FOI Ref No: <<Reference\_Number>>

<<Current\_Date>>

<<Applicant\_Title>> <<Applicant\_Given\_Name>> <<Applicant\_Surname>>

<<Applicant\_Address1>>

<<Applicant\_Address2>>

<<Applicant\_Suburb>> <<Applicant\_State>> <<Applicant\_Postcode>>

Dear <<Applicant\_Title>> <<Applicant\_Surname>>

I refer to your application made under the *Freedom of Information Act 1991* (the FOI Act) received by this agency on <<Application\_Date\_Received>> seeking access to documents concerning <<Application\_Summary>>.

**Include either**

The Department of the Premier and Cabinet (DPC) deals with all FOI applications for Cabinet document*s* madeunderthe *Disclosure of Cabinet Documents 10 Years or Older* policy.

To allow your application to be processed promptly and in accordance with the *Disclosure of Cabinet Documents 10 Years or Older* policy, I have forwarded your application to the FOI Officer in DPC pursuant to section 16 of the FOI Act on the basis that Cabinet Office in DPC holds a complete set of all Cabinet documents that were submitted to Cabinet.

Your application was forwarded to DPC on <<Application\_Date\_Transferred>> for consideration and reply directly to you. Mr/Ms <<Application\_Transferred\_To\_FOI>> can be contacted on telephone number <<Agency\_Transferred\_To\_Phone>> should you require further information.

**OR**

The Department of the Premier and Cabinet (DPC) deals with access to all FOI applications for Cabinet document*s* between 10 and 20 years old under theGovernment’s *Disclosure of Cabinet Documents 10 Years or Older* policy. The enclosed brochure will explain the *Disclosure of Cabinet Documents 10 Years or Older* policy and how you can make an application. Applications made under this policy are free of charge. I have enclosed a cheque/refund for the application you made to this agency *(delete if not required)*.

Yours sincerely

Mr/Ms <<FOI\_Given\_Name>> <<FOI\_Surname>>

**Accredited FOI Officer**

<<FOI\_Agency>>

Encl: Brochure ‘*Accessing Records of the Cabinet of the South Australian Government’*