



Old Town Hall  
Catford Road  
SE6 4RU  
0800 028 2 028

Complaints@lewishamhomes.org.uk

ICase Ref: 411927

15 August 2017

Dear Mr Williams

## **FREEDOM OF INFORMATION ACT 2000 - INFORMATION REQUEST**

Thank you for your request asking for the date Lewisham Homes wrote the response letter to your Freedom of Information request referenced 407685.

Your request has been considered and processed in accordance with the requirements of the Freedom of Information (FOI) Act 2000.

**You asked for:** According to your records, was this letter written on the 14th of July and if not, on what date was that letter written?

If you do not have a record of this, then instead, please tell me what is the earliest date that you have a record of this letter having existed/drafted.

It's my expectation that you will have written records of the data I'm asking for. Some obvious places to look might be as follows:

- \* On the computer of the (undeclared) individual who composed the letter (e.g. dates on electronic files).

- \* The email account of the individual who composed the letter, plus the email accounts of anyone the letter was sent on to (I'm assuming it was checked by other parties, prior to sending).

[NB, I'm not limiting the scope to these sources - the individual who wrote it will probably be best positioned to know where a record of this data might be found].

## **Our response**

The letter was drafted on Friday the 14<sup>th</sup> July 2017 for approval on Tuesday 18<sup>th</sup> July 2017. Letter was sent out to you on Wednesday 19<sup>th</sup> July 2017. The letter went out to you showing the drafted date 14<sup>th</sup> July 2017. This date should have been changed to 19<sup>th</sup> July 2017.

If there is anything you need clarification on, please do not hesitate to contact the Customer Relations Team.

Yours sincerely

A handwritten signature in black ink, appearing to read 'S. Coleman', with a large, sweeping initial 'S'.

**Steve Coleman**  
**Director of Development and Investment**