

12 December 2016

Chris Gousmett
fyi-request-4896-626d625c@requests.fyi.org.nz

Dear Mr Gousmett

REQUEST FOR INFORMATION

I refer to your request of 4 November 2016 in which you asked for '*copies of all training materials, policies, guidelines and any other material provided to any staff (sworn or un-sworn) relating to the handling of Official Information Act requests.*'

I have considered your request in accordance with the Official Information Act 1982. I **enclose** a copy of the following two chapters of the Police Manual and two further documents on guidelines for handling requests for official information:

- Disclosing personal and official information
- Disclosure under the Official Information Act 1982 (OIA)
- Guidelines for processing information requests.
- Peer reviewing a response to an Official Information Act request.

Yours sincerely



Teresa McMahon
Team Leader: Ministerial Services