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DAO(GEN)09/01

27 July 2001

Dear Accounting Officer

SUPPLYING INFORMATION, AND LICENSING ITS REPRODUCTION AND RE-USE:

PUBLICATION OF “CHARGES FOR INFORMATION: WHEN AND HOW GUIDANCE for GOVERNMENT DEPARTMENTS and OTHER CROWN BODIES”

Purpose of this DAO letter

To advise government departments and other Crown bodies that:

- **the guidance document “Charges for Information: When and How - Guidance for Government Departments and other Crown Bodies - July 2001” has been placed on the Treasury public website at www.hm-treasury.gov.uk/guid.html**
- **this updates and replaces drafts of guidance on charges for information previously circulating in departments and other Crown bodies earlier this year.**

Action: Departments should draw this letter to the attention of finance, publications, records, information managers, and other relevant colleagues and should ensure that it is seen by any agencies, trading funds, or other Crown bodies for which they are responsible. All organisations covered by the guidance should apply paragraphs 1-32 where appropriate, but in paragraphs 33-43 the procedure to follow may differ according to whether the organisation is, or is not, a trading fund.

The guidance

2. The guidance on “Charging for Information: When and How” is for government departments (including next steps agencies and trading funds) and other bodies which



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have Crown status. It concerns information which is subject to **Crown copyright** or where the copyright is owned by the Crown. It:

- Sets out the context of pro-active release of information generally and of planning for the future implementation of *the Freedom of Information Act*; but
- Is largely concerned with the implementation, which started 1 April this year, of the decisions about improving the supply and licensing of Crown copyright information announced after last year's *Review of Government Information*, part of the Cross-Cutting Review of the Knowledge Economy in the Spending Review 2000 (www.hm-treasury.gov.uk/sr2000/associated/index.html).

3. There are comparatively few substantive changes compared to earlier draft versions. The main ones were the addition of a foreword, the revision of paragraphs 12-15 on copyright in the April version, and the reflection of the announced transfer of responsibility for Freedom of Information from the Home Secretary to the Lord Chancellor in this July edition.

4. A list of bodies subject to Crown copyright can be found on the HMSO website www.hmso.gov.uk/crownbod.htm

Enquiries

5. Enquiries about the guidance regarding when and how to charge should be addressed to Derek Fowler (e-mail: derek.fowler@hm-treasury.gsi.gov.uk fax: 0207 270 4311, telephone: 020- 270-5314, GTN 270-5314) or Mary King (e-mail: mary.king@hm-treasury.gsi.gov.uk fax: 0207 270 4311, telephone: 0207- 270-5315, GTN 270-5315)

6. Queries about Crown copyright licensing should be addressed to Jim Wretham at HMSO (e-mail: jim.wretham@cabinet-office.x.gsi.gov.uk fax: 01603 723000 telephone: 01603 723001).

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