

Creating a document showing that information has been redacted and withheld under the Freedom of Information Act

1. Set up a **Word** document of all the information relevant to the FOI or DPA request and save it as a copy of the original relevant information.
2. Open **WordPad**, then highlight, select and copy all of the information from the **Word** document in the **WordPad** document. This will be the working document where you will make the necessary redactions.

You can access **WordPad** by clicking on the Windows logo the **All programs** then **Accessories** then **WordPad**.

TIP: if you are going to use **WordPad** a lot, right click on **WordPad** in the Accessories menu and **Pin to Start Menu**

3. Highlight the information in **WordPad** which needs to be redacted and withheld under an exemption.
4. Replace the highlighted information with the word “redacted” in square brackets, i.e. [redacted], and save the document.
5. Check the format of the **WordPad** document to make sure the information is presented in a legible format.
6. Create a new document in **Word**.
7. Select and copy all of the information from the **WordPad** document into the newly created **Word** document. This document should show where the information has been redacted.
8. Save your new **Word** document as a PDF.

This is the document you send to the requester.

The reply letter sent to the requester should also be sent in PDF format because if you send a reply in a **Word** document the requester would be able to look at the tracked changes.

Remember that if a requester asks for an internal review of the FOI request you will have to refer to the document containing the original relevant information to determine what information was redacted.

Further information on making redactions can be found at:

http://www.nationalarchives.gov.uk/documents/redaction_toolkit.pdf.