

Template letter 8

Consultation with requester before relying on 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 subject matter of request].

Your request as currently framed will be very difficult to meet without substantial collation or research. [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].

Unless your request is amended, we may have to refuse it under section [18(f) of the OIA / 17(f) of the LGOIMA], which applies where the information cannot be made available without substantial collation or research.

Please let us know before [insert date that will enable the agency to meet its statutory obligation to make and communicate its decision on the request no later than 20 working days after it was received] whether you are prepared to amend or clarify your request and, if so, how. [Set out any options that may address the agency's difficulty in meeting the request, including charging and extension, and provide contact details of a member of staff who can assist].

[Use only where the letter is sent within seven working days of receipt of the original request]

Please note, if you do amend or clarify your request, this will be considered to be a new request for the purpose of calculating the maximum statutory timeframe for response—see section [15(1AA) of the OIA / 13(7) of the LGOIMA].

Yours sincerely

[Name]