SAMPLE

**Responsive Records Search Checklist**

The following Search Checklist **must** be used to assist with a responsive records search. Complete and return to the Access Coordinator who is responsible for the overall search strategy to find responsive records by \_\_\_\_\_ [insert date].

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| **Employee name responsible for overseeing search:**  **Title:**  **Branch/Unit:**  **Organization:**  **Years in the position:** | Name of person searching | þÿ |
| **1. Is there or will there be a fee estimate:**  Yes:  No: |  |  |
| **2. Be clear on the scope and understanding of the request and if necessary, review the Access request and call the Applicant or the Access Coordinator immediately for any clarification of the access request.**  Access Request File No.:  Date: |  |  |
| **3. If the Applicant Clarifies or reduces the scope of the request, confirm by email or letter.**  Date: |  |  |
| **4. Electronic Records**  List of files searched:  Date completed:  Time taken to search:  Number of records located:  Keywords used: |  |  |
| **5. Run a file search on your computer, laptop, and/or other device/medium (i.e. texts, voicemail, video)**  List of directories searched:  Date completed:  Time taken to search:  Number of records/pages located:  Keywords used: |  |  |
| **6. Run a search on your email using all folders**  List of folders searched:  Date completed:  Time taken to search:  Number of records/pages located:  Keywords used: |  |  |
| **7. Run a search on the calendar (personal and group)**  Date completed:  Time taken to search:  Number of records/pages located:  Keywords used: |  |  |
| **8. Paper records**  List of files/folders/drawers searched:  Date completed:  Time taken to search:  Number of records/pages located: |  |  |
| **9. Outside Storage**  List of files/folders/drawers searched:  Date completed:  Time taken to search:  Number of records/pages located: |  |  |
| **10. Are there any outside contractors, consultants or information service providers where a search should be made.**  No:  Yes:  If yes list: |  |  |
| **11. Total time spent (if a fee estimate has been or will be given):**   1. For paper search: 2. For electronic search: 3. Other: |  |  |