

Template letter 10

Releasing the information in an alternative form

[Date]

[Name and address of requester]

Dear [name]

Official information request for [brief detail of subject matter of request]

I refer to your official information request dated [date] for [brief detail of the subject matter of the request].

Your request is an administratively challenging one to deal with. [Describe the difficulty involved in meeting the request, including details about the volume of information involved, the estimated time required to make the information available, and the impact on the agency's other operations].

In light of this, we have decided to meet your request by [specify manner in which information will be made available eg, inspection, excerpt or summary, oral briefing] in preference to providing copies of the full information you have requested. We are permitted to do this under section [16(2) of the OIA / 15(2) of the LGOIMA] because otherwise it would impair the efficient administration of [agency name].

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

If you wish to discuss this decision with us, please feel free to contact [details of contact person].

Yours sincerely

[Name]