

**Department of Energy & Climate Change**  
3 Whitehall Place,  
London SW1A 2AW  
[www.decc.gov.uk](http://www.decc.gov.uk)

Our ref: FOI 12/0429

12 April 2012

Dear

**RE: Lost & Stolen documents within DECC**

Thank you for your email of 15 March 2012, requesting the following information under the Freedom of Information Act:

1. What is your procedure for cases where copies of documents produced in your department – whether on paper or in an electronic format – are lost?
2. In each of the past five financial years, how many such documents were recorded as having been lost?
3. Please give as much detail as possible about each of the documents misplaced since April 2010, including its subject, the date it went missing, whether it was the only copy, and where it was thought to have been lost.
4. What is your procedure for cases where copies of documents produced in your department are reported stolen?
5. In each of the past five financial years, how many such documents were recorded as having been stolen?
6. Again, please give as much detail as possible about each of the documents stolen since April 2010.

In response, I confirm that:

(Questions 1 & 4): In the event of the loss or theft of a document, either on paper or in electronic format, staff must report the incident to the DECC Departmental Security Unit, with details about the document, how it was lost, and the potential impact of the loss.

(Questions 2): DECC was established in October 2008, since then there has been one set of paper documents recorded as lost.

(Question 3): The documents were small bundle of approximately 20 pages relating to a presentation being prepared by a member of staff on civil case law. They were UNCLASSIFIED and mostly already in the public domain. They were misplaced on a train in March 2012.

(Question 5): No documents have been recorded as stolen since October 2008.

(Question 6): Not applicable.

If you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to the Department.

Please remember to quote the reference number above in any future communications.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Yours faithfully,