

Reason for notice : Lost/not existing records – Section 23

Ref. No. : **Letterhead of Institution**

Enquiries :

NOTICE OF RECORD LOST OR NON-EXISTENT IN TERMS OF SECTION 23 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT 2 OF 2000)

I refer to your request for access to records of this institution dated _____.

You are hereby informed that the requested record has been *lost/destroyed/does not exist.

An ***affidavit/affirmation**, which sets out all the steps that have been taken to find the record/to find out if the record exists and communications with all persons assisting with the search, is attached.

Since the requested record has been lost/destroyed/does not exist**, your request for access to the said information should, in terms of section 23(3) of the above-mentioned Act, be regarded as being refused.

Right to appeal

In terms of section 25(3)(c) of the above-mentioned Act, you may lodge an internal appeal against the refusal.

Should you wish to appeal against this refusal, you should, in terms of the provisions of section 74 of the above-mentioned Act, direct your internal appeal to the Relevant Authority (Head: Education, Western Cape Education Department).

In terms of the provisions of section 75 of the above-mentioned Act, the internal appeal must be delivered or sent on the attached prescribed internal appeal form (FORM C) to the information officer of this institution within 60 days:

Address: Delivered personally to : _____
Posted to : _____
Fax number : _____
E-mail address : _____

Your appeal must be accompanied in terms of section 75(3)(a) of the above-mentioned Act by the prescribed fee of R50. In terms of section 75(3)(b) of the above-mentioned Act the decision on the internal appeal may be deferred until the appeal fee is paid.

If you are dissatisfied after exhausting the internal appeal procedures, you may, by way of an application, apply to a court for appropriate legal aid within 30 days.

**DEPUTY INFORMATION OFFICER
DATE:**

**Delete wherever applicable*

***If destroyed in terms of authorised disposal authority/guidelines, attach copy.*

SEARCH REPORT IN TERMS OF SECTION 23(2) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT 2 OF 2000)

I, _____, the undersigned declare that the following is true and correct:

1. The following steps have been taken to find the record in question/find out if the record exists:*

2. The following communications with all persons assisting with the search are attached herewith.

3. The total search time for the record amounts to _____ hours and _____ minutes and was determined as follows:*

Date	Searcher (initials and surname)	Place searched	Searched from:	Searched till:	Total time

Dated at _____ on this _____ day of _____.

Deponent : _____

Commissioner of Oaths : _____

*Delete whichever is not applicable.