



UNIVERSITY OF  
CAMBRIDGE  
Registrary's Office

Kirsty Allen MA, PhD  
Head of Registry's Office  
Principal Assistant Registry

Dr George Oppitz-Trotman

By email

Reference: FOI-2012-85 (Review)

26 July 2012

Dear Dr Oppitz-Trotman,

Thank you for your email of 28 June 2012 requesting a review of the response supplied to you in respect of your request for information dated 28 March 2012. I now reply as the officer responsible for the internal review of the handling of such requests. The purpose of the internal review procedure is to ensure that the University has complied with the Freedom of Information Act 2000 ('the Act').

In your email of 28 June you asked for a review specifically of the University's failure to annotate the list of documents which it supplied to you in response to this request in such a way as to indicate which documents name or identify individuals.

I have considered all the circumstances of the case and have concluded that the University is under no obligation to annotate the list of documents in the way you requested and in this regard I uphold the findings of the Information Compliance Officer. It is not accepted that an annotation in the narrow form requested comprises either a "digest or summary" of the information which was the subject of your request. It is also not accepted that the duty to provide advice and assistance (the aim of which is "to clarify the nature of the information sought"; see the Code of Practice issued by the Secretary of State under section 45 of the Act) extends to the provision of annotations in the form requested. Finally, while I acknowledge that the University has a duty to confirm or deny that it holds information of the description specified in a request, I reject your argument that this duty "here materializes as the duty to annotate the documents ...".

Notwithstanding my conclusion as to the University's duties in this matter, I note that on previous occasions you have been supplied with annotations in the form requested and I am accordingly directing the Information Compliance Officer, by copy of this letter, on this further occasion to follow his past practice of supplying such annotations to you, as I consider that the FOI team should endeavour within reason to act in a consistent manner in its dealings with you.

However, I note that, as of the date of this letter, you have made three requests under the Act for schedules of documents that are held by the University on a particular topic and that on two occasions you have requested annotations indicating which items identify specific individuals,

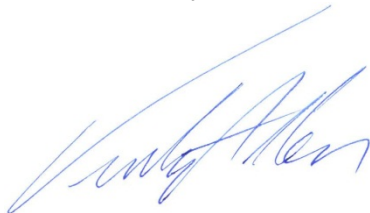
The Old Schools  
Trinity Lane  
Cambridge, CB2 1TN

Tel: +44 (0) 1223 764142  
Fax: +44 (0) 1223 332332  
Email: [foi@admin.cam.ac.uk](mailto:foi@admin.cam.ac.uk)  
[www.cam.ac.uk](http://www.cam.ac.uk)

notwithstanding that the provision of such annotations adds significantly to the burden of responding to your request and does not serve any obvious purpose. Your requests in this vein have consistently been followed by new requests asking for copies of various items from the lists. While noting your rights under the Act, I wish to highlight the fact that routinely making requests in this elaborate manner is burdensome and involves a disproportionate amount of administrative time and resource.

If you remain dissatisfied with the University's handling of this request or with the outcome of this review, you may raise the matter by way of appeal to the Information Commissioner who may be contacted at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF (<http://www.ico.gov.uk/>).

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Kirsty Allen', is written above the printed name.

Kirsty Allen