

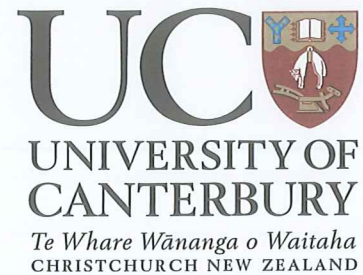
## Office of the Registrar

Information and Records Management

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6 August 2014

Dan Hawke

By e-mail: Dan Hawke <[fyi-request-1790-39edba5c@requests.fyi.org.nz](mailto:fyi-request-1790-39edba5c@requests.fyi.org.nz)>

Dear Dan,

### **OFFICIAL INFORMATION ACT REQUEST 14.24**

I refer to your recent e-mail request for information on OIA requests received by the University of Canterbury. Your request is answered as follows.

Can you please provide the following information for the twelve months of 1 July 2013 -30 June 2014:

**1. The number of OIA requests received in this period.**

There were 39 OIA requests that our office has tracked during this period.

**2. Of these requests, the number for which extra charges were proposed under Section 18A.1. (a) of the OIA ("Requests involving substantial collation or research").**

Of these requests charges were proposed for approximately six of them, though we often suggest to the requestor that they refine their request (to mitigate substantial collation or research) before we would impose any charges. The majority of requests we receive are for statistical figures about Student EFTs/Headcount which we have readily available and can respond easily. Due to the vast and organic nature of the University, often the responses are not so easy or straightforward to compile. Where any response would place undue time/research/collation time on our staff then we would suggest a charge under the guideline below.

**3. Any internal guidance you use when deciding whether an OIA request may involve substantial collation or research, including any staff time or cost limits that you have for these requests.**

We follow the guidelines as laid out by Section 1 'Procedures' of the University of Canterbury Official Information Policy, and by the Charging Guidelines for Official Information Act 1982 Requests as laid out by the Ministry of Justice— both available online here:

UC Official Information Policy

<http://www.canterbury.ac.nz/ucpolicy/GetPolicy.aspx?file=Official-Information-Policy.pdf>

Ministry Charging Guidelines

<http://www.justice.govt.nz/publications/global-publications/c/ministry-of-justice-charging-guidelines-for-official-information-act-1982-requests-18-march-2002>

Yours faithfully

A handwritten signature in blue ink, appearing to read 'AKerr', written in a cursive style.

Anita Kerr  
**Senior Information Advisor**