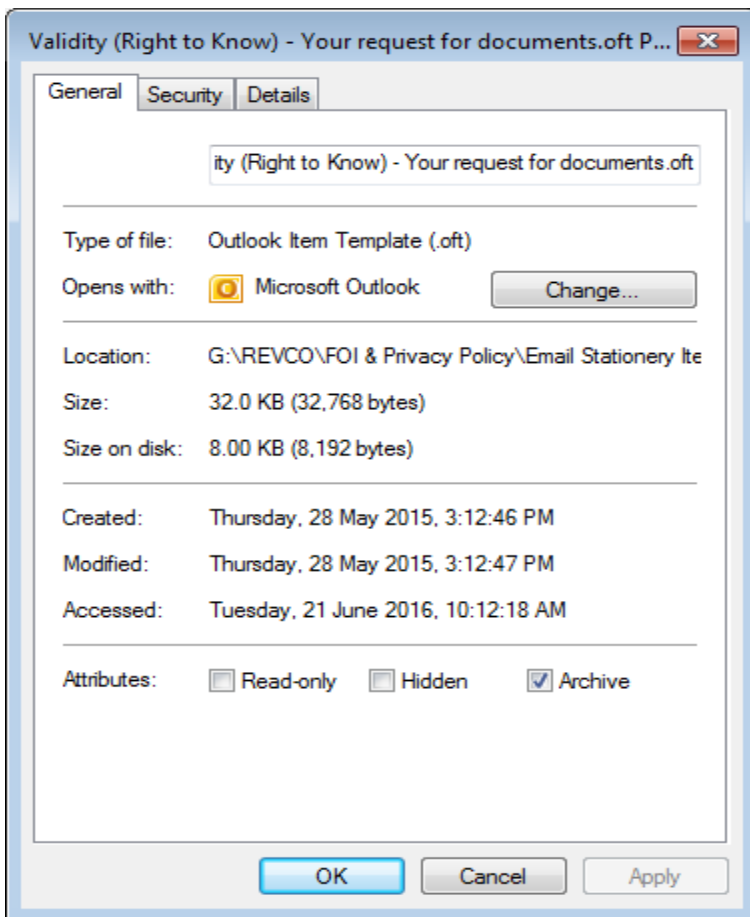
Further, I note that this template is only used in the case of where a request may be received through the Right to Know website, in which the applicant is seeking documents containing personal information, and to ensure they are aware that any documents may be published.

Administrative documents

As indicated above, I also found one further document. I consider that this document does not fall within the scope of the request, given that the document is no longer used by the Department, and has not been used since 28 May 2015, however given the close proximity in the date range, and the document's relevance to your topic interest, I decided that releasing the document to you, may provide you with further context.

I conducted a search of the metadata for this document, and have determined that the document has not been used nor accessed by any person for over 12 months. As you will see from the screen print below, the metadata provides a history of the date in which the document was last modified. The metadata now shows the date in which I personally accessed the document, on 21 June 2016, while drafting this letter. However prior to this date, the document had not been used for some time. Even if someone was to create another copy or version of this document, it will show the date in which the document was accessed.

I have provided a copy of the document to you at Attachment C.



Signed electronically

[Redacted]
Authorised decision maker
Department of Immigration and Border Protection

Email foi@border.gov.au

27 June 2016