

DOIA [YY-NNN] SUMMARY SHEET



Prepared by:

General Comments: - Outline any points of note not covered in the Approval Coversheet.

- relevant information about the requester or requester conduct
- clarification requested or amendments to the request
- alternative viewpoints raised during consultation
- issues in obtaining information

	Date/title of document	Information at issue	Risk of release	Risk mitigation	Recommendation (include withholding grounds)
1.					
2.					
3.					
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