FOI Request/s

Records Officer Receives Request

If DENIED:

Records Officer forwards request to Assistant Director

Assistant Director determines
If requested information
is within NLP custody

(If not) Assistant Director notifies requestor through Records Officer

(If yes) Assistant Director forwards request to pertinent Division Chief

Records Officer notifies requestor about denial of request and reason/s

Requestor appeals to NLP Director NLP Director acts on appeal

Records Officer notifies requestor about final decision

If APPROVED:

Records Officer forwards request to pertinent Division

Division Chief evaluates request and send recommendation to Assistant Director

Assistant Director acts upon request

Assistant Director sends decision to Records
Officer and copy to
Division Chiefs

Records Officer
notifies requestor about
approval and
reproduction fee

Requestor pays fee

Records Officer releases document to requestor