

The Royal Armouries publication scheme

One of the aims of the Freedom of Information Act is that all public authorities should be clear and proactive about the information they make available. Section 19 of the Act requires each authority to adopt a publication scheme which sets out the classes of information the authority publishes or intends to publish and the manner in which they will be published. The Royal Armouries has adopted the model publication scheme, prepared by the Information Commissioner in line with most other public authorities. A copy of the model publication scheme may be viewed on the Information Commissioner's website

<https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf>

Much of the information which the Royal Armouries publishes, and which falls within the broad classes of information in the model publication scheme, is available online via the Royal Armouries website. Most of these classes of information, such as 'Who we are and what we do' and 'What we spend and how we spend it' may be found in the **About Us** and **Governance** sections of the website. By contrast, details of 'The services we offer' may be found throughout the whole of the website.

Information in an electronic format can be downloaded from the Royal Armouries' website free of charge. For those without access to the website, a single print-out as on the website is available from the Museum's general enquiry address. However, requests for multiple print-outs, for copies of documents no longer available on the website, or for hard-copy publications which are normally available for purchase only, may attract a charge. Applicants will be informed if a cost is involved at the time a request is made.