

From: [Perry, Ayesha](#)
To: [\[AGD\]](#)
Subject: FINAL REMINDER- Information Session - Search Protocol [SEC=UNCLASSIFIED]
Date: Tuesday, 3 November 2015 5:26:18 PM
Attachments: [Wednesday 4 Nov 1pm - Information Sessions - Protocol for Official Searches for and Extraction of Documents.ics](#)

UNCLASSIFIED

Colleagues

This is a FINAL reminder to sign up and attend an information session about the Search Protocol - a few places are still available for the session on Wednesday 4/11.

A search request could come your way at anytime and this is a very good way to learn how to handle it.

Accept the attached calendar invitation today! Hope to see you there.

Ayesha

Ayesha Perry

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From: Perry, Ayesha
Sent: Monday, 26 October 2015 3:47:18 PM
To: [AGD]; (AGS All Staff)
Subject: Invitation - Information Sessions - Protocol for Official Searches for and Extraction of Documents [SEC=UNCLASSIFIED]

UNCLASSIFIED

Information Sessions - Protocol for Official Searches for and Extraction of Documents

Do you know how to conduct an official search for documents?

The [Protocol for Official Searches for and Extraction of Documents](#) sets out the department's procedures when conducting official searches for documents in response to requests and is available to all staff on the AGD [intranet](#).

All staff are **expected to read and apply the protocol when undertaking official searches for documents.**

To help you in this, the department is holding two short (approx. half hour) information sessions about the *AGD Protocol for Official Searches for and Extraction of Documents* on 2 and 4 November.

Please accept the invitation attached for your preferred session.

Each session will include:

- Overview of the circumstances in which AGD might be asked for documents, and the importance of getting it right
- Overview of the Protocol and its purpose
- Examination of those parts of the protocol which focus on the detailed searches, emphasising the practical steps needed to demonstrate a proper search
- Limits to production (ie legal privilege, parliamentary privilege, public interest immunity)
- Practical tips for making the task manageable
- Questions / discussion

Please note – places are limited and will be filled in order of acceptance. If you think you will be attending a session, but then are unable to, we would be grateful if you could let us know as soon as possible, so we can reallocate your spot. To support accessibility, the information sessions will be recorded and made available to all staff on the AGD intranet for future reference.

This email has been approved by Ayesha Perry, Communications, Ministerial & Governance Branch