

Spilker, Robyn FIN:EX

From: Spilker, Robyn FIN:EX
Sent: March 27, 2018 4:19 PM
To: Henry, Molly FIN:EX; Manton, Kim FIN:EX; Gillezeau, Rob FIN:EX; Reid, Heidi FIN:EX; Leonard, Jessica FIN:EX
Subject: FOIs search format

Hi all,

As so many FOIs are coming through these day, I wanted to send around a quick reminder of the process for searching emails.

- Whenever there is a list of search terms, the terms need to be search individually.
- All outlook items need to be searched, including your calendar
- The format for searching by date range is always: **<search term> received: dd/mm/yy..dd/mm/yy**

Along with the search terms, I always try to provide the date range and search format. As I occasionally make mistakes, please check the formatting and date range.

If you ever have questions about how to search, please let me know!

Thanks,
Robyn

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Senior Ministerial Assistant
Minister of Finance and Deputy Premier
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Spilker, Robyn FIN:EX

From: Spilker, Robyn FIN:EX
Sent: April 12, 2018 9:46 AM
To: Gillezeau, Rob FIN:EX; Manton, Kim FIN:EX; Leonard, Jessica FIN:EX; Reid, Heidi FIN:EX; Henry, Molly FIN:EX
Subject: FOIs
Importance: High

Hi folks,

I really appreciate all your work on FOIs this week. All the FOIs I sent out earlier this week are due by end of day. If you are going to have difficulty meeting the deadline, please let me know.

Thanks,
Robyn