



Foreign &  
Commonwealth  
Office

**Knowledge and Technology  
Directorate**  
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14 July 2015

## **FREEDOM OF INFORMATION ACT 2000 – REQUEST REF: 0568-15**

Thank you for your email of 16 June asking for information under the Freedom of Information Act (FOIA) 2000. You asked:

1. *Does the FCO have a policy relating to the disposal of documents, and in particular of diary records? Please interpret “disposal” as having the meaning defined at paragraph 12.1 of the Lord Chancellor’s Code of Practice on the management of records issued under section 46 of the Freedom of Information Act 2000*
2. *If so, please provide me with this policy.*
3. *Does the FCO have disposal or retention schedules as per paragraph 12.5 of the Lord Chancellor’s Code of Practice above?*
4. *If so, please provide me with the schedule or schedules relevant to the information I am seeking as per the attached FOI response.*
5. *In the alternative and on the assumption the FCO does not have schedules per the above, please provide me with:*
  - a. *The date on which the information I am seeking was disposed of;*
  - b. *The manner in which the material was disposed of; and*
  - c. *The reason for which it was disposed of.*

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 answers to your questions are as follows

Q1 and Q2: Yes we do have a policy relating to the disposal of documents as per the Lord Chancellor's Code of Practice on the management of records. On ministerial diaries, our current policy is to retain them for one year after the departure of the Minister and a copy of our current retention/disposal policy is attached.

Q3 and Q4: The section of the attached retention and disposal schedule relevant to the information you are seeking is headed 'Private Office Papers' and states that Ministerial engagement diaries are retained for 1 year.

Q5: Please see the response to Q3 and Q4 above.

Once an FOI request is answered, it is considered to be in the public domain. To promote transparency, we may now publish the response and any material released on [gov.uk](http://gov.uk) in the [FOI releases](#) section. All personal information in the letter will be removed before publishing.

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Yours sincerely

Information Policy Manager  
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