

20170165



9 May 2017

Ben

[fyi-request-5842-2b962bad@requests.fyi.org.nz](mailto:fyi-request-5842-2b962bad@requests.fyi.org.nz)

Dear Ben

On behalf of Gabriel Makhlouf, Secretary to the Treasury, I acknowledge receipt of your letter requesting:

*"I therefore request the following information under the OIA:*

*\* Copies of the current policy, procedure, manual or other process document that records the Treasury's process or processes for handling and deciding requests under the OIA; and*

*\* Any diagram or flowchart of the Treasury's process or processes (if any have been created);*

*\* Copies of any template response letters that form part of the Treasury's process or processes (if any have been created).*

*If you need any more information from me please let me know as soon as possible. For the avoidance of doubt, this request does NOT seek drafts or previous policies."*

Your request was received by the Treasury on 9 May 2017 and will be dealt with in accordance with the provisions of the Official Information Act.

To confirm your eligibility to make a request under section 12 of the Official Information Act, please reply by return email giving your personal email and postal address. This will also enable us to contact you promptly should clarification of your request be necessary.

Treasury will use the information you provide to establish your eligibility or clarify your request. The information you provide will be subject to the requirements of the Privacy Act 1993 and the Official Information Act 1982.

Yours sincerely

*Owen Thornber*

Owen Thornber  
Research Analyst



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