

28 July 2025

FOI Ref 21557

Request - You asked us the following:

A blank copy or template of any form(s) currently used by Staffordshire Police for the submission of digital devices or digital exhibits to your Digital Forensics Unit (e.g. mobile phones, computers, tablets).

This may include local versions of the MG21 form, or any other documentation routinely used to request digital forensic examinations.

This request is made solely for academic research purposes as part of a postgraduate study in Digital Forensic Investigation. I am not requesting any case-sensitive or operationally sensitive content- the purpose is to analyse the design and structure of the form only.

If available, I would be grateful to receive:

- * Any local guidance or instructional materials provided to officers completing the form.
- * Confirmation of whether your force uses the national MG21 template, or a locally adapted version.

We received your request on 09/07/2025 and have processed this under the Freedom of Information Act (FOIA).

Staffordshire Police's response to your enquiry is as follows:

Staffordshire Police holds/does not hold the requested information.

- A blank copy or template of any form(s) currently used by Staffordshire Police for the submission of digital devices or digital exhibits to your Digital Forensics Unit (e.g. mobile phones, computers, tablets). – **Disclosed, please see the accompanying file titled 'FOI 21557 Digital Device Submission Form Data.PDF'.**

If available, I would be grateful to receive:

- Any local guidance or instructional materials provided to officers completing the form. – **No information held.**
- Confirmation of whether your force uses the national MG21 template, or a locally adapted version. – **Disclosed, Staffordshire Police do not use the MG21 submission form.**

Please note that this data has been provided to the best of our ability, subject to the limitation of current recording protocols and systems/software.

Every effort is made to ensure that the data presented is accurate and complete. However, it is important to note that this has been extracted from multiple sources, developed for specific policing purposes, for which data extraction methods have not been specifically designed to directly correlate with the terminology of this request. Therefore, the data presented is subject to the inaccuracies and idiosyncrasies inherent in any large-scale recording system.

As a consequence, care should be taken in the interpretation and presentation of this data, so as to not misrepresent the whole or any part of the data disclosed.

Please be advised that all Freedom of Information request responses are published on the Staffordshire Police website although personal details are not included.

Freedom of Information Request Appeals Procedure

1. Who Can Ask for a Review

Any person who has requested information from Staffordshire Police, which has been dealt with under the Freedom of Information Act, is entitled to complain and request an internal review, if they are dissatisfied with the response they received.

2. How to Request a Review

Requests for review of a Freedom of Information request must be made in writing within two months of the date of receipt of this email, and should be addressed to:

foi@staffordshire.police.uk

Or by Post to:

Central Disclosure Unit
Staffordshire Police HQ
PO Box 3167
Stafford
ST16 9JZ

The reference number, date of the request and details of why the review is being requested must be included. Requests for review should be brought to the attention of the Central Disclosure Unit within two months of the Force's response to the original FOI request.

3. Review Procedure

Receipt of a request for review will be acknowledged in writing. The review will be conducted by another Decision Maker who is independent from the original Decision Maker. The Central Disclosure Unit will set a target date for a response. The response will be made as soon as is practicable with the intention to complete the review within 20 working days. In more complex cases the review may take up to 40 working days.

The independent Decision Maker will conduct a review of the handling of the request for information and of decisions taken, including decisions taken about where the public interest lies in respect of exempt



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information where applicable. The review enables a re-evaluation of the case, taking into account the matters raised by the complaint.

4. Conclusion of the Appeal

On completion of the review the Independent Decision maker will reply to the complainant with the result of the review. If the complainant is still dissatisfied following the review they should contact the Information Commissioner to make an appeal. The Information Commissioner can be contacted via the following details:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

ICO Website for complaints link: <https://ico.org.uk/make-a-complaint/foi-and-eir-complaints/foi-and-eir-complaints/>

Freedom of Information
Central Disclosure Unit