

Attachment VIII

Model decision for information disclosure

Decision No.
FOR INFORMATION DISCLOSURE

Ref. No.

To.....
(Full name of the requestor – individual or natural person)

Dear Sir/Madam,

In response to your access to information request filed on (date), I inform you of the following:

You will be provided with full access to the requested information in the preferred form.
(In case you are unable to disclose information in the form preferred by the requestor, you must inform him/her of the reasons:

We are unable to disclose the information in the preferred form, because of the following (technical) reasons: Access to information can be provided in the following form:

The access fees amount to....., which can be paid in the following way.....

Information will be available from to....., at(indicate the place where access to information will be provided).

Please, direct your further questions to (name and position of the responsible official or office) on the following phone number

Date.....

Signed by the official responsible for handling access to information requests: