IMPS (Information Management & Policy Services)

University of Reading

Freedom of Information Request Form

This form is designed to assist in requesting information under Freedom of Information (FOI). You are not obliged to use the form, but it should help you structure your request. For the University's FOI policy see www.reading.ac.uk/freedom-of-information-policy.

APPLICANT DETAILS	
*Name	
*Postal/email address	
Phone/Fax number	

* This information is essential so we can process the your request

ABOUT THE INFORMATION YOU REQUIRE
Is the information likely to be found in specific University documentation e.g. minutes?
Is the information referred to on the University web site? If 'yes', please provide the URL.
Is the information you require held by a specific unit in the University? If 'yes', which?
Has the information been previously supplied to you? If 'yes', please provide details.

DESCRIPTION OF THE INFORMATION YOUR REQUIRE
Please describe the information in your own words giving as much detail as possible
(Continue on separate sheets if necessary)

FORMAT OF INFORMATION
Please specify how you would like the information to be supplied, e.g. paper or email.
We will endeavour to supply information in the format of your choice, however there may be a cost associated with this – please refer to the University's full Freedom of Information policy www.reading.ac.uk/freedom-of-information-policy for details.

PLEASE SEND COMPLETED FORMS TO: IMPS (Information Management & Policy Services), University of Reading, Room 225, Whiteknights House, PO Box 217, Reading, RG6 6AH imps@reading.ac.uk