

Appendix B – Request Information

Information Type	Scope	Derivation	Priority
Unique identifier	FoI / EIR / DPA	Automatic	E
Request type <i>Suggested values:</i> FoI EIR DPA Hybrid (of FoI / EIR / DPA) <i>Public authorities may choose to process requests under the Data Protection Act using a separate system/process, to address any concerns about access to sensitive personal data.</i>	FoI / EIR / DPA	Manual	E
Original text of RFI (or a link to where it is kept)	FoI / EIR / DPA	Manual	E
Abstract of RFI	FoI / EIR / DPA	Manual	D
RFI subject(s) <i>Based on a public authority's own Subject Keyword list / Taxonomy.</i>	FoI / EIR / DPA	Manual	D
Required response format <i>In terms of permanent form / applicant inspection / summary – as specified in section 11.</i>	FoI / EIR	Manual	E
Format of RFI <i>Suggested values:</i> Letter Email Fax Phone Web Form	FoI / EIR / DPA	Manual	D
RFI language <i>Suggested values:</i> English Welsh <i>(to be decided by public authority)</i>	FoI / EIR / DPA	Manual	E
Date sent by applicant [See requirement N-ST-03: GDSC - Data Element: Date] [See requirement N-ST-05: ISO 8601]	FoI / EIR / DPA	Manual	E
Date received by public authority [See requirement N-ST-03: GDSC - Data Element: Date] [See requirement N-ST-05: ISO 8601]	FoI / EIR / DPA	Manual	E

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Date logged by public authority [See requirement N-ST-03: GDSC - Data Elements: Date & Time] [See requirement N-ST-05: ISO 8601]	FoI / EIR / DPA	Automatic	E
Target due date [See requirement N-ST-03: GDSC - Data Element: Date] [See requirement N-ST-05: ISO 8601]	FoI / EIR / DPA	Automatic	E
Complex EIR – extend deadline flag <u>Suggested values:</u> Y N	EIR	Manual	E
FoI – public interest consideration – extend deadline flag <u>Suggested values:</u> Y N	FoI	Manual	E
Actual completion date [See requirement N-ST-03: GDSC - Data Elements: Date & Time] [See requirement N-ST-05: ISO 8601]	FoI / EIR / DPA	Manual	E
Transferred from public authority – organisation name	FoI / EIR / DPA	Manual	D
Transferred from public authority – RFI unique identifier	FoI / EIR / DPA	Manual	D
Transferred to public authority – organisation name	FoI / EIR / DPA	Manual	D
Transfer approval by applicant date [See requirement N-ST-03: GDSC - Data Element: Date] [See requirement N-ST-05: ISO 8601]	FoI / EIR / DPA	Manual	D
Created by staff ID <i>Based on user login details</i>	FoI / EIR / DPA	Automatic	E
Created by staff division <i>Based on user login details</i>	FoI / EIR / DPA	Automatic	D
Last updated by staff ID <i>Based on user login details</i>	FoI / EIR / DPA	Automatic	E
Last updated by staff division <i>Based on user login details</i>	FoI / EIR / DPA	Automatic	D

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Last updated date [See requirement N-ST-03: GDSC - Data Elements: Date & Time] [See requirement N-ST-05: ISO 8601]	FoI / EIR / DPA	Automatic	E
Allocated current action officer / researcher	FoI / EIR / DPA	Manual	E
Allocated current division <i>Derived from current action officer / researcher</i>	FoI / EIR / DPA	Automatic	HD
RFI status <u>Suggested values:</u> Partially Entered Valid RFI Received Allocated Await Applicant Response (for further information to identify and locate the information requested) Await Approval to Transfer Await Fees Fees Received In Progress Information Found Check with 3rd Party Exemptions Check Formatting Closed	FoI / EIR / DPA	Manual	E
Acknowledgement sent date [See requirement N-ST-03: GDSC - Data Element: Date] [See requirement N-ST-05: ISO 8601]	FoI / EIR / DPA	Automatic	E
Advice and assistance sought date [See requirement N-ST-03: GDSC - Data Element: Date] [See requirement N-ST-05: ISO 8601]	FoI / EIR / DPA	Manual	E
Advice and assistance provided date [See requirement N-ST-03: GDSC - Data Element: Date] [See requirement N-ST-05: ISO 8601]	FoI / EIR / DPA	Manual	E
Research estimate (Hours) [See requirement N-ST-03: GDSC - Data Element: Duration Hours]	FoI / EIR	Manual	E
Exemptions estimate (Hours) [See requirement N-ST-03: GDSC - Data Element: Duration Hours]	FoI / EIR	Manual	D

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Commercial / Non-Commercial fees flag <i>Suggested values:</i> Commercial Non-Commercial	EIR	Manual	D
Total prescribed cost (£) [See requirement N-ST-03: GDSC - Data Elements: Amount & Currency Type]	FoI / EIR	Automatic	E
Chargeable prescribed fee (£) [See requirement N-ST-03: GDSC - Data Elements: Amount & Currency Type]	FoI / EIR	Automatic	E
Estimate disbursement fee (£) [See requirement N-ST-03: GDSC - Data Elements: Amount & Currency Type]	FoI / EIR	Manual	HD
Actual disbursement fee (£) [See requirement N-ST-03: GDSC - Data Elements: Amount & Currency Type]	FoI / EIR	Manual	D
Total fee (£) [See requirement N-ST-03: GDSC - Data Elements: Amount & Currency Type]	FoI / EIR / DPA	Automatic	E
Exceeds fee limit flag <i>Suggested values:</i> Y N	FoI	Automatic	E
Fee notice sent date [See requirement N-ST-03: GDSC - Data Element: Date] [See requirement N-ST-05: ISO 8601]	FoI / EIR	Manual	E
Fees paid date [See requirement N-ST-03: GDSC - Data Element: Date] [See requirement N-ST-05: ISO 8601]	FoI / EIR	Manual	E
Research actual effort (Hours) [See requirement N-ST-03: GDSC - Data Element: Duration Hours]	FoI / EIR	Manual	D
Exemptions actual effort (Hours) [See requirement N-ST-03: GDSC - Data Element: Duration Hours]	FoI / EIR	Manual	D
Name of third party(s) affected by RFI [See requirement N-ST-03: GDSC - Data Elements: Person Full Name & Organisation Name]	FoI / EIR	Manual	D

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Third party consent date(s) <i>[See requirement N-ST-03: GDSC - Data Element: Date]</i> <i>[See requirement N-ST-05: ISO 8601]</i>	Fol / EIR	Manual	D
Exempt flag <u>Suggested values:</u> <i>Fol Exemption – Sections 22</i> <i>Fol Exemption – Sections 23</i> <i>Fol Exemption – Sections 24</i> <i>Fol Exemption – Sections 26</i> <i>Fol Exemption – Sections 27</i> <i>Fol Exemption – Sections 28</i> <i>Fol Exemption – Sections 29</i> <i>Fol Exemption – Sections 30</i> <i>Fol Exemption – Sections 31</i> <i>Fol Exemption – Sections 32</i> <i>Fol Exemption – Sections 33</i> <i>Fol Exemption – Sections 34</i> <i>Fol Exemption – Sections 35</i> <i>Fol Exemption – Sections 36</i> <i>Fol Exemption – Sections 37</i> <i>Fol Exemption – Sections 38</i> <i>Fol Exemption – Sections 39</i> <i>Fol Exemption – Sections 40</i> <i>Fol Exemption – Sections 41</i> <i>Fol Exemption – Sections 42</i> <i>Fol Exemption – Sections 43</i> <i>Fol Exemption – Sections 44</i> <i>Fol Certificate – Section 23(2) Security Matters</i> <i>Fol Certificate – Section 24(3) National Security</i> <i>EIR Exception – Section 3(a) it does not hold the information</i> <i>EIR Exception – Section 3 (b) request is unreasonable</i> <i>EIR Exception – Section 3(c) request is formulated too generally</i> <i>EIR Exception – Section 10(3) (d) unfinished documents or incomplete data</i> <i>EIR Exception – Section 10(3) (e) internal information</i> <i>EIR Exception – Section 10(4) (a) international relations, defence, national security or</i>	Fol / EIR	Manual	E

Information Type	Scope	Derivation	Priority
<p>public safety 10 (4) (b) course of justice, fair trial, conduct of criminal or disciplinary enquiry 10 (4) (c) intellectual property rights 10 (4) (d) confidentially of proceedings 10 (4) (e) commercial confidentiality 10 (4) (f) protect interests of person who provided the information 10 (4) (g) protection of the environment</p> <p><i>It should be possible to record multiple exemptions against a given RFI.</i></p>			
Reason for applying exemption(s)	Fol / EIR	Manual	D
<p>Refused flag</p> <p><u>Suggested values:</u></p> <p>Refused – Section 13(1); Fee limit Refused – Section 14(1); Vexatious Refused – Section 14(2); Repeated Refused – Section 8; No name & address for correspondence Refused – Section 1(3); Public authority reasonably requires further information to identify request, which has not been supplied</p>	Fol / EIR	Manual	E
<p>Entire document refused flag</p> <p><u>Suggested values:</u></p> <p>Y N</p>	Fol/EIR	Manual	E
<p>Neither confirm nor deny flag</p> <p><u>Suggested values:</u></p> <p>Neither Confirm/Deny – All Neither Confirm/Deny – Part</p>	Fol / EIR / DPA	Manual	E
<p>Outcome of RFI</p> <p><u>Suggested values:</u></p> <p>Closed – No Response to supply further details to identify and locate the information requested Closed – No Fees Information Not Held Information No Longer Available Information Available Elsewhere Transferred Out to another public authority</p>	Fol / EIR / DPA	Manual	E

Information Type	Scope	Derivation	Priority
Transferred Out to National Archives No Information Delivered Information Partially Delivered All Information Delivered			
Information released flag <u>Suggested values:</u> Y N	FoI/EIR	Manual	E
Information summary released <u>Suggested values:</u> Y N	FoI/EIR	Manual	E
Reason for not achieving target deadline.	FoI / EIR / DPA	Manual	D
Level of final signoff <i>This should be from a pre-defined list that is specific to the public authority.</i>	FoI / EIR / DPA	Manual	D
Ministerial certificate issued against RFI <u>Suggested values:</u> Y N	FoI/EIR	Manual	D
Judicial review of ministerial certificate in progress <u>Suggested values:</u> Y N	FoI/EIR	Manual	D
Outcome of judicial review of ministerial certificate <u>Suggested values:</u> Upheld Quashed	FoI/EIR	Manual	D