

MASTER TEMPLATE

Case reference number \*\*\*

Brief description of case (e.g. requestor, information sought, etc.)

Case type \*\*\*

Date received \*\*\*

Date of response (leave blank if not yet complete)

Outcome

Exemptions used (if any)

  
  


Tick if request involved:

- ☐ Consideration of Public Interest issues
- ☐ Submissions to / meetings with Board-level officials
- ☐ Submissions to / meetings with Ministers

\*\*\* - Required data items

Use this table to record casework time in minutes (rounded as appropriate) for this case

Official's Grade  
(equivalent) in  
your department

Official's Work Area in your  
department

	▼
	▼
	▼
	▼
	▼
	▼
	▼
	▼
	▼
	▼
	▼
	▼
	▼
	▼

(1) Allocation, Logging and Case Admin.	(2) Searching for / Obtaining Information	(3) Reading time	(4) Considering response under Fol Act / EIRs (within Department)	(5) Discussion elsewhere in central government (inc. DCA Clearing House)	(6) Consultation outside central government	(7) Drafting submissions / consultation with Board-level officials / Ministers	(8) Drafting of response (including redaction), and internal sign-off
(A) Total for officials in other Government dep'ts except DCA Clearing House							

## MASTER TEMPLATE

### Work area

- 1 Special Code - OGD contribution
- 0
- 1 [Unknown / Other]
- 2 Fol central team
- 3 Enquiries / correspondence team
- 4 Policy
- 5 Operations
- 6 Corporate Services
- 7 Legal
- 8 Private Office
- 9 Press Office

### Grade

- 1 Special Code - OGD contribution
- 0
- 1 [Unknown / Other]
- 2 Administrative
- 3 EO
- 4 HEO / Fast Stream
- 5 SEO
- 6 Grade 7 / Grade 6
- 7 Grade 5 and above

### Outcome

- 1 Not yet complete
- 2 Advice and assistance
- 3 Refused - request is vexatious or repeated
- 4 Refused - cost of response would exceed limit
- 5 Granted in full
- 6 Withheld in part (using an exemption)
- 7 Withheld in full (using an exemption)
- 8 Internal Review - initial handling upheld in full
- 9 Internal Review - initial handling upheld in part
- 10 Internal Review - initial handling overturned
- 11 Internal Review - procedural issue

## MASTER TEMPLATE

12 Information not held

### **Exemptions**

- 1
- 2 S(21) - Information accessible by other means
- 3 S(22) - Information intended for future publication
- 4 S(23) - Bodies dealing with security matters
- 5 S(24) - National security
- 6 S(26) - Defence
- 7 S(27) - International relations
- 8 S(28) - Relations within the United Kingdom
- 9 S(29) - The economy
- 10 S(30) - Investigations, etc. conducted by public authorities
- 11 S(31) - Law enforcement
- 12 S(32) - Court records, etc.
- 13 S(33) - Audit functions
- 14 S(34) - Parliamentary privilege.
- 15 S(35) - Formulation of government policy, etc.
- 16 S(36) - Prejudice to effective conduct of public affairs
- 17 S(37) - Communications with Her Majesty, etc. and honours
- 18 S(38) - Health and safety
- 19 S(39) - Environmental Information (exceptions in EIRs)
- 20 S(40) - Personal information
- 21 S(41) - Information provided in confidence
- 22 S(42) - Legal professional privilege
- 23 S(43) - Commercial interests
- 24 S(44) - Prohibitions on disclosure

### **Case Type**

- 1
- 2 Freedom of Information (FoI) request
- 3 Environmental Information Regulations (EIR) request
- 4 Mixed FoI / EIR request
- 5 Internal Review - of release decision
- 6 Internal Review - of other (procedural) issue