DCS: REGIONAL PAIA REQUEST PROCESS

Start → **Request received by the Regional DIO: Day 1** → **Prescribed Form A** → **Regional Legal Services Assign request to Management Area: (Day 1)** → **Acknowledge receipt and register on the database**

Management Area provides requested info: (Day 14) → **Review and determine request/ access fee: (Day 14-16)** → **Inform requester of applicable fee and bank detail: (Day 17)** → **Submit response to the Regional DIO for approval/ disapproval: (Day 20)** → **Prepare and send response to the requester within 30 days: (Day 30)**

Request for extension once for a further period of not more than 30 days in exceptional circumstances if large number of records is requested: (Day 22)

If records are not available an Affidavit or affirmation must give a full account of steps taken to find the records

Inform the third party of the request and response within 21 days: (Day 30)

Apply information reduction/severability if need be: (Day 35)

Decline / Approve access and inform the requester within the extended period: (Day 40) → **End**

Prepare and send response to the requester within 60 days: (Day 40)

File internal appeal to the Minister within 60 days: (Form B)