

**On the 1<sup>st</sup> January 2005  
our work changed for  
ever....**

Belfast Education and Library Board



From that date the  
**Freedom of Information  
Act**  
became law.....

It gives everyone the right of  
access to any information we  
hold...

**YOU** must respond to written requests within 20 working days....

There are very few limited  
exemptions preventing  
disclosure...

Some of the exemptions must  
be put to a **“public interest”**  
test....

This Act affects **everyone!**

The background is a smooth blue gradient, transitioning from a lighter blue at the top to a darker blue at the bottom. On the left side, there is a bright sun flare that creates a white and yellow glow, with rays of light extending across the sky. The overall effect is serene and expansive.

What must you do?

Invite your Freedom of  
Information Manager to talk  
to your Management Team  
or staff meeting to learn  
more....

Contact:

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Could **YOU** find all relevant records held in response to a request, within 20 working days?...

You need to make time to  
make that a **"YES"**