

Search Log for Records Request:

Records Custodian:

Date(s) Searched:

Office:

Locations Searched:

Email

Hard Drive

Shared/Network Drive

Physical media (file cabinet, desk, etc.)

Database

Other:

Estimate Time Spent Searching:

Search Terms Used:

Identify Start Date for Your Records and Explain:

Explain Reasoning for Terms/Locations Used:

Will Documents Need Redaction (ex: if the documents contain privileged or confidential info)? **Explain.**

Signature: