The Freedom of Information Act 2000 provides a general right of access to all recorded information held by Kent County Council or by external parties working on behalf of the council, regardless of whether the information is owned by the Council or not. The Act applies to information held in any recorded format both paper and electronic, for example: minutes, diaries, word documents, emails, photographs, videos, CDs etc.

Requests for information must be made in writing (which also includes email and fax) to the Information Resilience and Transparency Team who coordinate KCC’s formal requests for information.

- By email: freedomofinformation@kent.gov.uk
- By post: Information Resilience & Transparency Team, Kent County Council, Room 2.71, Sessions House, County Hall, Maidstone. ME14 1XQ
- By fax: 01622 696075

The Information Resilience and Transparency Team, with the help of Library Managers, will ensure that responses are compliant with legislation and are managed within the statutory 20 working days deadline. This means:

- Telling the applicant in writing whether or not KCC holds the information they have asked for, and if it does
- To provide that information to the applicant in the format of their choice subject to any exemptions to disclosure that may apply.

However, as our approach to delivering sustainable library services is based on a desire to work closely with local communities to shape their future library provision, it is our ambition to be transparent and share as much information as possible, proactively with the public without the need for submission of a formal request. In this light, and in view of the limited number of occasions where exemptions to the release of information are permitted, it is safest we all assume that any recorded information may well be released to the public in the future.

All information and records for “Delivering Sustainable Libraries” will be kept in electronic format. There will be one central point for storing this documentation which will be set up using SharePoint.

For further information: http://www.kent.gov.uk/your_council/contact_us/access_to_information.aspx