

MacLeod, Peggy JAG:EX

From: MacLeod, Peggy SG:EX
Sent: Wednesday, February 1, 2012 4:12 PM
To: Chuhran, Dorothy J SG:EX
Subject: RE: Change in Process?

No need to have two numbers. If the DSGs office is providing a CLIFF number I think you can just keep track of that number on our spreadsheet.

Thanks.

From: Chuhran, Dorothy J SG:EX
Sent: Wednesday, February 1, 2012 3:31 PM
To: MacLeod, Peggy SG:EX
Subject: Change in Process?

Peggy – I've been logging the FOI requests into Cliff ... when the sign-off reaches Kathy or Jeannie, it is logged in again, under a new number ... so we end up with 2 logs for the same FOI request.

Couple of options – I can let the DMs office know when I've logged a request and advise them of the Cliff #, and hope they remember to use it – OR, I can stop logging our portion in Cliff and just keep track of it on our spreadsheet – OR, we can continue as is, with the 2 cliff #'s ... there may be a good reason (?) for logging each branch's efforts separately.

I usually close the one I've started once I see that the DMs office has started a new one, and do a cross-reference in each log.

*Dorothy Chuhran
Administrative Assistant
Police Services Division/ADM
Ministry of Public Safety and Solicitor General*

*phone 250 356-9248
fax 250 356-7747*

Butler, Sylvia JAG:EX

Subject: FOI revise draft flowchart for v4 revisions

Start: Mon 2011-10-24 10:30 AM

End: Mon 2011-10-24 1:00 PM

Recurrence: (none)

Organizer: Butler, Sylvia SG:EX

Butler, Sylvia SG:EX

Subject: PSD/SPD FOI Process
Location: 10th Floor 1001 Douglas Street Sussex

Start: Thu 2011-10-20 9:00 AM
End: Thu 2011-10-20 10:00 AM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Butler, Sylvia SG:EX
Required Attendees: MacLeod, Peggy SG:EX; McCartney, Angela SSBC:EX; Hudson, Vicki SSBC:EX

To review FOI processes for PSD.

FOI REQUESTS PROCESS FOR PSD

FOI request types:

Police Services Division receives two types of FOI requests from individuals:

- **Global/General** - overall general/global requests for information that may impact a number of business areas or
- **Specific request** – a particular file, decision, review pertaining to an individual who has come into contact through one of our operational areas (Criminal Records Review, Protection Order Registry, Security Services Act, Body Armour Control Act or Armoured Vehicle and After Market Compartment Control Act, Personnel Security Screening Office).
- **Media & Opposition Requests** – are received by Kathy Cornett - A/Sr. Executive Assistant, Deputy Minister's Office – who logs request into CLIFF and then will send to appropriate contacts to gather information.
- **Cross Government Requests** – typically received by Management Services – and then sent to program areas.

FOI requests may be received in one of two ways:

- **In-direct** – FOI requests are sent directly from Information Access Operations (FOI). FOI will forward by email (see **sample A**) their request for “Call for Records” to PSD’s primary contact FOI Co-ordinator (PSDFC). The email will include the “Call for Records” (see **sample B**) and the Fee estimate request (see **sample C**).
- **Direct** – FOI requests can also be sent directly from clients to PSD – these requests must be given to the PSDFC who will log/check CLIFF system to see if request has already been logged. If not, log into CLIFF, scan and then email to FOI Information Access Operations:
FOI.Requests@gov.bc.ca.

PSD FOI PROCESS: (see PSD-FOI Flowchart sample E)

Steps 1 – All FOI requests to be received by Police Services Division FOI Co-ordinator (PSDFC) Dorothy Chuhran:

- All requests received must be entered into the CLIFF system (see **sample D**) by PSDFC:
 - Enter Subject field with Program Area-FOI-brief description of request:
 - Example: PSD-LIC-FOI#-requesting copy of individuals file (and FOI tracking number if known).
 - Scan FOI request and upload into CLIFF.
 - CLIFF tracking number cross referenced on FOI request.

PSD Administrative Support group manages receipt of Freedom of Information for the division by co-ordinating, tracking and providing support to FOI Program Analyst in the preparation of requests. Ensuring FOI timelines are met and documentation has been appropriately signed off.

- **PSD Primary FOI Lead:** Dorothy Chuhuran
- **Backup:** ????

Step 2 – PSDFC will forward request to one of two PSD-FOI Analyst (PSDFA) – highlighting timelines by email:

PSD FOI Analyst (PSDFA) responsible for reviewing scope, costs and review of Freedom of Information for the division.

General/Global/Media/Opposition/Cross Government requests:

Lead: Peggy MacLeod

Backup: ??????

SPD related requests:

Lead: Sylvia Butler

Backup: ??????

- PSDFA – will review requests and determine scope.
- **Fee estimate must be** completed within 3 days of receipt and sent back to FOI Operations
 - If fee is required, do not process any further until FOI has confirmed client wishes to pay for service and or client has narrowed scope of their request;
 - PSDFA will wait for direction from FOI Operations;
 - PSDFA will send email to PSDFC to update CLIFF system.
- If FOI Analyst confirms client wishes to pay or narrow the scope:
 - PSDFA will request impacted program area to forward corresponding files/emails/documentation to PSD FOI analyst to be reviewed.

PSD PROGRAM AREAS

PROGRAM AREA	MANAGER/DIRECTOR/LEAD
ADM's office – email/info/calendar	NICOLE BUTTERFIELD
PSD–Finance, Infrastructure, contracts, systems	PEGGY MACLEOD
PSD-Police boards, Governance & First Nations and Auxiliary Reserve Constable Program	BOB COLE

PSD—Legislation, Consultations, Stakeholders, miscellaneous regulations	KATHY KIRBY
PSD - community safety, mental health illness, addictions	KJERSTINE HOLMES
PSD - Special Provincial Constable program, Breathalyser technicians and analysis, Exemptions OCABC, Law Enforcement Justification Program National Sex Offender Registry	CORINNE ALEXANDER
PSD - Serious crime portfolio, Firearms, Organized crime witness protection, Independent investigation of officers, Police complaints	TOM STEENVOORDEN
PSD - Police training, Standards and Evaluation Unit	LYNNE MCINALLY
PSD - Road safety unit, BC Chief of Police Traffic Safety Committee, intersection safety camera program, illegal drugs and asset sharing	JAN STAPLES
PSD - RCMP contracts renewal integration	KIMBERLEY MCLEAN
PSD – RCMP contract renewal, strategic planning, police resources, expenditures, restructures, integration, financial.	LISA GODENZIE
PSD – Branch Project Management, Conair Program, IIO	SOPHIE MAS
SPD – Management	FRASER MARSHALL
SPD – Financial	VIKI ANDERSON
SPD – Systems	VIKI ANDERSON
SPD - Enforcement/Compliance	STEPHEN HITCHCOCK
SPD - Security Services Act Licensing	STACEY WARREN DAVIES

SPD - Criminal Record Review	STACEY WARREN DAVIES
SPD - Protection Order Registry	STACEY WARREN DAVIES
SPD - Risk Assessment	SHERA SKINNER

- PSDFA will review documentation and write up recommendation;
- Draft documents and overview to be forwarded to Executive Directors for approval (see sample overview of SPD review template F & G);

Executive Directors:

Perry Clark – Corporate Infrastructure, Finance

Sam MacLeod – Operational Services (Policy/Program)

Other?????

Step 3 – Executive Director will review draft doc (electronic/paper format) and either approve or review any concerns with PSDFA:

- If no concerns - Executive Director will forward package to ADM for review and signoff:
 - clean copy of documents are scanned as one PDF and sent to FOI Operations Analyst identified in original request.
 - PSDFA will:
 - scan documents to H drive, open and rename scanned PDF with corresponding FOI # PSS-2011-#####;
 - Email to FOI Intake, FOI Analyst & PSDFC.
 - PSDFC will update CLIFF that Draft doc/pkg has been forwarded to FOI for review & redlining.

Step 4 – FOI Operations Analyst will review, and provide electronic redline document and written summary back to PSDFA:

Step 5 – PSDFA will:

- review redline document and summary prepared by FOI Analyst to ensure personal or pertinent information has been severed;
- PSDFA will send document electronically to Executive Director to approve.
- E/Director approves or disagrees:
 - Approves – forward by email signature of director and documents to ADM's office for final approval. PSD FC to ensure CLIFF updated.
 - Disagrees – ADM/Director to review with PSDFA. Once resolved and approve follow point above.

Step 6 – ADM's office (Nicole) will send final signoff document back to FOI Operations Analyst.

Step 7 – CLIFF system will be updated.

FOI CONTACTS:

Information Access Operations
548 Michigan Street
Victoria BC V8W 9K1

FOI Information Access Operations: FOI.Requests@gov.bc.ca.
Fax: 250-387-9843

Logistics and Business Services | Shared Services BC
Ministry of Labour, Citizens' Services and Open Government

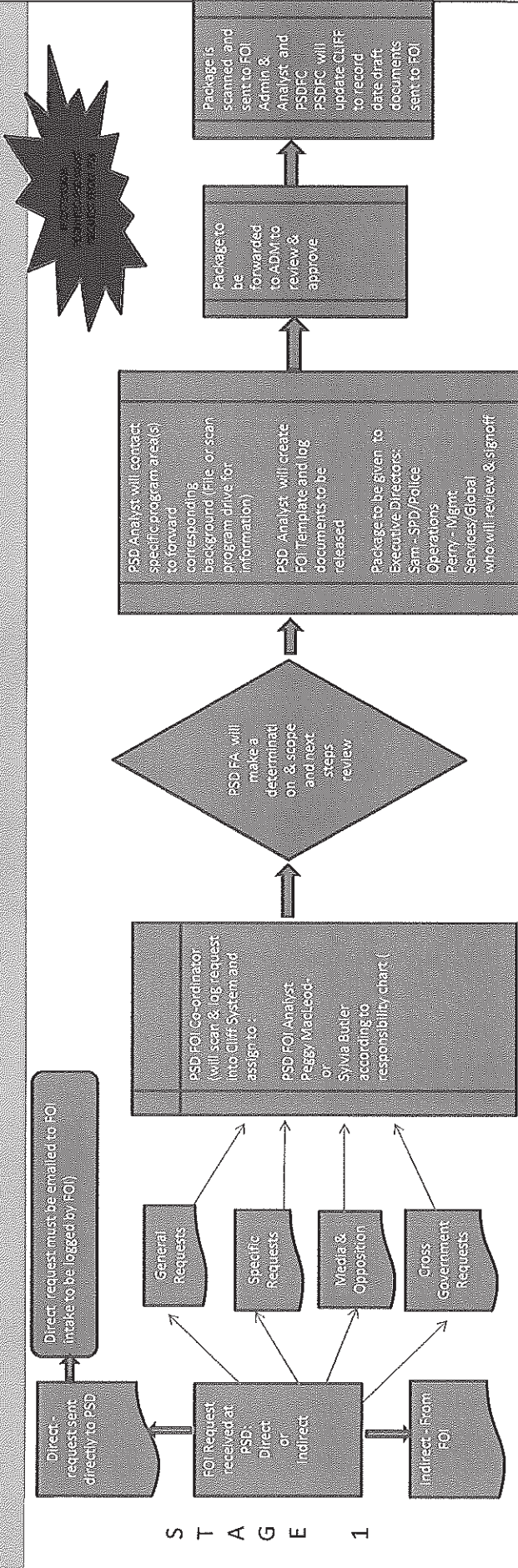
Providing Services to:

Ministry of Public Safety and Solicitor General
Ministry of Attorney General

Vicki Hudson – Manager - 250 356-0845 - Vicki.Hudson@gov.bc.ca
Samara Fisher – FOI Analyst - 250 356-5285 - Samara.Fisher@gov.bc.ca
Robert Gordon – FOI Analyst - 250 356-7869 - Robert.A.Gordon@gov.bc.ca
Adam Skulsky – FOI Analyst - Phone: 250-356-8985 - Adam.Skulsky@gov.bc.ca
Angela McCartney – Team Lead - 250 356-0788 - Angela.McCartney@gov.bc.ca
Melinda Minkley - Sr. Privacy & Access Analyst - 250 356-6548 - Melinda.Minkley@gov.bc.ca
Donna Wilkinson – FOI Analyst – 250 356-9079 - Donna.Wilkinson@gov.bc.ca
April Haussmann – Intake Administrator - 250 387-7990 - April.Haussmann@gov.bc.ca
Sandra Fisher – Intake Administrator - 250 356-9392 - Sandra.Fisher@gov.bc.ca

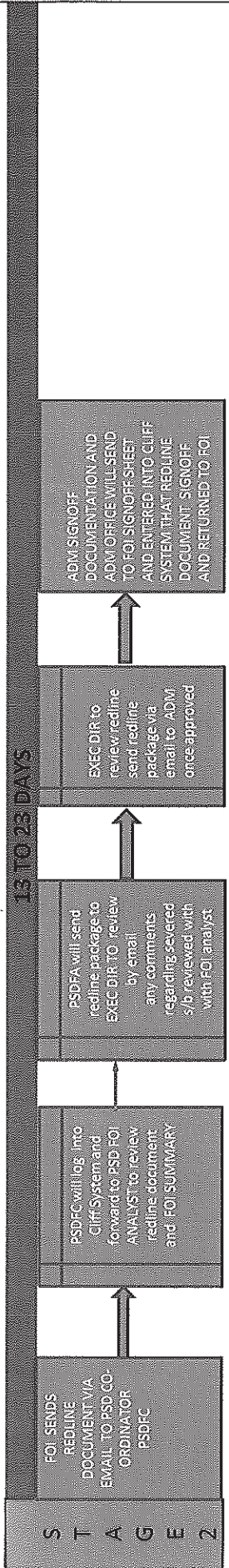
PSD FOI PROCESS

3 TO 12 WORKING DAYS



STAGE 1

13 TO 23 DAYS



STAGE 2

FOI Executive Report - Ministry of Public Safety and Solicitor General



STAGE 3

FOI REQUESTS PROCESS FOR PSD

FOI request types:

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- **Global/General** - overall general/global requests for information that may impact a number of business areas or
- **Specific request** – a particular file, decision, review pertaining to an individual who has come into contact through one of our operational areas (Criminal Records Review, Protection Order Registry, Security Services Act, Body Armour Control Act or Armoured Vehicle and After Market Compartment Control Act, Personnel Security Screening Office).

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- **In-direct** – FOI requests are sent directly from Information Access Operations (FOI). FOI will forward by email (see sample A) their request for “Call for Records” to PSD’s primary contact FOI Co-ordinator (PSDFC). The email will include the “Call for Records” (see sample B) and the Fee estimate request (see sample C).
- **Direct** – FOI requests can also be sent directly from clients to PSD – these requests must be given to the PSDFC who will log into CLIFF system, scan and then email to FOI Information Access Operations: FOI.Requests@gov.bc.ca.

PSD FOI PROCESS: (see PSD-FOI Flowchart sample E)

Steps 1 – All FOI requests to be received by Police Services Division FOI Co-ordinator (PSDFC):

- Dorothy Chuhran
 - All requests received must be entered into the CLIFF system (see sample D) by PSDFC:
 - Enter Subject field with Program Area-FOI-brief description of request:
 - Example: PSD-LIC-FOI-requesting copy of individuals file (and FOI tracking number if known).
 - Scan FOI request and upload into CLIFF.
 - CLIFF tracking number cross referenced on FOI request.

PSD Administrative Support group manages receipt of Freedom of Information for the division by co-ordinating, tracking and providing support to FOI Program Analyst in the preparation of requests. Ensuring FOI timelines are met and documentation has been appropriately signed off.

- **PSD Primary FOI Lead:** Dorothy Chuhran
- **Backup:** ????

Step 2 – PSDFC will forward request one of two PSD-FOI Analyst – highlighting timelines by email:

PSD FOI Analyst (PSDFA) responsible for reviewing scope, costs and review of Freedom of Information for the division.

General/Global requests: Peggy MacLeod

SPD related requests: Sylvia Butler

o **Backup:** ????

- PSDFA – will review requests and determine scope
- Fee estimate must be completed within 3 days of receipt and sent back to FOI.
 - o If fee is required, do not process any further until FOI has confirmed client wishes to pay for service.
 - o PSD FA will wait for direction from FOI Operations.
 - o PSD FA will send email to PSD FC to update CLIFF system.
- If PSDFA confirms client wishes to pay - lead will pull corresponding file and complete overview
 - o Direction to impacted program area to forward corresponding files/emails/documentation to PSD FOI analyst to be reviewed.

PSD PROGRAM AREAS

PROGRAM AREA	MANAGER/DIRECTOR
PSD -Finance, Infrastructure, contracts, systems	PERRY CLARK
PSD-Police boards, Governance & First Nations and Auxiliary Reserve Constable Program	BOB COLE
PSD-Legislation, Consultations, Stakeholders, miscellaneous regulations	KATHY KIRBY
PSD - community safety, mental health illness, addictions	KJERSTINE HOLMES
PSD - Special Provincial Constable program, Breathalyser technicians and analysis, Exemptions OCABC, Law Enforcement Justification Program National Sex Offender Registry	CORINNE ALEXANDER
PSD - Serious crime portfolio, Firearms, Organized crime witness protection, Independent investigation of officers, Police complaints	TOM STEENVOORDEN
PSD - Police training, Standards and Evaluation Unit	LYNNE MCINALLY
PSD - Road safety unit, BC Chief of Police Traffic Safety Committee, intersection safety camera program, illegal drugs and asset sharing	JAN STAPLES

PSD - RCMP contracts renewal integration	KIMBERLEY MCLEAN
PSD – RCMP contract renewal, strategic planning, police resources, expenditures, restructures, integration, financial.	LISA GODENZIE
PSD – Branch Project Management, Conair Program, IIO	SOPHIE MAS
SPD - Management	FRASER MARSHALL
SPD - Financial	VIKI ANDERSON
SPD - Systems	VIKI ANDERSON
SPD - Enforcement/Compliance	STEPHEN HITCHCOCK
SPD - Security Services Act Licensing	STACEY WARREN DAVIES
SPD - Criminal Record Review	STACEY WARREN DAVIES
SPD - Protection Order Registry	STACEY WARREN DAVIES
SPD - Risk Assessment	SHERA SKINNER

- Draft documents and overview to be forwarded to Executive Director to approve (see sample overview F & G);

Step 3 – Executive Director will review draft doc (electronic/paper format) and forward to ADM for review.

- If Executive Director and ADM signoff pre-redlined documents, documents are scanned as one PDF and sent to FOI Operations Analyst identified in original request.
- PSDFA will:
 - scan documents to H drive, open and rename scanned PDF with corresponding FOI # PSS-2011-#####;
 - Email to FOI Intake, FOI Analyst & PSDFC.
- PSDFC will update CLIFF that Draft doc/pkg has been forwarded to FOI for review & redlining.

Step 4 – FOI Analyst will review, and provide electronic redline document and written summary back to PSD FA for review and final signoff.

Step 5 – PSDFA will:

- review redline document and summary prepared by FOI Analyst to ensure personal or pertinent information has been severed;
- Once review completed, PSDFA will send document electronically to Executive Director to approve.
- E/Director approves or disagrees:
 - Approves – forward by email signature of director and documents to ADM's office for final approval. PSD FC to ensure CLIFF updated.
 - Disagrees – ADM/Director to review with PSDFA. Once resolved and approve follow point above.

Step 6 – ADM's office (Nicole) will send final signoff document back to FOI Operations Analyst.)'

Step 7 – CLIFF system will be updated.

EXCEPTIONS:

The following types of requests for information are not required to go through FOI office but must go through PSD signoffs and must be tracked through CLIFF system:

- College of Teachers
- College of Physicians
- Any college whose by-laws or own legislation allow them to request this information – see legal opinion.
- SSA – Licensing – any business owner or individual (security worker) can request information from their files – third party information must be severed;
- CRR – Individuals may request information from their file but these must be scrutinized very carefully.
- SSA – Enforcement-any business owner or individual may request copy of inspection report, investigation – however third party information should be severed.

FOI CONTACTS:

Information Access Operations

548 Michigan Street

Victoria BC V8W 9K1

Fax: 250-387-9843

Logistics and Business Services | Shared Services BC

Ministry of Labour, Citizens' Services and Open Government

Providing Services to:

Ministry of Public Safety and Solicitor General

Ministry of Attorney General

Viki Hudson – Manager - 250 356-0845 - Vicki.Hudson@gov.bc.ca

Elizabeth Babecy - Intake Analyst - Phone: 250-387-7362 Elizabeth.Babecy@gov.bc.ca

Samara Fisher – FOI Analyst - 250 356-5285 - Samara.Fisher@gov.bc.ca

Robert Gordon – FOI Analyst - 250 356-7869 - Robert.A.Gordon@gov.bc.ca

Angela McCartney – Team Lead - 250 356-0788 - Angela.McCartney@gov.bc.ca

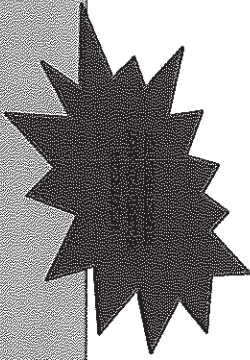
Melinda Minkley - Sr. Privacy & Access Analyst - 250 356-6548 - Melinda.Minkley@gov.bc.ca

Donna Wilkinson - FOI Analyst

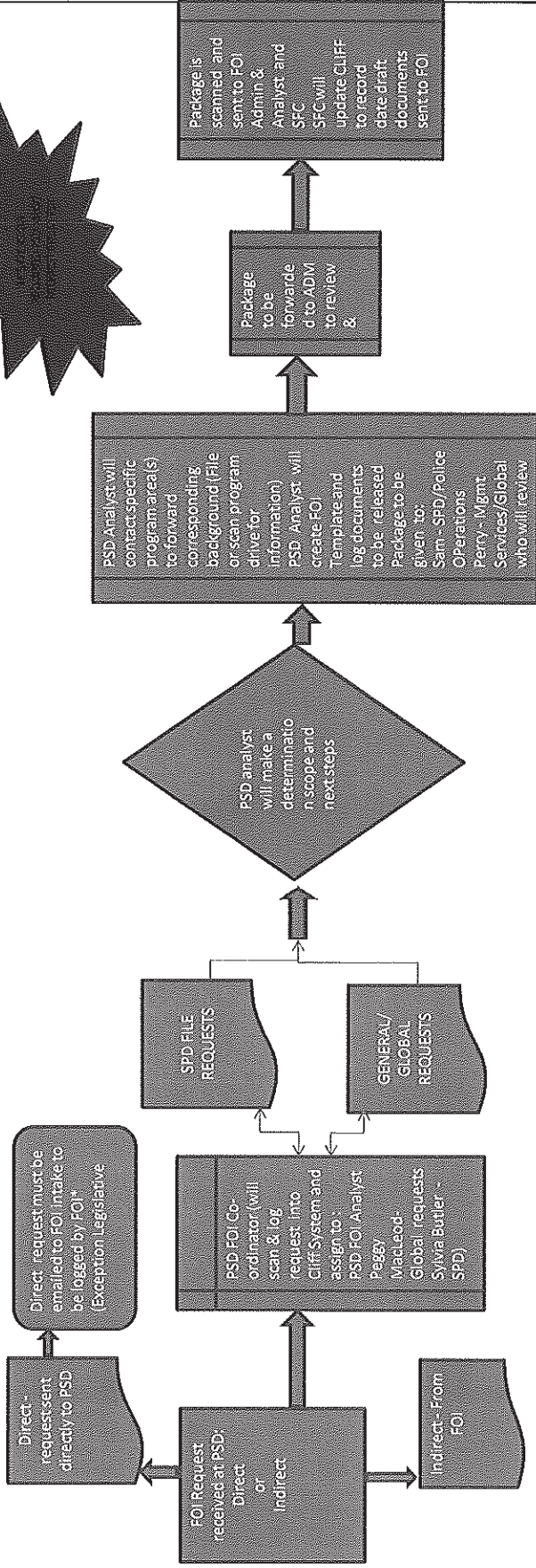
April Hausman - Intake Administrator

PSD FOI PROCESS

7 TO 10 WORKING DAYS

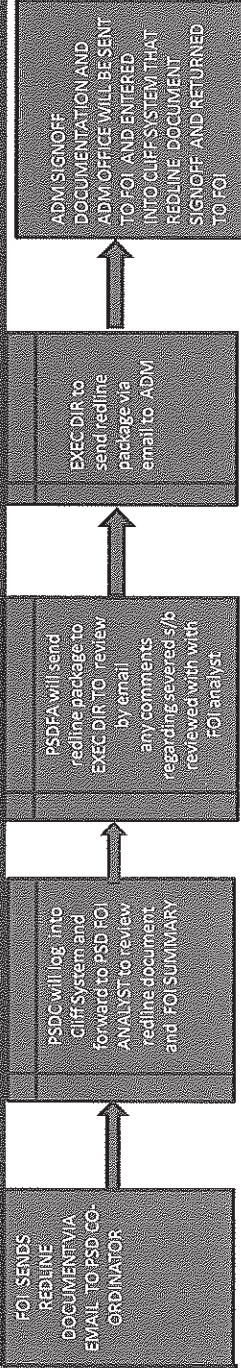


STAGE 1



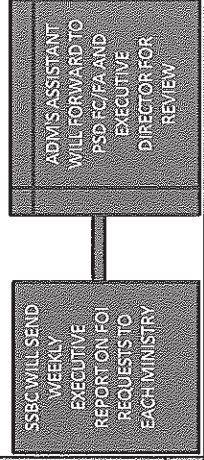
10 TO 23 DAYS

STAGE 2



STAGE 3

FOI Executive Report - Ministry of Public Safety and Solicitor General



Butler, Sylvia SG:EX

From: MacLeod, Peggy SG:EX
Sent: Wednesday, October 12, 2011 12:33 PM
To: Butterfield, Nicole SG:EX
Cc: Clark, Perry SG:EX; Chuhran, Dorothy J SG:EX; Miller, Lesley SG:EX; Van Heerden, Diana SG:EX; Butler, Sylvia SG:EX
Subject: RE: FOR APPROVAL: 471885 - PSSG Consultation for Ministry of Finance 292-45/PSS-2011-01210

Hi Nicole:

We are working on the FOI process and will hopefully have a process confirmed in the near future.

For the time-being, could you please forward these signoff sheets for PSD to me. Hopefully you will not have many of them.

Thanks....

-----Original Message-----

From: Butterfield, Nicole SG:EX
Sent: Friday, September 30, 2011 1:16 PM
To: Clark, Perry SG:EX; Chuhran, Dorothy J SG:EX; MacLeod, Peggy SG:EX
Subject: FW: FOR APPROVAL: 471885 - PSSG Consultation for Ministry of Finance 292-45/PSS-2011-01210
Importance: High

What's the procedure again when it comes directly to me from the DSG's office for sign off?

Not Responsive

Butler, Sylvia JAG:EX

From: Butler, Sylvia SG:EX
Sent: Thursday, October 6, 2011 4:04 PM
To: Hudson, Vicki SSBC:EX
Subject: Mtg with PSD/SPD

Hi Viki, I am down at Police Services Division working on a few projects, one being FOI process. I have been tasked with reviewing the various FOI processes used at SPD/PSD-Victoria and PSD-Vancouver with Peggy MacLeod to improve our turnaround time and process to meet FOI timelines.

I have documented our process at SPD and reviewed with Peggy and we were wondering if you or someone in your shop would be able to meet with us to go over our draft process and make any suggestions on improving it. Also would you be able to send me a list of the FOI contacts you have for PSD including SPD?

In addition, I attended your overview of the new FOI pilot process you have introduced and wondered if you have a contact name for the group that created your new shared files system (database)? I am working on another project with respect to Information Management for PSD and wanted to know about what you created.

Thanks.

Sylvia Butler

*Senior Program and Policy Analyst
Police Services Division (Victoria)*

Telephone 250-356-9114

If you are not the intended recipient and have received this message in error, please notify me immediately and do not copy or disclose the contents of this message or its attachments to any other person.

Butler, Sylvia JAG:EX

Subject: FOI Process
Location: Peggy's Office

Start: Tue 2011-10-04 9:30 AM
End: Tue 2011-10-04 10:30 AM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Butler, Sylvia SG:EX
Required Attendees: MacLeod, Peggy SG:EX

Hi Peggy, please find attached our revised FOI process at Security Programs.

Agenda:

- 1) Review PSD 's process
- 2) Review Vancouver office process – if known
- 3) Review SPD's process
- 4) Brainstorm on ideas for streamlining and next steps

Butler, Sylvia JAG:EX

From: Butler, Sylvia SG:EX
Sent: Monday, October 3, 2011 12:59 PM
To: MacLeod, Peggy SG:EX
Subject: RE: FOI Process

Thank you.

Sylvia Butler

*Senior Program and Policy Analyst
Police Services Division (Victoria)*

Telephone 250-356-9114

If you are not the intended recipient and have received this message in error, please notify me immediately and do not copy or disclose the contents of this message or its attachments to any other person.

From: MacLeod, Peggy SG:EX
Sent: Monday, October 3, 2011 12:58 PM
To: Butler, Sylvia SG:EX
Subject: RE: FOI Process

That's great.....you've done a lot of work! Looking forward to discussing tomorrow.

From: Butler, Sylvia SG:EX
Sent: Monday, October 3, 2011 12:51 PM
To: MacLeod, Peggy SG:EX
Subject: RE: FOI Process

Yes, here it is. << File: FOI REQUESTS PROCESS FOR SPDSept30.docx >> << File: SPDFOIFLOWCHART.xlsx >> << File: FOIREQUESTFORMTemplate2011.doc >>

Sylvia Butler

*Senior Program and Policy Analyst
Police Services Division (Victoria)*

Telephone 250-356-9114

If you are not the intended recipient and have received this message in error, please notify me immediately and do not copy or disclose the contents of this message or its attachments to any other person.

Butler, Sylvia JAG:EX

From: Butler, Sylvia SG:EX
Sent: Monday, October 3, 2011 12:51 PM
To: MacLeod, Peggy SG:EX
Subject: RE: FOI Process



FOI REQUESTS SPDFLOWCHA FOIREQUESTFOR
PROCESS FOR SPDS RT.xlsx Template2011.doc

Yes, here it is.

Sylvia Butler

*Senior Program and Policy Analyst
Police Services Division (Victoria)*

Telephone 250-356-9114

If you are not the intended recipient and have received this message in error, please notify me immediately and do not copy or disclose the contents of this message or its attachments to any other person.

From: MacLeod, Peggy SG:EX
Sent: Monday, October 3, 2011 12:49 PM
To: Butler, Sylvia SG:EX
Subject: FOI Process

Hi Sylvia:

Was there supposed to be an attachment to the meeting invitation?

Peggy MacLeod
Manager, Finance and Administration
Police Services Division

FOI REQUESTS PROCESS FOR SPD

FOI request types:

Security Programs Division receives two types of FOI requests:

- **In-direct** – FOI requests are sent directly from Information Access Operations (FOI). FOI will forward by email (see sample A) their request for “Call for Records” to SPD’s primary contact FOI Co-ordinator (SFC). The email will include the “Call for Records” (see sample B) and the Fee estimate request (see sample C).
- **Direct** – FOI requests can also be sent directly from clients to Security Programs Division – these requests must be given to the SFC to log into CLIFF system and scan and email to Information Access Operations: FOI.Requests@gov.bc.ca, then:
 - letters/emails received should be directed to appropriate program area.
 - See detailed process below.

SPD FOI PROCESS: (see SPD-FOI Flowchart sample E)

Step 1 - All requests received must be entered into the CLIFF system (see sample D) by SFC:

- Enter Subject field with Program Area-FOI-brief description of request:
 - Example: SSA-LIC-FOI-requesting copy of individuals file (and FOI tracking number if known).
- Scan request and upload into CLIFF.
- tracking number cross referenced on FOI request.

General Requests: sent via email to Andrea as primary SFC – backup Ashley and Katie

- Office Admin Group manages receipt of Freedom of Information for the division by co-ordinating, tracking and providing support to Program Analyst in the preparation of requests. Ensuring FOI timelines are met and documentation has been appropriately signed off.
 - **SPD Primary Lead:** Andrea Youde
 - **Backup:** Ashley Garnsey and Katie Fitzpatrick

Step 2 – Forward request to Program Lead – highlighting timelines

PROGRAM AREAS & LEADS FOR FOI

PROGRAM AREA	MANAGER	Lead
Management	Fraser	Andrea
Financial	Viki	Charlene
Systems	Viki	Alana/Dave
Enforcement/Compliance	Stephen	Angie
SSA Licensing	Stacey	Debbie/Josh
CRR	Stacey	Jenn/Josie
POR	Stacey	Belkis
Risk Assessment	Shera	Teresa

- Fee estimate must be completed within 3 days of receipt and sent back to FOI.
 - If fee is required, do not process any further until FOI has confirmed client wishes to pay for service.
- If FOI confirms client wishes to pay - lead will pull corresponding file and complete overview
- Draft documents/pkg and overview to be forwarded to corresponding manager to approve (see sample overview F & G);

Step 3 – Manager approves draft doc/pkg and forwards back to Lead:

- Lead will scan all documents (PDF) signed off:
 - scan documents to H drive, open and rename scanned PDF with corresponding FOI # PSS-2011-#####;
 - Email to FOI Intake, FOI Analyst & SFC.
- SFC will update CLIFF that Draft doc/pkg has been forwarded to FOI for review & redlining.

Step 4 – FOI Analyst will review, and provide redline document and written summary back to program area for review and signoff.

Step 5 – SPD Lead will:

- review redline document and summary prepared by FOI Analyst to ensure personal information has been severed;
- Once review completed send document by email to Director to approve.
- Director approves or disagrees:
 - Approves – forward by email signature of director and documents to ADM's office for final approval. SFC to ensure CLIFF updated.
 - Disagrees – Director to review with Lead and FOI analyst. Once resolved and approve follow point above.

Step 6 – ADM's office (Nicole) will send final redline document back to FOI Analyst.

Step 7 – CLIFF system will be updated.

EXCEPTIONS:

The following types of requests for information are not required to go through FOI office but we are required to track in our CLIFF system:

- College of Teachers
- College of Physicians
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- CRR – Individuals may request information from their file but these must be scrutinized very carefully.
- SSA – Enforcement-any business owner or individual may request copy of inspection report, investigation – however third party information should be severed.

These requests must be reviewed and signed off by Manager for program area and Director for Security Programs. (NEW STEP ADM TO BE REVIEWED??)

FOI CONTACTS:

Information Access Operations
548 Michigan Street
Victoria BC V8W 9K1
Fax: 250-387-9843
Logistics and Business Services | Shared Services BC
Ministry of Labour, Citizens' Services and Open Government

Providing Services to:

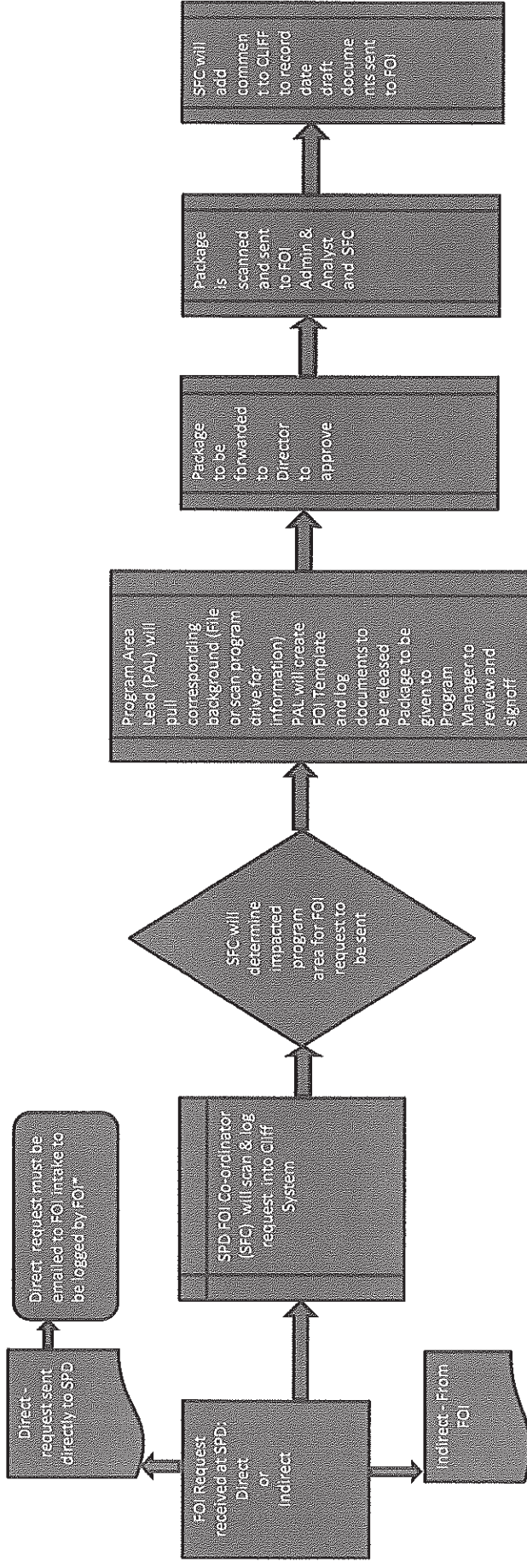
Ministry of Public Safety and Solicitor General
Ministry of Attorney General

Viki Hudson – Manager - 250 356-0845 - Vicki.Hudson@gov.bc.ca
Elizabeth Babecy - Intake Analyst - Phone: 250-387-7362 Elizabeth.Babecy@gov.bc.ca
Samara Fisher – FOI Analyst - 250 356-5285 - Samara.Fisher@gov.bc.ca
Robert Gordon – FOI Analyst - 250 356-7869 - Robert.A.Gordon@gov.bc.ca
Angela McCartney – Team Lead - 250 356-0788 - Angela.McCartney@gov.bc.ca
Melinda Minkley - Sr. Privacy & Access Analyst - 250 356-6548 - Melinda.Minkley@gov.bc.ca

FOI REQUEST REVIEW (SPD-PSS-2011-#0)				
From				Date
Impacts program area:				
REQUEST FOR INFORMATION TO BE GATHERED				
Sent to FOI Co-ordinator		Sylvia Butler		Date
CLIFF #		n/a		
Info Compiled		Date:		
Item	Description of Document	Release		
		YES	NO	SEVERED
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Prepared by: Sylvia Butler, Senior Policy and Program Analyst, 250-387-4640 Signed off by: _____ Date: _____ Mr. Fraser Marshall, Deputy Director, Protective Services, 250-356-0267 Attachments (Revised Jan 2011)				

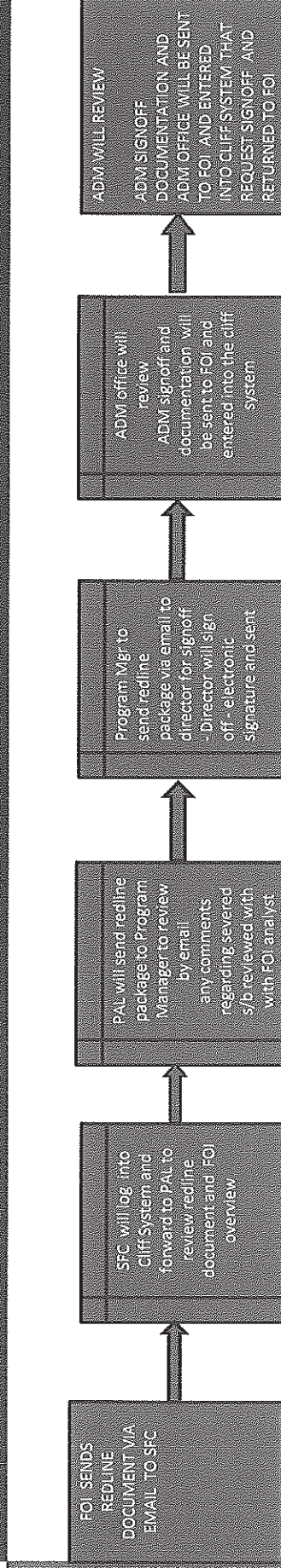
SPD FOI PROCESS

7 TO 10 WORKING DAYS



STAGE 1

10 TO 23 DAYS



STAGE 2

Butler, Sylvia JAG:EX

From: Anderson, Viki M SG:EX
Sent: Tuesday, September 13, 2011 3:59 PM
To: Butler, Sylvia SG:EX; Boustead, Charlene A SG:EX; Youde, Andrea D SG:EX
Subject: RE: FOI requests - process

Not Responsive

From: Butler, Sylvia SG:EX
Sent: Tuesday, September 13, 2011 3:56 PM
To: Boustead, Charlene A SG:EX; Youde, Andrea D SG:EX
Cc: Anderson, Viki M SG:EX
Subject: FOI requests - process

Hi everyone, the FOI requests should be process as follows:

- 1) All FOI requests received should be sent to Andrea to be entered into cliff system
- 2) Andrea will also add into FOI log on the P drive and send request to me to review and process. (during cross training in May Andrea did not have access to P drive I don't know if this has been completed yet so I have been entering requests into FOI log on P drive).
- 3) I will pull the corresponding information from the program area, scan, write up report and have Fraser sign off
- 4) I will then send via email to FOI
- 5) FOI Analyst will review and send back severed documents for our review.
- 6) Package should be given to me, which I review and send final report to Fraser to sign off.

Hope this clarifies everything.

Not Responsive

Dickson, Brandy MEM:EX

From: Dickson, Brandy SG:EX
Sent: Tuesday, March 13, 2012 2:27 PM
To: Cornett, Kathy M SG:EX
Subject: RE: FOI Signoff packages - Tonja Joyce

That is good news!

I've started tightening up the timeframes here in our office to see if I can get the signatures back to me faster, and had a quick chat with Karine over at IAO. I think the load is lessening a bit for her, cause she was quite responsive to having the package severing more complete before sending them over. I haven't spoken with other IAO folks, but I think this should work out.

Cheers!

Brandy Dickson

FOI, Records and Correspondence Coordinator

Gaming Policy and Enforcement Branch

Ministry of Energy and Mines

3rd Floor, 910 Government Street

Victoria, BC V8W 9N1

Phone: 250-387-1151

Fax: 250-356-8149

From: Cornett, Kathy M SG:EX
Sent: Tuesday, March 13, 2012 12:21 PM
To: Dickson, Brandy SG:EX
Subject: FOI Signoff packages - Tonja Joyce

Hi Brandy, I spoke with Tonja and she thinks it would be a good idea if I copy her when I e-mail you signoff packages. I will start doing that for now on. Thank you, Kathy

Kathy Cornett

Senior Executive Administrative Assistant

Office of the Deputy Solicitor General

Ministry of Justice

Phone: 250 387-5362 Fax: 250 387-6224