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Attention of Department	Rt Hon Mark Drakeford First Minister of Wales
Address	Welsh Government 5th Floor Ty Hywel Cardiff Bay CF99 1NA
Your Reference	
My Reference	FOI/WG/WJ/01
Date	19 May 2020
Subject	Freedom of Information Act 2000 - Administrative Process

Dear First Minister

I would be grateful if you could arrange to review the way requests for information under the "Freedom of Information Act 2000" are processed by Welsh Government.

It is normal practice for public authorities to acknowledge receipt of requests for information and to provide a reference number. Is there any particular reason why your "F O I team" are not in a position to do so. I take the view that this would help to improve the standard of service provided. I assume technology is available for auto-acknowledgements to be issued.

Currently requests are being forwarded to the following email address: *freedomofinformation@gov.wales*
No acknowledgement or reference number is provided.

I look forward to the outcome of your review at your earliest convenience. Thank you.

Yours sincerely

W Jones