

From: Rochon, Brenda R LCTZ:EX
To: Halford, Trevor M PREM:EX; Leamy, Michelle T PREM:EX;
cc: Olson, Alisha PREM:EX;
Subject: Call for Records - FOI Request #OOP-2012-00217
Date: Tuesday, April 10, 2012 1:29:00 PM
Attachments: OOP 217.pdf
Call for Records.docx
Fee Estimate.docx

Good afternoon Trevor and Michelle.

Please see below a formal request made under the Freedom of Information and Protection of Privacy Act (FOIPPA). I'm the analyst for this request. I can be reached at **250-387-5423**.

Please see attached the Call for Records form for the above noted request. In addition I have attached the original request. Wording of the request is as follows:

"Daily agendas and diaries for the period of March 1-April 5, 2012 for John Les."

Please complete the attached Call for Records form and return to me by April 26, 2012.

Please also complete the attached Fee Calculation form and return to me ASAP. 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.

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 me 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.

Thank you,

Brenda Rochon

Junior Analyst, Central Agency Team
Information Access Operations
Logistics and Business Services, Shared Services BC
Ministry of Labour, Citizens' Services and Open Government
Tel: 250-387-5423 Fax: 250-387-9843
E-mail: Brenda.Rochon@gov.bc.ca

Providing services to:

*Office of the Premier, Government Communications and Public Engagement,
BC Public Service Agency, Ministry of Labour, Citizens' Services and Open Government
and Shared Services BC*

Information Access Operations

Call for Records - General

FOI Request Number:	OOP-2012-00217	Applicant Type:	Media
IAO Analyst:	Brenda Rochon	Received Date:	5-Apr-2012
Records Due at IAO:	26-Apr-2012	Legislated Due Date:	22-May-2012

Section 7 of the *Freedom of Information and Protection of Privacy Act* places a duty on public bodies to respond to formal requests without delay and imposes a time limit of 30 working days from the date the FOI request is received, with certain specific exceptions. In an effort to ensure consistent government practice and in order to comply with current policy, ministries are required to locate and retrieve responsive records and identify potential harms that could result from their disclosure. This form will help guide this process and allow IAO staff to better understand the context of the records and make informed severing recommendations based on potential harms. Once this form has been completed, please forward to the above-noted IAO analyst. If you need assistance to complete this form, please contact your Analyst.

For Ministry Use - please ensure that any issues associated with the possible disclosure of records responsive to this request have been communicated to your Ministry Executive and/or Public Affairs Bureau Communications Office.

Search for Records	
Please describe your search for records including what records were searched (i.e. Files, email, databases, TRIM files, off-site records, etc), duration of search time, and who conducted the search for records.	
Program Area Recommendations	
Document potential harms* that could result from disclosure of records gathered and/or any other concerns with disclosure and provide disclosure recommendations.	
<p>*NOTE: Harms – E.g. disclosure of information in the records could significantly harm law enforcement matters, relations with other governments, the Ministry’s financial or negotiating position, or a third party’s interests on a given topic. Please specify the types of information of concern and the potential harms associated with each type</p>	
Publication of Records on the Open Information website	
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.	
If you have recommendations for additional explanations or context to be included in the response to the applicant, please indicate here or discuss with your FOI Analyst.	

Ministry Program Area:	
Recommendations Completed By:	
Date:	
Location of Records	
Please indicate here, if you are aware of any other public bodies or locations that may have records responsive to this request.	
Ministry Program Area:	
Recommendations Completed By:	
Date:	

NOTE:

Records are to be forwarded to IAO as soon as possible, but no later than 12 business days from the date of this call for records, except where IAO has advised that the request is cross-government. For cross-government requests, records are to be forwarded to IAO as soon as possible, but no later than 20 business days from the date of this call for records.

Ministry Support Guidelines for GENERAL FOI Requests

Preliminary Search for Records and Assessment of Fees:

- If records do not exist within the public body, **please advise IAO immediately**. The request will be closed or redirected by IAO.
- If some/all records reside within another public body, **please advise IAO immediately** specifying the other public body. The request will be transferred by IAO.
- Complete and submit the attached Fee Estimate Calculation form to assist IAO in determining if it is appropriate to issue a fee estimate for this request.

Records Gathering Process:

- Review records to ensure they are responsive to the request.
- To ensure IAO has a complete understanding of the records provided and their context, the ministry is required to identify any areas of concern regarding their disclosure. This will assist IAO analysts in assessing any harm contemplated by FOIPPA, and consider the recommendation of any applicable exceptions to disclosure.
- Issues management concerning the content of the responsive records is a responsibility of the ministry; therefore, issues associated with the possible disclosure of records responsive to this request should be communicated directly to your Ministry Executive and/or Public Affairs Bureau Communications Office.

Providing Responsive Records to IAO:

- Wherever possible, the ministry is required to send records electronically to the IAO analyst in either original electronic format or by scanning hard copy records and sending electronically. If volume is prohibitive for electronic submission, package or disc with scanned documents should be mailed to:

**Information Access Operations
Ministry of Citizens Services
PO Box 9569 Stn Prov Govt
Victoria BC, V8W 9K1**

- Please ensure the responsive records have been reviewed and approved by the applicable program area.

Information Access Operations

Fee Estimate Calculation Table

FOI Request Number:	OOP-2012-00217
IAO Analyst:	Brenda Rochon

Section 75 of the *Freedom of Information and Protection of Privacy Act* provides that public bodies may charge fees for certain limited services that they provide in the processing of formal Freedom of Information (FOI) requests. In an effort to ensure consistent government practice in estimating fees and in order to comply with current policy, IAO requires that the ministry estimate the time required to complete certain tasks associated with the processing of formal FOI requests. To help guide this process, included below is a list of tasks that can be charged for. Please note that the time spent reviewing records for harms or exceptions is not chargeable. If you have questions or need assistance completing the fee estimate, please contact your Analyst.

Once the estimate is complete, please forward to the above-noted IAO analyst before locating and retrieving records. Where it is appropriate to charge a fee, IAO will provide the applicant with a fee estimate outlining the payment required. Once the required payment has been received, IAO will advise the ministry to proceed with the retrieval, preparation and scanning/copying of records.

For Ministry Use - please ensure that all reasonable efforts are made to generate an accurate estimate.

I. Locating, Retrieving, and Producing Records		
Associated Tasks	Estimated Effort (in hours)	Actual Effort (in hours)
<p>This is to include time spent:</p> <ul style="list-style-type: none"> • reviewing file lists and off-site lists and generating a list of files; • calling to ask for the retrieval of boxes from off-site storage; • consulting with staff regarding the content of specific boxes of files; • compiling paper files from cabinets and compiling documents from those files; • reading through files to determine whether records are responsive – estimated time is 15 minutes per 1" file; • viewing videotapes and listening to audiotapes to determine whether they are responsive; • searching email, records databases, TRIM folders, etc & if necessary printing responsive records; and, • completing other related tasks. 		
<ul style="list-style-type: none"> • Please indicate the time, if any, spent producing records from machine readable records. • Please differentiate between time spent using a central mainframe processor and time spent developing computer programs to create the records. 		

Information Access Operations - Fee Estimate Calculation Table

NOTES:

Fee estimates & actual costs do not include the costs of retrieving/returning boxes from/to off-site storage facilities.

A machine readable record is anything upon which information is stored or recorded such that a computer or other mechanical device can render the information intelligible.

2. Preparing Records for Disclosure

Associated Tasks	Estimated Effort (in hours)	Actual Effort (in hours)
<p>This is to include time spent:</p> <ul style="list-style-type: none"> • preparing records for photocopying/scanning – (remove staples, etc); • photocopying records; • putting files back together – (re-file, re-staple, put records back in cerlox coils, etc); and • assembling the package and ensuring the package is complete. 		

NOTE:

IAO's preferred method of receiving records is electronically (preferably in pdf format).

3. Providing Copies of Records

	Estimated Volume	Actual Volume
Please indicate the total number of pages that are responsive to the request.		

NOTES:

The average file folder is 1" and holds approximately 200 single-sided pages.

Where records are double-sided, please estimate the total number of sides.

One standard Records Centre Services Box (1 cubic foot) holds approximately:

- 2,200 pages if they are in letter sized folders; and
- 1,800 pages if they are in legal sized folders.

Ministry Program Area:	
Estimate Completed By:	
Date:	

For IAO Use Only

Total Fee to Applicant		
Task	Estimated Costs	Actual Costs
Locating, Retrieving and Producing Records		
Preparing Records for Disclosure		
Providing Copies of Records		
Shipping Costs		
TOTAL:		

Olson, Alisha PREM:EX

From: Halford, Trevor M PREM:EX
Sent: Wednesday, April 11, 2012 10:01 AM
To: Olson, Alisha PREM:EX; Leamy, Michelle T PREM:EX
Subject: 00217

No records

From: Olson, Alisha PREM:EX
To: Rochon, Brenda R LCTZ:EX;
Subject: RE: Call for Records - FOI Request #OOP-2012-00217
Date: Wednesday, April 11, 2012 10:40:59 AM
Attachments: OOP-2012-00217 RESPONSE.pdf

Hi Brenda –

No records on OOP-2012-00217; Office of the Premier does not have access to John Les' calendar (assuming that he keeps one).

Let me know if you have any questions!

Thanks,

Alisha

Alisha Olson

*Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Phone: 250 356-2605 Fax: 250 356-7258
E-mail: Alisha.Olson@gov.bc.ca*

From: Rochon, Brenda R LCTZ:EX
Sent: Tuesday, April 10, 2012 1:29 PM
To: Halford, Trevor M PREM:EX; Leamy, Michelle T PREM:EX
Cc: Olson, Alisha PREM:EX
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Brenda Rochon

Junior Analyst, Central Agency Team
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Ministry of Labour, Citizens' Services and Open Government
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Information Access Operations - Call for Records - General

Ministry Program Area:	
Recommendations Completed By:	
Date:	
Location of Records	
Please indicate here, if you are aware of any other public bodies or locations that may have records responsive to this request.	
Ministry Program Area:	PREM EXEC, DMO
Recommendations Completed By:	<i>Heather Leamy</i>
Date:	<i>April 11/12</i>

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Information Access Operations
Ministry of Citizens Services
PO Box 9569 Stn Prov Govt
Victoria BC, V8W 9K1

- Please ensure the responsive records have been reviewed and approved by the applicable program area.

From: Rochon, Brenda R LCTZ:EX
To: Leamy, Michelle T PREM:EX;
Subject: No Responsive Records: OOP-2012-00217
Date: Wednesday, April 11, 2012 11:04:00 AM

Good morning.....we were advised that there are no responsive records for this request:

Wording of Request: *"Daily agendas and diaries for the period of March 1 – April 5, 2012, for John Les."*

Legislated Due Date: May 22, 2012

Program Area Canvassed: the Executive Branch of the Office of the Premier

Would you like see the formal approval slip or may we proceed with the 'no responsive records' response to the applicant?

Thanks very much.

Brenda Rochon

Junior Analyst, Central Agency Team
Information Access Operations
Logistics and Business Services, Shared Services BC
Ministry of Labour, Citizens' Services and Open Government
Tel: 250-387-5423 Fax: 250-387-9843
E-mail: Brenda.Rochon@gov.bc.ca

From: Leamy, Michelle T PREM:EX
To: Rochon, Brenda R LCTZ:EX;
cc: Olson, Alisha PREM:EX;
Subject: RE: No Responsive Records: OOP-2012-00217
Date: Wednesday, April 18, 2012 12:05:11 PM
Attachments: No Responsive Records OOP-2012-00217.msg

Please proceed to respond to applicant. m