

ANNEX 2

Information Request	Information available - Yes/no/In Part	Details
Any records you have of taxis or company cars being used to transport documents and or property, broken down by (a) journey, (b) duration and (c) the 2017-18, 2018-19 and 2019-20 financial years.	In part	Across the organisation, taxis are not used to transport documents or property. No records are kept on documents which are transported by staff in vehicles controlled by Scottish Forestry as part of their day to day business.
Any records you have of taxis or company cars being used to transport documents and or property with no one other than the driver, broken down by (a) journey, (b) duration and (c) the 2017-18, 2018-19 and 2019-20 financial years.	In Part	Across the organisation, taxis are not used to transport documents or property. No records are kept on documents which are transported by staff in vehicles controlled by Scottish Forestry as part of their day to day business.