



**Ministry
of Defence**

DSEA SECRETARIAT GROUP
Defence Safety and Environment Authority (DSEA)
1/J
Main Building
Whitehall
London, SW1A 2HB

E-mail: DSEA-xxxxxxxxxxxxxxxxxxxx@xxx.xx

Mr F W Dawson
request-150403-
xxxxxxxx@xxxxxxxxxxxxxxxxxxx

Your Reference:

Our Reference: FOI 20-02-2013-105648-002 –
DAWSON-File Lists

Date: 11 March 2013

Dear Mr Dawson,

**REQUEST FOR INFORMATION – RELEASE OF INFORMATION UNDER THE
FREEDOM OF INFORMATION ACT 2000**

Thank you for your e-mail of the 19th February 2013 in which you made the following request:

“Please could you provide me with the following registry file lists used by :-

- 1: D Sef Pol*
- 2: D Def H&S*
- 3: DS&C”*

We are treating your correspondence as a request for information under the Freedom of Information Act 2000.

However, we have to advise you that we will not be able to answer your request without exceeding the appropriate limit. This is because to the only official record of registered files is the MOD Form 262 of which there is one form for each file and part of a file opened. There are many thousands of MOD Form 262s which make up the official file record for D Def H&S and D SEF Pol and to *locate, retrieve, and extract* information in scope of your request would involve some 7 man days of effort.

Section 12 of the Act makes provision for public authorities to refuse requests for information where the cost of dealing with them would exceed the appropriate limit, which for central government is set at £600. This represents the estimated cost of one person spending 3.5 working days in determining whether the department holds the information, and locating, retrieving and extracting it.

The MOD may be able to provide some information in scope of your request if you reduce or refine your request to bring the cost of compliance under the limit. When DS&C was formed the MOD had changed from retention of physical files under the MOD Form 262s to an electronic filing system. We should be able to provide you with a copy of the electronic file register for DS&C. If you would like a copy of the DS&C electronic registered file list, we would be grateful if you would confirm.

If you wish to complain about any aspect of the handling of this request, then please contact me in the first instance by post or e-mail. Should you still be dissatisfied then you may apply for an internal review by contacting Head of Corporate Information, 2nd Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail xxxxxxxxxx@xxx.xx).

If you remain dissatisfied following an internal review, you may take your complaint to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not investigate your case until the MOD internal review process has been completed. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website, <http://www.ico.gov.uk>.

Yours sincerely
DSEA-Secretariat Group