

FREEDOM OF INFORMATION LOG

EXAMPLE *

* *Log only needed for more complex requests for information not included in the Publication Scheme*

Date Received	Information by <i>(Column 1+ 20 working days)</i>	Applicants Full name	FOI Request <i>(Brief description)</i>	Confirmed / Denied The University holds the requested information (Y/N)	Information Supplied (Date)	Referred to FIST contact and others (Please list and date)	Date for progress Chase <i>(Column 1 + 10 working days)</i>	FOI request completed enter date <i>(Column 1 + 20 working days)</i>

* *Please use /adapt/ or design to your individual departments needs*