Freedom of Information – Workflow

Version: 2.0

Requestor	Department/Faculty	Records Management Office

Same Day

Freedom of Information Request Submitted

Forward request to Records Management Office for processing

2 Days

Verify request is valid;
- Full name
- Contact details
- Questions are understood

YES → Valid Request

NO → Invalid Request

30 Day Hold Pending Respsonse

Updated request received — NO

YES

Receives notification; ID or questions require clarification

Is the information already publicly available? (Publication scheme, Disclosure Log, HESA)

YES → Acknowledge the request with how to locate the information that is publicly available

NO → Acknowledge the request, provide unique reference number and deadline

RMO informs relevant department/faculty on the data to be supplied by a specified date

13 Days

Determine if data can be supplied to RMO not exceeding 2.5 days of work

YES

NO → Notify RMO Any issue providing information → Advise Requestor to revise request to reduce scope of request or work is chargeable

Receives RMO confirmation to revise request or accept charges

Revised request received

No revised request received

Supply Data to RMO

5 Days

Processes the information and verify if an exemption is required

Respond with full answers to request

Respond with partial/no answers providing exemptions

Receives FOI final FOI response

FOI entered onto Disclosure log for future public access

20 Days

FOI closed by RMO