

Olson, Alisha PREM:EX

From: Sime, Mark LCTZ:EX
Sent: Tuesday, July 10, 2012 10:52 AM
To: Leamy, Michelle T PREM:EX; Halford, Trevor M PREM:EX
Cc: Olson, Alisha PREM:EX
Subject: Call for Records - FOI Request #OOP-2012-00447
Attachments: Call - Form.pdf

Please see attached/below a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Your analyst for the attached request will be **Mark Sime at 250-387-3411**.

The Outlook folder snapshots for Chief of Staff Ken Boessenkool and Deputy Chief of Staff Kim Haakstad.

Please complete the attached Call for Records form and return to your analyst by 26-JUL-12.

If the public body's total search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, we may be in a position to issue a fee estimate. If this is the case, please also complete the attached Fee Calculation form and return to your analyst ASAP.

You should be aware that FOIPPA obligates us to assist the applicant and to respond without delay, openly, accurately, and completely. In the event that the ministry must defend the adequacy of its search to the Information and Privacy Commissioner at Inquiry, those involved in searching for records may be required to sign affidavits to prove that they have conducted an adequate search for relevant records.

Please do not hesitate to contact your analyst to discuss:

- whether the records may be routinely releasable;
 - whether the information is being prepared for public release or is already publicly available;
 - whether staff would be available to discuss the request with the applicant, if the applicant is agreeable;
 - ways in which an applicant may want to narrow/focus their request to reduce potential fees; and/or
- any other questions or concerns relating to this request.

Best regards,

Mark Sime

Information Privacy Analyst

Information Access Operations - Shared Services BC

Ministry of Labour, Citizens' Services and Open Government

548 Michigan Street, Victoria BC V8V 1S2

☎ 250.387.3411 ✉ Mark.Sime@gov.bc.ca



CALL FOR RECORDS – GENERAL FOI REQUEST

Request Number: 292-30/ OOP-2012-00447

| APPLICANT TYPE | DATE RECEIVED | FOI ANALYST | FEE ESTIMATE DUE | RECORDS DUE |
|-----------------|---------------|-------------|------------------|-------------|
| Political Party | 06-JUL-2012 | Mark Sime | 26-JUL-2012 | 26-JUL-2012 |

REQUEST DETAILS:

The Outlook folder snapshots for Chief of Staff Ken Boessenkool and Deputy Chief of Staff Kim Haakstad. Legislated due date is August 20, 2012.

Section 1: Initial Records Assessment

| | | |
|--|---------------------------|-------------------------------------|
| Do you hold any responsive records? | YES <input type="radio"/> | NO <input checked="" type="radio"/> |
| Are you aware of other records that may be responsive to this request within your Ministry? | YES <input type="radio"/> | NO <input checked="" type="radio"/> |
| Are you aware of other records that may be responsive to this request held by another public body? | YES <input type="radio"/> | NO <input checked="" type="radio"/> |
| If yes, specify: | | |

NO RECORDS RESPONSE APPROVAL:

Please forward to Ministry FOI Contact (if applicable) for Delegated Head's final public body approval if no records have been located.

| Final Public Body Approval (Full name, Title) | Signature: | Date: |
|--|-----------------------|-----------|
| Michelle Leamy, Director, Executive Operations | <i>Michelle Leamy</i> | Aug 20/12 |

Section 2: Fee Estimate Please ensure that all reasonable efforts are made to generate as accurate an estimate as possible

Search

Locating/Retrieving

Tasks may include:

- Searching for hard & electronic files
- Reviewing box content lists
- Retrieving records from off site
- Retrieving email records (Outlook)

Estimated Hours

Actual Hours

Producing records

tasks may include:

- Identifying relevant sources of data/information
- Manual time spent creating and producing records

Estimated Hours

Actual Hours

Volume

Electronic files (in pages):

*Other refers to PDF, Word, Excel, photos and any other electronic file responsive to the request

Email without attachments:

Estimated Pages

Actual Pages

Email with attachments:

Estimated Pages

Actual Pages

*Other documents

Estimated Pages

Actual Pages

Hardcopy files (in pages):

- Average file folder = 1" and holds approximately 200 pages (single sided)
- 1 Standard Records Centre Services Box:
 - If in legal sized folders - 1,800 pages
 - If in letter sized folders - 2,200 pages

Estimated Pages

Actual Pages

Preparation

Tasks may include :

- Photocopying/scanning records into electronic format (PDF)
- Ensuring completeness of responsive records
- Copying other types of media; if so please specify:

Estimated Hours

Actual Hours

Section 3: Search Summary and Program Area Recommendations

Please describe the search for records including what records were searched, (eg. files, email, databases, TRIM files, off site records, etc.), duration of search time, and who concluded the search for records.

- Electronic files (Outlook)
- Search time < 3 hours
- Search conducted by Office of the Premier Executive Branch

Could release of any/all of the of the responsive records potentially cause harm?

YES ☐

NO ☐

***Harm** – Disclosure of the records would significantly harm the ministry's position, or a third party's interests on a given topic. The harms assessment allows FOI staff to better understand the context of the records and make informed severing recommendations based on potential harms. (Issues associated with possible disclosure through the FOI process that are unrelated to the harms assessment should be communicated to your ministry executive and/or Government Communications and Public Engagement office.)

If yes which information, if released, may cause harm?

(Please reference the information of concern, the harms, and associated page numbers below)

Unless specific exemption criteria apply, records provided to the applicant in response to this request will be published on the Government's Open Information Website. If you have any concerns about the publication of the responsive records please indicate here or discuss with your FOI Analyst.

Section 4: Contact Information

Who completed this form? (Full Name, Title):

Phone Number:

Date:

Alisha Olson, Executive Administrative Coordinator

250-356-2605

13 August 2012

Harms assessment completed by (Full Name, Title)

Program Area:

Harms assessment approved by (Full Name, Title)

IAO Use Only

Estimated-

Hours:

Pages:

Actual-

Hours:

Pages:

Comments:

Pages 4 through 5 redacted for the following reasons:

Not Responsive

IAO and Ministry Approval Slip

Request Number:

292-30/OOP-2012-00447

1. IAO - Review of Harms/Issues/Recommendations provided by Ministry Program Area

Request Received: July 6, 2012 **Legislative Due Date:** August 20, 2012 **Requester type:** Political Party

Wording of the request:

The Outlook folder snapshots for Chief of Staff Ken Boessenkool and Deputy Chief of Staff Kim Haakstad.

Comments/Background:

- The Office of the Premier was canvassed and created the list for this request.
- Recommend releasing records in their entirety.


Recommendations:

- Full disclosure

Publication Recommendations:


IAO recommends publishing this general FOI request on the Open Information website.

FOI Analyst: Holly Romanow

Signature: 

Date: August 20, 2012

Team Lead: Mark Sime

Signature: 

Date: August 20, 2012

2. Ministry Program Area - Agreement with Recommendations

Approval Authority:

Name:

John Dyble

Deputy Minister to the Premier and
Cabinet Secretary and
Head of the Public Service

Signature:

Date:

Comments:

*Note that all General FOI request records that are released to an applicant should be published on the Open Information website unless the exemption criteria apply. The exemption criteria can be found on page 11 of the [Open Information and Open Data Policy](#).

Pages 7 through 15 redacted for the following reasons:

s.14

s.3(1)(c)