

Please read the Introduction – See [Introduction](#).

Section 15(1)(b) to (i) Refusal on Administrative Ground to Grant FOI Requests

Section	Information Required
15(1)(b)	<ul style="list-style-type: none"> • Have you assisted, or offered to assist, the requester with a view to amending the request for re-submission so that it no longer falls within section 15(1)(b)? If so, please show how such assistance was offered or provided and provide copies of the relevant communications. Please note that an FOI body cannot rely on section 15(1)(b) where it has not complied with this requirement. [Section 15(4) refers] • Please explain why in your view the request does not contain sufficient particulars to enable the record to be identified by the taking of reasonable steps.
15(1)(c)	<ul style="list-style-type: none"> • Have you assisted, or offered to assist, the requester with a view to amending the request for re-submission so that it no longer falls within section 15(1)(c)? If so, please show how such assistance was offered or provided and provide copies of the relevant communications. Please note that an FOI body cannot rely on section 15(1)(c) where it has not complied with this requirement. [Section 15(4) refers] • Describe the number or nature of the records/files that would have to be retrieved and/or examined in order to grant this request and the work needed (e.g. the hours of work and personnel involved) to do so. • Explain the basis on which you concluded that the retrieval and/or examination of records required would cause a substantial and unreasonable interference with or disruption of work of the FOI body (or of a particular functional area of the FOI body). • Describe how and where the records sought are stored or filed. Please also describe the relevant record management system or filing system concerned (including e.g. how the records are filed and retrieved). • Are the relevant records held electronically? If so, describe the computer/information system. Is there a facility on the system which enables electronic search or extraction of the records relevant to this request? • Describe the size, staffing level and work of your FOI body (or, where relevant, the functional area of the FOI body).

15(1)(d)	<ul style="list-style-type: none"> • Show how the information is already in the public domain.
15(1)(e)	<ul style="list-style-type: none"> • Explain the basis for concluding that publication of the record is required by law. • Show how it is intended that publication will be effected no later than 12 weeks after receipt of the request by the FOI body
15(1)(f)	<ul style="list-style-type: none"> • Show how it is intended that publication will be effected no later than 6 weeks after receipt of the request by the FOI body.
15(1)(g)	<ul style="list-style-type: none"> • Explain the reasons why you concluded that the request in this case is frivolous or vexatious or forms part of a pattern of manifestly unreasonable requests Provide details of the information relied on by you in reaching this conclusion. • Please also provide the following information : <ul style="list-style-type: none"> ○ the number of requests made by the requester (or anyone with whom, in your view, the requester was acting in concert) ○ details of the dates, nature and scope of the requests concerned ○ if relevant, please provide your view regarding the purpose of the requests made, the sequencing of the requests and/ or the intent of the requester.
15(1)(h)	<ul style="list-style-type: none"> • Provide details of the fee or deposit charged in this case or any previous case which has not been paid and include a copy of the notification(s) which was/ were given to the requester. • Confirm that the requester has not paid the fee(s) or deposit(s) charged. • Has the requester applied for a review of the decision to charge the fee(s) or deposit(s) or to charge the fee(s) or deposit(s) of that/those particular amount(s)? • Provide copies of any communications with the requester concerning the matter of the fee(s) or deposit(s) concerned.

15(1)(i)	<ul style="list-style-type: none">• Show how the records were already released to the requester or to a previous requester • Please<ul style="list-style-type: none">○ show that the records are available to the requesteror○ explain the basis on which you concluded that the requester is acting in concert with a previous requester.
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