



# Ministry of Defence

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Ref: FOI2015/08112

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13 October 2015

Thank you for your email of 16 September 2015 requesting the following information:

*"1) Between May 2010 and August 2015, how many such folders have been purchased by the DfT?"*

*2) What different words has been embossed on these folders and how many of each folder has been purchased. For example, how many folders saying 'Minister of State', 'Secretary of State for Defence' or 'Parliamentary Under-Secretary of State for Defence' on the front have been purchased?"*

*3) From which company are these folders purchased from and have any previous companies been used in the past?"*

*4) How many of these folders have been reported as lost or missing between May 2010 and August 2015?"*

I am treating your correspondence as a request for information under the Freedom of Information Act 2000 (FOIA).

A search for the information has now been completed within the Ministry of Defence, and I can confirm that some information in scope of your request is held as the Ministry of Defence. I will answer your questions in order.

1. Between May 2010 and August 2015 four Ministerial Folders have been purchased.
2. The gold blocked text consists of two of folders for each of the following sets of wording:
  - "MINISTER OF STATE FOR THE ARMED FORCES"
  - "MINISTER OF STATE FOR DEFENCE PERSONNEL WELFARE AND VETERANS"
3. We purchase our folders from Eximedia UK Ltd.
4. There have been no reported incidents of Ministerial Folders being lost or stolen in the time period specified.

If you are not satisfied with this response or you wish to complain about any aspect of the handling of your request, then you should contact me in the first instance. If informal resolution is not possible and you are still dissatisfied then you may apply for an independent internal review by contacting the Information Rights Compliance team, 1<sup>st</sup> Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail CIO-FOI-IR@mod.uk). Please note that any request for an internal review must

be made within 40 working days of the date on which the attempt to reach informal resolution has come to an end.

If you remain dissatisfied following an internal review, you may take your complaint to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not investigate your case until the MOD internal review process has been completed. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website, <https://ico.org.uk/>

Yours sincerely,

Top Office Group Business Manager Deputy