

FOI 15397

Request

Thank you for your response to my FOI, reference number: 15316.

Please find attached spreadsheet with the forms highlighted in yellow that I would like blank copies of from your Liquid Logic system.

Response

The Council does not hold the information requested.

Section 84 of the Freedom of Information Act 2000 ("the Act") defines "information" as information recorded in any form. There are no blank forms held in Liquid Logic and therefore the Council can confirm under s1(1)(a) of the Act that it does not hold information of the description specified in the request.

In order to provide copies of the forms used, the Council would need to create dummy accounts for each individual form and then extract those from the system. [ICO Guidance](#) is clear that the Act only applies to information that a public authority already holds in recorded form at the time of a request. If you don't hold a particular piece of information that someone has asked for, you don't have to create it. Nor are you required to ask a third party for the information, unless they hold it on your behalf.

Please note also that it is likely that creating such dummy forms would likely exceed 18 hours and the Council would therefore not be obliged to comply with your request under s12 of the Act.