

Register of Information Requests

RTI-03

National Aquatic Resources Research and Development Agency (NARA)

Right to Information Act No. 12 of 2016

This register is maintained to track all information requests received under the RTI Act.

[illegible]

Instructions:

- Record all RTI requests in chronological order
- Assign unique registration numbers
- Update decision dates and outcomes promptly
- Maintain confidentiality of requestor information
- Archive completed requests as per retention policy