

BERR Ref: 01.04.05/5306c

Your Ref:

Mr Philip Main

Via e-mail

14 April 2009

Dear Mr Main

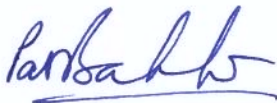
**Freedom of Information request**

I refer to your request of 1 April 2009 under the Freedom of Information Act 2000 for information about *"When, where and by whom was the decision taken not to take notes or minutes at meetings between BERR and Phorm in breach of the Lord Chancellor's Code of Practice on the management of records."*

I am writing to advise you that following a search of our paper and electronic records, I have established that the information you requested is not held by this Department.

If you have any queries about this letter, please contact me quoting the reference number above.

Yours sincerely



Patrick Balchin

## Appeals procedure

If you are unhappy with the result of your request for information, you may request an internal review within two calendar months of the date of this letter. If you wish to request an internal review please contact me.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF