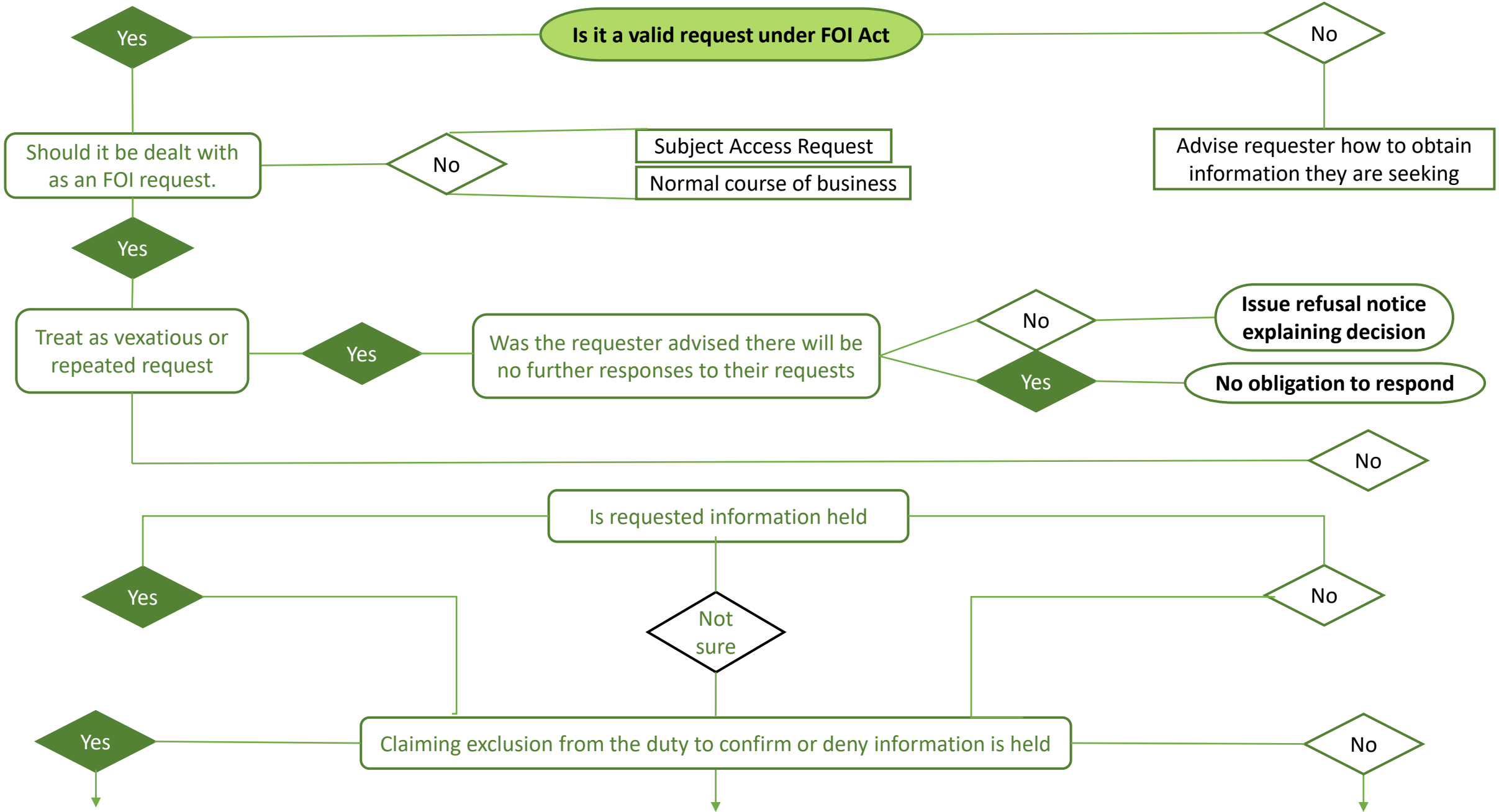
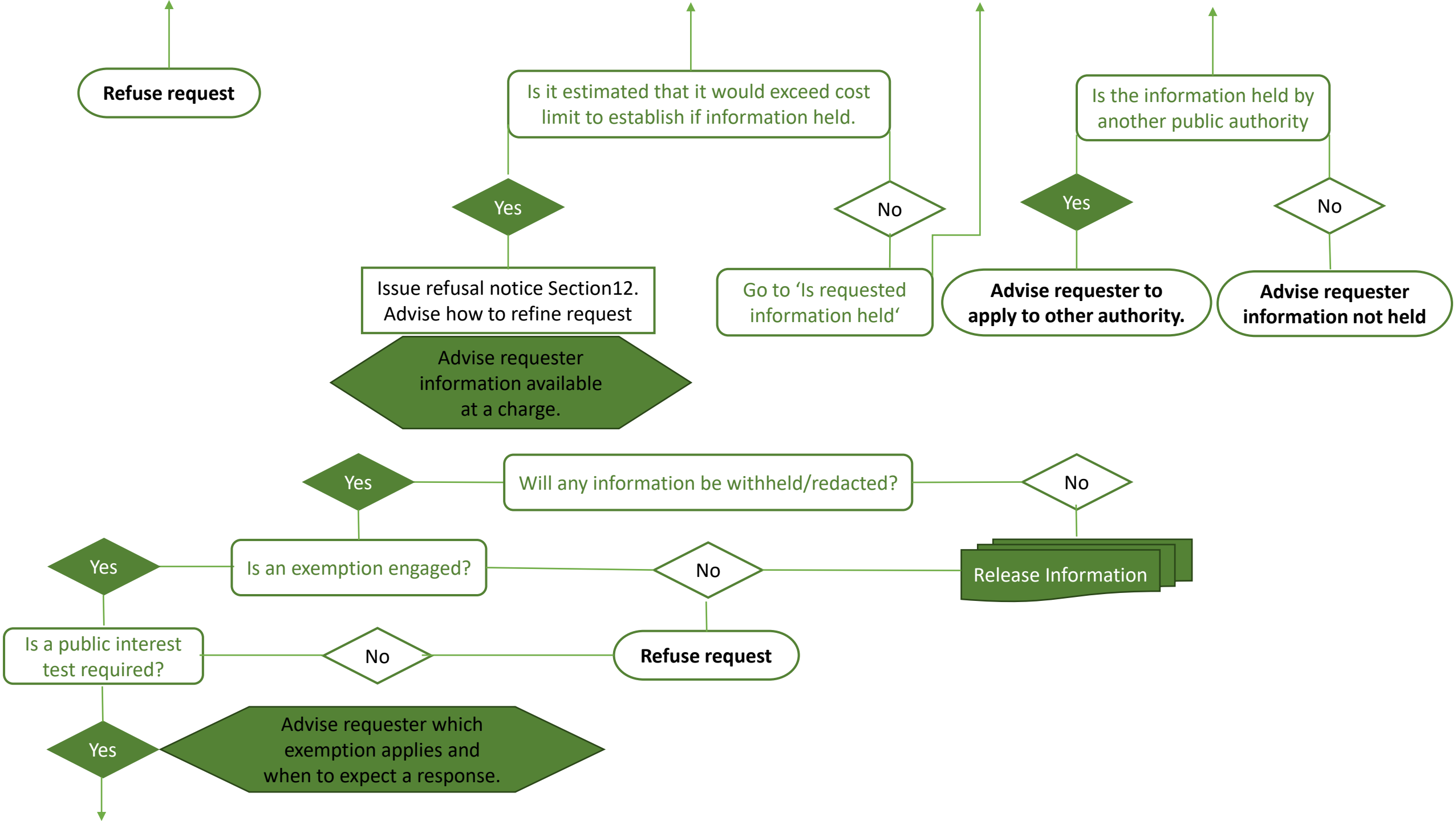
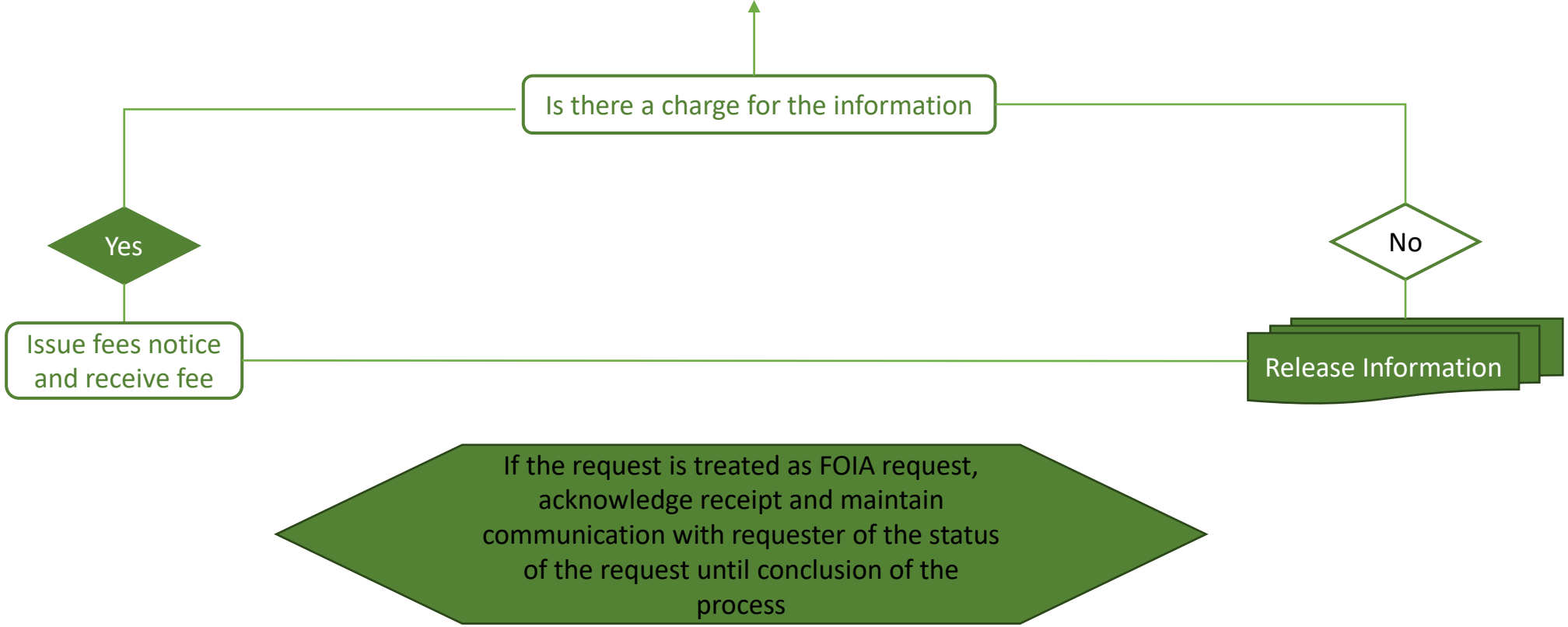
Appendix A

Freedom of information Flowchart




Refuse request
Is it estimated that it would exceed cost limit to establish if information held.
Yes
No
Issue refusal notice Section12. Advise how to refine request
Advise requester information available at a charge.
Go to 'Is requested information held'
Is the information held by another public authority
Yes
No
Advise requester to apply to other authority.
Advise requester information not held
Yes
Will any information be withheld/redacted?
No
Yes
Is an exemption engaged?
No
Release Information
Is a public interest test required?
No
Refuse request
Yes
Advise requester which exemption applies and when to expect a response.


Is there a charge for the information
Yes
No
Issue fees notice and receive fee
Release Information
If the request is treated as FOIA request, acknowledge receipt and maintain communication with requester of the status of the request until conclusion of the process