

FOI ROUND ROBINS

FOI Round Robins are requests made to more than one department and which have repeat characteristics.

Where a department suspects it is the recipient of a round robin, it should send the text of the request, without the name of the requestor, to the Cabinet Office's FOI Policy Team. The Team will allocate the round robin a reference number (RRXX) and add it to a list to be circulated usually on a twice-weekly basis. Departments who receive round robins which are already listed do not need to notify the FOI Policy Team of receipt.

The Round Robin list will contain the reference number, text of the request, and any advice or guidance on the approach to be taken. Where the Round Robin relates to information in which the Cabinet Office may have equity, the Cabinet Office may also ask to see a draft response so that its views can be taken into account before the Department makes its decision.

Departments should keep only the most recent round robin list, deleting previous copies.