

[REDACTED]

From: [REDACTED]
Sent: 09 November 2012 17:04
To: [REDACTED]
Cc: Alex Jary; Belinda Brown
Subject: Correspondence FOI request

All,

A quick update on the remaining actions for the correspondence FOI request.

Action list:

1. Test needed for time taken to identify and print correspondence relating to MPs sharing rental accommodation
 - [REDACTED] to complete test of active and historical leases (agreed this will be Monday)
2. Correspondence relating to proposed rental agreements/claims where we had to consider whether they were within the rules:
 - Keyword search of correspondence:
 - **Keywords are confirmed as:** cleaning, cleaner, connected party, garden, furniture, dependent, accommodation budget
 - [REDACTED] has confirmed that the search can only be carried out on the Outlook Info inbox, which contains correspondence dated back to November 2010
 - [REDACTED] to conduct search and identify relevant correspondence
 - 'Not paid' claims
 - [REDACTED] to run a report for 'not paid' associated expenditure to identify relevant MPs
 - [REDACTED] to check relevant correspondence against those MPs

Cheers,

[REDACTED]