



27 November 2019

Chris Johnston

By email: fyi-request-11558-f977706d@requests.fyi.org.nz

Dear Chris

Official information request for information on the University's compliance with the OIA & Public Records Act

I refer to your request for information under the Official Information Act 1982 (the Act) dated 30 October 2019:

“...please provide records for:

OIA

- *The business processes and training materials for servicing OIA Requests*
- *Any Audits (internal or external) that relate to OIA compliance*
- *The latest reporting (e.g. KPIs or Dashboard) that quantifies OIA compliance*
- *Ombudsman's decisions about OIA requests declined by VUW*

Public Records Act

- *The business processes and training materials for complying with the Public Records Act*
- *Any Audits (internal or external) that relate to Public Records Act compliance*
- *Any reporting or KPIs that detail what Retention and Disposal activities have occurred in the last period reported on.*

Information Architecture

- *High level information architecture document for VUW that describes the main technologies, products and partners that are used - with the main focus on:*
 - *Record Search capability*
 - *Retention and Disposal capability”*

The Act requires that we advise you of our decision on your request no later than 20 working days after the day we received your request. Unfortunately, it will not be possible to meet that time limit and we are therefore writing to notify you of an extension of the time to make our decision, to 5 December 2019.

This extension is necessary because consultations necessary to make a decision on your request are such that a proper response cannot reasonably be made within the original time limit.

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 me at oiarequests@vuw.ac.nz.

Yours sincerely

A handwritten signature in black ink that reads "G Tawharu". The signature is written in a cursive, flowing style.

Georgia Tawharu

Adviser, Information Access and Copyright