



Agency Resource 3

Freedom of Information

August 2011

Processing requests for amendment or annotation of personal records

A person can apply under the *Freedom of Information Act 1982* (FOI Act) for amendment or annotation of their personal information held in agency records or in the official documents of a minister.

This material aims to help decision makers to process requests for amendment or annotation of personal records. You should refer to the FOI Guidelines for full details: Part 7 (*Amendment and annotation of personal records*).

Processing a request to amend or annotate personal records

Flow chart A sets out the key steps in processing a request for amendment or annotation.

Flow chart A



