

ANNEX B - Assessment of cost for request 2

A – Searches completed

Searches identified 740 documents which could potentially be within scope of the request. Approximately 20 minutes on searches for documents.

B – Sifts

Sifting through each piece of correspondence to complete therefore an average sift time of 1 minute per document. Time taken to sift 740 documents at 1 minute per document = 740 minutes.

C – Redactions

From a sample sift of 30 documents it was found that 2 of these documents were out of scope, we can therefore assume that this would be replicated across the documents for the purposes of this estimate. 7% ($2/30 \times 100$) of the 740 (52) initial documents would fall out with scope of the request. Therefore the estimated total documents to be considered for redaction is 688.

It is likely most of these documents will require redaction prior to release. However some will either be released in full or withheld in their entirety and not subject to redaction. We can estimate a further 10% of the 688 documents will not require redaction. Therefore, of the total documents, 619 will require redaction.

Having completed the required redaction in 5 documents taking 25 minutes, an average of 5 minutes per document has been allowed for redaction. Total time for redactions = 3095 minutes

Estimated cost of locating, retrieving and redacting information

Time required: (A) +(B) +(C) = 3855 mins/60 = 64.25 hours.

Hourly rate: £15 (maximum can charge is @ £15 per hour)

Total cost: 64.25hrs x £15 = £963.75 (exceeding £600)