



# FOI Circular #4

## Authentication of Documents

Issued February 17, 2009



## Authentication of Documents Released under the Freedom of Information Law

Section 10(4) of the Freedom of Information Law, 2007 states:

*“Copies of records to which access is granted shall be authenticated by such persons and in such manner as may be determined by the Attorney-General, including by whom and how this will be done.”*

Additionally, Section 21(j) of the FOI (General) Regulations dictates that as part of your duties, Information Managers shall “authenticate copies of records in the manner authorized by the Attorney General under section 10 (4) of the Law.”

After consultation with the FOI Unit and Cayman Islands National Archive, the Attorney General has issued the following determination:

1. Authentication is offered only upon request by an FOI applicant, to certify the authenticity of records that are requested to be disclosed or copies of records previously disclosed.
2. Requests for authentication of records should be sent in writing to the relevant Freedom of Information Manager for the public authority in question.
3. The form of authentication is by a standard ink stamp that states “Certified a true copy of the original” with a place for the date and signature to be written in by the Information Managers and a place for the authority to seal or stamp the documents with the name of their public authority.

Ensure that your public authority has the required stamps on hand and that you know how to advise applicants on authentication if they request it. The “certified a true cope of the original” stamp should be managed securely and only accessible by the IM or their designate, and all documents that are sent electronically should be scanned into PDF after the hard copy is stamped.

