



## MOD FOI/EIR Compliance Notes

### Initial Handling of Requests for Information

#### CN6: Transferring a request to another Public Authority

##### *Document history*

<i>Version No</i>	<i>Reference</i>	<i>Date Issued</i>	<i>Review Date</i>
1	CIO-3-19-1-3	September 2012	September 2013

##### *What this is about:*

This note provides an overview of how to transfer a request for information to another public authority where you have reason to believe that they may hold information in scope of the request and outlines the process that should be followed in doing so.

##### *Detail:*

If a request has been received and passed to the relevant part of the business to answer and it is established that MOD does not hold the required information:-

- Make sure that appropriate initial searches have been conducted in order to establish that information is not held within the MOD business area.
- Make sure that all other relevant business areas have been asked to undertake appropriate searches. Keep the audit trails.
- Respond to the request providing a 'Not Held' response and, in circumstances where you have reason to believe that another Government Department may hold information in scope of the request, include advice on the government department(s) where the request should be re-submitted. ([See Section 5 - Template Letters - Refer to Another Public Authority Template](#))
- You should not forward a request addressed to MOD directly to another Government Department for answer even if you have reason to believe that they may hold the information requested.
- **You must ensure that you have taken into account whether or not it is appropriate for you to 'neither confirm nor deny' (NCND) whether you hold the information before confirming that you do not hold it.** ([See Section 3 – FOI Exemptions s23/s24](#))