



30 March 2017

Mr Rodney Malone  
Right to Know  
By email: [foi+request-3293-647a9538@righttoknow.org.au](mailto:foi+request-3293-647a9538@righttoknow.org.au)

Dear Mr Malone

### **Freedom of Information Request**

I refer to your request for access to documents relating to the National Archives Record Authority - Payment and Service Delivery Management. Your email was received by the Department of Human Services (the **department**) on 26 March 2017. I have considered your request under the *Freedom of Information Act 1982* (FOI Act).

Your request does not currently meet the requirements for the department to release documents to you through the FOI Act. Section 15(2)(b) requires you to provide such information to the department as is necessary to enable a responsible officer of the agency to identify documents.

As we have advised you in relation to your previous requests, LEX26195 and LEX26182, the FOI Act provides a mechanism for members of the public to request access to documents, Freedom of Information is not an avenue for general questions to be asked and answered.

If you would like to request a copy of a document from the department, including a document from your personal records, please clearly and specifically identify the document you are seeking. If you would like to make a request for your personal information via Right to Know please note that correspondence will be publically accessible.

If you have questions regarding National Archives' documents please email [archives@naa.gov.au](mailto:archives@naa.gov.au). You may also make a Freedom of Information request to the National Archives by emailing [foi@naa.gov.au](mailto:foi@naa.gov.au).

If you do not reply within 30 days from the date of this letter, I will understand that you no longer wish to proceed with the matter and I will consider the matter finalised.

### **Further assistance**

If you have any questions please email [FOI.LEGAL.TEAM@humanservices.gov.au](mailto:FOI.LEGAL.TEAM@humanservices.gov.au)

Yours sincerely

Charlotte

Authorised FOI Decision Maker  
FOI and Litigation Branch | Legal Services Division  
Department of Human Services