Forms

Form A: Index of Records

Page No.	Severance No.	Exemption(s) Applied	Description (i.e., email, report, slide deck)
1	1	17(1)(a) of FOIP	
	2	29(1) of FOIP	
	3	31(2) of FOIP	
2	1	29(1) of FOIP	
	2	31(2) of FOIP	
	3	17(1)(a) of FOIP	
3	1	16(1)(d) of FOIP	
	2	15(1)(d) of FOIP	
	3	29(1) of FOIP; 27(1) of HIPA	

The Index of Records should address all records withheld in full or in part.

*****Severance numbers should be sequential e.g. 1, 2, 3…100
*****The page number always has to be included.
*****See guidelines on preparation of Index of Records in *Part 2: Procedure on Reviews Under FOIP and LA FOIP* and *Part 3: Procedure on Reviews Under HIPA*.