

DRAFT

## Central Freedom of Information Unit (CFOIU)

**NI DEPARTMENTS AND OTHER BODIES UNDER THE JURISDICTION OF THE OMBUDSMAN:  
SUGGESTED KEY MANAGEMENT INFORMATION TO BE COLLECTED IN RELATION TO  
REQUESTS FOR INFORMATION PRIOR TO THE INTRODUCTION OF STATUTORY RIGHTS OF  
ACCESS**

### **A Correspondence volumes**

Estimates of normal information flows during the monitoring period

### **B Number of requests**

Total numbers received specifying a code request (to include numbers for which charges made and information refused)

Numbers answered within 20 working days

Numbers of requests for which a charge was made

Numbers where information was refused

### **C Sources of requests**

Categorised by:

Individuals (I)

Business (B)

Media (M)

Academics (A)

Charities, lobby groups, campaigns (CL)

MPs and Peers (MP)

MLAs (MLA)

Others (O)

### **D Class of Information requested**

Categorised by:

Classes of Information specified in the authority's Publication Scheme (PS)

Personal Information (P)

Environmental Information (EI) and

Other information (OI)

### **E Internal Reviews of requests for information**

Numbers of reviews carried out

Review outcomes and

Exemptions cited at reviews.

Notes

Statistics for refusals need not necessarily indicate that the whole of the request was refused. A refusal may be registered where some of the information requested was withheld.



**GUIDANCE NOTES RE CATEGORISATION**

1. To encourage consistency 'Categories' rather than 'Names' should be used in the 'Requester' column.
2. The following is a list of suggested category headings which can be added to in the light of experience:

**Member of public**

**Media** (eg, Journalist)

**Public representative** (egs, MLA/MP/Councillor/Peer)

**Pressure Group** (eg, Campaign for FOI)

**Business** (eg, Consultancy firm)

**Solicitor**

**Researcher** (egs, academic researcher, local historian, genealogist)

3. If a category is difficult to identify or cannot be substantiated easily, then simply use 'Member of the public'.
4. No attempt should be made to identify an 'employee' or 'staff' of the Northern Ireland Civil Service.