

Template letter 20

Refusal letter under section 18(g) OIA / section 17(g) LGOIMA— Information not held

[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].

Unfortunately, we do not hold the information you requested, and we cannot think of any other agency that would hold it, or whose functions would be more closely connected to it.

[Explain the steps taken to try to locate the information and/or the reasons why the information is not held].

I am therefore refusing your request under section [18(g) of the OIA / 17(g) of the LGOIMA] because the information is not held.

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

Yours sincerely

[Name]