

FOIMS – Agency Registration

Fill out the sections below and return to State Records at staterecords@sa.gov.au. If you have any questions please contact the State Records team on (08) 8204 8786. Once the updates are made in FOIMS you will receive an email with registration details, and State Records will send a confirmation email to the Agency Administrator.

Agency: An Agency is defined under section 4 of the [Freedom of Information Act 1991](#).

Agency name: _____

Postal address: _____

Suburb: _____ State: SA Postcode: _____

Generate FOI Application Codes YES NO

*If you select YES, FOIMS can generate unique codes for each FOI application.
If you select NO, you will need to use your own numbering system.*

Agency Administrator: Each agency must have at least one Agency Administrator. An Agency Administrator's role is to maintain and update agency details, user management, and security audit functions, as well as the ability to create and manage applications and contracts, and generate reports and letters.

First and last names: _____ Telephone: _____

Position title: _____ Email: _____

FOI Accreditation status: Accredited FOI Officer
Please check only one option. Operational FOI Officer
See over page for definitions. FOI Stakeholder

Principal Officer: The Principal Officer is defined under the [Freedom of Information Act 1991](#) as the person performing the duties of the CEO; the presiding officer of a board; or in a single person agency, that person.

First and last names: _____ Telephone: _____

Principal Officer's title: _____ Email: _____

Check this box if your Principal Officer wishes to login to FOIMS and receive FOI emails

** Login will allow the Principal Officer to generate monthly and statistical reports in relation to their agency.*

** They will not automatically have access to FOI Application details.*

** Email notifications may relate to changes to legislation, reporting or FOIMS system emails*

FOI online applications via SA.GOV.AU (iApply form)

Applicants are able to submit FOI applications via <http://sa.gov.au> (see <https://www.sa.gov.au/topics/about-sa/government/FOI-application>)

Agencies are required to nominate a monitored email inbox (not a personal mailbox) to which online applications will be delivered, and a telephone number for applicants to contact the agency to query or follow up on applications.

Specify a telephone number for applicants to call for advice: _____

Specify an address of a monitored email inbox for FOI applications: _____

FOI Accreditation Status

Accredited FOI Officer

Is an individual who meets all the legislative requirements of section 4(b) of the FOI Act – for more details see the Information Sheet: [What is an Accredited Officer?](#)

Operational FOI Officer

Is involved in processing applications and supporting the Accredited FOI Officer. While they may have undertaken accredited FOI officer training, they have not been designated as an Accredited FOI Officer.

FOI Stakeholder

Requires access to the system but does not have an accredited or operational FOI officer role.