

OFFICIAL INFORMATION ACT REQUEST - STANDARDS

Cover letter

Must be signed by the delegated decision maker and printed onto LINZ letter head.

Where information is refused or withheld, the reasons for doing so must be stated in the letter (including the withholding grounds).

Template provided by MSOC must be used.

Administration/process

The relevant OIA memo or coversheet must be completed and provided to the delegated decision maker for approval.

Release documents should be stored in a separate Objective folder labelled "Documents for release."

Documents for release

Redactions must be made securely. Use specialised software if available or see MSOC for guidance on how to make secure redactions without the software.

Redactions should be marked up with the applicable withholding ground/s.

Watermarks should be placed on all documents for release, but must not interfere with the readability of information.

Watermarks, where used, must read "Released under the Official Information Act 1982."

Where multiple documents are released, a table of documents should be included in either the cover letter or as a separate attachment (where appropriate, documents may be grouped together rather than listed separately e.g. emails).

Documents must be legible and of printable quality (300dpi).

Editable files e.g. Word, Excel should be converted to PDF.

If sending via email, single documents should be no greater than 15mb.