



Foreign &  
Commonwealth  
Office

**Foreign Secretary's Office**  
Foreign and Commonwealth Office  
King Charles Street  
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Website: <https://www.gov.uk>

30 September 2015

**FREEDOM OF INFORMATION ACT 2000 REQUEST REF: 0916-15**

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

*Secretaries of State, Ministers of State and Parliamentary Under Secretaries of State have their departmental papers put in A4 leather folders with a golden Royal cipher on the front and their title in golden writing below. A picture of such a folder can be found here:*

<http://www.dailyherald.com/storyimage/DA/20130830/news/708309899/EP/1/1/EP-708309899.jpg&updated=201308301051&MaxW=800&maxH=800&updated=201308301051&noorder>

*Information I wish to know:*

- 1) Between May 2010 and August 2015, how many such folders have been purchased by the Foreign and C O?*
- 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 Foreign and Commonwealth Affairs' or 'Parliamentary Under-Secretary of State for Africa' 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 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 and answers to your questions are detailed below.

- 1) The Foreign & Commonwealth Office has ordered 11 folders between May 2010 and August 2015.
- 2) The Foreign Office ordered one folder with the wording 'Parliamentary Under-Secretary of State' and ten folders with the wording 'Secretary of State for Foreign & Commonwealth Affairs'.
- 3) The sole provider of these folders (and any previous ones) has been Barrow and Gale.
- 4) No folders have been reported lost or stolen.

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.

Yours sincerely,

Foreign Secretary's Office  
Foreign and Commonwealth Office



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