

[REDACTED]

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**From:** [REDACTED]  
**Sent:** 30 October 2012 13:04  
**To:** Belinda Brown; Alex Jary; [REDACTED]  
**Subject:** Correspondence FOI request meeting, 30 October 2012

**CORRESPONDENCE FOI REQUEST**

30 October 2012, 11:30am

Action list:

1. Keyword search of correspondence for proposed rental agreements/claims that may be outside the Scheme
  - [REDACTED] confirm categories of 'outside the Scheme' for accommodation (speak to policy)
  - [REDACTED] agree keywords for search of above
  - [REDACTED] communicate with requestor to confirm approach
  - [REDACTED] conduct search and identify relevant correspondence
2. 'Not paid' rental claims
  - [REDACTED] run report on 'not paid' lines for accommodation (rental only)
  - [REDACTED] check relevant MPs against correspondence
3. Policy's decision log
  - [REDACTED] check any relevant decisions
4. Individual cases
  - [REDACTED] pull out correspondence relating to [REDACTED] and [REDACTED] (urgent)
  - [REDACTED] pull out correspondence relating to [REDACTED] and [REDACTED]