

FOI Office

From: Tom McAra
Sent: 24 July 2012 15:10
To: FOI Office; Julia Kerr
Cc: Sandy Macdonald
Subject: RE: JISC project Memo Request to Department for Information re Freedom of Information (Scotland) Act 2002 (FOI ref 2012/153 - F0218558)

Attachments: 20120724 Memo issued to Procurement F0218558.doc



20120724 Memo
 issued to Procur...

Colleagues

I think I may need to speak to Sandy to on this one. I'm off till 13 August after today but I'll try and get something together.

Sandy -could we have a chat if you are around?

-----Original Message-----

From: FOI Office
Sent: 24 July 2012 15:07
To: Julia Kerr
Cc: Tom McAra
Subject: JISC project Memo Request to Department for Information re Freedom of Information (Scotland) Act 2002 (FOI ref 2012/153 - F0218558)

Hello Julia/Tom,

The attached request has been received by the FOI team and we would appreciate your assistance in providing a response to 'xxx@xxx.xx.xx' by 01 August 2012 . Diane Gillespie at the Student Lifecycle Project has advised the FOI Office that Procurement would be best suited to respond to question 3 of this request.

Please be advised this request is part of the JISC Infonet research study into the time spent by staff at the University in processing requests (please see attached template for co-ordinators) which should be completed and returned to 'xxx@xxx.xx.xx' with your response to the attached request. Please ensure that all members of staff involved in providing a response to this request fill in the attached template.

Due to the volume of requests received, please ensure the above FOI Reference number (i.e. FOI 2012/153 - F0218558) is noted in your reply.

Regards

Amy

Amy Robinson
 Data Protection and Freedom of Information Office

Direct Line: +44 (0)141 330 2523
 Fax: 0141 330 3742

Gilbert Scott Building
 University of Glasgow
 University Avenue
 Glasgow G12 8QQ

The University of Glasgow, charity number SC004401