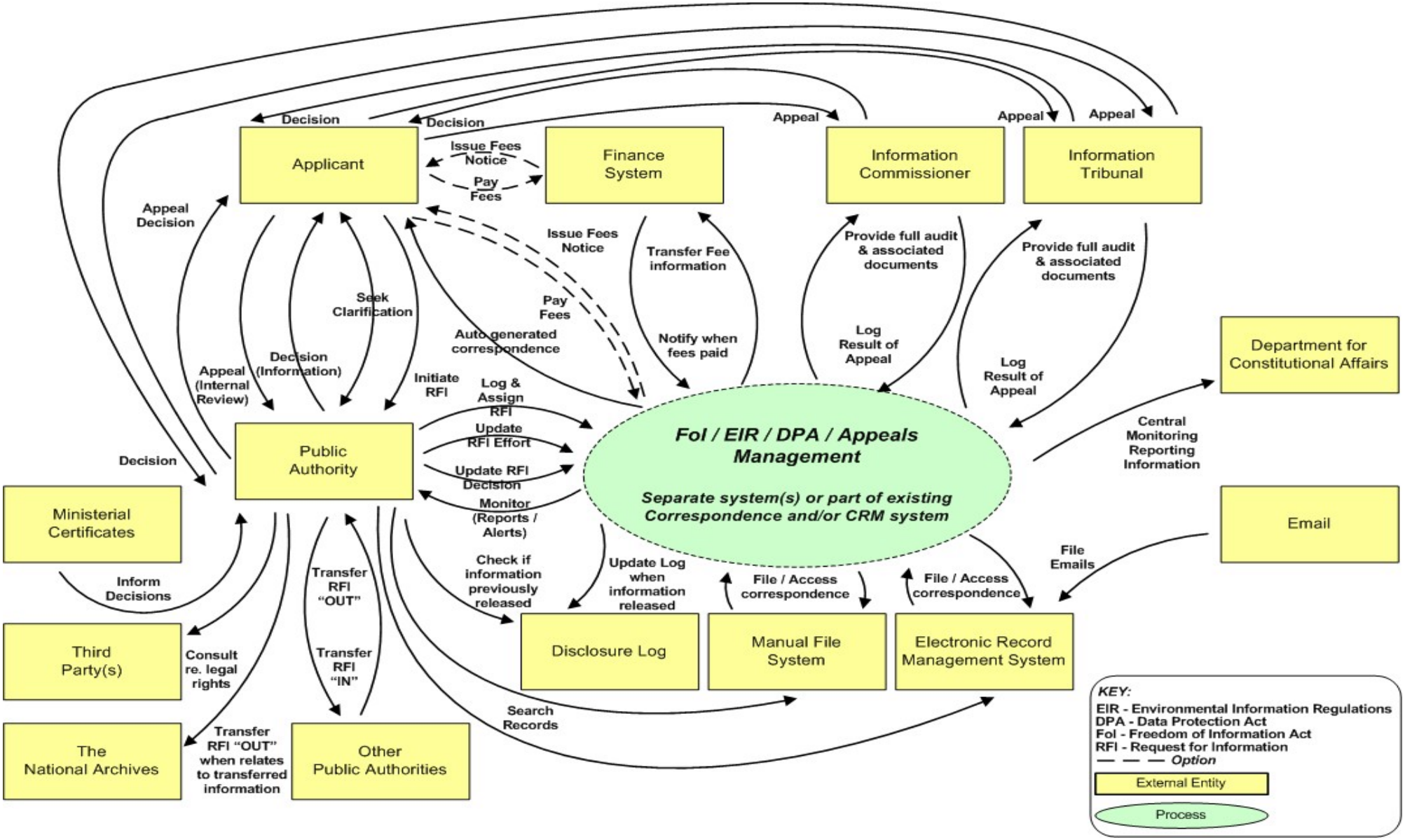
Applicant
Finance System
Information Commissioner
Information Tribunal
Department for Constitutional Affairs
Email
Public Authority
Ministerial Certificates
Third Party(s)
The National Archives
Other Public Authorities
Disclosure Log
Manual File System
Electronic Record Management System
FoI / EIR / DPA / Appeals Management
Separate system(s) or part of existing Correspondence and/or CRM system
Decision
Decision
Appeal
Appeal
Appeal
Issue Fees Notice
Pay Fees
Appeal Decision
Issue Fees Notice
Transfer Fee information
Provide full audit & associated documents
Provide full audit & associated documents
Seek Clarification
Pay Fees
Auto-generated correspondence
Notify when fees paid
Log Result of Appeal
Log Result of Appeal
Appeal (Internal Review)
Decision (Information)
Initiate RFI
Log & Assign RFI
Update RFI Effort
Update RFI Decision
Monitor (Reports / Alerts)
Central Monitoring Reporting Information
Decision
Inform Decisions
Consult re. legal rights
Transfer RFI "OUT" when relates to transferred information
Transfer RFI "OUT"
Transfer RFI "IN"
Check if information previously released
Update Log when information released
File / Access correspondence
File / Access correspondence
File Emails
Search Records
KEY:
EIR - Environmental Information Regulations
DPA - Data Protection Act
FoI - Freedom of Information Act
RFI - Request for Information
— — — Option
External Entity
Process