

Template letter 11

Refusal letter under section 18(f) OIA / section 17(f) LGOIMA

[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].

Due to the substantial amount of work that would be required to research and collate the information you have requested, we are refusing your request under section [18(f) of the OIA / 17(f) of the LGOIMA]. [Describe the difficulty involved in meeting the request, including details about the volume of information involved, the estimated time required to find and bring it together, and the impact on the agency's other operations].

We have considered whether charging or extending the timeframe for responding to your request would help, as required by section [18A of the OIA / 17A of the LGOIMA]. However, [explain why charging or extending would not help].

We have consulted [or considered consulting] with you, as required by section [18B of the OIA / 17B of the LGOIMA]. However, [detail attempts at consultation and why this has not resolved the difficulty, or explain why consultation would not help].

[Use if meeting the request in another way]

While we cannot meet your exact request, we are able to [detail other way in which you are endeavouring to meet the request].

[Use in all cases]

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]. [Contact person] is able to provide further assistance should you be willing to change or refine your request.

Yours sincerely

[Name]