

23 March 2016

J Sullivan

Dear J Sullivan

Official information request regarding policies and guidelines

I am in receipt of your email of 22 March 2016 requesting a copy of Ministry policies and guidelines pertaining to the capture, preservation and storage of ministerial and departmental communications and correspondence.

I have enclosed the Ministry's Records Management Policy. I trust this information is of assistance. You have the right, however, under section 28(3) of the Act, to complain to the Office of the Ombudsmen if you are dissatisfied with this response. They can be contacted at: Office of the Ombudsmen, PO Box 10152, Wellington.

Yours sincerely



Tina Wakefield
Chief Information Officer