

## Processing FOI Requests – Quick Guide for LIMs

DETI's Information Management Unit (IMU) will

- acknowledge and log each request,
- advise Senior Management and the Department's Special Advisor that it has arrived
- advise you of the deadline for response; and
- open a TRIM container into which you must file ALL correspondence.

Please:

- ❖ Contact IMU if you feel that the request needs to be clarified – do not contact the requester directly.
- ❖ Consider what information the Department holds and whether any exemptions may prevent disclosure. IMU will be happy to provide advice & guidance about this.
- ❖ Remember that some exemptions require a Public Interest Test. If you use one of these exemptions, please record the advantages and disadvantages of disclosure in your response.
- ❖ Prepare and send the draft response to your Head of Division for approval.
- ❖ On approval, send the draft response to the Department's Special Adviser. At this stage please copy it to [REDACTED] (Private Office) and to the Press Office if the requester is a journalist.
- ❖ Consult with IMU if there is any possibility of the deadline not being met.
- ❖ Remember that every response must be accompanied by DETI's FOI Factsheet. IMU will be happy to provide you with this.
- ❖ Issue the response by PDF if it is being sent by email.
- ❖ Contact IMU if you need any assistance.

Please also refer to our "DETI procedures for processing FOI requests" guide (TRIM record number DT1/12/0047136)