

Freedom of Information Act



Model publication scheme: Checklist for public authorities

Information Commissioner's Office
Promoting public access to official information
and protecting your personal information

The Freedom of Information Act requires every public authority to adopt and maintain a publication scheme which has been approved by the Information Commissioner, and to publish information in accordance with the scheme.

From 1 January 2009, there will be **one approved model scheme** which all authorities will need to adopt. Approval for existing schemes will expire on 31 December 2008. The model scheme and guidance are available on our website.

| Name: | |
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| We have agreed to adopt the ICO's model publication scheme on 1 January 2009 | |
| We have identified the information we hold which is covered by the definition document or model guide to information for our sector | |
| We have decided whether any of this information can be legitimately withheld from publication and have recorded our reasons | |
| Information will be published on-line and free of charge where possible | |
| We have decided how information not provided on-line can be made available and have agreed any charges | |
| Members of the public can easily find out what information we make routinely available and how to access it. If necessary, the model guide to information has been completed | |
| Staff are aware of the publication scheme and the authority's obligations | |
| There is a named individual, or individuals in each department / team, who has lead responsibility for providing information routinely | |
| There are procedures for updating or replacing outdated information | |
| New information will be considered for publication according to the guide to information | |
| The guide to information will be reviewed regularly to ensure it includes all the information which is held and which is or should be routinely made available | |

Existing authorities should operate the new scheme from 1 January 2009. Authorities established after 1 November 2008 will have 60 days to comply from when they are created. Authorities which do not have an approved publication scheme or do not make information available in accordance with it will be in breach of the Freedom of Information Act.

This checklist is for guidance only. It does NOT need to be submitted to the ICO.