RAIC

***58 Kroo Town Road, Freetown, Sierra Leone***

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**RIGHT TO ACCESS INFORMATION COMMISSION ANNUAL COMPLIANCE REPORT TEMPLATE**

Name of MDA:

Head of MDA:

Address:

Report Submitted by:

Designation:

Date:

Year under Review: 2024

**FREEDOM OF INFORMATION REQUESTS AND COMPLAINTS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of Requester | Date of Request Received | Nature of Information Requested  | Response by Public Authority to the Request(YES/NO)  | Was the Information Provided(YES/NO) | Date of response(If any) | Reason(s) for not responding to the request and/or providing the information |

TOTAL NUMBER OF REQUESTS RECEIVED ……………………………………………………………………..……….

TOTAL NUMBER OF REQUESTS RECEIVED FROM FEMALES ………………………………..…………………..

TOTAL NUMBER OF REQUESTS WHEREIN THE INFORMATION WAS PROVIDED ……………………..

TOTAL NUMBER OF PENDING CASES ………………………………………………………………………………..…….

TOTAL NUMBER OF REQUESTS DENIED ……………………………………………………………………………….….

 TOTAL NUMBER OF FOI COMPLAINTS ……………………………………………………………………………………

TOTAL NUMBER OF FOI COMPLAINTS RESOLVED ………………………………………………………………………

TOTAL NUMBER OF FOI COMPLAINTS PENDING ………………………………………………………………………

TOTAL NUMBER OF FOI COMPLAINTS UNRESOLVED ………………………………………………………………..

*(TICK WHERE APPLICABLE)*

RECORDS MANAGEMENT AND DOCUMENTATION UNIT/DEPARTMENT: DOES YOUR PUBLIC AUTHORITY HAVE THIS? (YES/NO)

PUBLIC INFORMATION OFFICER/INFORMATION OFFICER: DOES YOUR PUBLIC AUTHORITY HAVE THIS? (YES/NO)

If yes please indicate number

Please indicate number of female(s)

INFORMATION, COMMUNICATION, AND TECHNOLOGY (ICT) DEPARTMENT/UNIT: DOES YOUR PUBLIC AUTHORITY HAVE THIS? (YES/NO)