

From: Hugh Hagan
Sent: 26 September 2006
To:
Subject: FPI enquiry

Dear

Your enquiry of 29th August submitted under the terms of the Freedom of Information (Scotland) Act 2002 asked for two things.

- 1) All information, since July 2005, relating to changes in protocol or manner in which FOI requests for closed Scottish Executive files held at the National Archives of Scotland.
- 2) All correspondence relating to requests for closed Scottish Executive files held at the National Archives of Scotland that you have made between July 2005 and March 2006.

In relation to the first part of your enquiry, I attach a copy of the procedural flow chart for dealing with access requests to 'closed' SE files held by the National Archives of Scotland. This procedure was agreed between ourselves, the SE FOI Unit and the SE Information Management Unit in April 2006. I should however advise you that this served to formalise and establish the details of procedures that were already in place rather than make changes to an existing procedure. The NAS has also developed its own procedural guidance for dealing with FOI enquiries. The NAS Freedom of Information Manual is available from our website <http://www.nas.gov.uk/document/foiManual.pdf>

In relation to part two of your enquiry I have further attached correspondence created and gathered by the NAS in relation to 4 enquiries we received from you between July 2005 and March 2006 seeking access to 'closed' Scottish Executive files. For your information, the details of any exemptions that resulted from your requests can be viewed on the NAS Online Public Access Catalogue (OPAC) <http://www.nas.gov.uk/catalogues/default.asp>

I hope this satisfies your enquiry. Please do not hesitate to get in touch if you have any queries or concerns about this process.

Best wishes

Hugh

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