

**General Instructions for Preparing  
Sections 7, 8 and 9 Statements  
in Compliance with the  
Freedom of Information Act, 1999**

**2016**

**Freedom of Information Unit  
Ministry of Public Administration and Communications**

## General Instructions for preparing Sections 7, 8 and 9 statements, FOIA

You are required to provide information for ALL sections, in accordance with sections 7, 8 and 9 of the Freedom of Information Act (“the Act”).

Please read each section of the sample statement (*see attached*) carefully, and adjust the information as appropriate to your organization. Delete any information that is not relevant to your organization.

If a sub-section does not apply to your organization, we suggest that you state the sub-section heading, along with a statement that such information is unavailable or not relevant.

*Please be advised that failure to publish a complete statement may result in judicial review action being taken against your Minister (s10 of the Act).*

### Updated Statements

The Act requires that your statement be updated annually (every 12 months).

If your Agency has not published a statement within the last year, and there are many years outstanding, please publish a statement that is relevant to the current year, bringing all information and details up-to-date.

Do not publish multiple statements for the previous outstanding years.

*Please note that failure to update may be a ground for judicial review action.*

### Administrative Process

The Act requires that your statement be approved by your Line Minister.

It is recommended that your draft statement is vetted by a legal officer before you seek your Minister’s approval. This is to ensure that the statement complies with sections 7, 8 and 9 of the Act.

Upon your Minister’s approval, you are required to publish the statement in the Trinidad and Tobago *Gazette* and in at least one (1) daily newspaper.

*We emphasize that the statement must appear in BOTH publications.*

### Publication in Gazette

You may submit the following documents to the Government Printer:

- ⊕ Hard copy of statement
- ⊕ Soft copy of statement
- ⊕ Evidence of necessary approvals ( e.g. Legal Officer’s approval letter)

**NB. Please upload a soft copy of your statement to your website. Create a section on the website related to documents and information that can be made available to the public and Freedom of Information Statements (Sections 7, 8 and 9).**

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