



KEELE UNIVERSITY
FREEDOM OF INFORMATION ACT
 and
Environmental Information Regulations
INFORMATION REQUEST TRACKING

This form is designed to assist in logging and tracking requests for information under the Freedom of Information Act (and Environmental Information Regulations) and should be attached to the request.

APPLICANT DETAILS

Name:

Body/Organisation if known:

TYPE: FOI EIR Both FOI & EIR

Category of info:

BRIEF DESCRIPTION OF INFORMATION REQUESTED

REQUEST TRACKING

Action	Date	Name of FOI Officer dealing with request
Request Sent by Applicant:		
Request Received by Keele:		
Deadline (date received + 20 working days):		
Clarification sought: Clarification received: New deadline: (20 working days is put on hold whilst awaiting clarification)		
Outcome:		
Exemption(s) or Exception applied, if info refused:		
Response sent:		
Number of working days taken to respond:		
Query about response:		
Responded to:		
Complaint Received:		
Responded to:		

Internal complaints procedure invoked? Complaint investigated by ICO?

Other comments: