

[REDACTED]

From: [REDACTED]
Sent: 27 November 2012 14:28
To: [REDACTED] Belinda Brown
Cc: Alex Jary
Subject: RE: Correspondence FOI request
Attachments: Timings for FOI key word search; Untitled

Dear All

Please find attached a report from the expenses system of all not paid lines under accommodation.

There are in total 375 lines that were not paid under accommodation since May 2010.

In order to search relevant correspondence relating to the not paid lines, we would need to do the following:

1. Search form number in CRM/outlook.
2. Save searches in a folder on a shared drive
3. Print off relevant emails as part of the FOI response

There may also be some correspondence in the notes field of each form. [REDACTED] is currently seeing whether we can download this from the expenses system and link the notes to the not paid lines. This will avoid us having to click in each form to get the notes. Once I have this I will circulate an updated report for not paid lines.

[REDACTED] suggested, as a result of the recent word search that was carried out, it would take about 5 min to search each not paid form number and save the relevant emails on the shared drive (see email attached). Therefore based on this my calculation of the time it would take to get the correspondence relating to each of the not paid lines would be:

$375 \times 5 \text{ min} = 1875 \text{ min} = 31 \text{ hrs.} 25 \text{ min}$

[REDACTED]
Validation Team Leader

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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]