

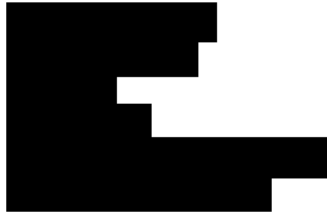


University of East Anglia

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30 November 2015

Dear 

**Freedom of Information Act 2000 – Information request (ref: FOI\_15-246)**

We have now considered your request of 17 November 2015 for the following information:

- 1) *The total amount spent on Christmas lights for the years 2014, 2013 and 2012.*
- 2) *The total amount spent on Christmas decorations (including trees and other decorations such as Christmas wreaths) for the years 2014, 2013 and 2012.*

Thank you for your help in refining this request to '*...information on Christmas decoration expenditure from the Estates department and the cost of the library building tree.*'

As requested, our response is in the accompanying Excel file 'FOI\_15-246 Appendix A'. We hope this information meets your requirements, but if not you have the right of appeal against this response. If you wish to appeal, please set out in writing your reasons for appealing and send to the above address. You must appeal within 60 calendar days of the date of this letter. Any appeal received after that date will not be considered nor acknowledged. This policy has been reviewed and approved by the Information Commissioner's Office.

You also have a subsequent right of appeal to the Information Commissioner's Office. Further information is available on their website:

[https://ico.org.uk/Global/contact\\_us](https://ico.org.uk/Global/contact_us), or by telephone on 0303 123 1113.

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Please quote our reference given at the head of this letter in all correspondence.

Yours sincerely

Ellen Paterson  
Information Policy and Compliance Manager  
University of East Anglia