Information Management and Policy Services (IMPS) :

Advice for I MPS Contacts for dealing with an FOI request

The following is provided in order to assist you with locating and providing information requested via the Freedom of Information Act.

(1) Please tell us to exceed 18 hrs. A ings ' calculation would be very helpful (e.g. 1000 records, x es per record check =) . IMPS only require an estimate , no need

to begin the search or work up to 18 hours if it looks likely to exceed 18 hours work .

- o If it is expected that locating relevant data would exceed 18 hours, please also a dvise us what may be achievable within the limit so we can advise the requestor accordingly.
- (2) General guidance:
- x 'N/A' can be used only where the answer is not required (usually by virtue of a 'not held' answer on another question)
 - o If information is held, we must advise the requestor of this, even if it is