

[Redacted]

From: [Redacted]
Sent: 18 June 2018 14:50
To: [Redacted]
Subject: RE: FOISA Acknowledgment of request FoI/18/01538

Importance: High

Follow Up Flag: Follow up
Flag Status: Flagged

Hi [Redacted]

As you've not received a reply from the requester, I'd advise you simply go ahead and respond to his 12 requests before the 20th day.

We do have a duty to provide advice and assistance to requesters throughout the FOI process, and it's certainly good practice in terms of the s.60 Code to help requesters narrow the scope of their requests where the cost limit is an issue, but we can't stop the clock in these cases. We can only stop the clock when a request is unclear, and we are awaiting clarification from the requester before we can proceed. In these ones, the requests are clear, and while advice has been provided to him, he is not required to reply for us to go ahead and draft a response.

I'd suggest that you use the cost limit template available on the [FOI sharepoint](#) and then add your advice around narrowing the scope. I know this will be largely reiterating what you've advised already.

[Redacted - Not in scope]

[Redacted]

From: [Redacted]
Sent: 01 June 2018 12:07
To: [Redacted]
Subject: FOISA Acknowledgment of request FoI/18/01538

Thank you for your request dated 23 May 2018 under the Freedom of Information (Scotland Act 2002 (FOISA for Scottish Government correspondence on Scottish Conservative press releases from 1 January 2018 to date.

As drafted your request will breach the upper cost limit as it will require a trawl of all SG staff. I'm happy to discuss with you ways to narrow the scope that would allow us to answer your request.

I will put your request on hold until I hear back from you.

Thanks

[Redacted]

[Redacted]

Scottish Government, St Andrew's House

e: [Redacted]

t: [Redacted] **m:** [Redacted]

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