

Defra, Knowledge Transparency and Resilience

Defra's Disclosure Log

It is government policy, reflecting best practice and freedom of information principles, for public authorities to publish information which may be of wider public interest as soon as possible after it is disclosed in response to a request for information under the Freedom of Information Act 2000 (FOIA) or Environmental Information Regulations 2004 (EIRs), and to maintain a publicly accessible log of those releases. Defra, like most Government Departments, has made a commitment to publish quarterly on GOV.UK all information released in response to requests under the FOIA/EIRs.

If your business area handles an FOI/EIR request that is either closed 'All information provided' or 'Information partially provided', then a copy of the letter sent and information released needs to be sent by email to the [transparency mailbox](#). The letter and information will need to be redacted, with all personal data identifying the requester removed. In most cases this will consist of redacting the name and address at the top of the letter, although it is important that the remainder of the information that is being disclosed is also checked by the business area. [Guidance](#) on redaction is available online.

When sending responses to the transparency team please include the following 5 pieces of information in the covering email, which will be used to label the request once it has been placed online: 1) Date of the response sent; 2) RFI number, 3) Subject area (e.g. waste, badger culling, IT spending); 4) Request details (e.g. correspondence with NE; IT budget expenditure); and 5) a brief one line summary of the request. **For the subject area and request details please limit each of these to 3-4 words.**

May 2013