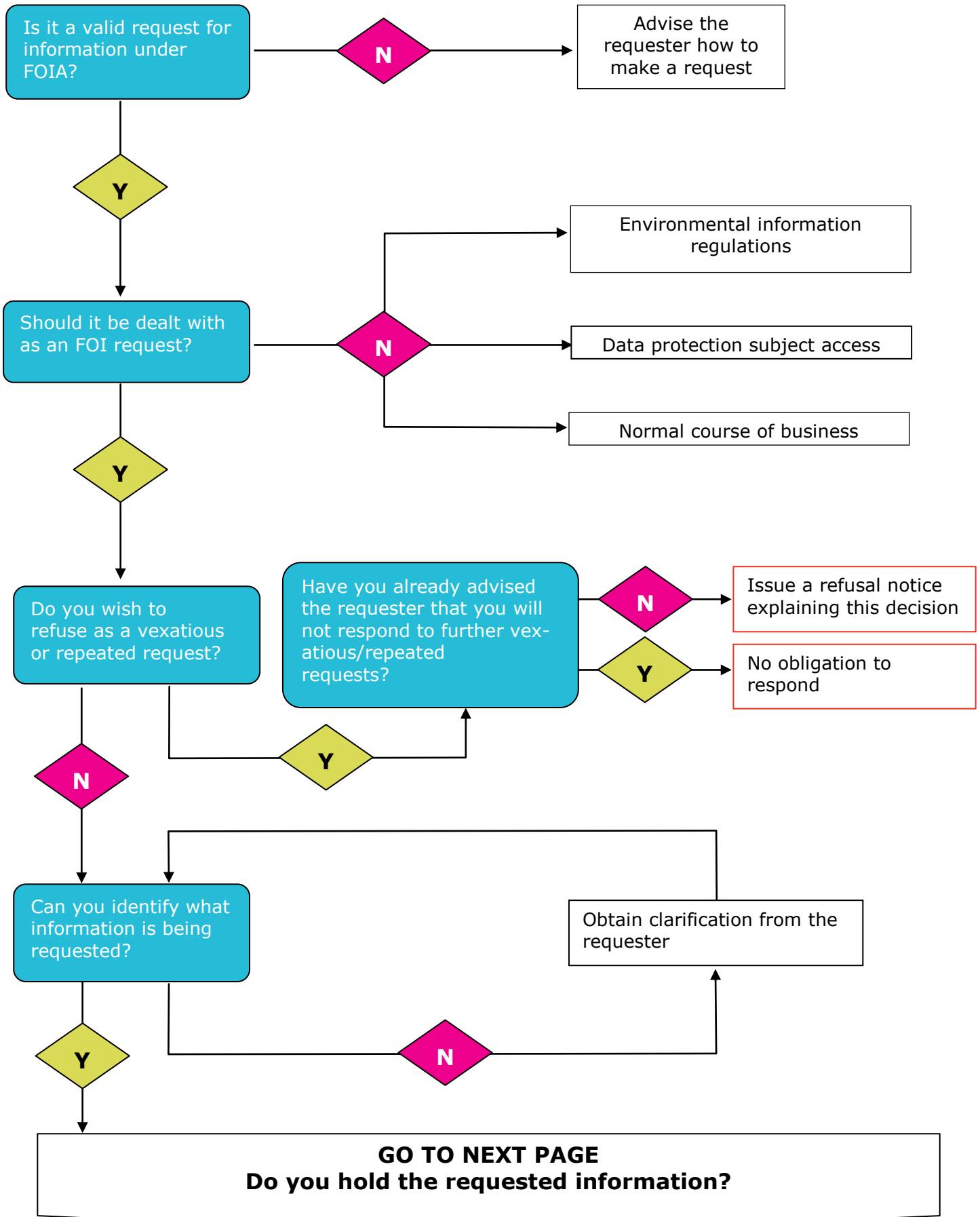
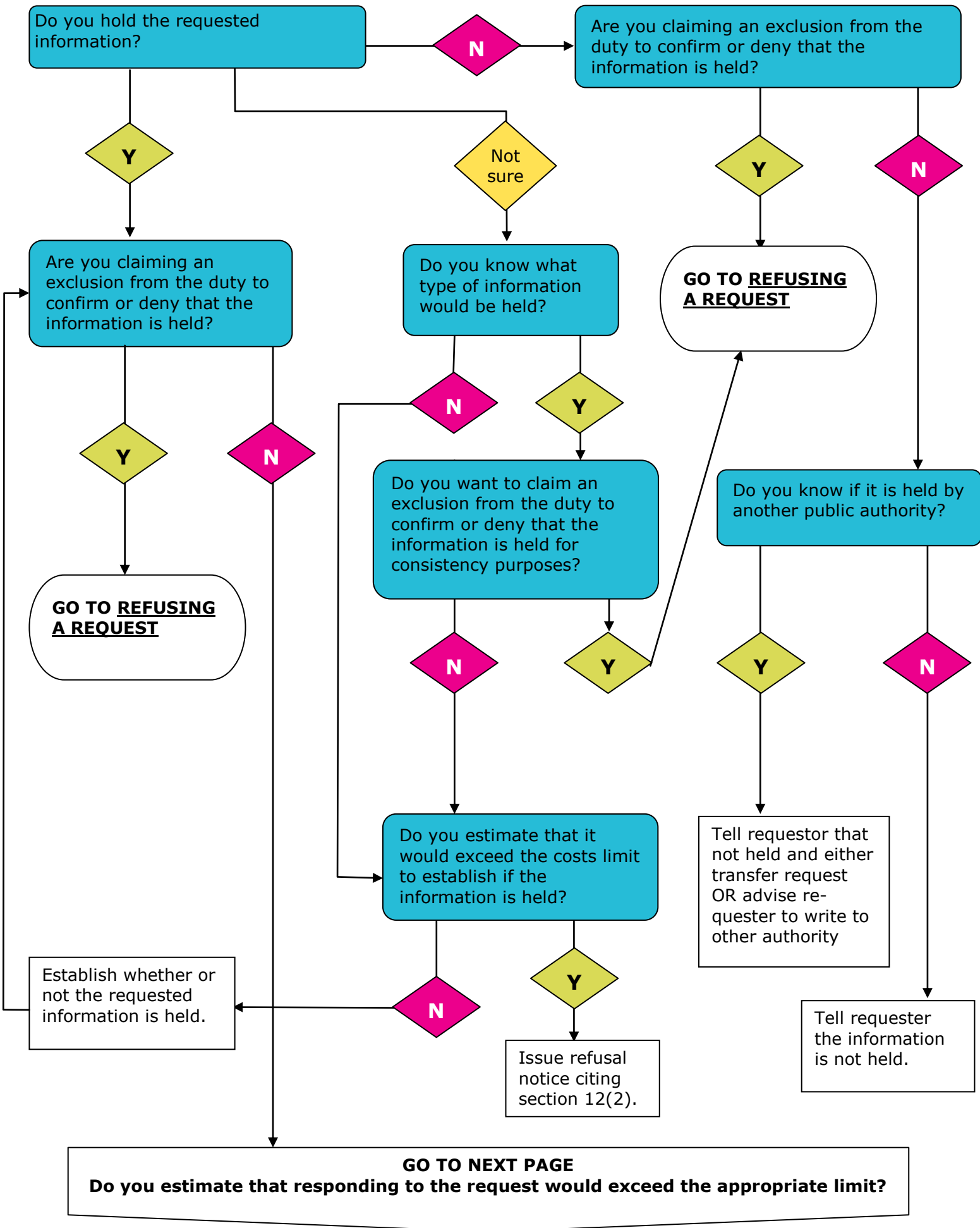


Start here





Do you hold the requested information?

N

Are you claiming an exclusion from the duty to confirm or deny that the information is held?

Y

Not sure

Y

N

Are you claiming an exclusion from the duty to confirm or deny that the information is held?

Do you know what type of information would be held?

GO TO REFUSING A REQUEST

Y

N

N

Y

Do you want to claim an exclusion from the duty to confirm or deny that the information is held for consistency purposes?

N

Y

Do you know if it is held by another public authority?

GO TO REFUSING A REQUEST

Do you estimate that it would exceed the costs limit to establish if the information is held?

Tell requestor that not held and either transfer request OR advise re-requester to write to other authority

Establish whether or not the requested information is held.

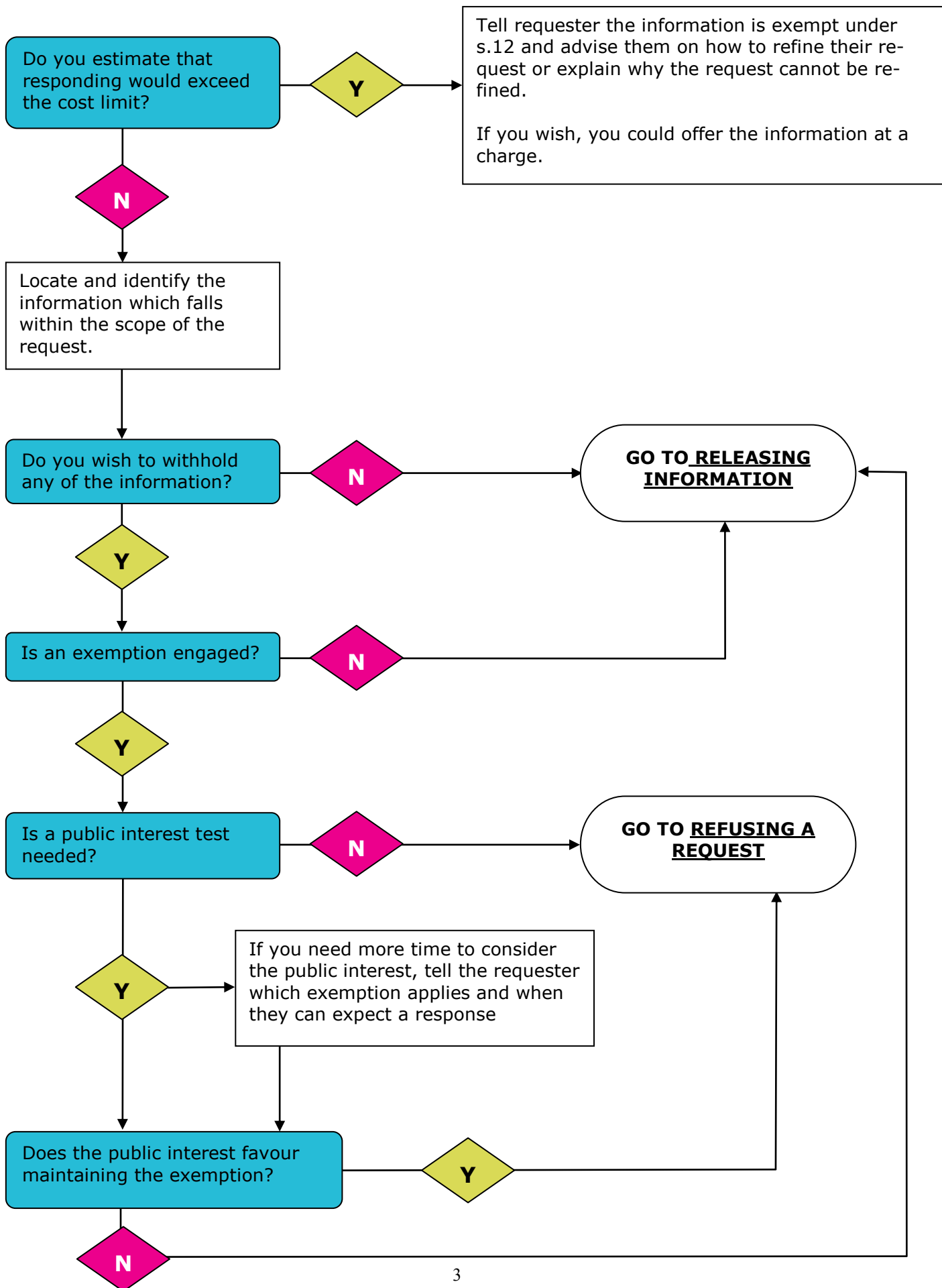
N

Y

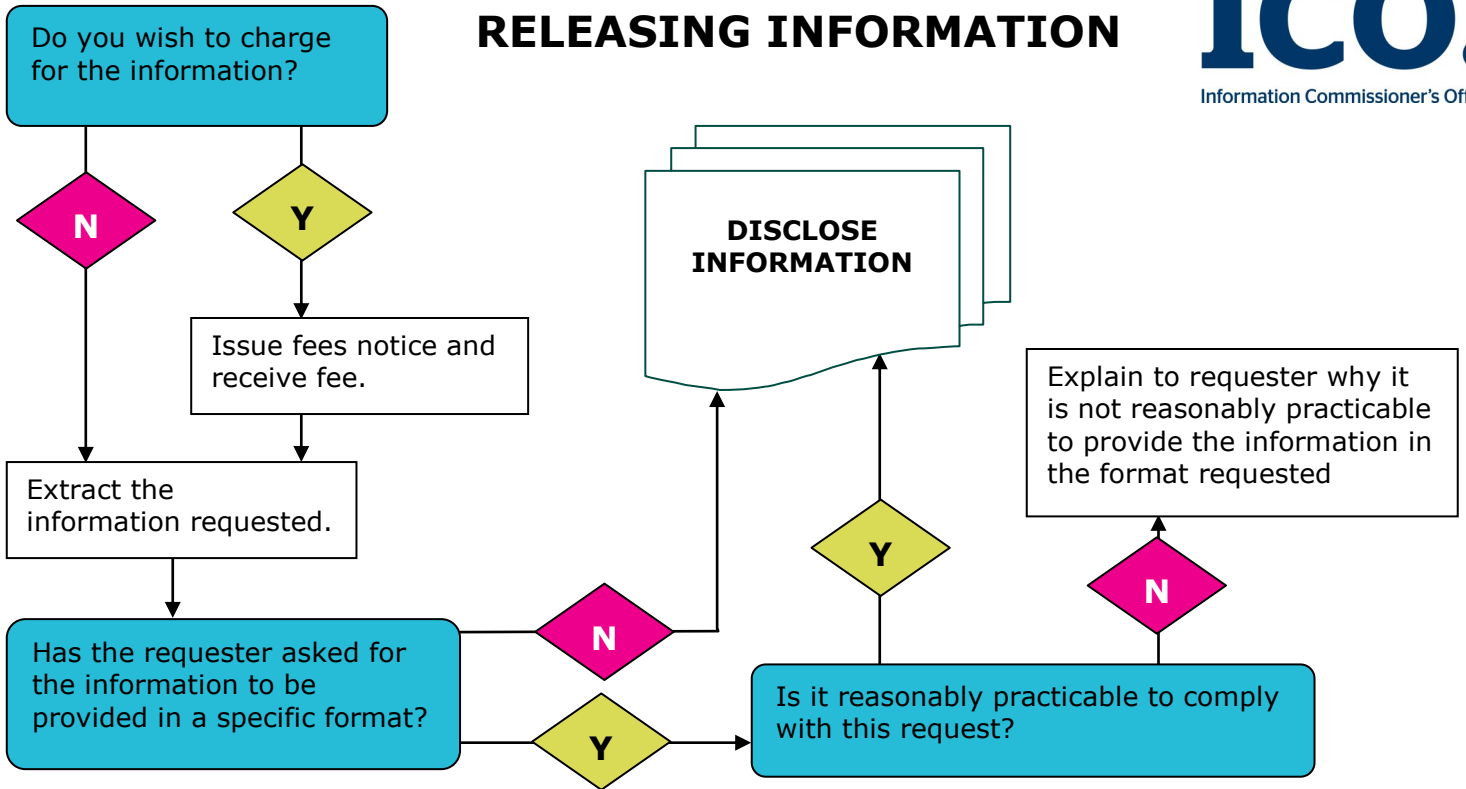
Issue refusal notice citing section 12(2).

Tell requestor the information is not held.

GO TO NEXT PAGE
Do you estimate that responding to the request would exceed the appropriate limit?



RELEASING INFORMATION



REFUSING A REQUEST

