



28 January 2010

RECORDS MANAGEMENT SECTION

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Mr Brian Ovens

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Dear Mr Ovens

Thank you for your email of 30 December 2009 requesting information about the structure of the University.

The information you request is held by the University of Edinburgh, and you may access it through our publication scheme. This is available on the Internet at <http://www.pubs.recordsmanagement.ed.ac.uk/> and also through the link on the University's homepage, <http://www.ed.ac.uk/>. You may be particularly interested in the organisational charts and lists which can be found in the Governance section of the publication scheme at the following links:-

[http://www.planning.ed.ac.uk/pub\\_scheme/organisationalstructure/orgstructl5.pdf](http://www.planning.ed.ac.uk/pub_scheme/organisationalstructure/orgstructl5.pdf)

<http://www.ed.ac.uk/schools-departments/student-academic-services/departments>

<http://www.ed.ac.uk/schools-departments/corporate-services/about/units>

[http://www.ed.ac.uk/polopoly\\_fs/1.14486!fileManager/isorganisationchartsections14\\_jan10.pdf](http://www.ed.ac.uk/polopoly_fs/1.14486!fileManager/isorganisationchartsections14_jan10.pdf)

Most of the information made available through the publication scheme is available online, free of charge. The publication scheme provides hyperlinks to the information. Some information is only available by inspection on University premises, for example fragile archival material. Where this is the case, it is clearly stated in the publication scheme, and details are given of how to arrange an on-site visit. Some information is only available in hardcopy. Where this is the case please use the contact details given in the

publication scheme entry to request copies. Charges may apply to some information requested through the publication scheme. Details of this are also given in the publication scheme.

If you do not have access to the Internet or would prefer to receive information in hard copy please contact the Records Management Section who will arrange for printouts from the appropriate web pages of the publication scheme to be sent to you.

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If you are dissatisfied with this response, you may ask the University to conduct a review of this decision. To do this, please contact the University in writing (including by fax, letter or email) or in some other recorded form (e.g. audio or video tape) describe the original request, explain your grounds for dissatisfaction, and include an address for correspondence. You have 40 working days from receipt of this letter to submit a review request. When the review process has been completed, if you are still dissatisfied, you may ask the Scottish Information Commissioner to intervene.

Thank you for your request. I wish you well in the search for the information.

Yours sincerely

Susan Graham  
University Records Manager