



Foreign &  
Commonwealth  
Office

16 December 2014

**FCO Services**  
Foreign and Commonwealth Office  
King Charles Street  
London SW1A 2AH

Website: <https://www.gov.uk>

**FREEDOM OF INFORMATION ACT 2000 REQUEST REF: 1090 - 14**

Thank you for your email of 28 November asking for information under the Freedom of Information Act (FOIA) 2000. You asked:

*Under a FOI request could I ask for the annual totals paid for postage & mail both to and from the department in the years of 2012, 2013 & 2014 to date?*

I am writing to confirm that we have now completed the search for the information which you requested.

I can confirm that the Foreign and Commonwealth Office (FCO) does hold information relevant to your request.

The details requested are as follows:

The FCO does not hold records of charges paid for postage on items sent to the Department. All inward mail is received postage paid.

Mail sent by the FCO is handled by Royal Mail and postage charges for the years in question are:

2012	£ 64,000
2013	£ 66,000
2014 (January – November)	£ 59,450

I can confirm that, despite significant price increases, the amount spent on postage costs has fallen over recent years. In 2009, £106,000 was spent on postage fees (then £90,000 in 2010, and £73,000 in 2011). This reduction is partly attributed to the FCO making more use of digital and electronic forms of communication and media.

In keeping with the spirit and effect of the Freedom of Information Act, all information is assumed to be releasable to the public unless it is exempt. The information we have

supplied to you may now be published on our website together with any related information that will provide a key to its wider context.

The copies of information being supplied to you continue to be protected by the Copyright, Designs and Patents Act 1988. You are free to use it for your own purposes, including any non-commercial research you are doing and for the purposes of news reporting. Any other re-use, for example commercial publication, would require the permission of the copyright holder. Most documents supplied by the FCO will have been produced by government officials and will be protected by Crown Copyright. To re-use Crown Copyright documents please consult the [Open Government Licence v3](#) on the National Archives website.

Information you receive which is not subject to Crown Copyright continues to be protected by the copyright of the person, or organisation, from which the information originated. You must ensure that you gain their permission before reproducing any third party (non-Crown Copyright) information.

Yours sincerely,

Network Services Group



We keep and use information in line with the Data Protection Act 1998. We may release this personal information to other UK government departments and public authorities.