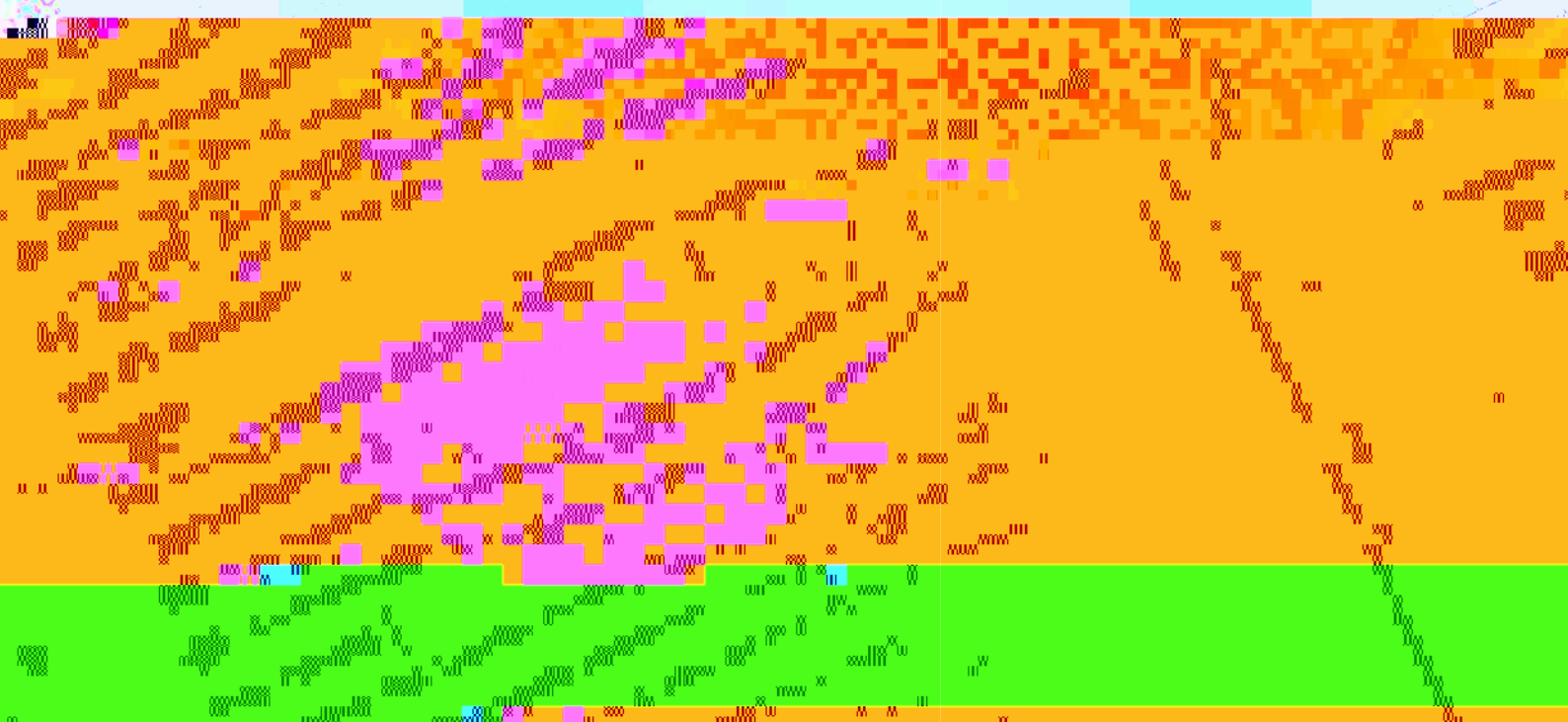
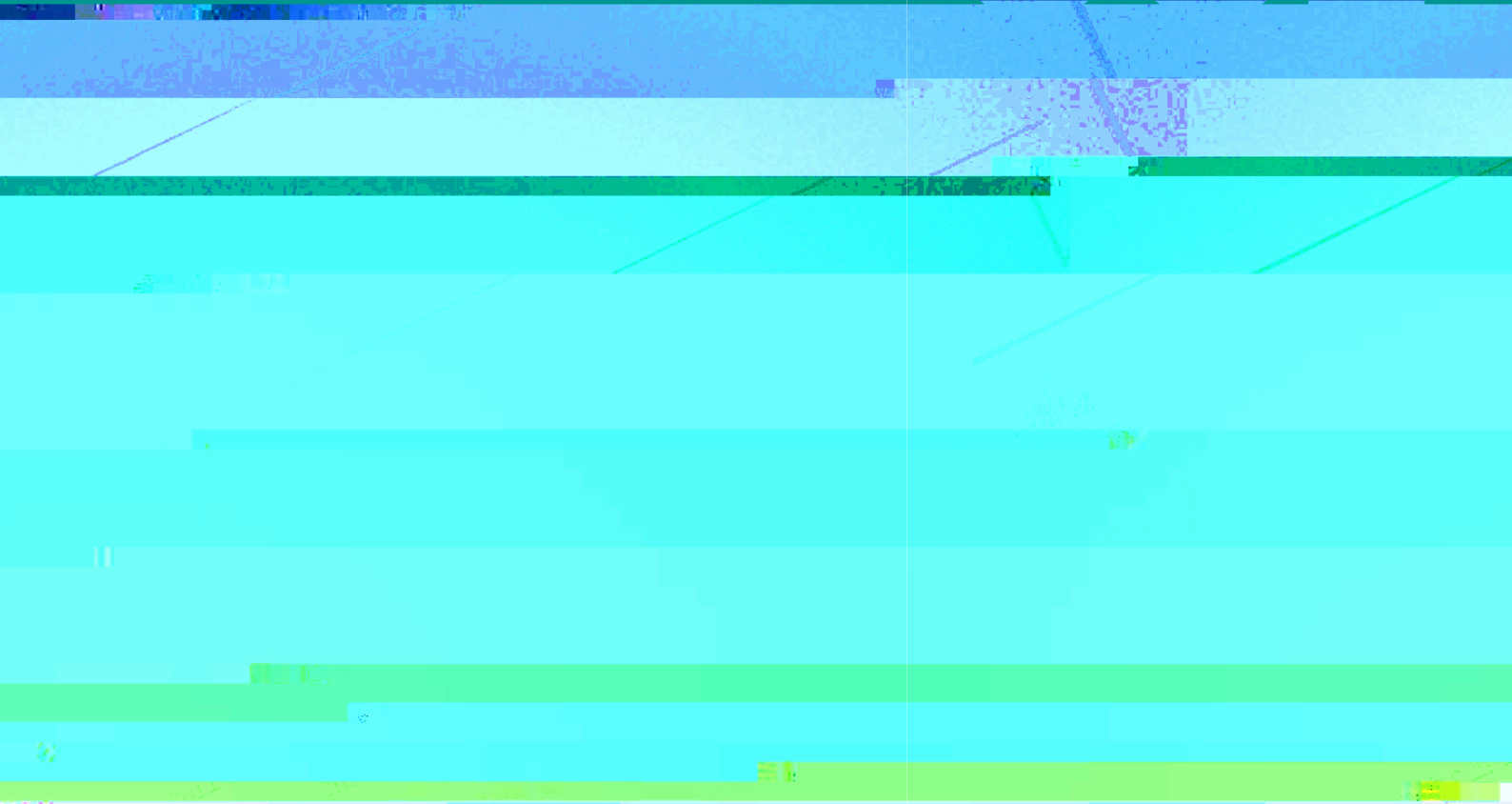




UCL



Gab ielle B r o u k e, Ben W h i t e
and R e b e c c a H a e l l



Abolitionist's Guide

The Commission on Un-American Activities (HUAC) is a federal agency that was created in 1946 to investigate alleged disloyalty and subversive activities on the part of private citizens, groups, or organizations. It is a permanent committee of the House of Representatives.

FOI has been used by academic
access to information has
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each.

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access to men

I have given background
information and

I have provided
information

I have gathered
information

I have held
information

Writing a clear request

D

B I'm sorry to hear that you're having trouble with your computer. I'll try to help you solve the problem. If you can't find a solution, please let me know and I'll refer you to the IT department. **21**

I'm sorry to hear that you're having trouble with your computer. I'll try to help you solve the problem. If you can't find a solution, please let me know and I'll refer you to the IT department. **22**

D I'm sorry to hear that you're having trouble with your computer. I'll try to help you solve the problem. If you can't find a solution, please let me know and I'll refer you to the IT department. **23**

A I'm sorry to hear that you're having trouble with your computer. I'll try to help you solve the problem. If you can't find a solution, please let me know and I'll refer you to the IT department. **24**

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D n'

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I'm sorry to hear that you're having trouble with your computer. I'll try to help you solve the problem. If you can't find a solution, please let me know and I'll refer you to the IT department. **28**

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Example 1

Dear Foreign and Commonwealth Office (FCO),

For purposes of policy research, I am planning to make a request for FCO documents under the UK Freedom of Information Act. My request for documents will concern the UK position on the EU transparency policy during the period before Regulation 1049/2001/EC. I would like to request documents kept by the UK administration relating to the following subjects:

- Decision making on Council Decision 93/731/EC (1993)
- Decision making on transparency and openness during the Intergovernmental Conference (IGC) of 1996
- Decision making on Regulation 1049/2001/EC

With regard to the above, my interest is firstly in memoranda for the Working Party on Information or the COREPER, submitted by the UK permanent representation in Brussels or the FCO, as well as summaries of such meetings drawn up by UK representatives.

Secondly, I am interested in internal communications between the UK permanent representation and the FCO.

In order to come to an expedient FOI request, I would like to ask for your advice on how this request can be best made; whether it should be partitioned in several requests, and if so, how many.

Yours sincerely...⁴⁷

Example 2

Dear Department for Education,

I would like a list of all educational institutions offering A-Levels within the UK. Ideally the information would be contained within an excel spreadsheet. The information I am looking for is (ideally, the column headings):

- Name of Institution
- Specialist status (If Any)

Location/Town

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N e

