



Mr Alex Parsons
<mailto:request-494070-3f0b639e@whatdotheyknow.com>

20 July 2018

Dear Mr Parsons

Letter providing all the information requested

Ref No: 361/2018

Thank you for your email of 26 June 2018 where you requested information about Freedom of Information Administration.

The information you requested is enclosed.

The information supplied to you continues to be protected by copyright. You are free to use it for your own purposes, including for private study and non-commercial research, and for any other purpose authorised by an exception in current copyright law. Documents (except photographs) can be also used in the UK without requiring permission for the purposes of news reporting. Any other reuse, for example commercial publication, would require the permission of the copyright holder. [Most documents supplied by Legal Services will have been produced within government and will be Crown copyright.]

If you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to: The Data Protection & Freedom of Information Officer, South Staffordshire District Council, Council Offices, Codsall, WV8 1PX.

Please remember to quote the reference number above in any future communications.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Yours sincerely

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Elaine Green
**Administrative Assistant
Legal and Democratic Services**



Freedom of Information Request – Reference 361/2018

1. How many people are employed to deal with Freedom of Information	There are no dedicated staffs. They are picked up alongside other responsibilities
2. What is the budget for administrating Freedom of Information requests	Not applicable
3. Do you use case management software for Freedom of Information	No
4. Do you publish a disclosure log?	No