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| REDACTED | Area G-G  OAG  Victoria Quay  Edinburgh EH6 6QQ  Date 15.03.16 |

Dear REDACTED

**Freedom of Information Request**

Thank you for your email of 03 March 2016 requesting information under the Freedom of Information Act 2000 (FOIA).  You asked:

1. Do you currently allow employees to have personal parcels delivered to the workplace from external sources?

2. If you currently do not allow personal parcel deliveries to the workplace, (i) did you allow this in the past, and if so, (ii) when was this been discontinued, and (iii) why was it discontinued?

3. Please provide figures for the number of parcels delivered to the workplace for each year from 2010-2016 inclusive.

4. Please provide figures for the estimated cost of processing all mail and parcel deliveries to the workplace each year from 2010-2016 inclusive. I would also like a breakdown of the costs involved in processing parcel deliveries at the workplace.

5. If there has been an increase in mail/parcel volumes to the workplace over the past five years, what measures do you have in place to manage this rising demand?

6. Please provide any correspondence circulated to employees regarding parcel deliveries to the workplace.

In answer to question 1, employees of the Office of the Advocate General (OAG) are allowed to have personal parcels delivered to their workplace. We do not hold any of the information you have requested for questions 3,4,5,& 6.

The larger part of the Office of the Advocate General (OAG) is based in Victoria Quay, a Scottish Governement (SG) building. Any questions relating to numbers and costs ofmail and parcel deliveries to Victoria Quay should be directed to the SG. Other OAG staff are based in Dover House, Whitehall and the responsibility for mail deliveries to Dover House belongs to Cabinet Office.

The links below will take you to the websites for the Scottish Governement and the Cabinet Office.

<http://www.gov.scot/About/Information/FOI>

<https://www.gov.uk/contact/foi>

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You may, if dissatisfied with the treatment of your request, ask the Office of the Advocate General to conduct an internal review of its decision.  The internal review will be conducted by someone other than the person who took the initial decision.  Requests for internal review should be addressed to the Information Officer, Office the Advocate General, Victoria Quay, Edinburgh, EH6 6QQ.

If following the internal review you remain dissatisfied with the treatment of your request by OAG then you may take your complaint to the Information Commissioner, whose address is Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.  Details of the complaints procedure can be found here:

<http://www.ico.gov.uk/complaints/freedom_of_information.aspx>

Yours sincerely

REDACTED