



Home Office

Corporate Services
36 Wellesley Road
Croydon CR9 2BY

www.gov.uk

R Lewis

request-248173-73871644@whatdotheyknow.com

17/2/2015

Dear R Lewis

Freedom of Information request: 34090

I am writing further to your mail on 13 January. Your request has been handled as a request for information under the Freedom of Information Act 2000 and is set out at **Annex A**.

Please accept my sincere apologies for the delay in responding to your request. I would like to apologise on behalf of the Department for this delay.

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/time limit. 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.

I can confirm the Home Office holds the information which you have requested but not on a central database, we have estimated that the cost of meeting your request would exceed the limit specified in the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004. We are therefore unable to comply with it.

Please note a manual and electronic search exercise will be required to identify all the information that falls within scope of question three and four. The final part of your request relating to 'any information' is particularly wide and cannot be answered without incurring disproportionate costs.

Please note the link provided in your email is now out of date and work is being conducted to update RMS policy.

If you refine your request, so that it is more likely to fall under the cost limit, we will consider it again. I would recommend you refine your request by limiting it to the first question of your request.

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 **34090**. 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
Third Floor, Peel 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

N Rawell

Information Services Centre

Switchboard 020 7035 4848

E-mail FOIRequests@homeoffice.gsi.gov.uk

Annex A

From: R Lewis [<mailto:request-248173-73871644@whatdotheyknow.com>]

Sent: 13 January 2015 21:43

To: FOI Requests

Subject: Freedom of Information request - Record Management System (RMS)

Dear Home Office,

I would be grateful if you could provide me with the following information (FOIA):

As per

<https://www.whatdotheyknow.com/request/225270/response/560059/attach/html/3/32649%20Simpson%20Information%20for%20release%20Annex%20D%20pg16%2022.pdf.html>

Your 'Record Management System' (RMS) has mandatory use for certain record types, I would be interested to know what information is actually stored on RMS.

1. Please provide a list of the database fields / screenshots of the application input fields (should you have problems supplying this information, your IT Help Desk will be able to assist).
2. Please provide a full copy of the RMS overarching policy, as referenced to on the link above.
3. Please provide a full copy of all information on your horizon network regarding the RMS.
4. Please provide a full copy of any other information you hold in relation to the way RMS operates.

Yours faithfully,

R Lewis