

PUBLIC RECORDS CHECKLIST

REQUEST NAME/NUMBER:

Request: _____ PRA Reference Number: _____

RETURN THIS CHECKLIST TO PUBLIC RECORDS OFFICER BY:

STAFF NAME: _____ DATE COMPLETED: _____

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Please complete the following checklist by checking the appropriate box **if you have or are aware of the existence of potentially responsive records or tangible items** related to the above identified public records request. Below is a non-exhaustive list. You are responsible for identifying all types of documents responsive to this request.

Non-electronic:

Electronic (location of data):

Official file material	☐	Personal devices and accounts (Identify) cell phone	☐
Drafts	☐	Computer file material on C:drive	☐
Non-official file material	☐	External hard drive (s)	☐
Notes	☐	Server stored (Drive name)	☐
Audio/Video recordings	☐	Floppy or CD disks	☐
Drawings / Photographs	☐	USB drives	☐
Other materials	☐	Agency issued phone	☐
		Emails	N/A

File Types:

Microsoft Word (.doc or .docx)	☐	Microstation files (.dgn)	☐
Outlook personal folders (.pst & .msg)	☐	File archives (.zip, .tar)	☐
Excel (xls or .xlsx)	☐	Image files (.jpg, .tif, .gif, .img, .bmp, .png)	☐
PowerPoint (.ppt)	☐	Audio files (.mp3, .mp4, .wav, .wma)	☐
Access (.mdb)	☐	Video files (.avi, .mpg)	☐
Visio (.vsd)	☐	Other database files (.dbf, .db, .ldf)	☐
FileMaker Pro (.fp3, .fp5)	☐	Web pages (.html)	☐
Adobe Acrobat (.pdf)	☐	CAD files	☐
Text files (.txt, .rft, .htm, .csv)	☐	PDIS files (.psp)	☐
		OTHER (Please list): text messages	☐

I have reviewed the above Check List and have made all reasonable efforts to identify records (including electronically stored information) and other potential documents under my custody or control and relating to the public records request named above.

Check the Appropriate Box(es):

- ☐ With the technology available to me, I made reasonable efforts to locate and identify all responsive records or other tangible items in my possession or control that I can reasonably determine relate to this public records request, and I have taken steps to preserve these records.
- ☐ To the best of my knowledge, I do not possess or control any records or other potential documents responsive to this public records request

Printed Name

Date

Signature