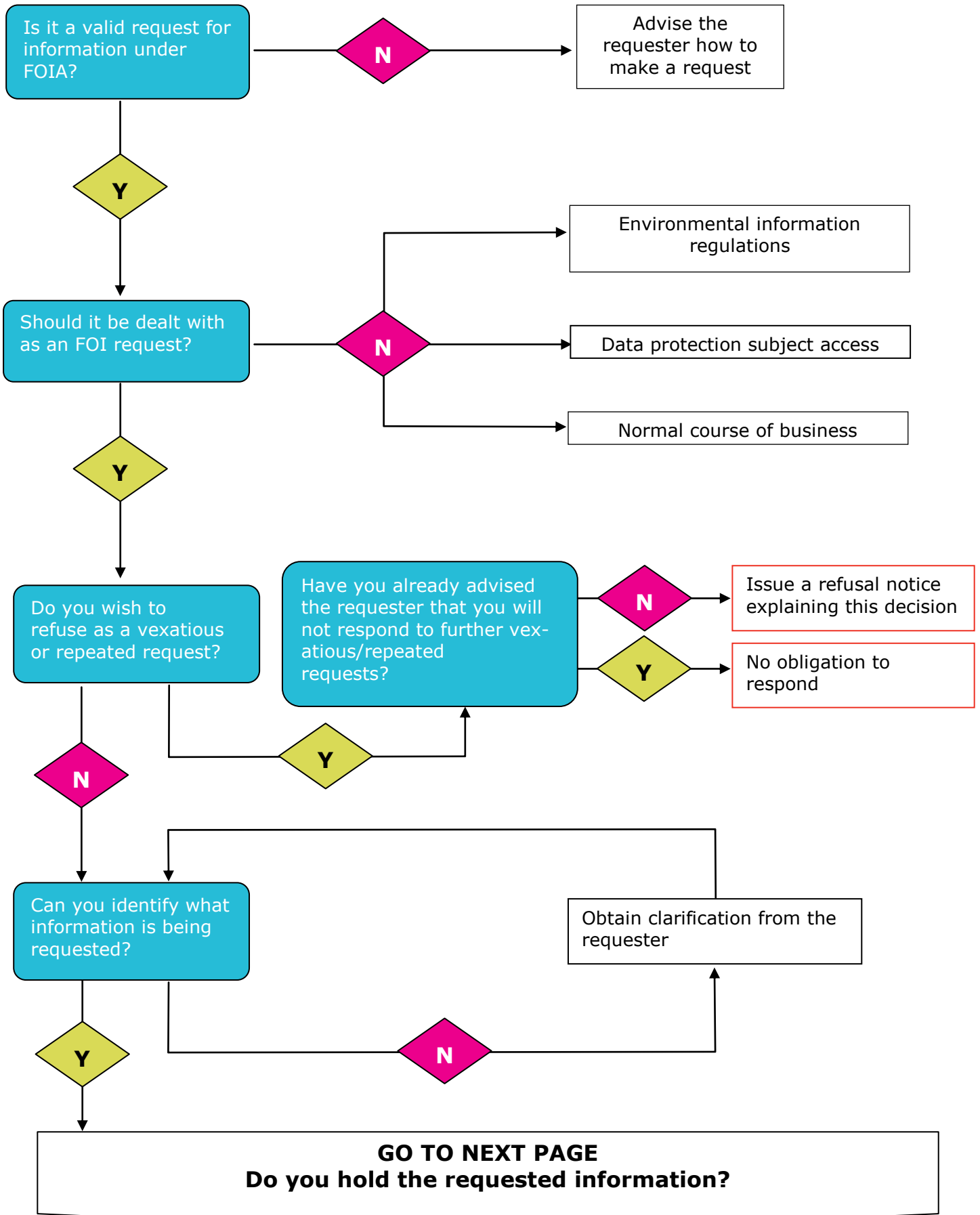
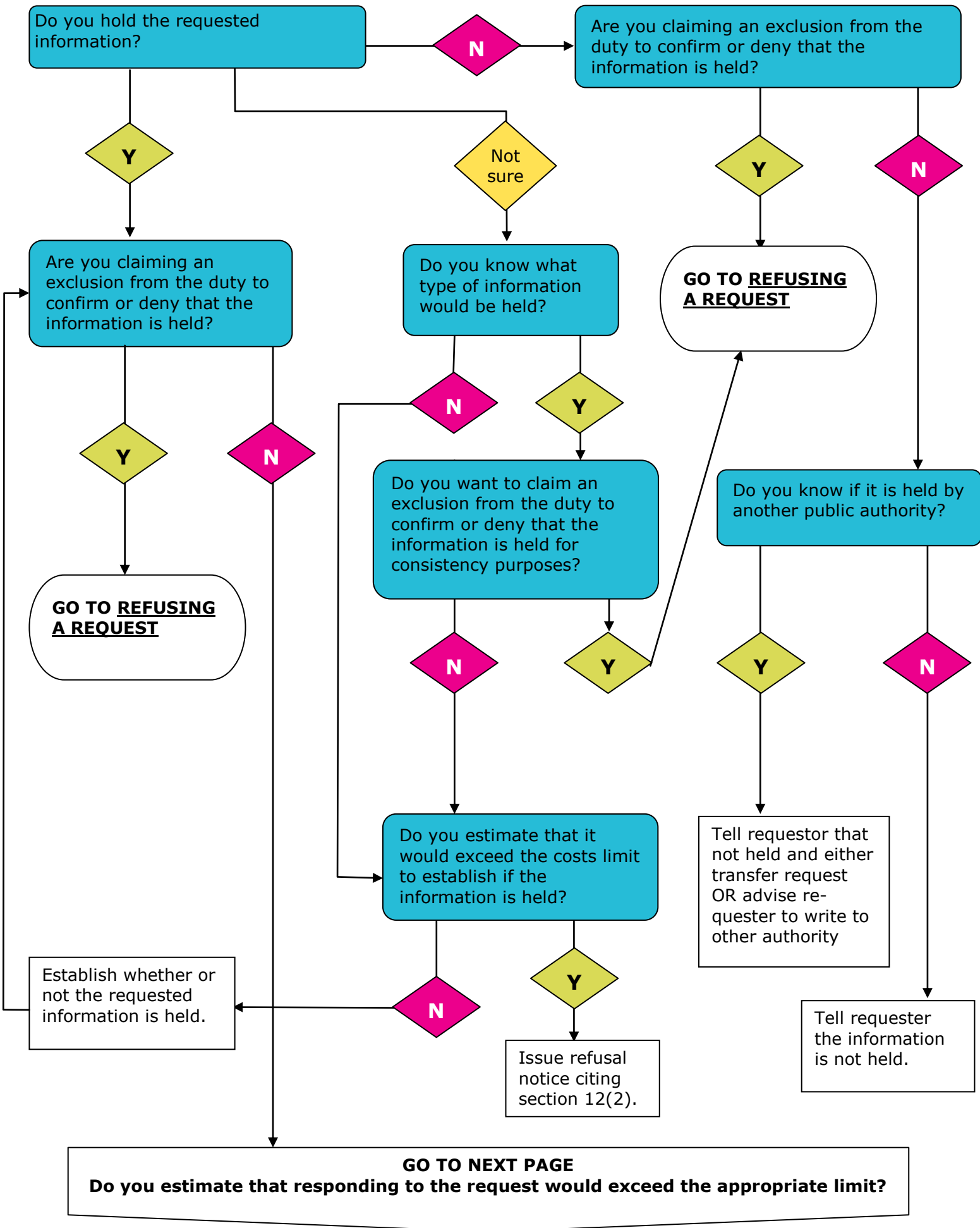


# Start here





Do you hold the requested information?

**N**

Are you claiming an exclusion from the duty to confirm or deny that the information is held?

**Y**

Not sure

**Y**

**N**

Are you claiming an exclusion from the duty to confirm or deny that the information is held?

Do you know what type of information would be held?

**GO TO REFUSING A REQUEST**

**Y**

**N**

**N**

**Y**

Do you want to claim an exclusion from the duty to confirm or deny that the information is held for consistency purposes?

**N**

**Y**

Do you know if it is held by another public authority?

**GO TO REFUSING A REQUEST**

**Y**

**N**

Do you estimate that it would exceed the costs limit to establish if the information is held?

Tell requestor that not held and either transfer request OR advise re-requester to write to other authority

Establish whether or not the requested information is held.

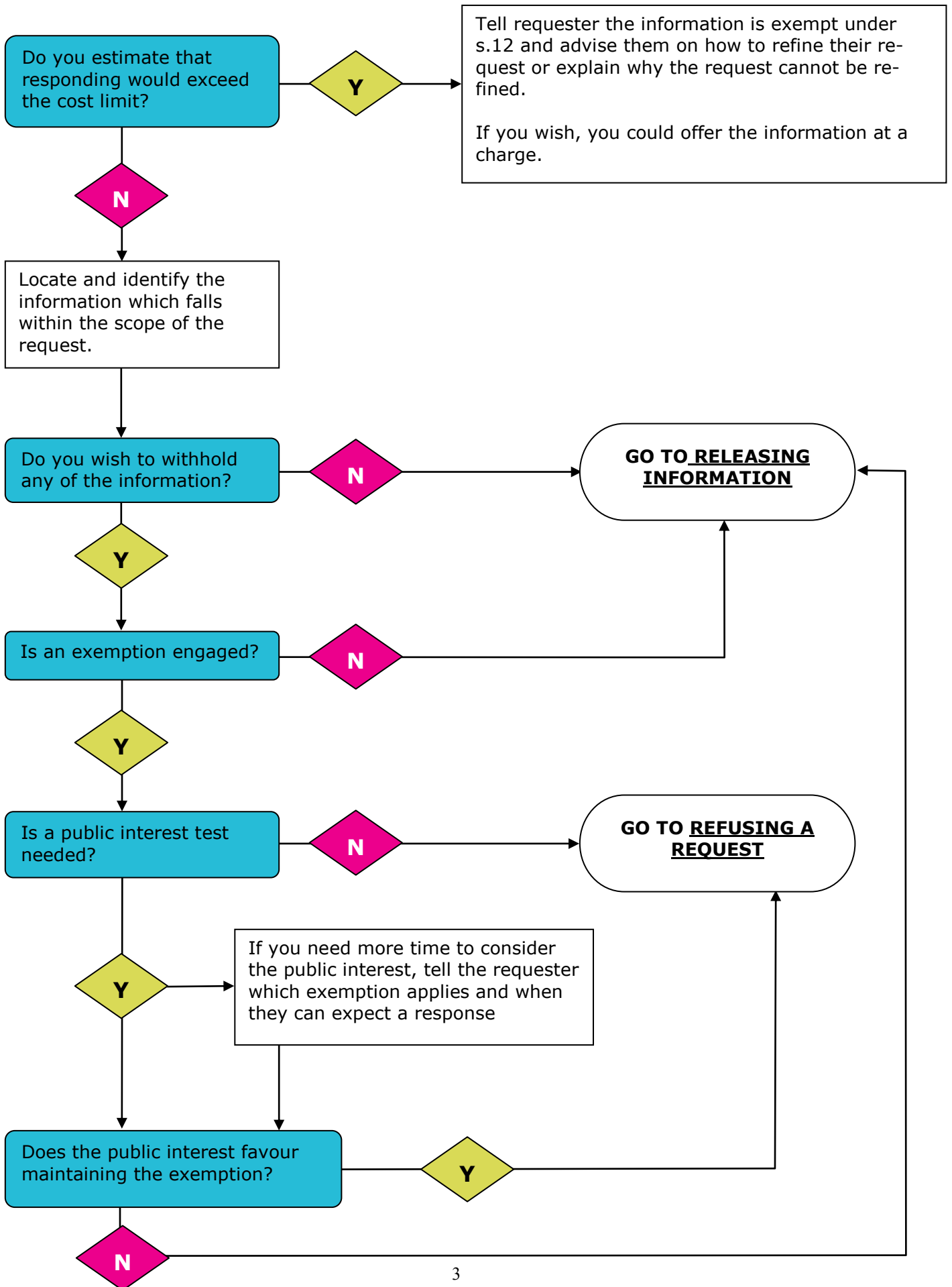
**Y**

**N**

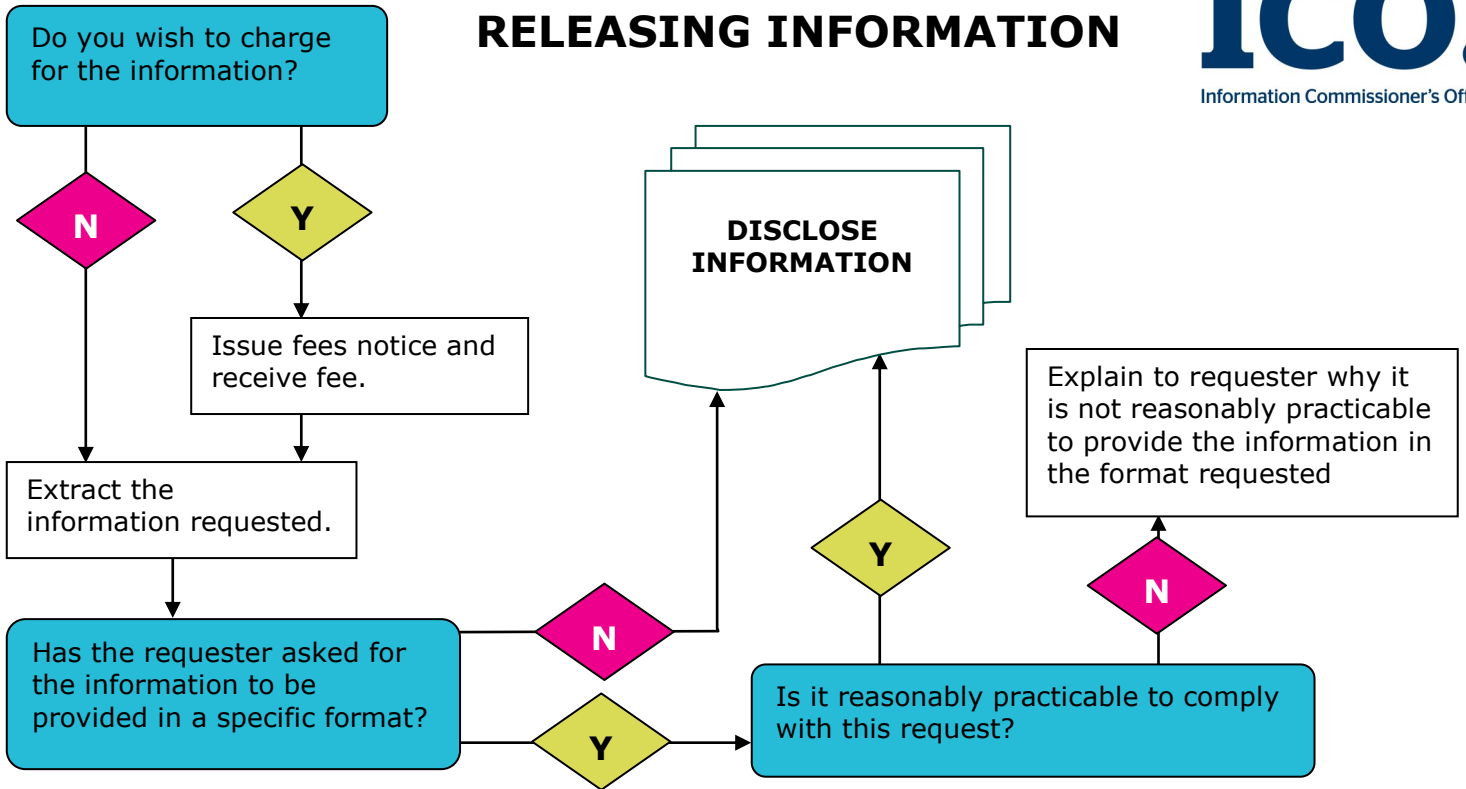
Issue refusal notice citing section 12(2).

Tell requestor the information is not held.

**GO TO NEXT PAGE**  
Do you estimate that responding to the request would exceed the appropriate limit?



## RELEASING INFORMATION



## REFUSING A REQUEST

