

15 February 2015



Australian
Broadcasting
Corporation

Mr/s Casey Briggs

Corporate Affairs

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By email: foi+request-888-3eede4a6@righttoknow.org.au

Dear Mr/s Briggs

FOI REQUEST - REFERENCE NUMBER 2015-004

I refer to your request for access to documents under the *Freedom of Information Act 1982* (the FOI Act) in your email of 26 January 2015. Specifically, you have sought access to the following documents:

"A copy of all documents that contain a reference to "Taylor Swift" or "Shake It Off" that was produced in January 2015 by staff of triple j.

In particular, I request all correspondence and documents relating to the decision to disqualify the Taylor Swift song 'Shake It Off' from the 2014 triple j Hottest 100.

I am writing to clarify the scope of your request so that I am able to effectively and efficiently identify and locate all relevant documents.

It is not clear on the face of your request whether the second paragraph is intended to refine the scope of the request from the broad reference to documents in the first paragraph to the specific documents described in the second. I assume this is the case, as the first part of the request is framed in quite broad terms.

In order to process your application it would also be useful if you could:

- Confirm that the scope of your request is the specific documents described in the second paragraph above; and
- narrow the time period of the request, for instance, to the two week period from 12 to 23 January 2015.

Once you have clarified the scope of your request, the 30-day processing period will commence.

Yours sincerely

A handwritten signature in blue ink that reads "J Maude".

Judith Maude
Head, Corporate Governance