

From: [NICS HR FOI](#)
To: [Fleetham, Joan](#), [REDACTED]
Cc: [REDACTED]
Subject: DOF/2022-0121 - Schedule of Records & Guidance
Date: 05 April 2022 13:52:59
Attachments: [DOF 2022-0121 Schedule of Records.tr5](#)

Good Afternoon Folks,

I understand from [REDACTED] that there will be a joint reconciliation between ER and D&I Team for saving information into the container in regards to this request.

Can I please ask that you follow the steps below to assist NICSHR IMT with the redaction process & to minimise duplication:

- Once all of the information has been identified to be saved into the container, please complete the attached schedule of records and state in 'column F' any redactions (Please clearly indicate names of staff below G7 for redaction) to be made for each document.
- If you hold **any information/correspondence** in relation to FOI DOF/2022-0001, regardless of how trivial, this should be saved into the container for DOF/2022-0121. Please save all information to the container as a PDF file
- Correspondence that has already been saved to container DOF/2022-0001 does not need to be saved again in DOF/2022-0121, instead, the file reference should be added to the attached schedule of records to allow us to identify what has to be released.

Kind Regards,

[REDACTED]