FOI Requests Workflow Status Definitions

Open: Awaiting response

Full Release: When a response has been prepared, "Select Full Release type" to record the type of response, record your "Comments" on the case as necessary and "Record the information released to the applicant".

Cost Limit Exceeded: This workflow is available when the time and resources required to respond to the request will exceed the £600 limit.

No Info Held: This workflow is required when the MOD does not hold the information requested and/or where it is likely to be held by another Government department.

Vexatious: The Vexatious workflow allows you to declare an applicant vexatious on a particular subject or topic.

Clarify Request: This workflow is used to stop the clock whilst clarifying with the applicant what information is required. For example, this Workflow would be used when it is not clear from the applicant's correspondence what information is required. Alternatively it should be used when it is clear that the effort that would be involved in responding to the request would be beyond the appropriate limit as set out in the FOI Fees Regulations and it is necessary to narrow the scope of the request through dialogue with the applicant.

Withdrawn – Business as Usual: The request is closed because it has been decided that the enquiry is routine correspondence and there is no need to deal with the enquiry under the FOI Act.

Withdrawn – By Requestor: The request is withdrawn by the applicant. This may be because the applicant no longer requires the information that was originally requested. Confirmation of this should be requested in a permanent format.

Withdrawn – Admin Reasons: The request is closed for administrative reasons. The request has been logged twice or the request has been logged but it later becomes apparent that it is a request for personal information – a Subject Access Request under the Data Protection Act – or is a request for genealogical information.

Standard Response - The standard response route is used when the response to a request is complicated and approval should be sought and where exemptions or fees are applied. It is also the Workflow to use if it is necessary to place the request on hold whilst a Public Interest Test is carried out.

Hold – Time Extension Extension of time (hold) FOI

No Fee Required Normal release where authorisation is required

Cost Refusal: When it is necessary to refuse on grounds of cost.

Quick Response*:* To be used when authorisation for release is not required (uncontentious release). Quick response is intended to be used as a way of recording requests quickly and capturing what was done without going through a formal FOI process. As such it should not be used if exemptions are going to be applied or if there is anything contentious or novel about the request. Typical quick response requests would be requests for recruitment information or requests that can be easily replied to with a simple response / letter / leaflet.

Refer Externally*:* Here you may state if you believe another Public Authority may hold the information by selecting the name on the drop-down list. However, if you do not know whether the information is held elsewhere and you simply want to inform the applicant that it is not held by the MOD, you should select "Not Known" on the list.