



Is it a valid request? FOI requests must...

- Be in writing
- Have clear contact details

Freedom of Information requests	Treat Official/Ministerial correspondence
Requesting <i>recorded</i> information	Anything else!
Request for data	Question about data
Concrete	Subjective
e.g. Could I have a copy of your policy on...?	e.g. What is your policy on...?
Deadline of 20 working days to log and respond	Deadline of 15/20 working days for Ministerial and Treat Official correspondence