Once an FoI or EIR response has been sent out, the following housekeeping needs to be done:

1.	Close the job(s) on the database	Be aware that each job, if there are more than one, may have a different outcome; one service may not hold information, another may supply the information in full and another may refuse all the information.
		
		Each job may have different exemptions; and more than one exemption…
		
		They may also provide their responses on different dates, which might all be different to the date the response is actually sent.
			On each job tab:
			a) Check the job has been accepted by the co-ordinator, if not, you will need to:
			    a. Click on allocate
			    b. Select the correct service
			    c. Add yourself as the officer
			    d. Save
			    e. Accept the job by clicking the button
			b) Change the status of the job by:
			    a. Clicking Change Status
			    b. Selecting Closed from the New Status dropdown list
			    c. Selecting the correct closure category from the dropdown list
			    d. Selecting the correct exemptions (one at a time) and clicking Add (repeat as required)
			    e. Entering the correct closure date
			    f. Clicking on Save status

2.	Close the request on the database	Given the above, use the overall outcome written on the front of the form (top right hand corner)	On the request tab: a) Click on Edit Request b) Enter the correct date the request was closed (from the info written on the front of the form (top right hand corner) c) Select the correct outcome from the dropdown list (from the info written on the front of the form (top right hand corner) d) Click on Close Request at Date button to save
3.	Forward the email to David Smith and Cllrs David Sheard and Shabir Pandor	Remove the applicant's email address and replace with the word "**email**"	Use the wording: "**response below and attached**" in the email message (amend as required – if no attachment don't refer to it)
4.	File / delete the emails	If there is a separate sub folder set up for that particular request, file the emails we need to keep in that folder; these could be	**File:** a) Emails from the Service providing the response or showing the decision making trail – into the correct subfolder of **Info**

			rec'd from contact
		under either: • Frequent Applicants • General – open cases Otherwise, file as opposite:	b) The response to the applicant – into the correct subfolder of **Closed** **Delete:** a) The email to David Smith and Cllrs David Sheard and Shabir Pandor b) Any ephemeral emails (thank yous, etc)
5.	Update the FoI/EIR spreadsheet	• Change the status to close • Add in the date closed, outcome, number of days, exemption (all will be written on the front of the form (top right hand corner)	