



ARCS: 292-30  
File: CTZ-2013-00034

April 25, 2013

Sent via email:

Dear \_\_\_\_\_ :

**Re: Request for Access to Records**  
***Freedom of Information and Protection of Privacy Act (FOIPPA)***

I am writing further to your request received by the Ministry of Citizens' Services and Open Government. Your request is for:

*Any memos to staff, directives or policy manuals that outline procedures that Information and Privacy Analysts are required to follow for handling FOI requests that deal with sensitive subject matter. Final versions only, exclude duplicates. Timeframe Jan. 1, 2012 to [January 28, 2013].*

Please find enclosed a copy of the records located in response to your request. Some information has been withheld pursuant to sections 15 (Disclosure harmful to law enforcement), and 17 (Disclosure harmful to the financial or economic interests of a public body) of FOIPPA. A complete copy of FOIPPA is available online at:

[http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/96165\\_00](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_00)

Please note some information in the records is marked 'not responsive' as it does not respond to the wording of your request. Your file is now closed.

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These records will be published on the BC Government's Open Information website a minimum of 72 hours after it is released electronically or a minimum of five business days after it has been released by mail in hardcopy. To find out more about Open Information, please access the Open Information website at: <http://www.openinfo.gov.bc.ca/ibc/index.page>

If you have any questions regarding your request, please contact Brenda Margetish, the analyst assigned to your request, at (250) 387-1932. This number can be reached toll-free by calling from Vancouver, 604-660-2421, or from elsewhere in BC, 1-800-663-7867 and asking to be transferred to (250) 387-1932.

You have the right to ask the Information and Privacy Commissioner to review this decision. I have enclosed information on the review and complaint process.

Sincerely,

A handwritten signature in black ink, appearing to be 'N. Elbahir', with a long horizontal line extending to the right.

for  
Cindy Elbahir, Manager  
Central Agency Team  
Information Access Operations

Enclosures

<p>How to Request a Review with the Office of the Information and Privacy Commissioner</p>
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If you have any questions regarding your request please contact the analyst assigned to your file. The analyst's name and telephone number are listed in the attached letter.

Pursuant to section 52 of the *Freedom of Information and Protection of Privacy Act* (FOIPPA), you may ask the Office of the Information and Privacy Commissioner to review any decision, act, or failure to act with regard to your request under FOIPPA.

**Please note that you have 30 business days to file your review with the Office of the Information and Privacy Commissioner. In order to request a review please write to:**

Information and Privacy Commissioner  
PO Box 9038 Stn Prov Govt  
4th Floor, 947 Fort Street  
Victoria BC V8W 9A4  
Telephone 250-387-5629      Fax 250-387-1696

If you request a review, please provide the Commissioner's Office with:

1. A copy of your original request;
2. A copy of our response; and
3. The reasons or grounds upon which you are requesting the review.