

FORM A: Index of Records

INDEX OF RECORDS [insert name of public body] [insert your file #; IPC file #] [Date prepared]					
Record # or Page #	# of Pages	Severance #	General Description	Status	Severed or withheld under section/ subsection

*This Index of Records should not include any records over which the head or delegate is claiming solicitor-client privilege. 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*.