



**Nova Scotia Freedom of Information and Protection of Privacy
Review Office**

Helpful Hint #2
Checklist for a Well-Organized Records Package

- Provide two copies of the records. One copy should be an exact copy of what has been provided to the applicant (the severed copy). The other copy should be an unsevered copy of the records (the unsevered copy).
- Number each page of the records. Ensure that the pages of both copies correspond.
- Ensure photocopies are legible and complete.
- On the unsevered copy highlight the portions which have been severed in the Applicant's copy. Indicate in the margin the exemption section(s) relied upon for the severance.
- Attach a record index to the front of each copy.