

Guidance notes for completion

Email this schedule and the accompanying information to **[redacted]@itspublicknowledge.info**.

If you are unable to email the information, send it by post in printed form or on a data stick or CD-ROM. If the information is sensitive, you may wish to send the information by recorded delivery. The information will be scanned and (as with information supplied electronically) stored in the case file within the Scottish Information Commissioner's case handling system. The information you provide will be retained in our electronic and paper case file for the duration of the investigation, and any subsequent appeal. Thereafter, it will be securely destroyed or returned to you.

Avoid sending original documents and ensure that DUPLICATES are removed. This is particularly important with large chains of emails.

Public Authority:	Scottish Ministers
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Name of requester:	[redacted]

Document Number	Document/ information type: e.g. letter, email, memo, report, sound file, spreadsheet	Description of the information	Which part(s) of the request does the information relate to (where relevant)?	Which information in the document is being withheld	List the exemption(s)/ exception(s) being relied on
0	<i>Email</i>	<i>Email from John Brown to Jane Smith 01/06/2012 @ 12:34</i>	<i>Part (c): request for internal correspondence.</i>	<i>- The second paragraph - The names and email addresses highlighted in yellow</i>	<i>- s39(1) - 338(1)(b)</i>
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