



12/1658/4

3 September 2012

Mr Alex Harris
fyi-request-493-4406a3a9@requests.fyi.org.nz

Dear Mr Harris

I refer to your official Information Act request for the department's policy or guidelines for handling and processing Official Information Act requests.

I enclose a copy of "*Guidelines for processing information requests*" and a set of guidelines under the heading of "*Disclosing personal and official information*".

Yours sincerely

Scott Spackman
Inspector
Manager - Legal

Safer Communities Together

POLICE NATIONAL HEADQUARTERS

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