

23 July 2020

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Dear Shane Gibson

I refer to your email of 14 July 2020 in which you request the following under the Official Information Act 1982 (OIA):

"Please provide an extract of data from the system you currently use to track information requests submitted under the Official Information Act 1982.

The extract should be in a machine readable form. This means either via a publicly accessible API or file in csv or JSON format.

The extract should have the following details in a single row for each request that was submitted:

- The title of the request.*
- The date your organisation received the request*
- The date of the final response from your organisation to that request, or the date you closed the request*

To reduce the effort required by your organisation I am requesting records for the date range that the data is available in your OIA tracking system. For example if your OIA tracking system only holds two years of records then I am requesting data for those two years."

The Ministry has a central record that tracks the date an OIA request was received and the date the Ministry provided a decision on the request. In some cases, in accordance with the Act, information is released without undue delay shortly after that date. Our records provide an individual identification number for each OIA request.

To avoid needing to review the individual titles and responses of each OIA request for information that may need to be withheld under the Act, e.g. information relating to privacy, and to expedite a response to you, we propose providing you with information for the last three years with each OIA's unique identification number, the date the request was received, and the date a decision was provided.

Can you please advise by 30 July 2020 whether this proposal is acceptable to you.

You have the right under section 28(3) of the OIA to seek a review of this response by the Ombudsman.

Yours sincerely



Julie-Anne Lee
for Secretary of Foreign Affairs and Trade