



Our Ref: 001157/21

Your Ref:

Address Correspondence to: Information Management

Date 14 May 2021

Freedom of Information Act 2000

I write further to your request for information received 06/04/2021.

I note you seek access to the following information:

Under the Freedom of Information Act (2000), please can you provide me (via email) with the very specific information held on Police records. As such, my request comes in two parts, as outlined below.

1. *I would like an Excel spreadsheet please, listing records of all FOI requests (and associated information on a record-by-record basis) received in your FOI department by this Police Force between 1/1/2015 and 1/1/2021. If you do not hold data that goes as far back as 1/1/2015, please provide data as far back as that which is held. Please present the data in a specific format of 5 columns as explained below:*
 - Column 1 = Reference number of FOI request*
 - Column 2 = Request type (i.e. FOI request, Internal Review, ICO Complaint, Tribunal etc.)*
 - Column 3 = Date Received*
 - Column 4 = Date Closed*
 - Column 5 = Outcome (e. g. Partial NCND, Refused Vexatious, Withdrawn, Full etc.)*
 - a. *Please can you confirm whether the detailed content and response of ALL received FOI requests are published on your website? If this is not the case, do you have a policy as to which FOIs are not published on your website. E.g. Do you only publish responses that are FULL and NOT vexatious? Is this policy able for me and others to access please?*
 - b. *Is your Information Management department solely reliant on the above spreadsheet to ascertain the dates on which specific FOI requests were received and closed? Could a manual extraction of individual records be carried out, if necessary, should any human errors (explicit in the above spreadsheet) be identified? For how long is the information on FOI dates (received and closed) stored, prior to it being permanently deleted from all your records?*
2. *In the context of historical audio (but not video) recordings of Police interviews under caution and voluntary recorded interviews at Police stations, I understand that a historic handwritten ledger log exists for the movement of all master audio tapes from the stores at each Police station (where such interviews have taken*

place) to other venues, usually for the purpose of copying master tapes, breaking the seals, taking a copy for Subject Access etc.

I understand that in more recent times, with the advent of technology, full audio/visual records are now stored in the vast majority of Police stations and this process has been fully automated, thereby eradicating any possibility of any human error in terms of the input or absence of dates recorded in the future.

Up until the time by which cassette audio tapes were no longer being used at the Police station named below, and for a period of up to 5 years prior to that point (provided this data remains accessible), please can you state

- a. The 5 year period in question;*
- b. How many tape movements are listed in the records over this period;*
- c. How many records have an entry for "Date out" but not one for "Date in";*
- d. How many records have an entry for "Date in" but not one for "Date out";*
- e. How many records have an absence for both "Date in" and "Date out";*

I would like to examine the period of time on a record-by-record basis for how long each of these tapes is away from storage. I am not expecting you to do any calculations, nor provide any third party data, nor provide any reference numbers relating to any personal data.

What I would like is simply a copy of this historic ledger log for a specific Police station – stating only dates out and dates in, and if possible, in each case, any reason for the movement of tapes if this is held (in each case), such as "Prosecution" or "Defence" or "Subject Access".

Police Station of interest: Bull Head St, Wigston LE18 1WX

Following receipt of your request, searches were conducted within Leicestershire Police to locate information relevant to your request.

Your request for information has now been considered and the information asked for is as follows: -

1. Please see attached spreadsheet containing the information requested.
 - a. FOI responses have been routinely published on the website since August 2020. They were previously published on our old website however when Leicestershire Police moved to Single Online Home we were unable to back record convert these and the uploading of responses was delayed when we first started with Single Online Home. All response are uploaded apart from those where the request included personal details, and vexatious. There is no written policy for this.
 - b. Leicestershire Police are not in any way reliant on this spreadsheet as this is not a working spreadsheet. This is an extract from our recording system, stored as a spreadsheet to facilitate your request. We work from our recording system and can perform a manual review of any record if necessary.
2. Leicestershire Police established their archives in 2003, prior to this the majority of tapes were stored with the tape librarian, however a very small number were kept on area. When the archive was established all tapes from area and the librarian were collected and placed in the archives. During this they were all logged as per Code E of PACE:

6 Master Recording security (a) General 6.1 The officer in charge of each police station at which interviews with suspects are recorded or as the case may be, where recordings of interviews carried out elsewhere than at a police station are held, shall make arrangements for master recordings to be kept securely

and their movements accounted for on the same basis as material which may be used for evidential purposes, in accordance with force standing orders.

As such, on completion of the interview the master tape(s) and workers (if not required by the interviewing officer) of the interview were placed into a secure bag in the custody suite and collected by the force courier and taken to Archives where the details were entered onto a spreadsheet with the appropriate details which included, date of the interview date booked in and any movement of the tapes.

The opening and resealing of the master tape if required for any reason was completed in strict compliance of Code E of PACE.

In October 2015 the Force went Live with Evidence Works- digital interview recording which meant that all interviews were then held on a data base and the relevant data recorded at the time of the interview.

- a. The 5 year period in question is October 2010 – October 2015.
- b. 2010 – 5030 I/V TAPES, 633 VOL TAPES
2011- 2321 I/V TAPES, 474 VOL TAPES
2012 – 11 I/V TAPES, 19 VOL TAPES. The reason that the numbers are so low is that this was the year the recording of interviews moved away from having a divisional reference all had a Force reference number so it is not possible to identify Wigston specifically.
2013 transition from tapes to discs
- c. Please see information detailed under question 2.
- d. Please see information detailed under question 2.
- e. Please see information detailed under question 2.

Please see attached spreadsheet containing the tracking of these tapes as requested. Please note that some information has been redacted due to be considered exempt by virtue of Section 40 (2).

Section 40 (2) – Personal Information

Section 40(2) is a class based absolute exemption and as such legislators have identified that there would be harm in disclosure and there is no requirement to evidence this or consider the public interest test. However, as Section 40(2) is engaged and in order to make the exemption absolute we need to evidence that a data protection principle would be breached by disclosure. In this case it would not be fair to process confidential information which could lead to the identification of an individual, therefore the first principle of the Data Protection Act would be breached.

Leicestershire Police provides you the right to ask for a re-examination of your request under its review procedure. Letters should be addressed to Information Manager, Corporate Services Department at the above address. If you decide to request such a review and having followed the Force's full process you are still dissatisfied, then you have the right to direct your comments to the Information Commissioner who will give it consideration.

Yours sincerely

Freedom of Information Officer
Leicestershire Police

Leicestershire Police in complying with their statutory duty under sections 1 and 11 of the Freedom of Information Act 2000 to release the enclosed information will not breach the Copyright, Designs and Patents Act 1988. However, the rights of the copyright owner of the enclosed information will continue to be protected by law.

Applications for the copyright owner's written permission to reproduce any part of the attached information should be addressed to The Information Manager, Leicestershire Police Headquarters, St. Johns, Enderby, Leicester LE19 2BX.