Follow up or appeal an access decision

English translation of a request for Norwegian correctional authorities. Replace text in square brackets and delete options that do not apply. Send the request yourself to the correct unit; downloading sends nothing. Use a secure channel for sensitive information. Delete this guidance before submitting.

To: [body that handled the request]
From: [name]
Case number: [number]
Date: [date]

Follow-up of access request sent on [date]

I refer to my access request and [the response dated / the absence of a response as of date].

The following requested documents or information have not been addressed or disclosed: [list]. Please clarify whether the material does not exist, the search is incomplete, another unit administers it, or access is being refused. If access is refused, please state the specific legal basis and provide guidance on appeal.

[Retain if you wish to appeal: I appeal the refusal dated [date], received on [date], in respect of the following parts: [list]. I consider that access should be granted because [brief reasons]. I request reconsideration, including partial access and discretionary disclosure where applicable. If the refusal is upheld, please forward the appeal to the correct appeal authority and provide me with a copy of the referral.]

[For public access requests only: If the conditions in section 32, second paragraph, of offentleglova are met, I also appeal the absence of a response after five working days.]

Yours faithfully

[name]