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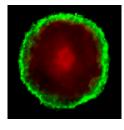
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Examples of the information academics have accessed through FOI

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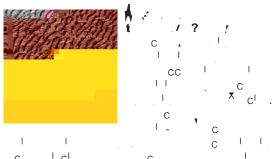


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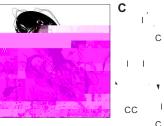
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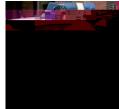
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Legislation

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Other sources

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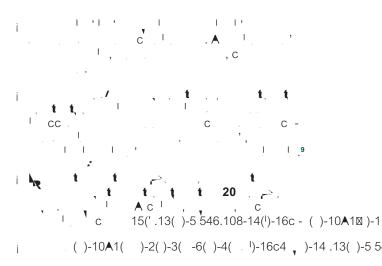
Before you make a request

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Using the Freedom of Information Act

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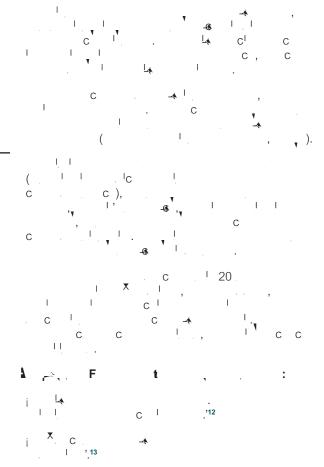
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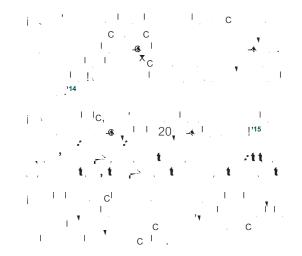
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Timing, planning and collating the information





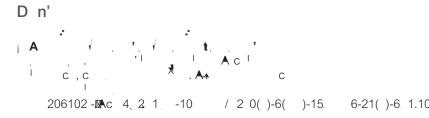
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Writing a clear request

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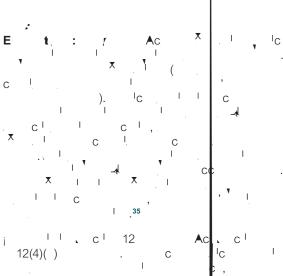
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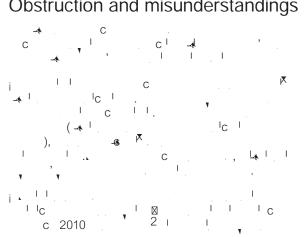
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Common Problems

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Obstruction and misunderstandings

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Example 1

Example 2

Dear Foreign and Commonwealth O ce (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 rstly 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

Dear Department for Education,

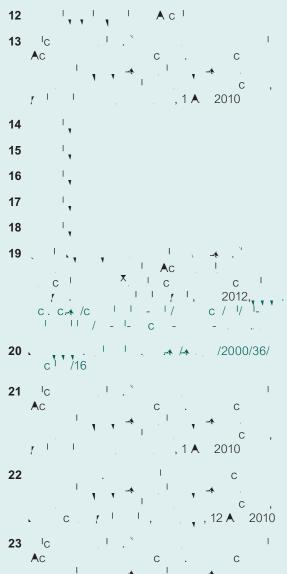
I would like a list of all educational institutions o ering A-Levels within the UK. Ideally the information would be contained within an excel spreadsheet. e information I am looking for is (ideally, the column headings):

- Name of Institution
- Specialist status (If Any)

Location/Towa

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