



## OIA STATISTICS FAQs

### Question 7: The number of OIA requests completed by your agency

**FAQ 1 Do we include all OIA requests our agency received during the six-month reporting period?**

No. This question requests data on the number of OIA responses that were **completed** by your agency during the collection period (currently every six months). Note that this differs from the Select Committee question relating to the number of OIA requests.

**FAQ 2 What is meant by completed?**

Completed in the data means no further actions are required by the agency under the OIA (other than responding to any potential complaint to the Ombudsman). Completed requests include those transferred in full to another agency or office and those that were refused. It excludes requests that were withdrawn (see below).

**FAQ 3 Do we include OIA requests that have been received and responded to by our responsible Minister where information has been sought from our agency?**

No. The statistics collected only relate to requests received by and responded to by the agency.

**FAQ 4 Do we include OIA requests that were received and then withdrawn during the period?**

No.

**FAQ 5 Do we count OIA requests that our agency transferred to another agency or office for response?**

OIA requests that are transferred in full to another agency or office for response are counted if the transfer is completed during the period.

Where an OIA request is transferred in part to another agency, the receiving agency counts their part as a new OIA request, and the transferring agency counts the remaining part as an OIA request.

**FAQ 6 Do we include responses to media queries as completed OIA requests?**

Our expectation is a request should be logged and counted in your agency's statistics when it requires considered application of the provisions of the Official Information Act 1982.

If a media query fits this description i.e. it requires considered application of the provisions of the OIA, then it should be included. Not all media queries will be of this type, for example, where a media representative is seeking comment rather than information from the agency. Agencies should still be keeping their own record of those requests and decisions related to them. See the Public Service Commission's [Complying with the OIA-media responses](#) the Ombudsman's [Requesting official information - a brief guide for media](#).

Our aim is to ensure a fair and comparable view across agencies, particularly with respect to compliance with the OIA, so the definition needs to be carefully applied.