



5 DEC 2017



On 16 November 2017, you emailed the Ministry requesting, under the Official Information Act 1982, information regarding the recordkeeping practices of government agencies.

Please find enclosed the Ministry's response to your survey. I hope you find this information helpful.

If you wish to discuss this response with us, please feel free to contact OIA_Requests@msd.govt.nz.

If you are not satisfied with this response, you have the right to seek an investigation and review by the Ombudsman. Information about how to make a complaint is available at www.ombudsman.parliament.nz or 0800 802 602.

Yours sincerely

PP

David Dundon-Smith
General Manager Ministerial and Executive Services

Question	Answer
1. As at October 16th, 2017, what is the total number of FTE OIA staff employed by your department/agency?	This function is handled by various staff members and changes depending on the subject
2. As at October 16th, 2017, what is the total public sector work experience (in terms of years) your agency's FTE OIA staff have among them? (Please do not include the work experience of the supervisor/team leader/manager of your agency's OIA hub.)	Unable to answer this question, please refer to our answer to question 1
3. As at October 16th, 2017, what is the total public sector work experience (in terms of years) your agency's OIA hub supervisor/team leader/manager have?	Unable to answer this question, please refer to our answer to question 1
4. Do any of your agency's FTE OIA staff have tertiary qualifications?	Yes
5. Do any of your department/agency's FTE OIA staff have, or are currently studying towards, qualifications in information management?	Unable to answer this question, please refer to our answer to question 1
6. Does the supervisor/team leader/manager of your OIA hub have, or is currently studying towards, a qualification information management training?	No
7. Does your department/agency offer any OIA training?	Yes
8. What is the nature of the OIA training offered?	Internal training
9. How many hours does it take to complete the OIA training?	Depends on the issue, staff member and their past experience
10. Is the supervisor/team leader/manager of your OIA hub required to complete the OIA training?	No
11. Is OIA training offered to all department/agency staff as part of their induction?	No
12. Does your department/agency have an electronic management system for tracking OIA requests? If you answered Yes, please proceed to question 13. If you answered No, please proceed to question 26.	Yes

The following questions have been answered over the reporting period 1 October 2016 to 31 October 2017. Information regarding mid-month dates is not centrally recorded.

Question	Answer
13. How many OIA requests did your department/agency receive in total?	573
14. How many OIA requests did your department/agency receive from Members of Parliament or their staff or their political party's staff?	117
15. Of the number of OIA requests received from Members of Parliament or their staff or their political party's staff, how many were referred to a Minister for consultation/clearance prior to release?	The majority of requests were provided to a Minister prior to release
16. How many OIA requests did your department/agency receive from the media or bloggers?	162
17. Of the number of OIA requests received from the media or bloggers, how many were referred to a Minister for consultation/clearance prior to release?	The majority of requests were provided to a Minister prior to release
18. How many OIA requests were not decided and communicated within the maximum 20 working day statutory timeframe (or the extended timeframe notified in accordance with section 15A of the OIA)?	Unable to answer this question, this information is not centrally recorded for the period requested. The recording of this information was recently introduced
19. How many OIA requests were transferred under section 14 of the OIA?	Unable to answer this question, this information is not centrally recorded
20. Of the number of OIA requests transferred under section 14 of the OIA, how many transfers were to a Minister?	Unable to answer this question, this information is not centrally recorded
21. How many extensions to the maximum response time were notified under section 15A of the OIA?	143
22. How many OIA requests were decided as follows? Granted Refused in whole Refused in part Unable to answer this question	Unable to answer this question, this information is not centrally recorded

Question	Answer
<p>23. How many OIA requests were declined as follows:</p> <p>Cannot be made available without substantial collation and research [s 18(f)]:</p> <p>Information is not held by the department/agency [s 18(g)]</p> <p>Request is frivolous or vexatious [s 18(h)]</p> <p>Unable to answer this question.</p>	<p>Unable to answer this question, this information is not centrally recorded</p>
<p>24. What is the breakdown of OIA requests made via the following means:</p> <p>Posted/faxed letter:</p> <p>e-mail:</p> <p>Department/agency website:</p> <p>Telephone:</p> <p>Social media (e.g. Facebook, Twitter):</p> <p>FYI.org.nz:</p> <p>Other (please specify):</p> <p>Unable to answer this question.</p>	<p>Unable to answer this question, this information is not centrally recorded</p>
<p>25. Does your department/agency have an automated electronic system for managing information (e.g. an EDRMS or an Enterprise Content Management system)?</p> <p>If you answered Yes, please proceed to question 27.</p>	<p>Yes</p>
<p>26. Please provide details of the electronic system your department/agency uses for managing information.</p>	<p>EDRMS</p>