



Home Office

Corporate Services
Directorate
2 Marsham Street
London SW1P 4DF

020 7035 4848
(switchboard)

www.homeoffice.gov.uk

BritCits
[request-222363-3555799e@whatdotheyknow.com](#)

18th August 2014

Dear BritCits,

Freedom of Information request – 32456

Thank you for your email of 29th July 2014, in which you requested all Home Office memos, guidance, emails, documents, minutes from meetings, and any other form of communication relating to the handling of Freedom of Information requests and internal reviews. Your request has been handled as a request for information under the Freedom of Information Act 2000.

Your full request can be found in Annex A.

Under section 12 of the Act, the Home Office is not obliged to comply with an information request where to do so would exceed the cost limit. We hold the information which you have requested but we have estimated that the cost of meeting your request would exceed the cost limit of £600 specified in the Freedom of Information and Data Protection (Appropriate Limit and Fees Regulations 2004). We are therefore unable to comply with it. Your request has been refused under section 12(2) of the Act.

The £600 limit is based on work being carried out at a rate of £25 per hour, which equates to 24 hours of work per request. The cost of locating, retrieving and extracting information and preparing the response can be included in the costs for these purposes. The costs do not include considering whether any information is exempt from disclosure, overheads such as heating or lighting, or items such as photocopying or postage.

To comply with your request, all staff across the Home Office would be required to conduct a search of their records, to determine whether they hold any information in scope of your request. This is because each unit within the Home Office is involved with the handling of FOI requests and may hold information that falls in scope of your request. This has been estimated to exceed the cost limit, defined in section 12(2) of the Act.

You may wish to refine your request, so that it falls within the cost limit. You could do this by identifying what specific recorded information you are interested in and specify a subject matter or timeframe for the information you are interested in. Please note, using broad terms such as “all memos, guidance, e-mails, documents and minutes from meetings” is likely to exceed the cost limit.

Please note that if you simply break your request down into a series of similar smaller requests, we might still decline to answer it if the total cost exceeds £600.

If you are dissatisfied with this response you may request an independent internal review of our handling of your request by submitting a complaint within two months to the address below, quoting reference 32456. If you ask for an internal review, it would be helpful if you could say why you are dissatisfied with the response.

Information Access Team
Home Office
Ground Floor, Seacole Building
2 Marsham Street
London SW1P 4DF
e-mail: info.access@homeoffice.gsi.gov.uk

As part of any internal review the Department's handling of your information request will be reassessed by staff who were not involved in providing you with this response. If you remain dissatisfied after this internal review, you would have a right of complaint to the Information Commissioner as established by section 50 of the Freedom of Information Act.

Yours sincerely

S.Snowsell
Information Access Team
Switchboard 020 7035 4848
E-mail FOIRequests@homeoffice.gsi.gov.uk

Annex A – Full request

Dear Home Office,

Please take this as a request under the FOI Act to provide all memos, guidance, emails, documents, minutes from meetings and ANY other form of communication which relate to the policy adopted by the Home Office in response to Freedom of Information requests as well as on conducting internal reviews.

BritCits