

Template letter 17

Information not held—no obligation to create it

[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].

The [OIA/LGOIMA] enables people to request official information from [Ministers and agencies/local government agencies], including [agency name]. However, the [OIA/LGOIMA] only applies to information that is already held by [agency name]. There is no obligation on [agency name] to create information in order to respond to a request.

The information you are seeking in this case is not held by [agency name] but would need to be created in order to respond to your request. [Explain the agency's reasons for believing the information would need to be created].

I am therefore refusing your request under section [18(g) of the OIA/17(g) of the LGOIMA], because [agency name] does not hold any official information.

I am, however, able to advise that [provide any information or explanation that is reasonable to provide in the circumstances].

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.

Yours sincerely

[Name]