



PART OF THE MINISTRY OF JUSTICE

# OIA REDACTION SOFTWARE

## QUICK GUIDE

### PART 1 – PREPARING DOCUMENTS

#### STEP 1 Collate your documents

- From the *Combine* tab select *Merge Files into a single PDF...*

#### *Inserting additional documents*

- Select the *Document* tab and choose the *Insert Pages->From File...*

### PART 2 – HIGHLIGHTING FOR PEER REVIEW

#### STEP 2 Mark up sections for redaction

- On the *Advanced* tab, select *Redaction->Show Redaction Toolbar*.
- On the Redaction Toolbar select *Mark for Redactions*.
- Highlight the *Tools* tab and select *Comment & Markup->Text Box Tool*
- Click next to the area for redaction and drag to the closest blank space. A text box will appear. Type the reason you wish to withhold the section e.g. *s 9(2)(a)*.

#### **Search for words/phrases**

- Select the *Search and Redact* tab from the *Redaction* toolbar.

#### STEP 3 Add page numbering

- Select the *Document* tab and choose *Header & Footer -> Add....*
- In the *Page Number and Date Format* Box select "Page 1 of n" format from the *Page Number Format* dropdown.
- Click your mouse into the *Right Footer Text* space and click *Insert Page Number*.

#### STEP 4 Add document numbering

- From the *Tools* tab select *Comment & Markup->Text Box Tool*.

#### STEP 5 Send through peer review process

#### STEP 6 Compile Table of documents for release

- Use the *Table of Documents* template and compile the documents for release.

### PART 3 – PREPARING FINAL DOCUMENT

#### STEP 7 Apply final redactions

- On the Redaction Toolbar, select the *Apply Redactions* tab.

#### STEP 8 Adding the OIA release watermark

- On the *Document* Tab select *Watermark-> Add....*

#### STEP 9 Filing of OIA documents

- File the scanned final version of the OIA in the X:Drive and hole punch the physical copy ready for filing by you or support staff - as per filing arrangement in your specific team.

**NOTE:** See full guide for detailed instructions and advice on converting file types to PDF, peer reviewing using Adobe Reader and reasons for withholding information.

RELEASED UNDER THE OFFICIAL INFORMATION ACT 1982 7



**Office of Treaty Settlements**

Te Tari Whakatau Take e pā ana  
ki te Tiriti o Waitangi

PART OF THE MINISTRY OF JUSTICE

**GUIDE TO OIA REDACTION**

Version 1.61 May 2017

Page 1 of 41

RELEASED UNDER THE OFFICIAL INFORMATION ACT 1982 8

## CONTENTS

Overview

Page 3

### PART 1 – PREPARING DOCUMENTS

STEP 1 Collate your documents

Page 4

1.1 Inserting additional documents

Page 7

### PART 2 – HIGHLIGHTING FOR PEER REVIEW

STEP 2 Mark up sections for redaction

Page 10

2.1 Search for words/phrases

Page 15

STEP 3 Add page numbering

Page 19

STEP 4 Add document numbering

Page 23

STEP 5 Compile Table of documents for release

Page 27

STEP 6 Send through peer review process

Page 27

### PART 3 – PREPARING FINAL DOCUMENT

STEP 7 Apply final redactions

Page 28

STEP 8 Adding the OIA release watermark

Page 31

STEP 9 Filing of OIA documents

Page 32

APPENDIX ONE Converting file types to PDF

Page 33

APPENDIX TWO Peer reviewing using Adobe Reader

Page 38

APPENDIX THREE Reasons for withholding information

Page 40

Page 2 of 41

RELEASED UNDER THE OFFICIAL INFORMATION ACT 1982

## Overview

1. This guide is designed to step you through using Adobe Acrobat Pro to;
  - a. Provide a simple yet efficient way to mark and apply redactions to documents ; and
  - b. Produce a professional document to the requestor that is easy to orientate and visually consistent across the Office of Treaty Settlements and the wider Ministry of Justice.
2. If you have any questions about any of the steps or information in this guide, please contact Hamish Kirk at Section 9(2)(a)
3. **NOTE:** *Please remember to log off the computer when not in use and keep the OIA desk area tidy for the benefit of other users.*

RELEASED UNDER THE OFFICIAL INFORMATION ACT 1982



## PART ONE

### Step 1: Collate your documents

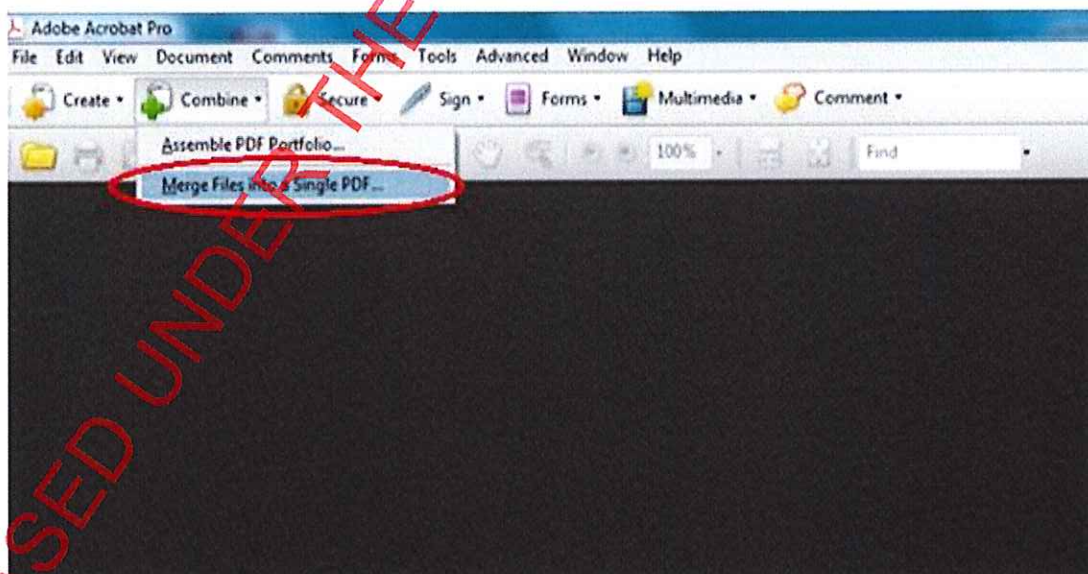
1. Ensure you have all your scoped documents in one folder on the relevant drive for your team. All documents must be in **PDF** format.
2. See **Appendix One** for further information on how to convert word and email files to PDF *and/or* how to remove protection from PDF/A type files.
3. If the following method fails to work, please print out all your documents and scan them all to PDF in the order you wish to send to the requestor.
4. Name each PDF chronologically with year/month/day format e.g.

"20160131\_Document x";

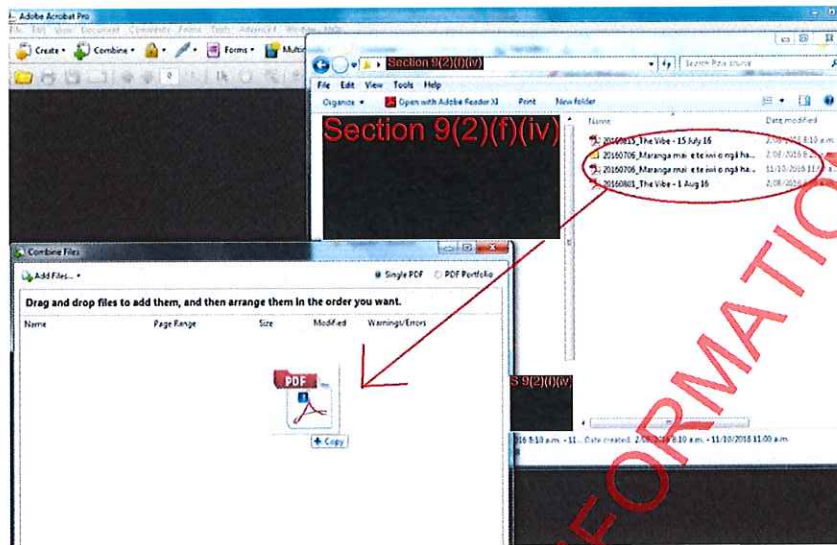
"20160317\_Document y";

"20140928\_Document z".

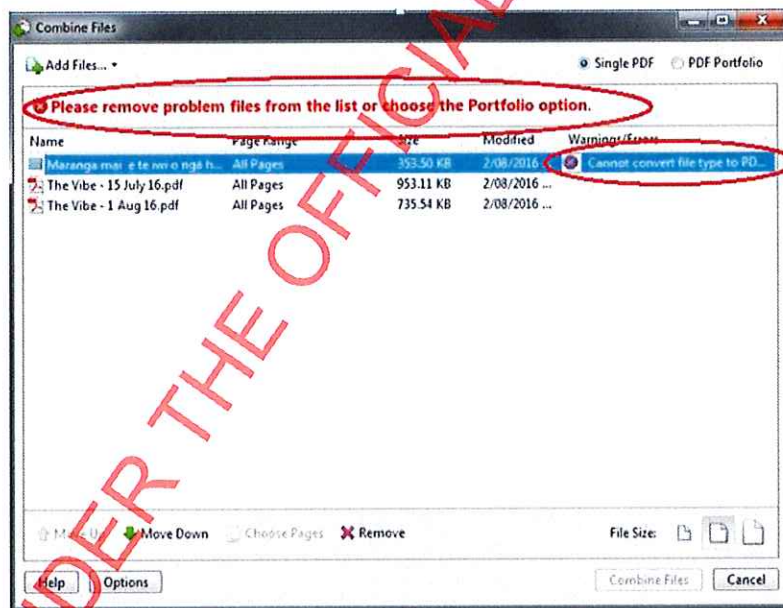
5. Make sure the PDFs are in chronological order from the oldest to the most recent document. This will help to arrange the PDFs in the correct order for the final document release.
6. Open Adobe Acrobat Pro. Ensure you have the application on full screen view – this allows for easier editing.
7. From the *Combine* tab select *Merge Files into a single PDF...*



8. Drag and drop all the relevant files for redaction in to the *Combine Files* box.

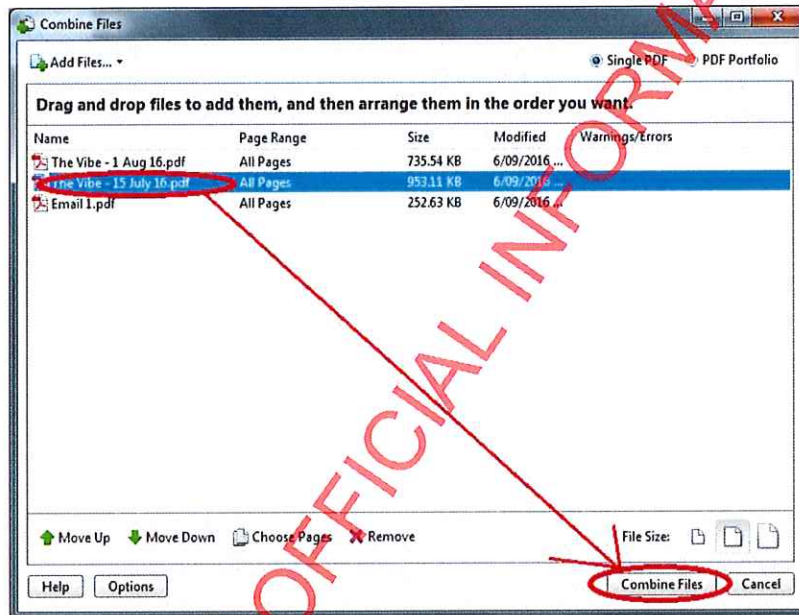


9. If any of your documents are not in PDF format (see 2 above) you will not be able to add them to the collated PDF and you will receive the following error.



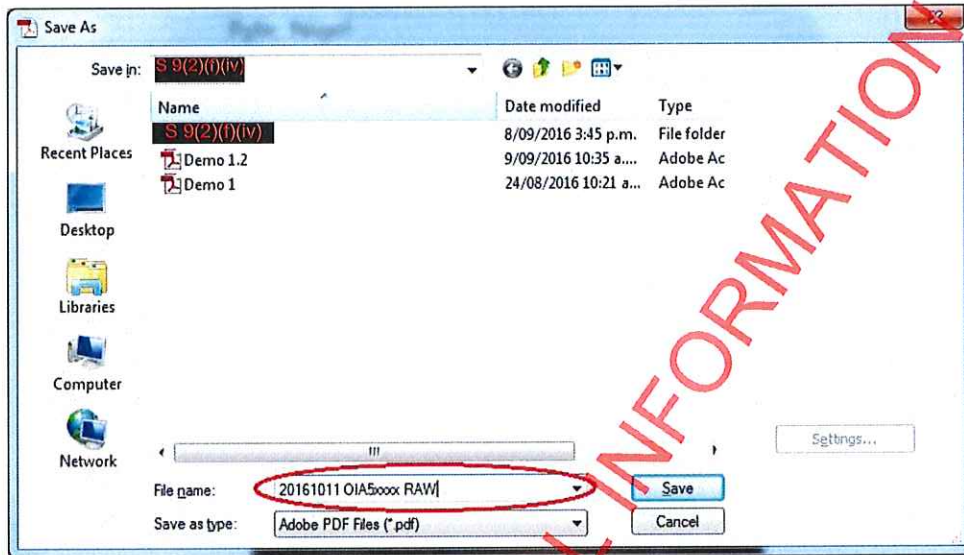
10. Files may show a warning but still be capable of being merged. The *Combine Files* button (in the bottom right hand corner in the diagram above) will be greyed out if Adobe Pro is unable to proceed.
11. Also check the length of the individual file names – Adobe Pro will fail to convert some files if the file name is too long.

12. Arrange the files in the correct order you wish to have them in for the final document release.
13. If you have labelled all your files chronologically as in Step 1(3) above they will already be in the correct order from oldest to most recent document.
14. You can arrange the files by simply clicking and dragging them into the order you want OR selecting the file you wish to move and clicking the *Move Up* or *Move Down* buttons (bottom left of screen).
15. Select *Combine Files* to combine all the documents as one PDF – your “collated PDF”.



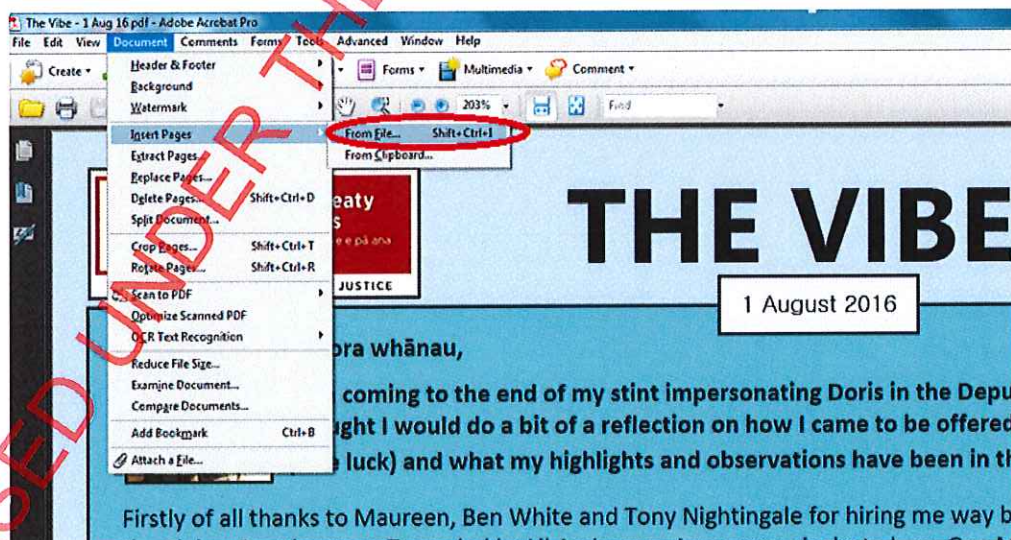


16. Name the file accordingly and select *Save* to keep a copy of the collated PDF.
17. Use the following format “YYYYMMDD – OIA 5XXXX – Stage of Review”.  
e.g. “20161031 OIA51234 RAW”.



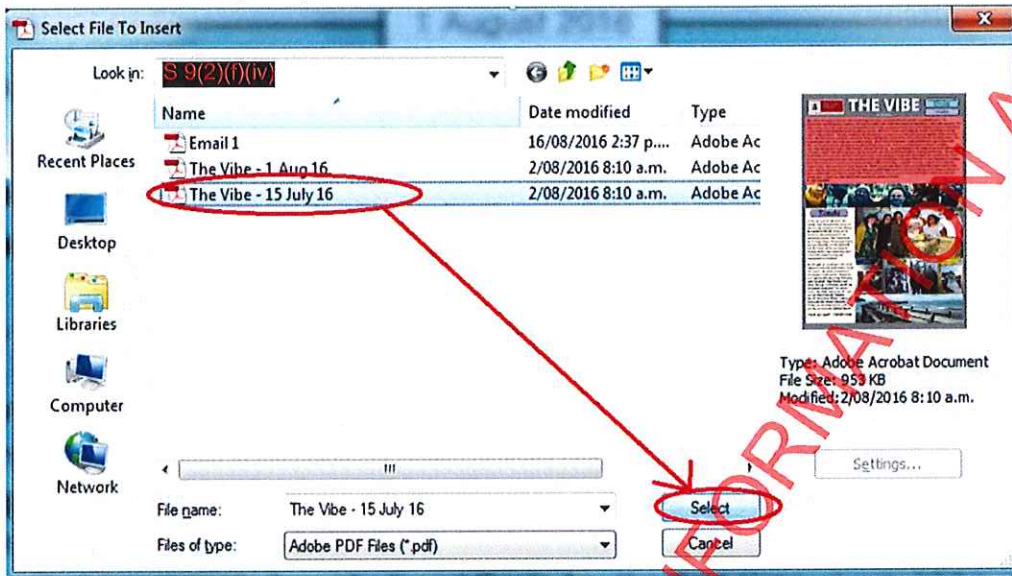
**Step 1.1 Inserting additional documents**

18. If you have documents you wish to add after you have already collated the PDF, first make sure you have the collated PDF containing your document(s) open.
19. Make a note of which page you want the document to appear.
20. Select the *Document* tab and choose the *Insert Pages->From File....*





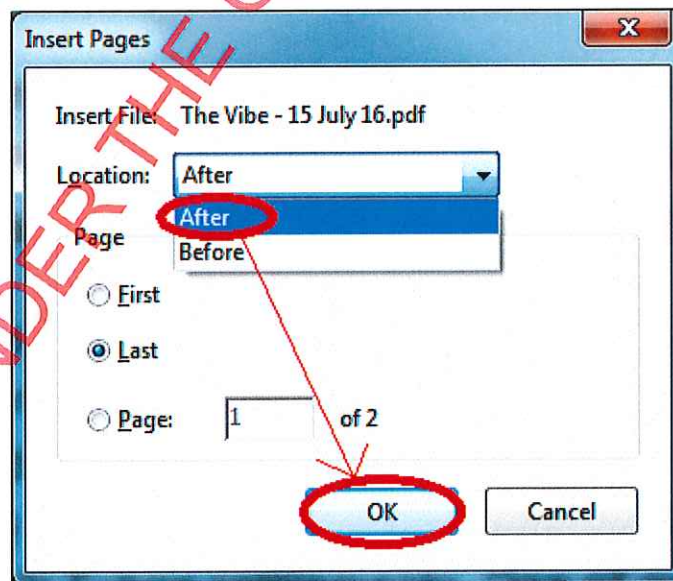
21. Select the document/PDF you wish to add to the collated PDF as below.



22. You will then be presented with the opportunity to decide where the document will appear in the collated PDF.

23. Choose *Before* or *After* from the *Location* dropdown depending on your preference.

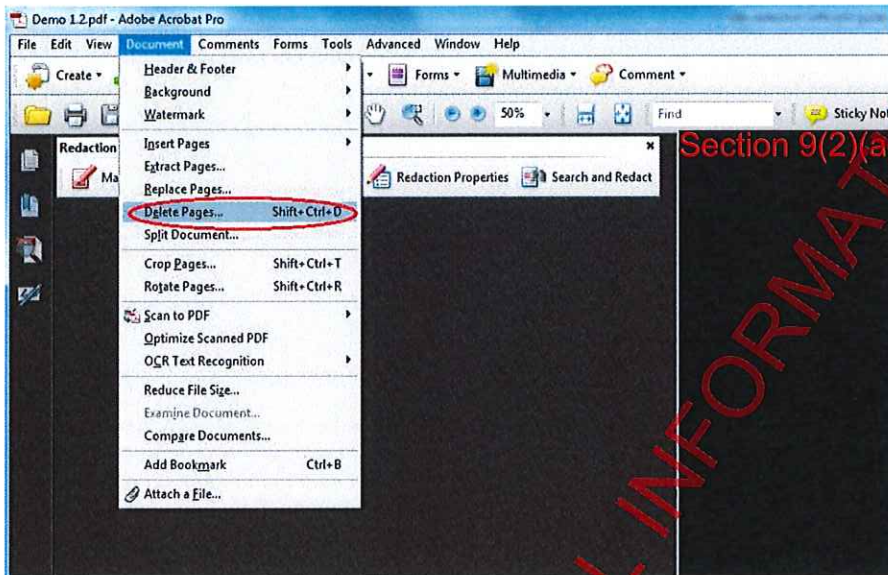
24. You may also specify whether you want the document to appear in relation to the first, last or a specific page.



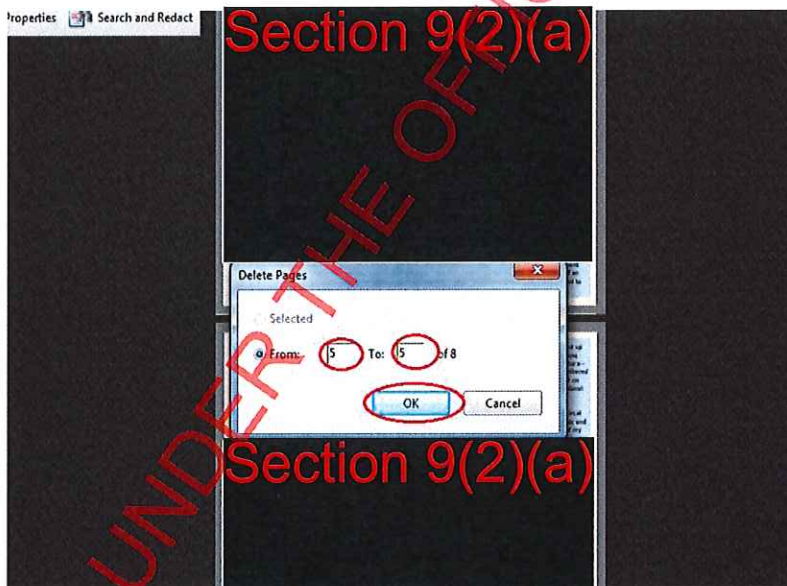
25. Repeat this step again until all relevant documents have been inserted in to the collated PDF.

26. **NOTE:** You may also use these functions to reorder the documents after completing redaction.

27. If you would like to remove a page select *Delete Pages* from the *Document* page.



28. Choose the page range and select *OK*.



29. The page order will be rearranged. You may need to update the page numbering (described below in Step 3).



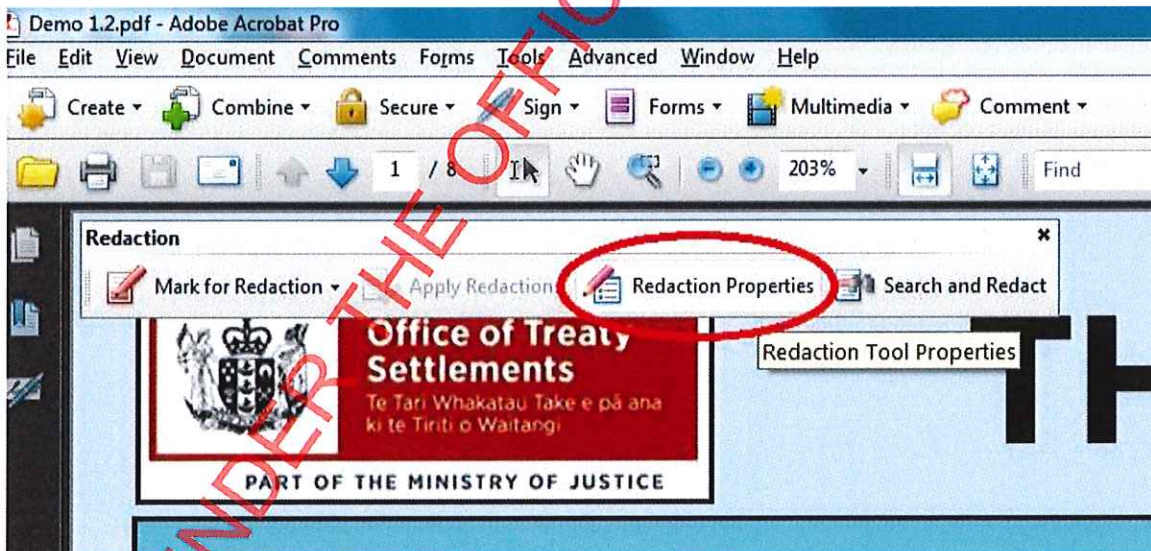
## PART TWO

### Step 2: Mark up sections for redaction

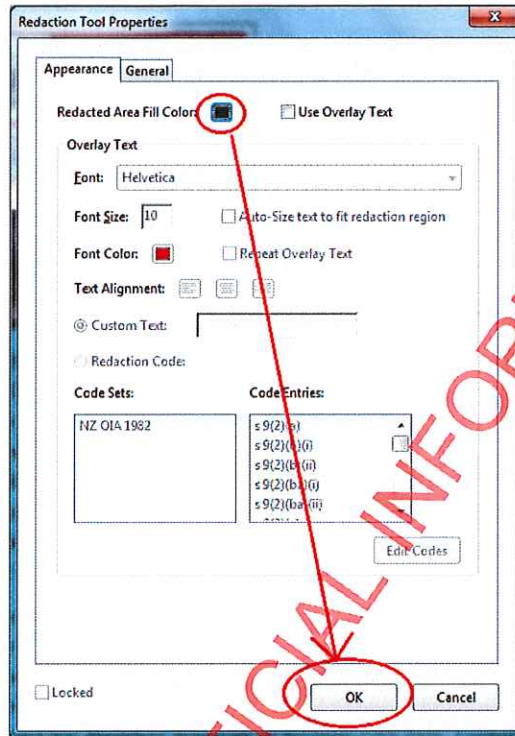
1. To begin marking up areas suggested for redaction go to the *Advanced* tab and select *Redaction* > *Show Redaction Toolbar*.



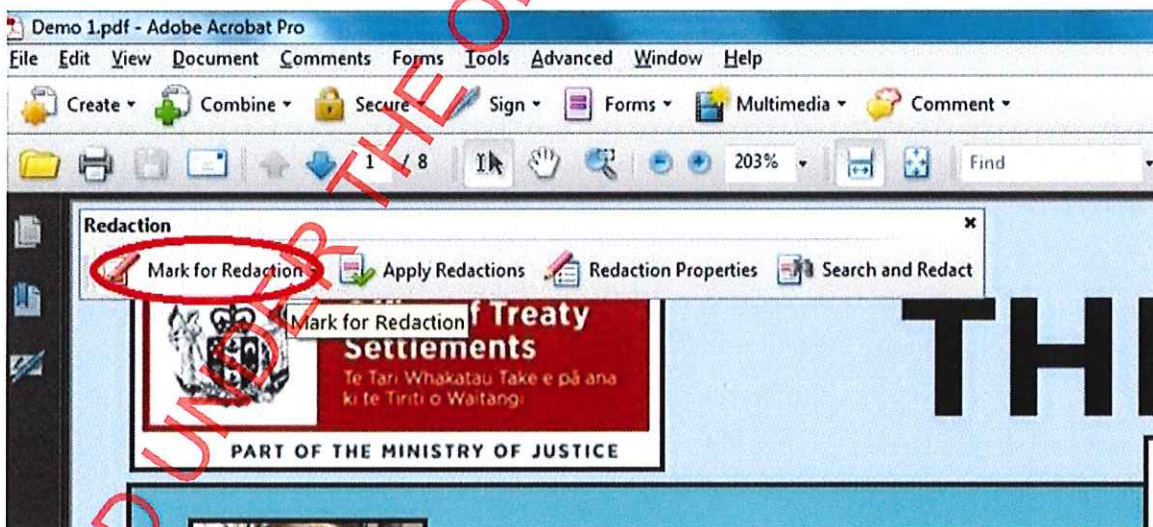
2. The Redaction Toolbar will now appear. Select *Redaction Properties* tab.



3. Select the *Redacted Area Fill Color* as black. NB: Black will be clearer to the requestor
4. Select OK to apply the changes to the Redaction Tool.

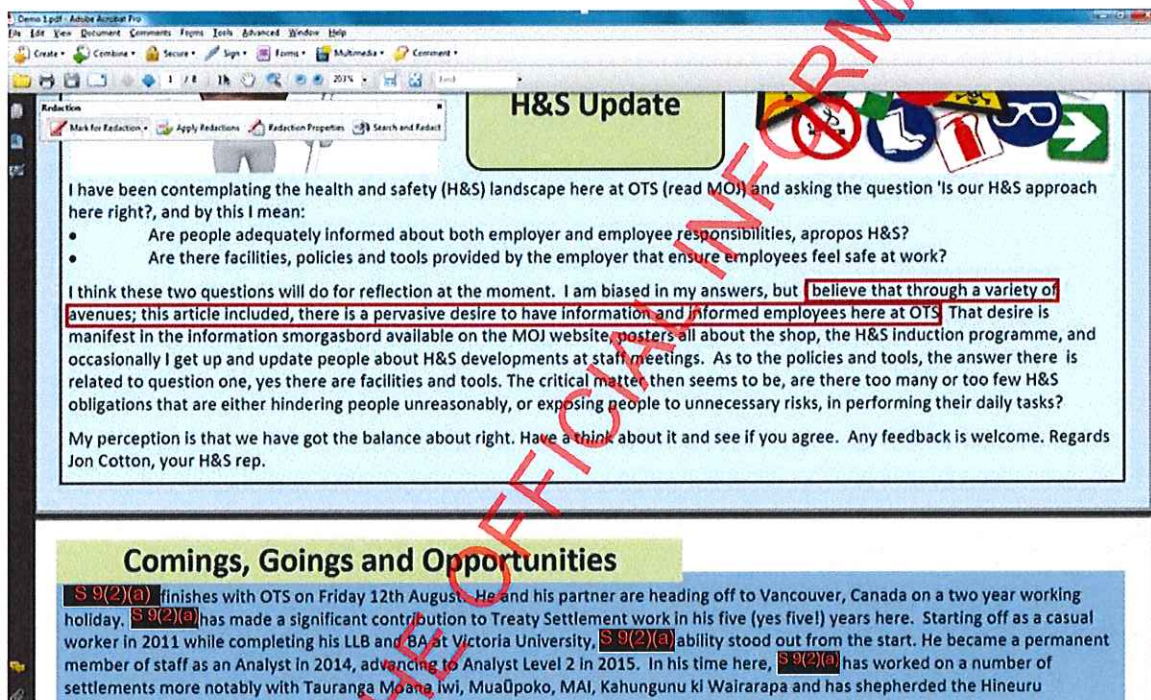


5. On the Redaction Toolbar select *Mark for Redactions*.



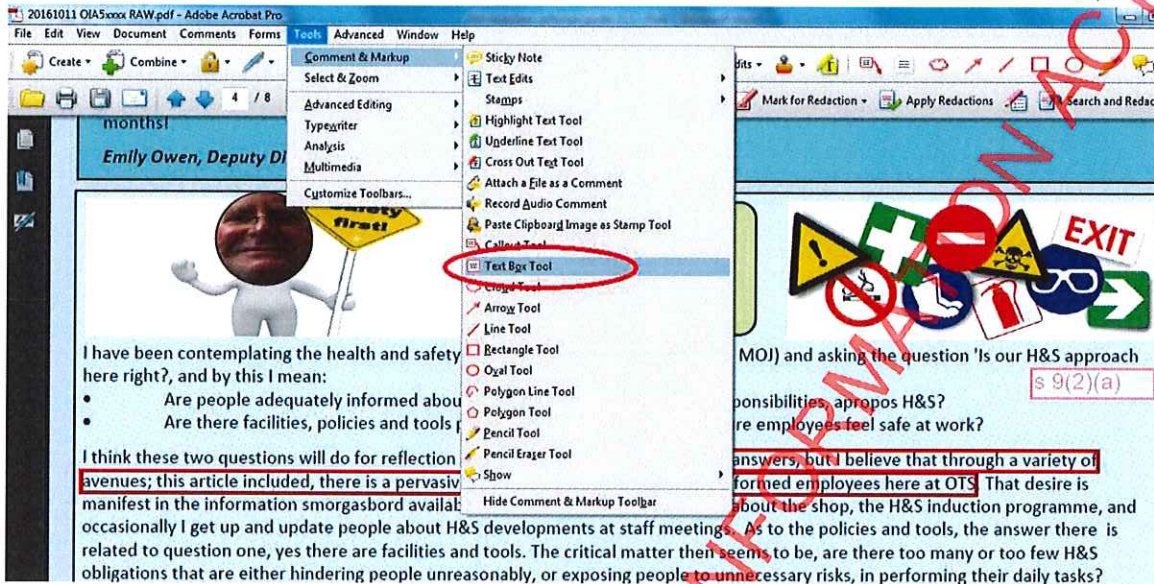


6. Use the mouse to click and drag the redacting tool across the text/area you wish to redact.
7. Once the above action is completed, if you hold the mouse over the redacted section, you will see how the section appears when redactions are applied.
8. To delete a marked up area you wish to change or remove simply click on the marked area for redaction and press delete on the keyboard.
9. Areas marked for redaction will be outlined in red (as below) when you save and print out the document.



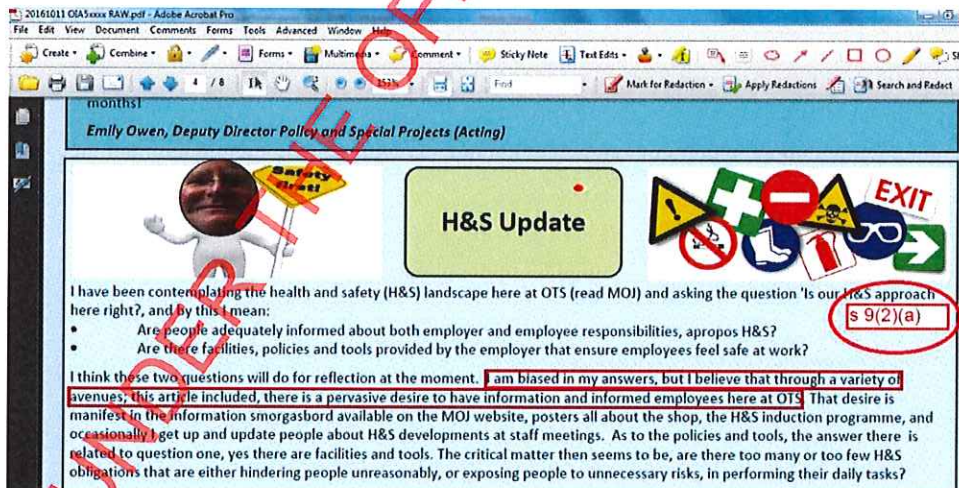


10. Highlight the *Tools* tab and select *Comment & Markup* -> *Text Box Tool*

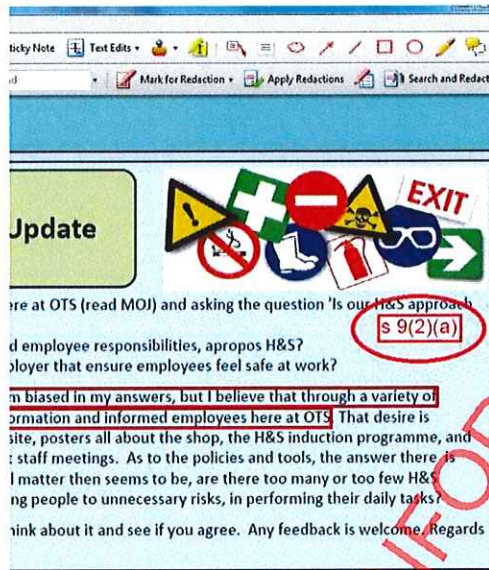


11. Using the tool click *next to* the area for redaction and drag to the closest blank space. A text box will appear.

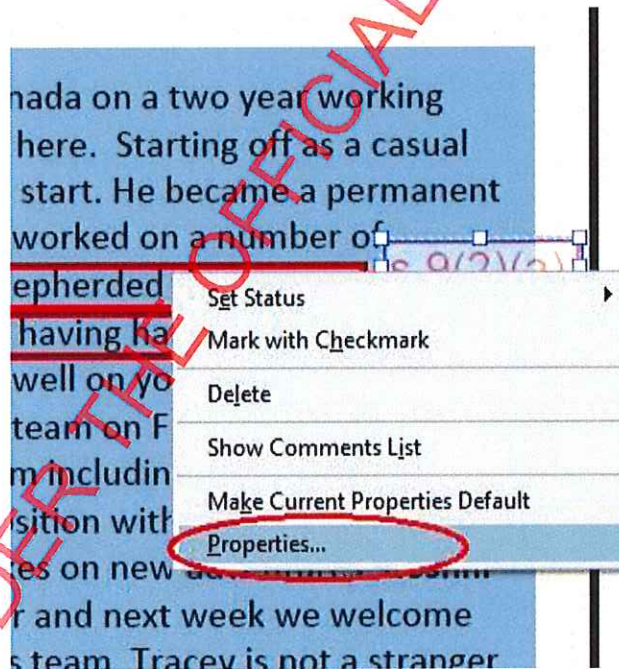
12. Type in the reason you wish to withhold the section e.g. *s 9(2)(a)* for withholding personal information. The reason for this is that if your peer reviewer chooses to print out copies for peer review, the peer reviewer (and the requestor) will be able to see the reason for redaction.



13. You are able to adjust the size of the text box by clicking and dragging on its edges.

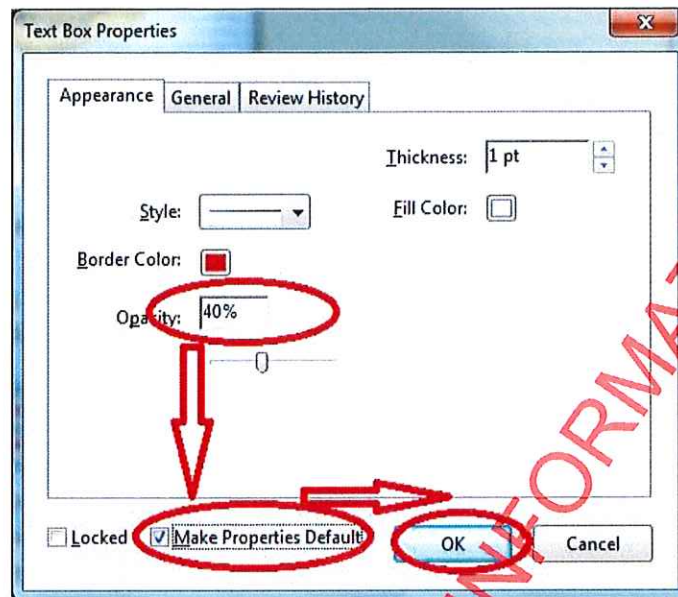


14. Right click on the text box and select properties.





15. Set the *opacity* to 40%. Mark the checkbox to *Make the Properties default*. Click *OK*.



#### Using Adobe Reader on your own computer once redactions are marked up

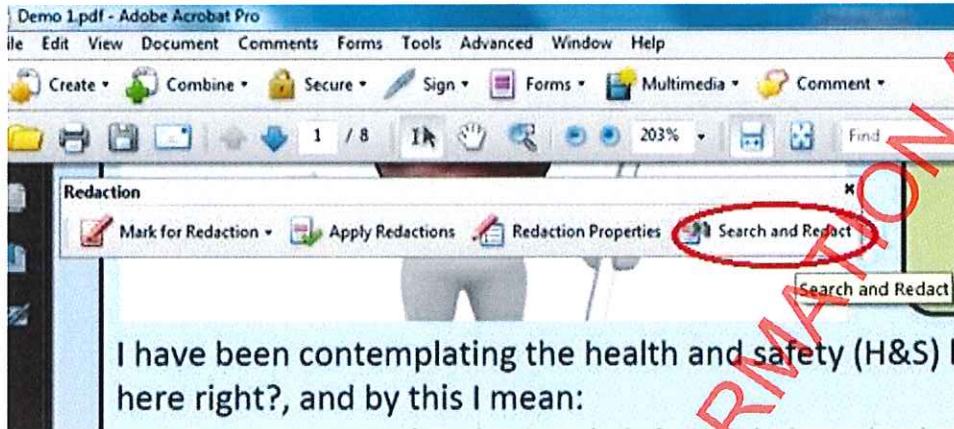
16. **NOTE:** To improve the availability of redaction software computers, make an initial text box and save the collated PDF.
17. Return to your computer and open the collated PDF in Adobe Reader (it will open in Reader by default).
18. You can copy the text box, paste it and edit it – allowing you to mark up your reasons for redactions without the redaction software (Adobe Pro).
19. This will free up a redaction computer for another colleague.

#### Step 2.1 Search for words/phrases to redact

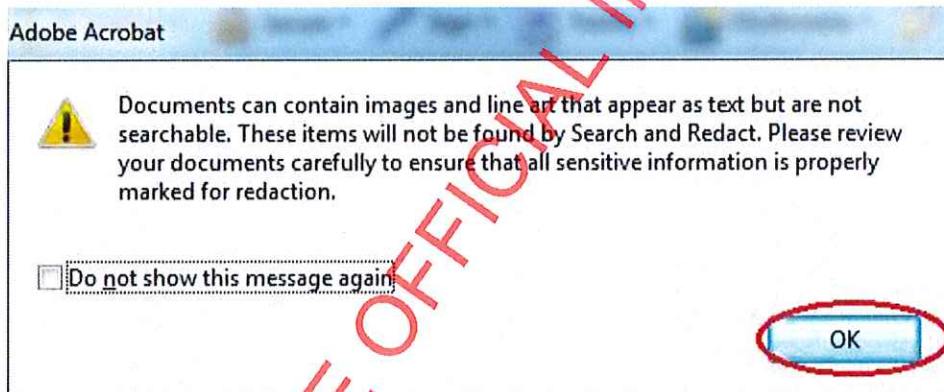
20. Adobe Acrobat Pro gives you the ability to find and redact words or phrases. This may be useful for redacting names.
21. **NOTE:** For best results, carry out all word/phrase searches at the beginning of marking up the collated PDF (i.e. before marking up any sections manually).
22. Searching for words or phrases will depend on the software's ability to perform Character Recognition on the particular page of the collated PDF (i.e. handwritten notes would not be picked up by the software).



23. To search for common phrases within the collated PDF select the *Search and Redact* tab from the *Redaction* toolbar.

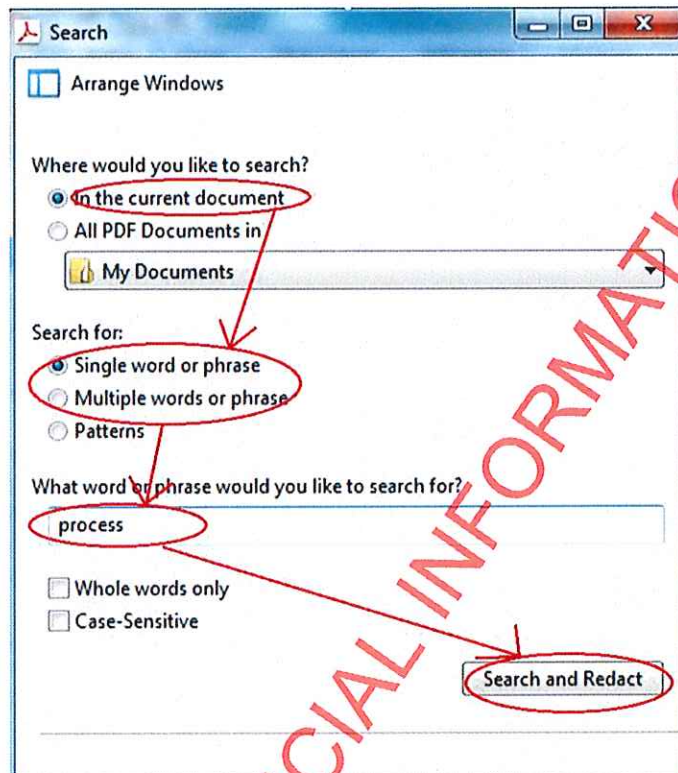


24. This will prompt the following message regarding Adobe Acrobat Pro's ability to read text from a PDF.



25. Although this might be a useful tool, as suggested in the prompt above, please check the documents thoroughly following this to ensure you have marked all relevant information for redaction.

26. You can search for single words or phrases. In the below example the word 'process' has been chosen.

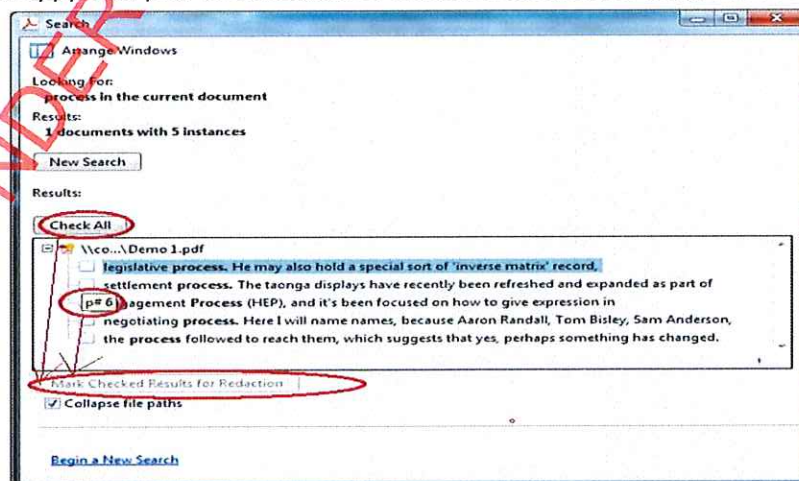


27. Adobe will search the entire PDF and show the results.

28. You can either select the *Check All* button to mark all the relevant instances for redaction or check the individual instances.

29. If you hover the mouse over a check box it will show which page the instance of that word is on.

30. When you are happy with your selection, select the *Mark Checked Results for Redaction* button.



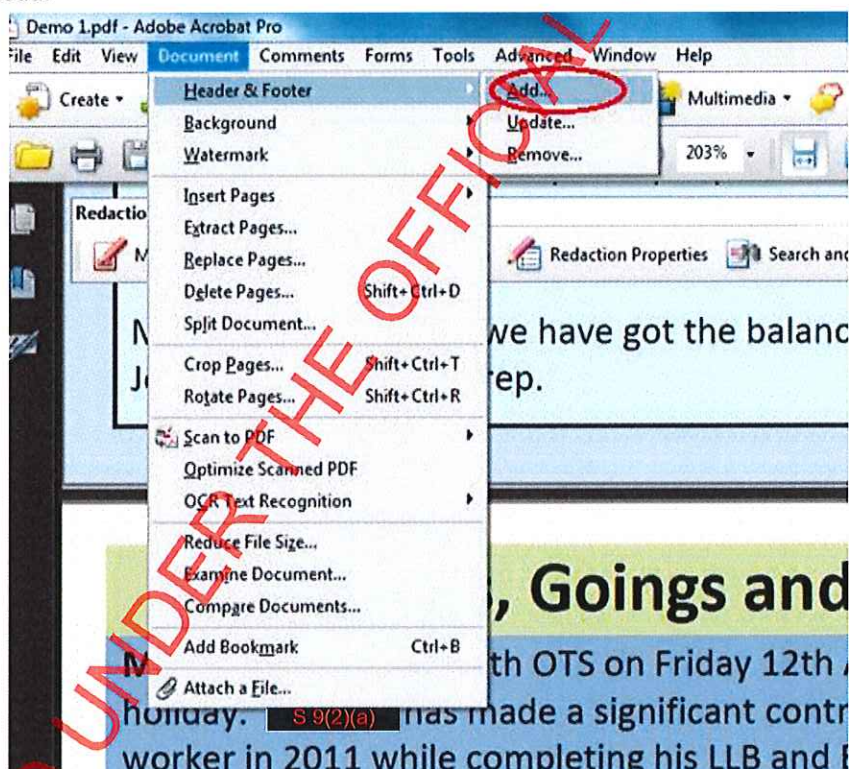
31. Once words have been marked up, you can input text boxes as shown in Step 10 to note the reasons for redaction.
32. If there is space it is preferable to click and drag the text box to a nearby blank part of the screen so ideally no text is obstructed.

12th August. He and his partner are heading off to Vancouver, Canada on a two year working contribution to Treaty Settlement work in his five (yes five!) years here. Starting off as a casual B and BA at Victoria University, S 9(2)(a) ability stood out from the start. He became a permanent advancing to Analyst Level 2 in 2015. In his time here, S 9(2)(a) has worked on a number of Ka Moana iwi, Muaūpoko, MAI, Kahungunu ki Wairarapa and has shepherded the Hineuru s 9(2)(a) process. He may also hold a special sort of 'inverse matrix' record, having had six negotiations that is far from the last farewell you'll see S 9(2)(a); we wish you most well on your next adventure and you. Lyon Edwardson is finishing up his fixed term role in the Land team on Friday 5 August. Lyon that time he has provided a wide range of support to the land team including managing several that Barry with the Ngāti Rehua negotiations. Section 9(2)(a) and we wish him all the best as he takes on new adventures. Roshni



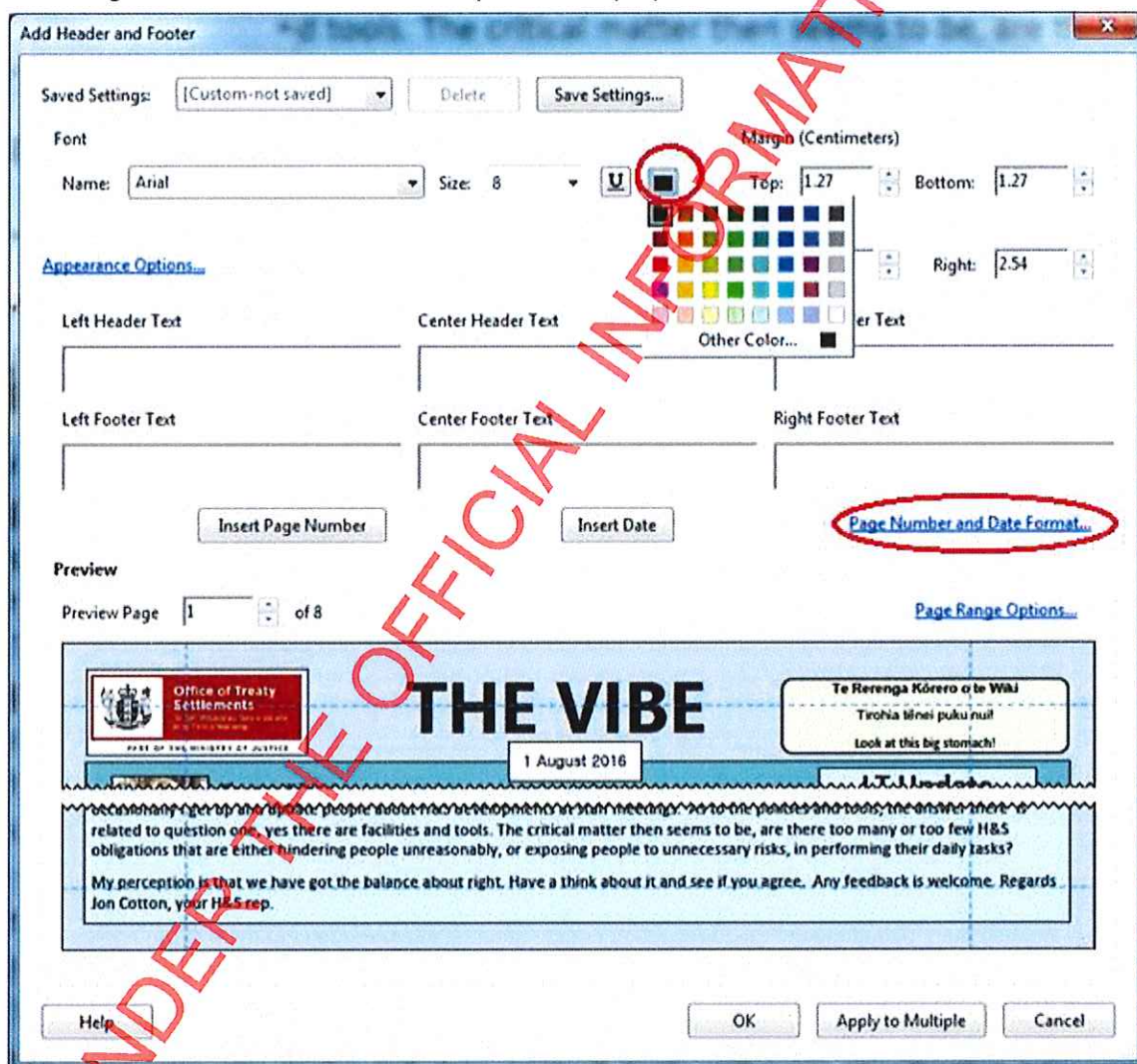
### Step 3: Add page numbering

1. Once you have added all the documents and marked up the redactions with reasons, number the pages.
2. Page numbering is important for ease of reference for peer reviewers and the requestor.
3. The reason for adding page numbering after you mark up the collated PDF for redaction is the order of the documents is less likely to change.
4. It is also useful in numbering individual documents within the collated PDF as it helps identify the page range an individual document is found on.
5. To add page numbers select the *Document* tab and choose *Header & Footer* -> *Add....*
6. You will need to update the page numbering **every time** after rearranging or deleting pages as this is not automatic. If updating the page numbering choose *Header & Footer* -> *Update...* instead.

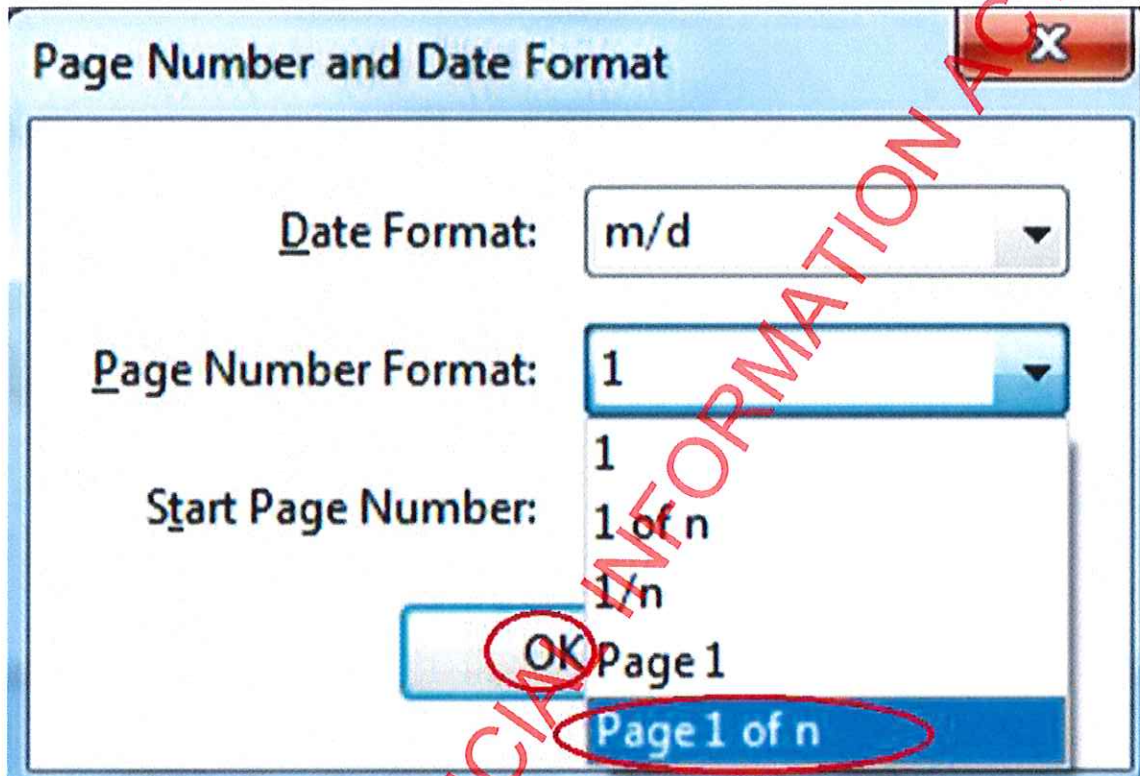




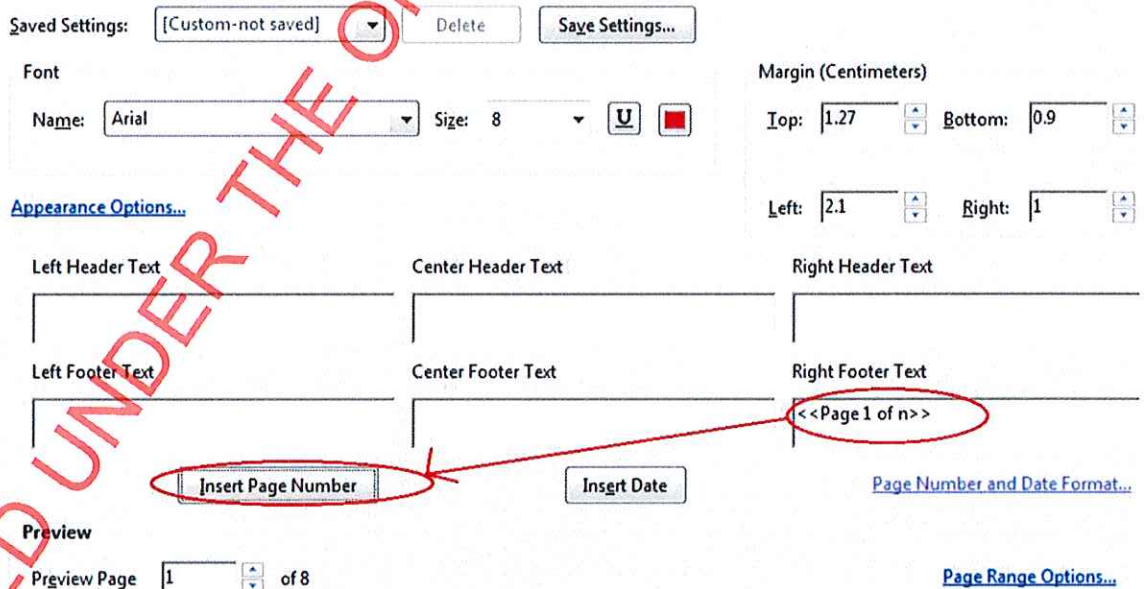
7. In the *Header and Footer* properties box change the colour of the font from black to red by choosing red from the colour palette as shown below. This will help the font become more visible to the reader.
8. **NOTE:** If you are simply **updating** the page numbering for the collated PDF go straight to clicking *OK* at the bottom of the *Header and Footer* properties box.
9. Select the *Page Number and Date Format...* option in the properties box.



10. In the *Page Number and Date Format* Box select "Page 1 of n" format from the *Page Number Format* dropdown. Click *OK*.

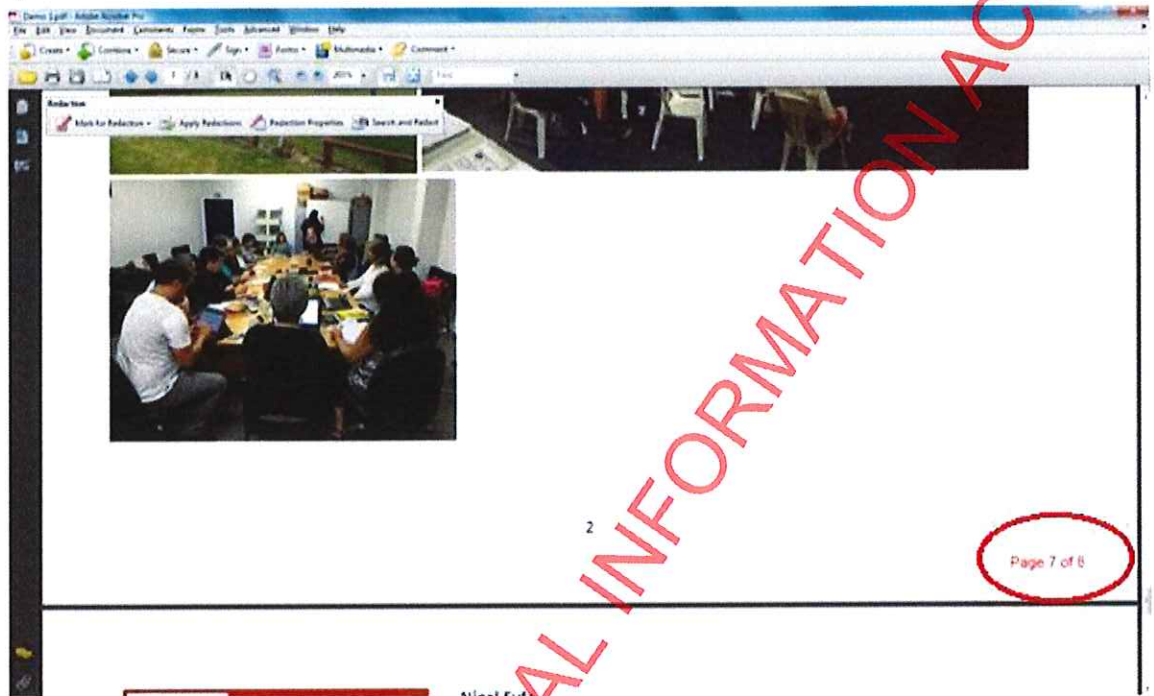


11. Click your mouse into the *Right Footer Text* space and click *Insert Page Number*.



12. Click *OK* on the *Add Header and Footer* box to apply the page numbering to the entire document.

13. You should now see the page numbering applied to the entire document as shown in the example below.

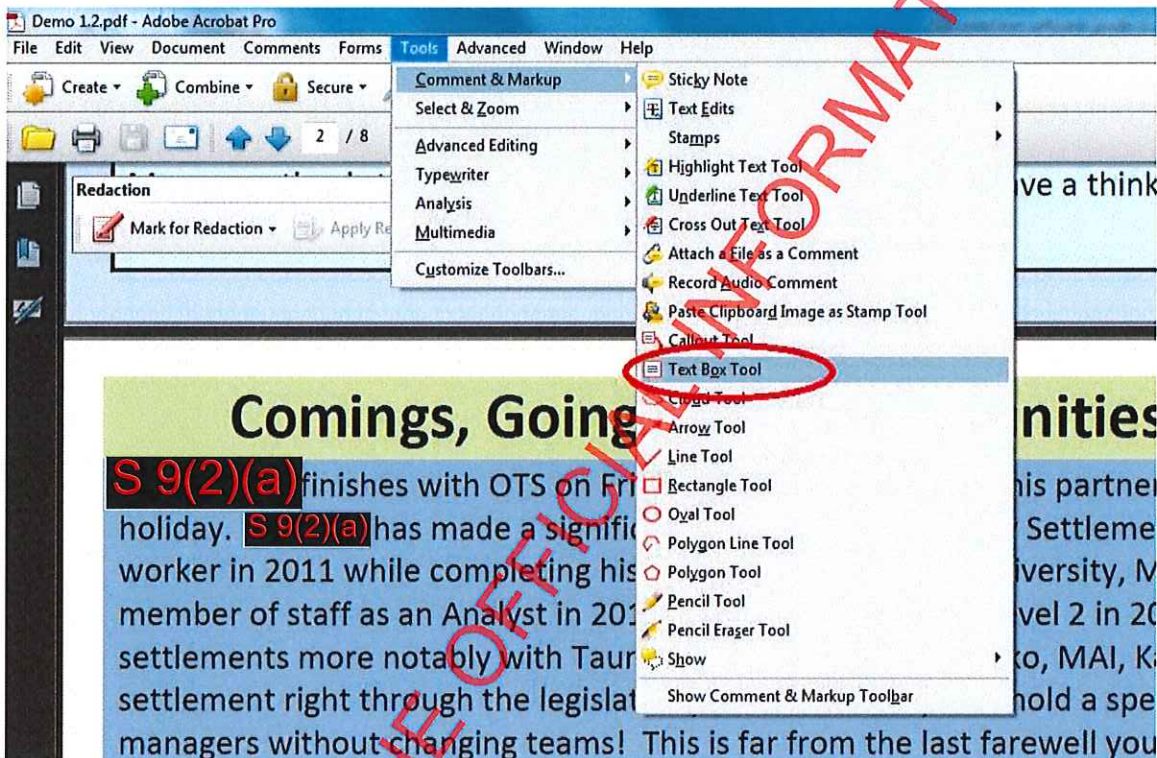


14. These same steps will work for **updating** the page numbering if you have deleted or rearranged pages/documents.



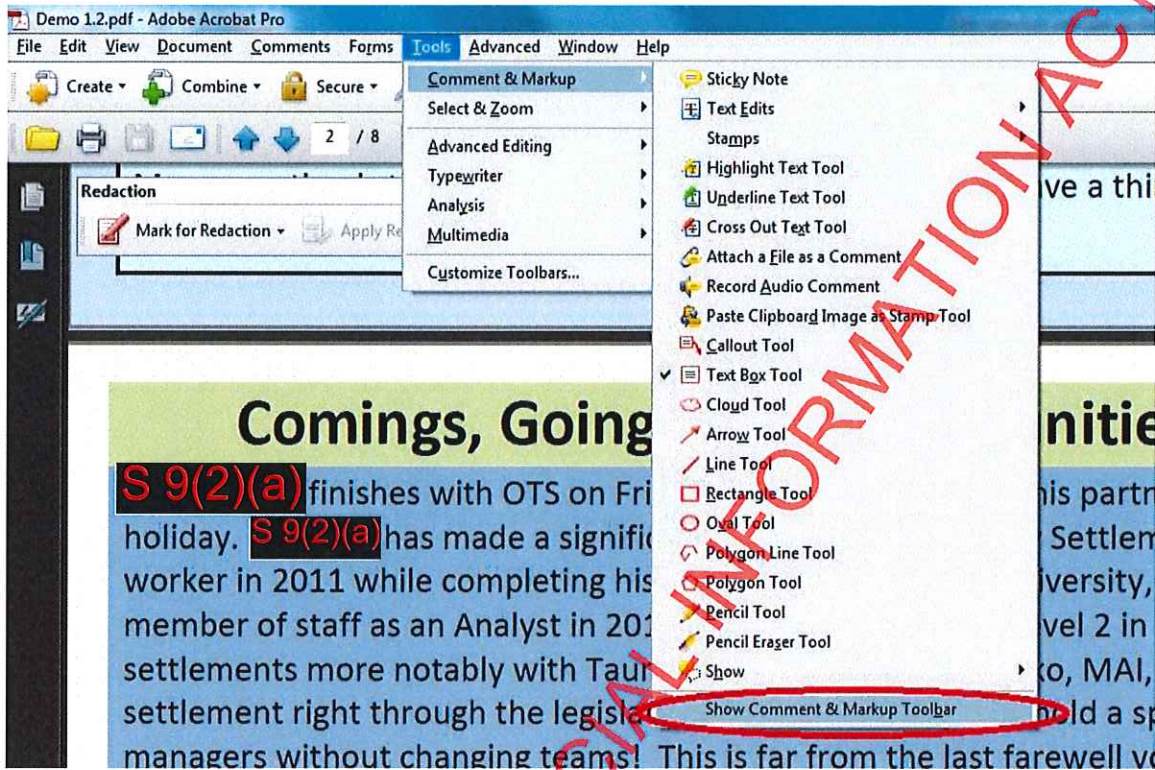
#### Step 4: Add document numbering

1. Numbering the documents is another important step for orientation by the requestor.
2. Document numbering should be located at the top right corner on the first page of each document.
3. From the Tools tab select *Comment & Markup->Text Box Tool*.

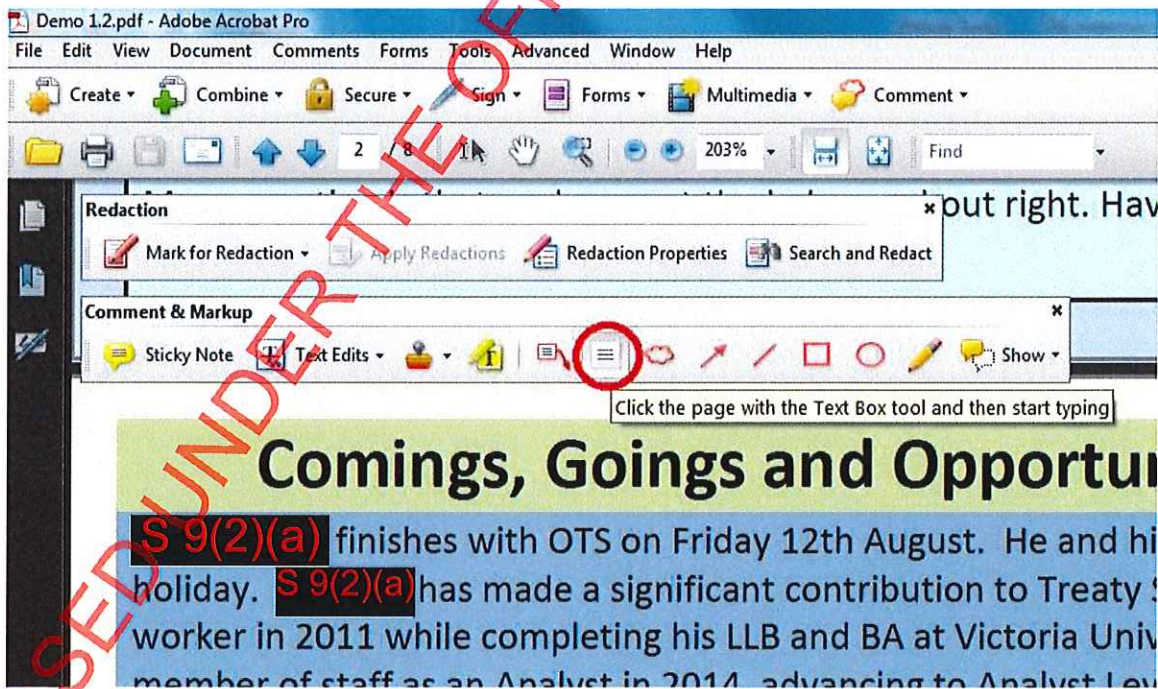




4. Alternatively from the Tools tab select *Comment & Markup*->*Show Comment & Markup Toolbar*.

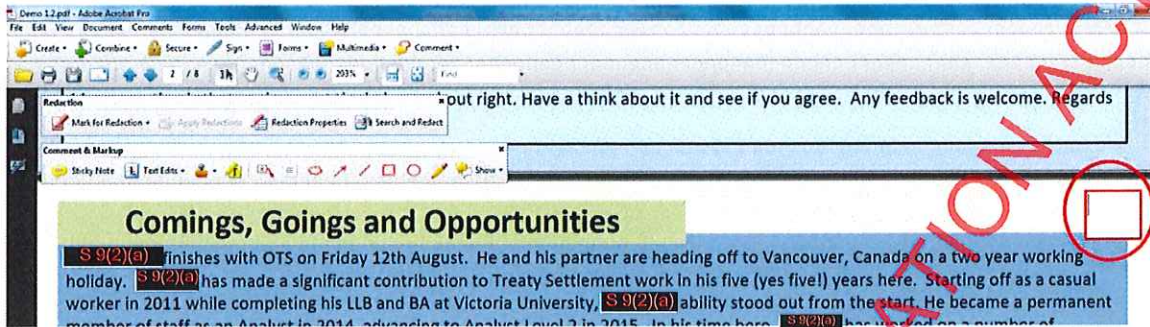


5. Select the Text Box tool.

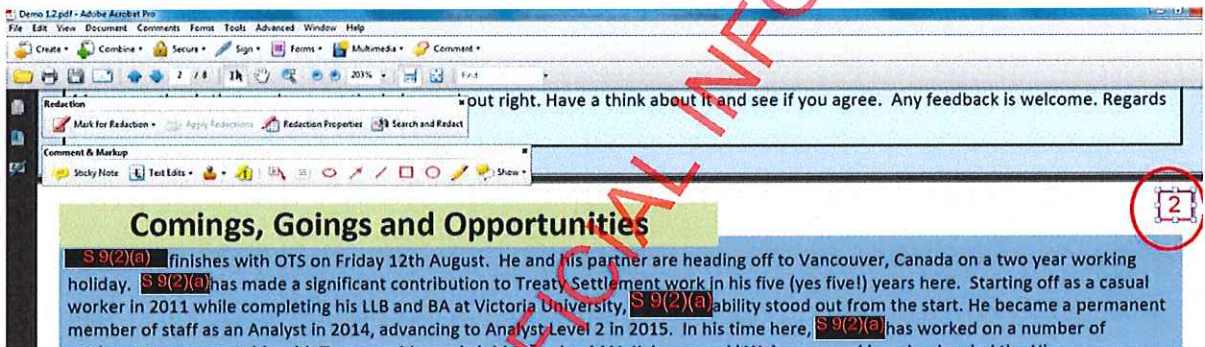




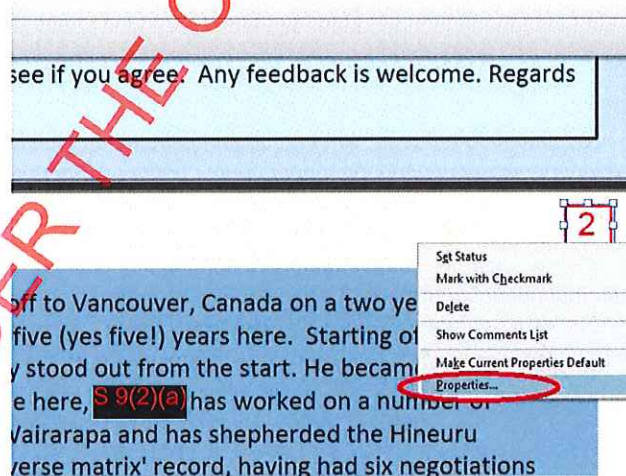
6. In the top right corner of the first page of the specific document, click and create a text box.



7. Click in the text box and enter the document number.
8. Resize to an appropriate size by clicking the text box edges and resizing it.

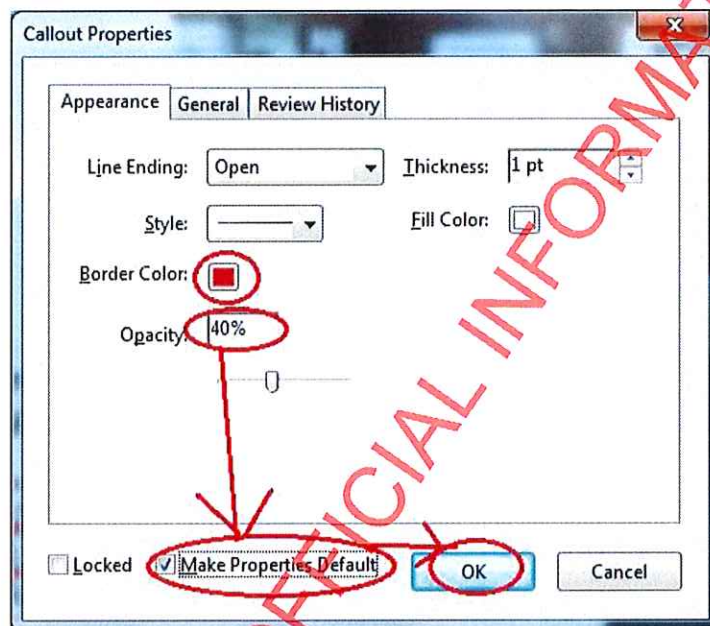


9. Right click on the text box and select *Properties*.

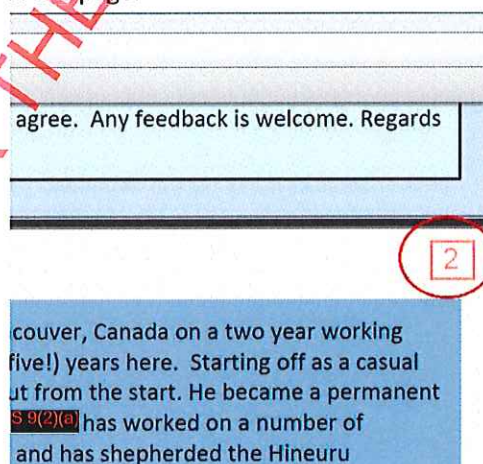




10. In the Text Box Properties box, change the *Border Colour* to Red.
11. Change the *Opacity* to 40%.
12. As you did with the *Text Box* in Step 2 (15), mark the *Make Properties Default* checkbox so that every subsequent *Text Box* you create has these properties as default.
13. Click *OK* to proceed.



14. The document number will now be visible but will not obscure any information should there be any in the top right corner of the page.



## Step 5: Compile Documents Table for release

1. Adjust/finalise the Documents Table for release to the requestor. Ensure the following fields are included;
  - Document Number
  - Date of document
  - Description of document
  - Reason for withholding
  - Page Number (the document begins at).
2. To ensure a standardised Documents Table is used across the office, please use the template provided here Section 9(2)(f)(iv) 9

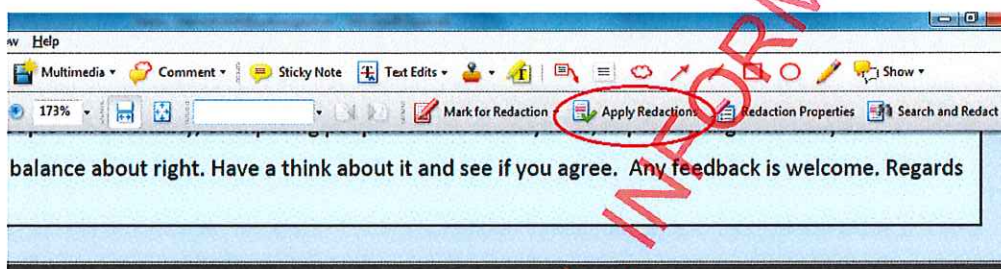
## Step 6: Send through peer review process

1. Your collated PDF should now contain;
  - The redactions marked up for review.
  - Each redaction with a *Text Box* labelling the reason (under the Official Information Act 1982) why you intend to redact it.
  - The collated PDF should have page numbering and document numbering for ease of reference.
2. When these steps are completed you can begin the Peer Review process i.e. give to peer reviewer -> Negotiation and Settlement manager -> General Counsel -> Deputy Director -> Minister's Office.
3. Ensure that you have sent documents to appropriate people external to OTS, to advise the documents are within scope for release, as per OIA release best practice.
4. The Peer Reviewer has the choice of printing out the collated PDF for review or using Acrobat Reader to mark changes to the document with the *Sticky Notes* option. A quick guide on peer reviewing using Adobe Reader (available on all OTS computers) is found in **Appendix Two**.

## PART THREE

### Step 7: Apply final redactions

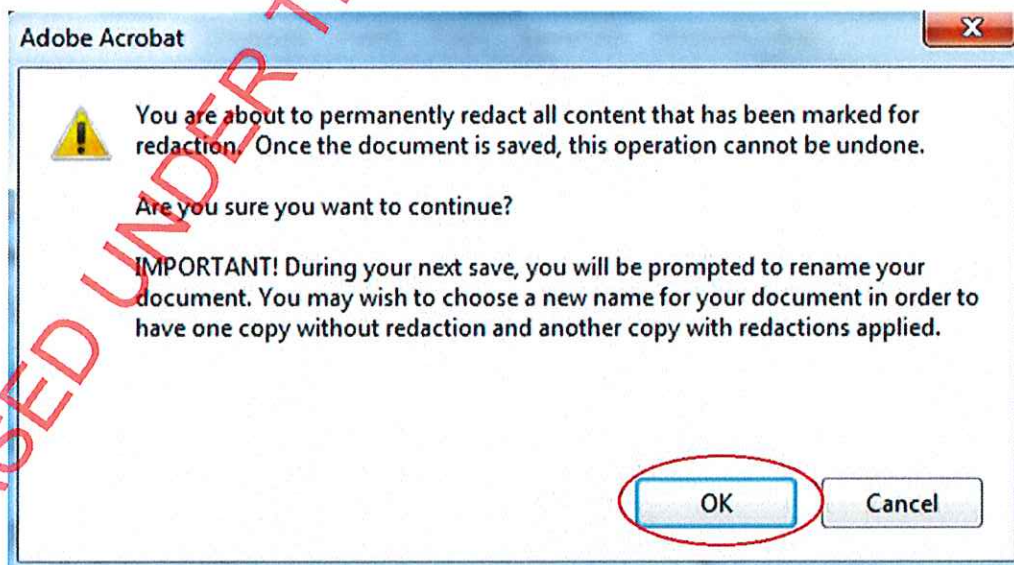
1. When the documents have returned from the Minister's Office and you have completed any last changes you are ready to permanently redact the sections you have marked up.
2. To prevent accidental permanent redaction of the documents save a new version of the collated PDF.
3. On the Redaction Toolbar, select the *Apply Redactions* tab.



### and Opportunities

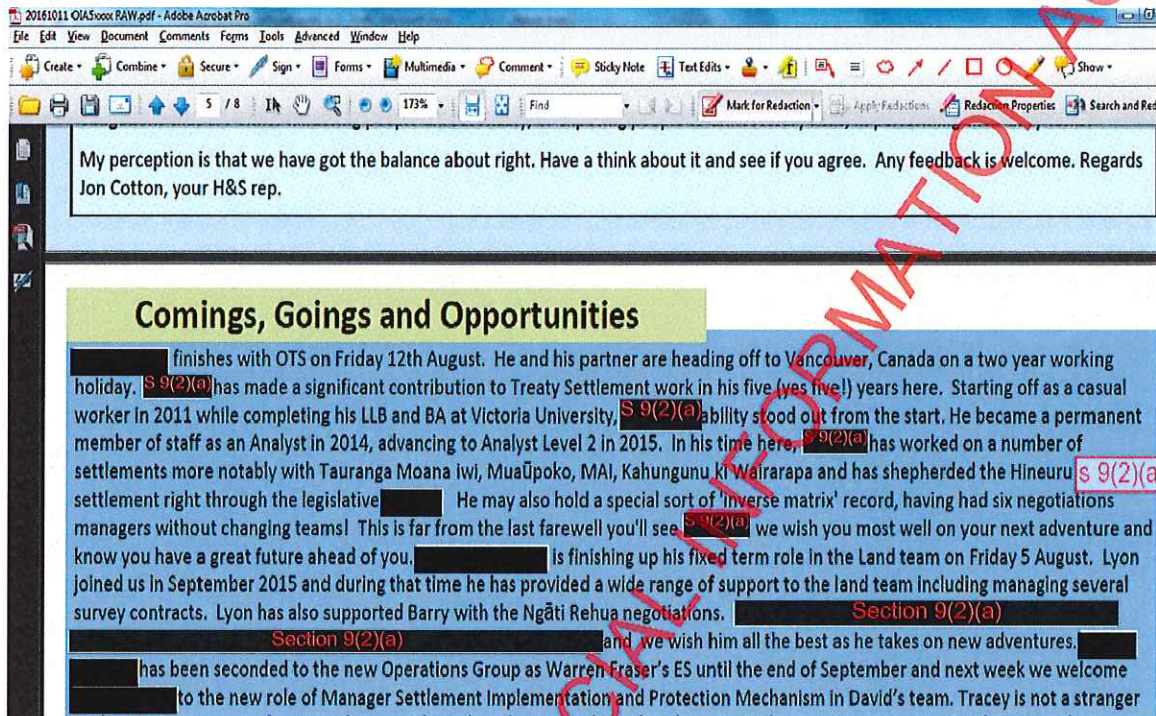
y 12th August. He and his partner are heading off to Vancouver, Canada on a two year working contribution to Treaty Settlement work in his five (yes five!) years here. Starting off as a casual B and BA at Victoria University, s 9(2)(a) ability stood out from the start. He became a permanent advancing to Analyst Level 2 in 2015. In his time here, s 9(2)(a) has worked on a number of ga Moana iwi, Muaūpoko, MAI, Kahungunu ki Wairarapa and has shepherded the Hineuru s 9(2)(a) process. He may also hold a special sort of 'inverse matrix' record, having had six negotiations

4. A prompt will appear as below. This is a warning that once you proceed, you will be unable to reverse the redactions.
5. Click *OK* to proceed.

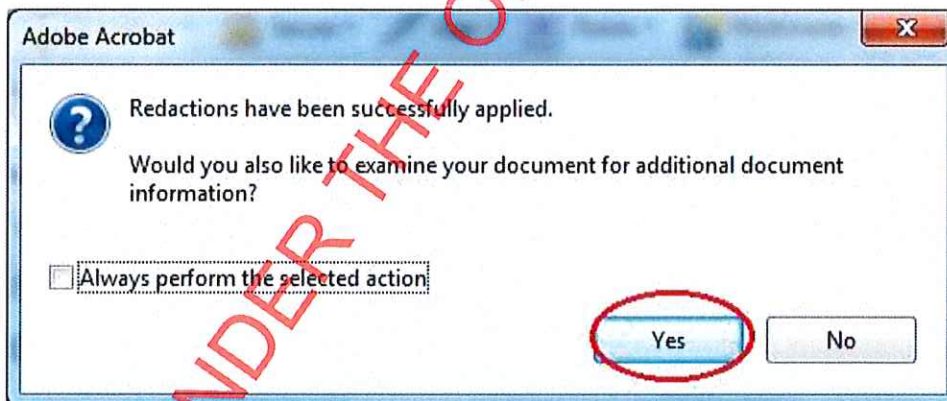




6. The redactions will now be applied as shown in the example below.

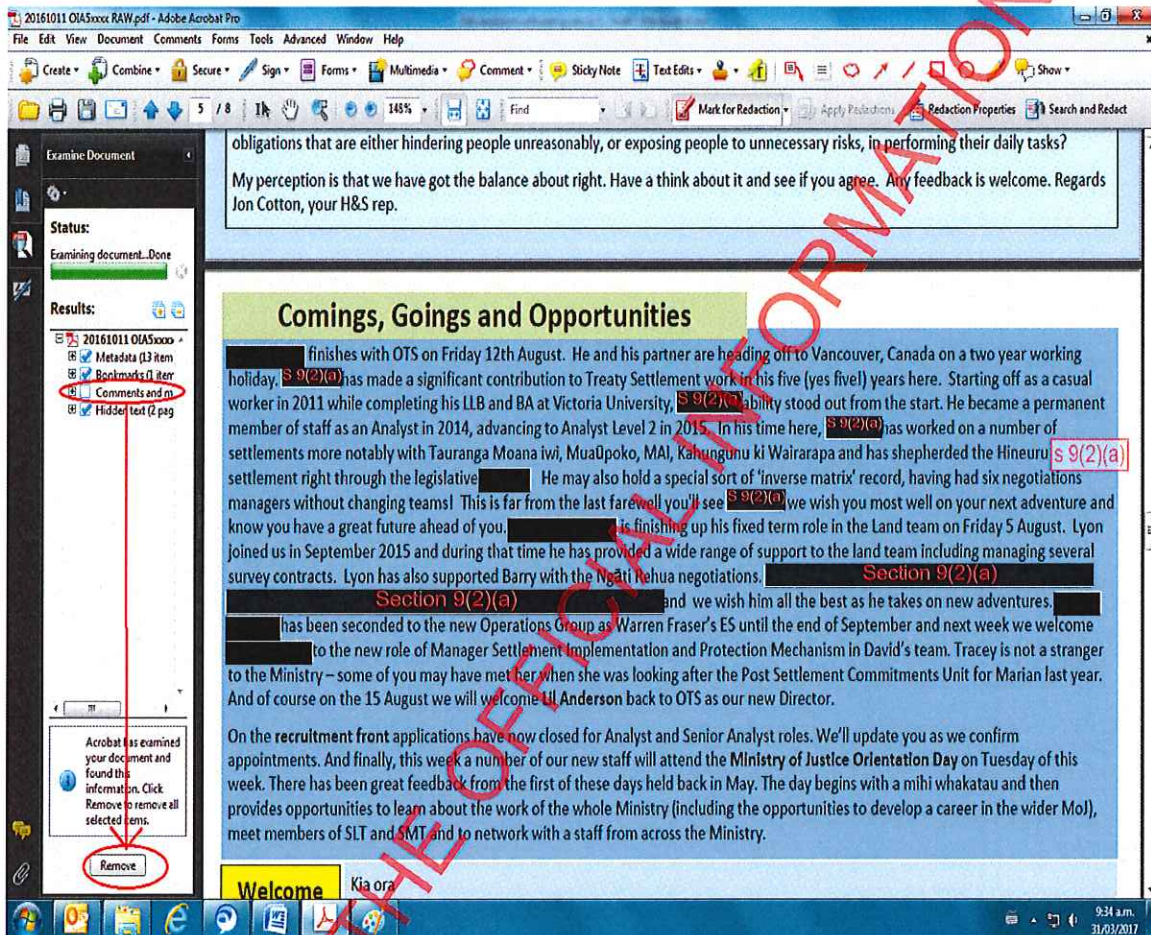


7. Click Yes to proceed and remove any other hidden data left in the document related to your redactions.





8. A Results tab will appear on the left side of your screen.
9. Uncheck the *Comments and Markup* checkbox. This will ensure all text boxes remain.
10. Select *Remove* to remove the remaining hidden data in the collated PDF.

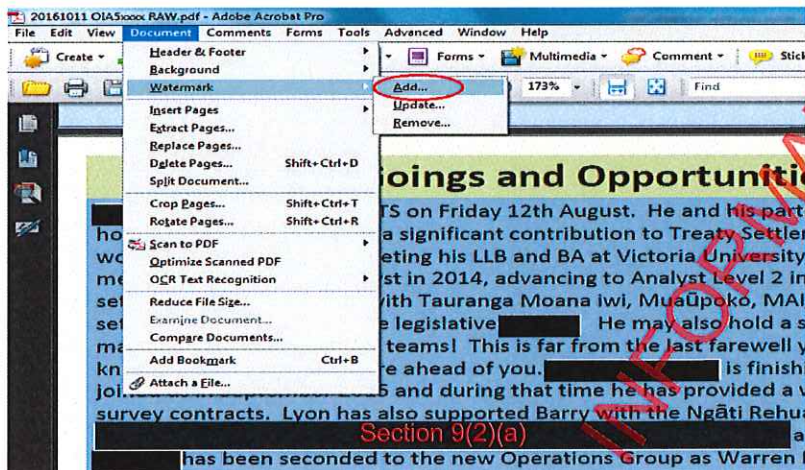


11. The redaction will now be complete.
12. Save as a new copy of the collated PDF file with "FOR RELEASE" added to the end of the file name, e.g." 20161031\_OIA51234\_FOR RELEASE"

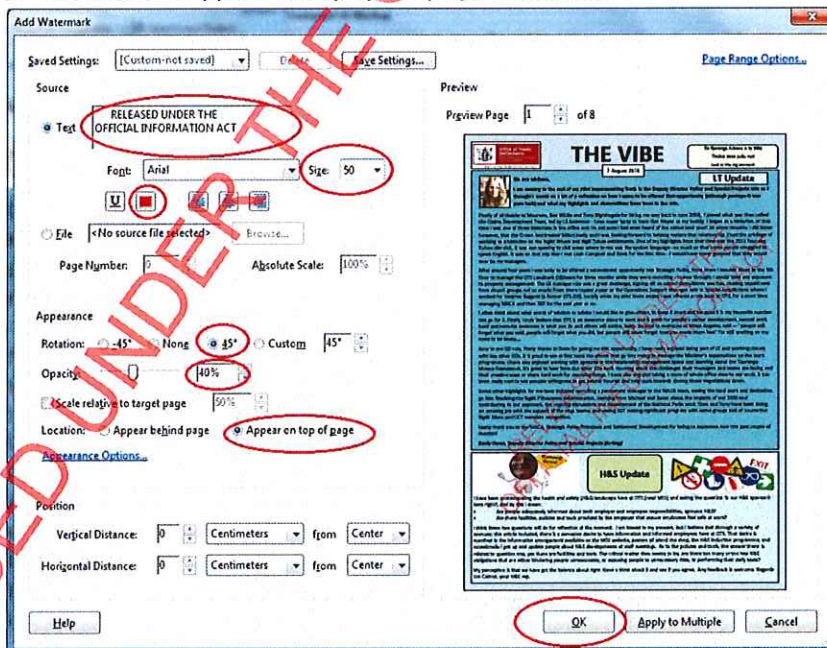


## Step 8: Adding the OIA release watermark

1. The collated PDF is nearly ready to send to the requestor. It requires the watermark across all the documents stating they have been "Released Under the Official Information Act".
2. On the *Document* Tab select *Watermark-> Add...*



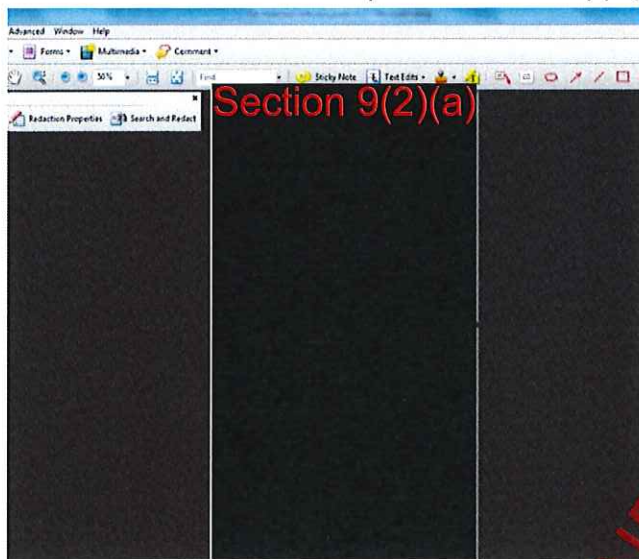
3. In the *Add Watermark* properties box;
  - a. type in the text "RELEASED UNDER THE OFFICIAL INFORMATION ACT" in capital letters (on two lines as shown on the screen shot below);
  - b. set the size of the font to 50;
  - c. select the colour red from the colour palette;
  - d. set the *Rotation* to 45°;
  - e. set the *Opacity* to 40%; and
  - f. ensure that *Appear on top of the page* is checked.



4. Click *OK* to proceed



5. You should now see the watermark printed across every page in the collated PDF.



6. The collated PDF may be too big to send to the requestor by email.
7. Break it down into smaller sections by scanning in 30 or so pages at a time or alternatively send it as a zip file.
8. This ensures your OIA sections will take consideration of email size limits which are able to be received by the requestor.

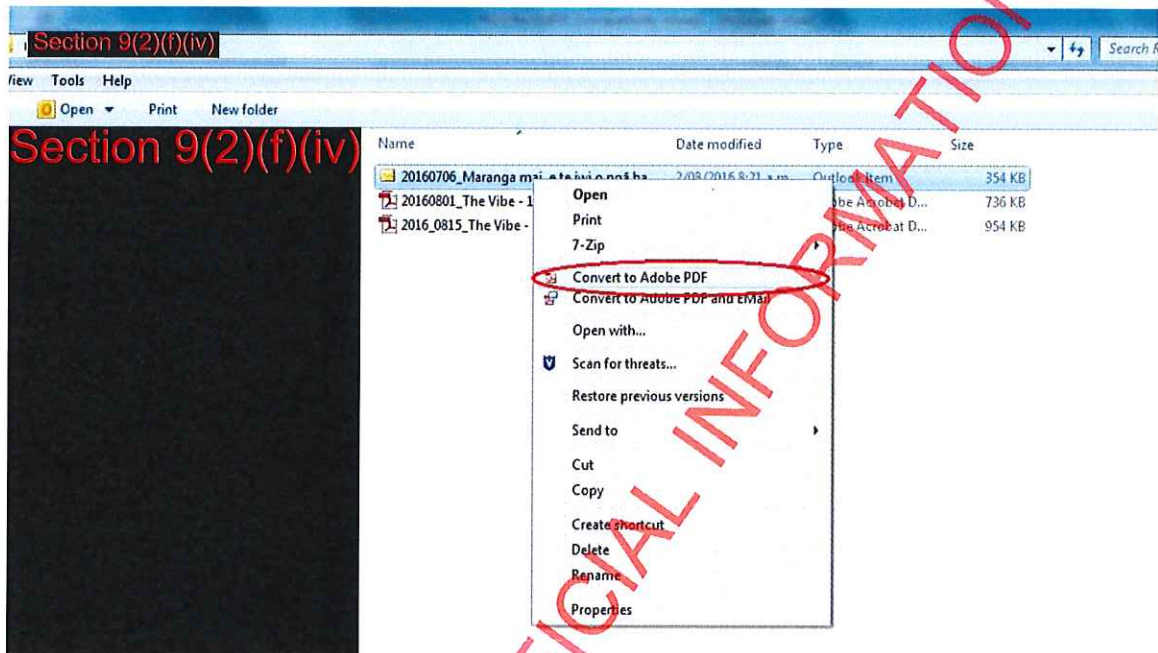
### **Step 9: File the finalised OIA**

1. File the scanned final version of the OIA in the X:Drive and hole punch the physical copy ready for filing by you or support staff - as per the filing arrangement in your specific team.

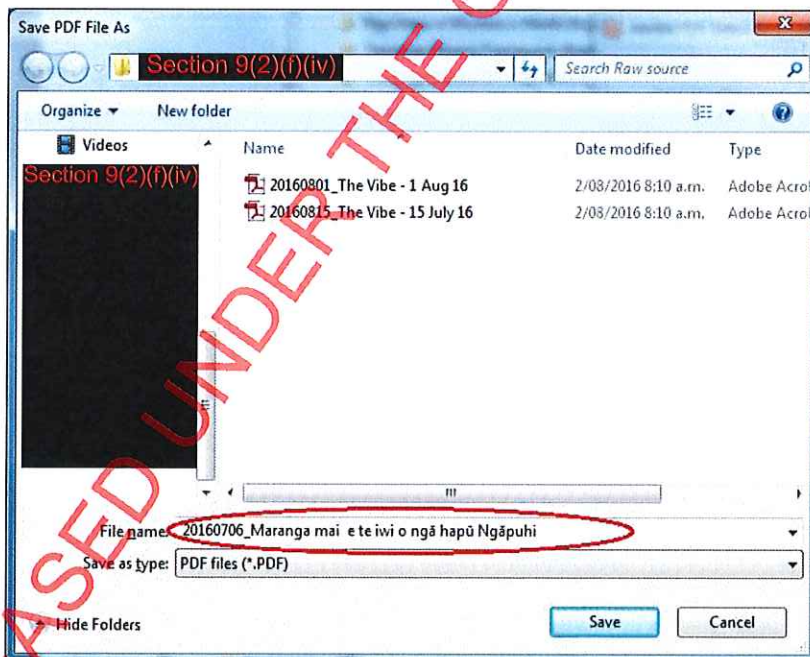
## APPENDIX ONE: Converting file types to PDF

### 1. Converting emails

- a. Right click on the email you wish to convert.
- b. Select *Convert to Adobe PDF* from the dropdown menu.



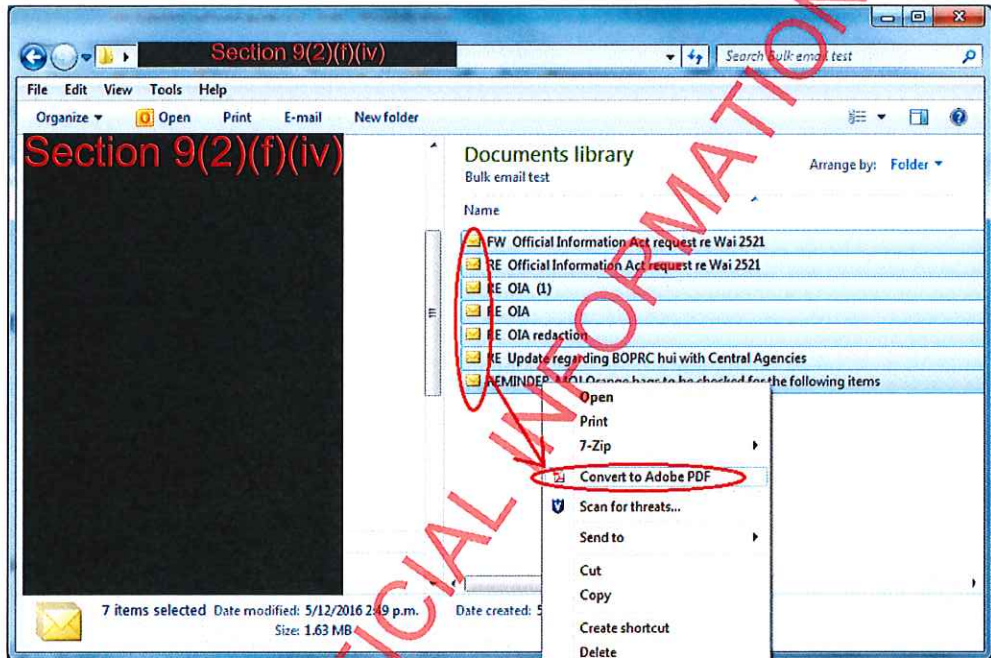
- c. Save the file using the format explained in Step 1 (16).  
i.e. "YYYYMMDD – OIA 5XXXX – DRAFT", e.g. "20161031 OIA51234 RAW"



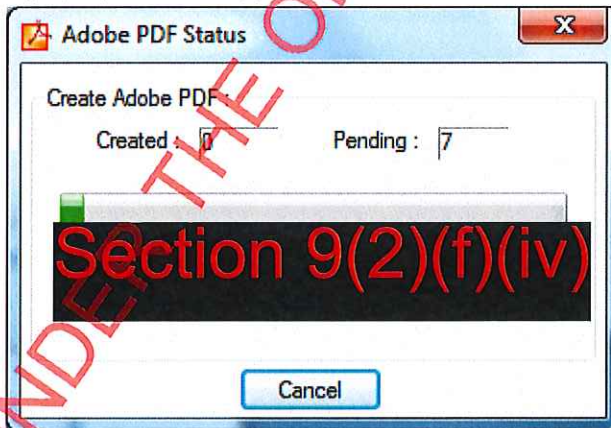


## 1.2 Converting multiple emails at once

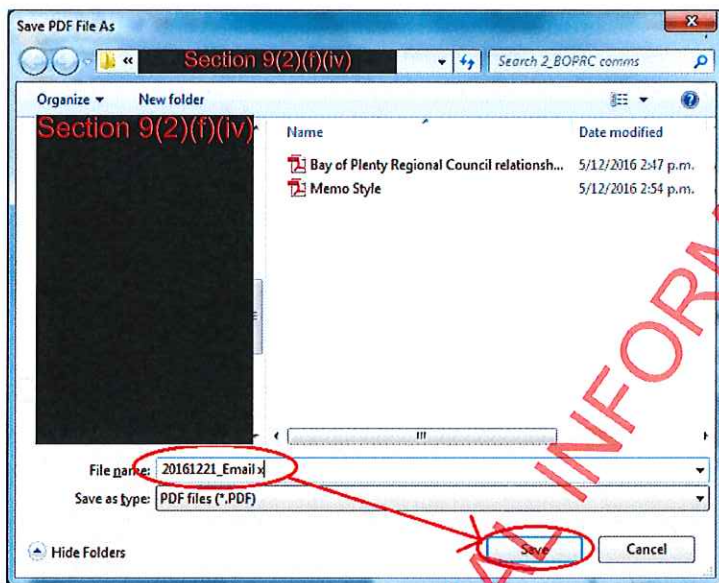
- d. Select the emails you have previously saved to a folder.
- e. Right click on your selection – choose *Convert to Adobe PDF*.



- f. A pop up box will appear similar to the one below.



- g. For each email date and name it and save to the folder where you keep the individual PDFs.

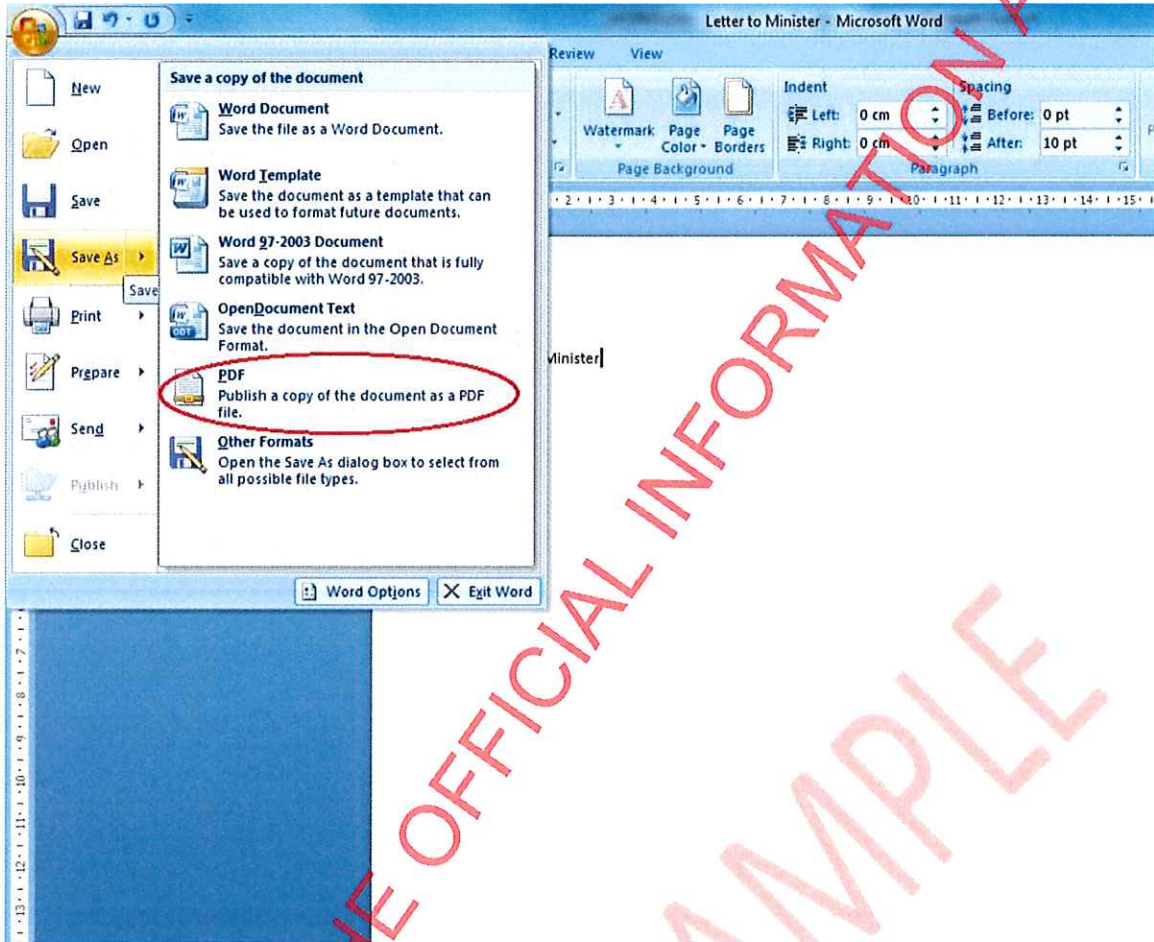


RELEASED UNDER THE OFFICIAL INFORMATION ACT 1982

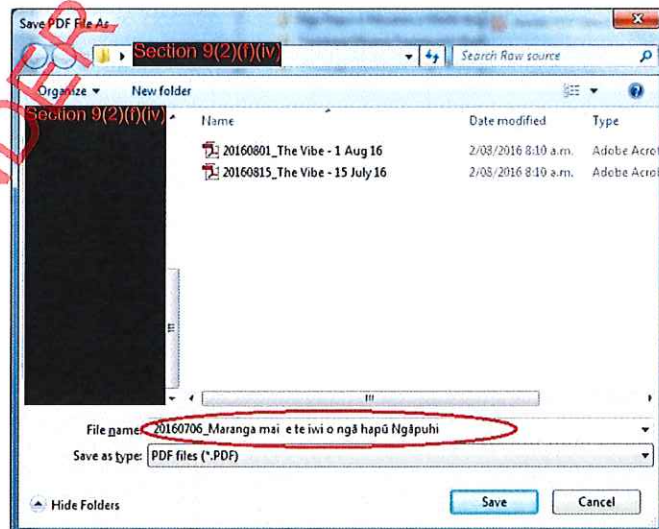


## 2. Converting Word docs

- a. Open the Word document you wish to convert.
- b. Select *Save As* > *PDF* from the dropdown menu.

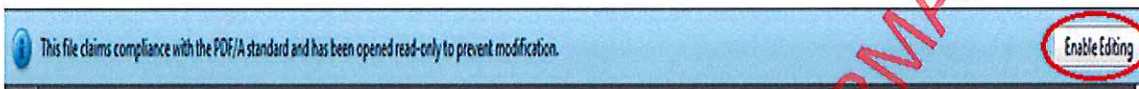


- c. Save the file using the format explained in Step 1 (16).

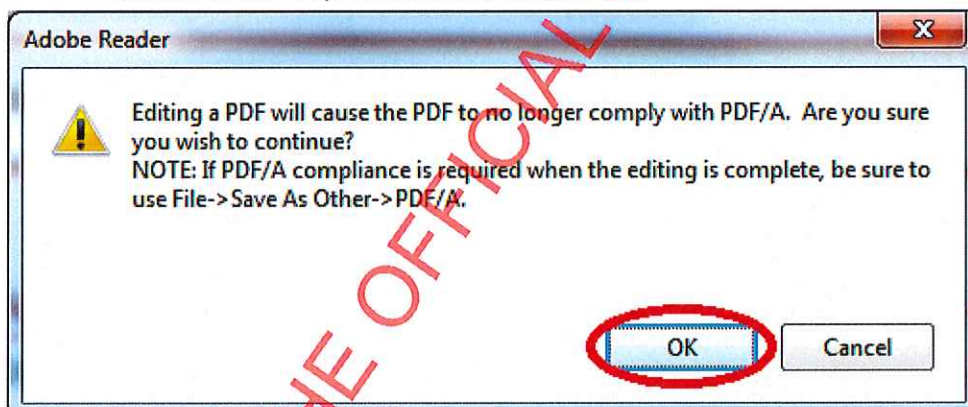


### 3. Converting PDF/A files to standard PDF files

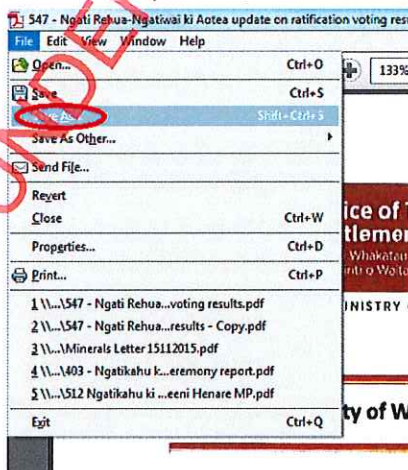
- a. PDF/A files are different from normal PDF files in that they prohibit features ill-suited to long-term archiving i.e. editing.
- b. To change the format to a normal PDF file open the PDF/A file in Adobe Reader (found on all OTS computers).
- c. At the top of the page, just above your document, a banner will be displayed as below



- d. Click the *Enable Editing* button.
- e. The prompt below will pop up advising you that the document will have the restrictions of PDF/A files removed Click *OK*.



- f. Resave the file, either overwriting the original or saving a new version if you want to keep a PDF/A version for archiving.

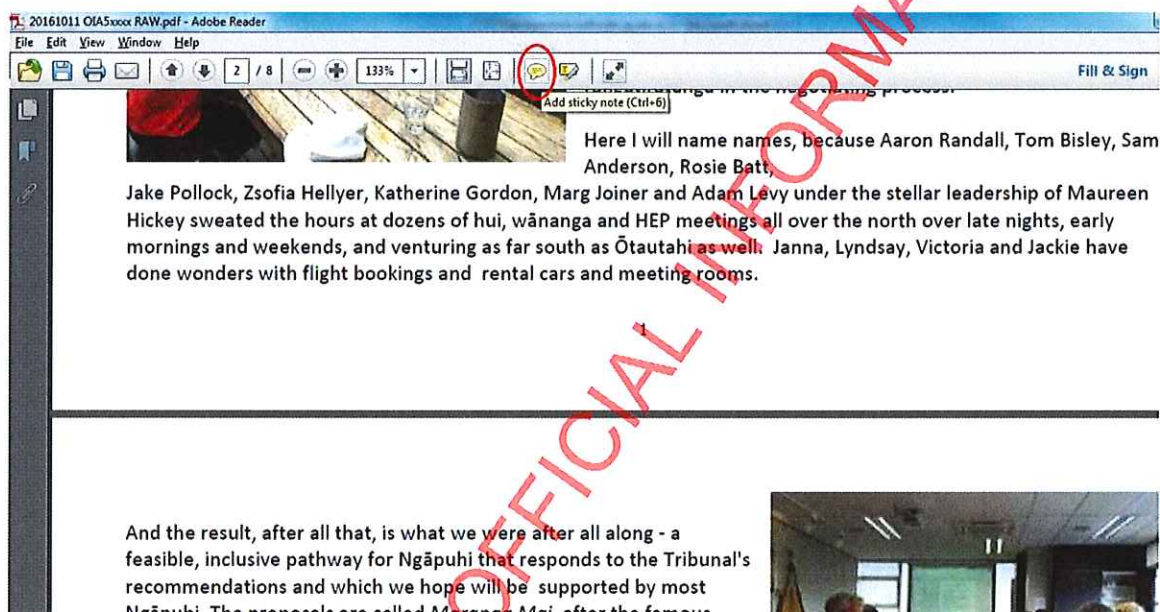




## APPENDIX TWO: Peer reviewing using Adobe Reader

### 1. Adding comments

- a. Firstly – as peer reviewer – save your own version of the file for editing/ adding comments. i.e. “YYYYMMDD – OIA 5XXXX – PR”, e.g. “20161031 OIA51234 PR”
- b. Open your version of the collated PDF in Adobe Reader (this will open by default for most users).
- c. Click on the *Sticky Notes* symbol (speech bubble).

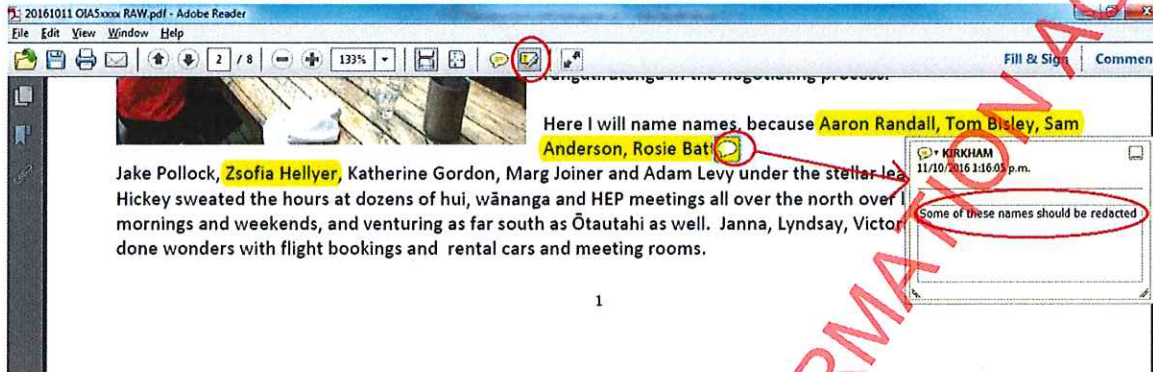


- d. Click next to the part of the document you want to comment on.
- e. A text box will open on the right hand side of the page for you to write in your comments.

### 2. Highlighting areas for redaction in Adobe Reader

- a. You may also wish to highlight sections of text for redacting (**NOTE:** This will not work for all PDFs as text highlighting only works if Adobe can recognise text on the document in the first place).

- b. Select the *Highlight Text* icon and highlight any text you wish to bring to the attention of the OIA owner.



- c. Using *Sticky Notes* to identify pictures, shapes, non-text and text that cannot be read by Adobe Reader will be adequate for the purpose of peer reviewing.





**APPENDIX THREE: Reasons for withholding information** ( up to date as of 1 April 2017)

**Excerpt from the Official Information Act 1982 for commonly used reasons**

**9 Other reasons for withholding official information**

- (1) Where this section applies, good reason for withholding official information exists, for the purpose of section 5, unless, in the circumstances of the particular case, the withholding of that information is outweighed by other considerations which render it desirable, in the public interest, to make that information available.
- (2) Subject to sections 6, 7, 10, and 18, this section applies if, and only if, the withholding of the information is necessary to—
  - (a) protect the privacy of natural persons, including that of deceased natural persons; or
  - (b) protect information where the making available of the information—
    - (i) would disclose a trade secret; or
    - (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information; or
  - (ba) protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information—
    - (i) would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or
    - (ii) would be likely otherwise to damage the public interest;
  - (c) avoid prejudice to measures protecting the health or safety of members of the public; or
  - (d) avoid prejudice to the substantial economic interests of New Zealand; or
  - (e) avoid prejudice to measures that prevent or mitigate material loss to members of the public; or
  - (f) maintain the constitutional conventions for the time being which protect—
    - (i) the confidentiality of communications by or with the Sovereign or her representative;
    - (ii) collective and individual ministerial responsibility;
    - (iii) the political neutrality of officials;
    - (iv) the confidentiality of advice tendered by Ministers of the Crown and officials; or
  - (g) maintain the effective conduct of public affairs through—
    - (i) the free and frank expression of opinions by or between or to Ministers of the Crown or members of an organisation or officers and employees of any department or organisation in the course of their duty; or
    - (ii) the protection of such Ministers, members of organisations, officers, and employees from improper pressure or harassment; or
  - (h) maintain legal professional privilege; or
  - (i) enable a Minister of the Crown or any department or organisation holding

- the information to carry out, without prejudice or disadvantage, commercial activities; or
- (j) enable a Minister of the Crown or any department or organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or
  - (k) prevent the disclosure or use of official information for improper gain or improper advantage.

Section 9(2): amended, on 1 April 1987, by section 4(2) of the Official Information Amendment Act 1987 (1987 No 8).

Section 9(2)(b): replaced, on 1 April 1987, by section 5(1) of the Official Information Amendment Act 1987 (1987 No 8).

Section 9(2)(ba): inserted, on 1 April 1987, by section 5(1) of the Official Information Amendment Act 1987 (1987 No 8).

Section 9(2)(g)(i): amended, on 1 April 1987, by section 5(2) of the Official Information Amendment Act 1987 (1987 No 8).

Section 9(2)(g)(ii): amended, on 1 April 1987, by section 5(3) of the Official Information Amendment Act 1987 (1987 No 8).

Section 9(2)(i): replaced, on 1 April 1987, by section 5(4) of the Official Information Amendment Act 1987 (1987 No 8).

Section 9(2)(j): replaced, on 1 April 1987, by section 5(4) of the Official Information Amendment Act 1987 (1987 No 8).

RELEASED UNDER THE OFFICIAL INFORMATION ACT 1982





## Table of documents released under Official Information Act 1982

PART OF THE MINISTRY OF JUSTICE

### Reasons for withholding under section 9 of the Official Information Act 1982<sup>1</sup>

- s 9(2)(a) – protect the privacy of natural persons, including the deceased.
- s 9(2)(b) – protect information that would:
  - (i) – disclose a trade secret;
  - (ii) – unreasonably prejudice commercial position of subject.
- s 9(2)(ba) – protect information where making it available would:
  - (i) – prejudice the supply of similar information; or
  - (ii) – likely otherwise damage the public interest.
- s 9(2)(c) – prejudice to measures protecting health or safety of the public.
- s 9(2)(d) – prejudice to substantial economic interests of New Zealand.
- s 9(2)(e) – prejudice to measures that prevent or mitigate material loss to members of the public.
- s 9(2)(f) – maintain the constitutional conventions which protect:
  - (i) – communications by or with the Sovereign or their representative; or
  - (ii) – collective and individual ministerial responsibility; or
  - (iii) – the political neutrality of officials; or
  - (iv) – the confidentiality of advice tendered by Ministers and Crown officials.
- s 9(2)(g) – maintain the effective conduct of public affairs through:
  - (i) – the free and frank expression of opinions;
  - (ii) – the protection from improper pressure or harassment.
- s 9(2)(h) – maintain legal professional privilege.
- s 9(2)(i) – enable the Crown holding the information to carry out commercial activities.
- s 9(2)(j) – negotiations sensitive.
- s 9(2)(k) – prevent the disclosure of information for improper gain or advantage.

DOCUMENT NUMBER	DATE	DOCUMENT DESCRIPTION	REASON FOR WITHHOLDING	PAGE NUMBER
1	dd/mm/yyyy	e.g. letter, email, report	e.g Released in Full, s 9(2)(a)	1
2				
2A		e.g [Attachment-Documents Description]		
3				
4				
5				
6				
7				
8				

<sup>1</sup> Please see the Official Information Act 1982 for full version of section 9 of the Act.