



Information Services Directorate

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Mr. Andrew Montford

15 September 2011

Dear Mr Montford

**FREEDOM OF INFORMATION ACT 2000 - INFORMATION REQUEST
(Our Ref: FOI_11-165)**

I acknowledge your appeal (as defined by Secretary of State for Constitutional Affairs Code of Practice) received 11 September 2011 against our response of 26 August 2011 in relation to your request for information in accordance with the Freedom of Information Act 2000 received on 18 July 2011.

Your appeal is being considered pursuant to our internal complaints procedure as mandated by the Freedom of Information Act 2000 and you will receive a response within 20 working days, in other words, by 7 October 2011. You can view our internal complaints procedure at:

<http://www.uea.ac.uk/is/strategies/infregs/Freedom+of+Information+Act+Policy>

We have conducted a preliminary review of your appeal, and it appears to us that it in fact contains a new request for information that would be better handled separate from the appeal itself. Specifically, we propose to treat your request for a list of documents not released under this request as a new request under the Freedom of Information Act 2000. We will formally acknowledge receipt of this request under separate cover.

If you are dissatisfied with the handling of your complaint please contact me at:

University of East Anglia
Norwich
NR4 7TJ
Telephone: 0160 359 3523
E-mail: foi@uea.ac.uk.

If you are dissatisfied with the final adjudication of your complaint by our internal complaint process, you have the right of appeal to the Information Commissioner at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire

SK9 5AF
Telephone: 0303 123 1113
[Website: www.ico.gov.uk](http://www.ico.gov.uk)

Yours sincerely

David Palmer
Information Policy & Compliance Manager
University of East Anglia