



Ministry
of Defence

Ministry of Defence
CIO-SPP-Information Rights Team
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Our Ref: 14-03-2014-102826-003

P Gardiner

request-202048-1823805c@whatdotheyknow.com

20 March 2014

Dear Mr P Gardiner,

FREEDOM OF INFORMATION REQUEST

Thank you for your email dated 13 March 2014 requesting the following information:

Please provide me with a copy of your department's guidance to processing freedom of information requests – ideally this would cover the end to end process from receipt to closure, but please provide whatever you hold. Please note that I am not looking for any ICO or MoJ guidance which may be available publically, I am specifically interested in MOD produced internal guidance including policy, process and procedures.

I am treating your correspondence as a request for information under the Freedom of Information Act 2000. You should expect to receive a further reply from MOD within 20 working days of receipt of your request.

If you have any queries about this request, please do not hesitate to contact the Information Rights team on the email above. Please remember to quote the reference number above in any future communications.

Yours Sincerely,

MOD Information Rights team