

SCHEDULE OF RECORDS

Date		Record Description	Number of pages	Granted/Part-Granted/Refused	Section exempted under:
1.	16/12/2020 at 14:18.	Unit internal email on external correspondence.	1	Part-granted – redaction of personal information.	Section 37 (1)
2.	16/12/2020 at 15:16.	Unit internal email in response to (1) above	1	Part-granted – redaction of personal information.	Section 37 (1)
3.	16/12/2020 at 15:30.	Unit internal email in response to (1) above	1	Part-granted – redaction of personal information.	Section 37 (1)
4.	03/01/2020 at 11:29.	Unit internal email on Excel format	1	Part-granted – redaction of personal information.	Section 37 (1)
5.	03/01/2020 at 11:44.	Unit internal email on Excel format	1	Part-granted – redaction of personal information.	Section 37 (1)
6.	18/02/2020 at 13:57.	Unit internal email on procedure for external correspondence	1	Part-granted – redaction of personal information.	Section 37 (1)
7.	16/12/2020	Record 1a – draft excel format	3	Granted	
8.	18/02/2020	Record 6a – final excel format	1	Granted	