

**From:** FOI Coordinator FIN:EX  
**Sent:** Tuesday, April 9, 2013 11:09 AM  
**To:** Mulloy, Eleanor FIN:EX  
**Subject:** FW: New FOI request - FIN-2013-00102 Conference Call Records from Premier's Office  
**Attachments:** Integrated Call for Records form.pdf; Request.pdf

Hi Eleanor,

Please see attached FOI request.

Thanks  
Michelle

***Michelle Bradley***

Division Records Analyst  
Divisional Operations Branch  
Corporate Services  
Serving the Ministries of Finance,  
the Office of the Premier and other various entities

Tele: 250-387-8144 Fax: 250-387-8586  
Hours: 7:05 a.m. to 4:00 p.m. Tuesday to Friday

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**From:** IAO Business Team CITZ:EX  
**Sent:** Tuesday, April 9, 2013 11:03 AM  
**To:** FOI Coordinator FIN:EX  
**Cc:** MacLean, Shelley FIN:EX; Kotchonoski, Darlene E CITZ:EX  
**Subject:** New FOI request - FIN-2013-00102 Conference Call Records from Premier's Office

Hello,

## New FOI Request Received

Your Ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). You'll note that the attached request has been redacted to remove information that would identify the applicant. This is a partial transfer from the Office of the Premier. Please send records to Darlene Kotchonoski (cc'd) not the Business Team Mailbox.

What Do You Need to Do?

Please complete the attached Call for Records form.

- ❖ If search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, complete **only** Sections 1 & 2 of the Call for Records Form as we may be in a position to issue a fee estimate. Then, return the form to **Darlene Kotchonoski** by April 15, 2013. Please await further instruction from IAO as the records will not be required until the fee estimate process has been completed. Once fees have been paid or waived, IAO will contact you to continue the call for records process. IAO will advise you if the request is abandoned and closed.
- ❖ If no fees apply then proceed with the call for records process. If the request proceeds, please complete the attached Call for Records Form and return it to **Darlene Kotchonoski** by April 25, 2013.
- ❖ Send records via email in PDF format. If email is not possible, please send the records in electronic format (CD, memory stick) via house mail with a copy of this note.

## Reminder

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 confirming they have conducted an adequate search for relevant records.

## Questions and Concerns

Please do not hesitate to contact IAO to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- 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 for your assistance.

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
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Media	04-APR-2013	Darlene Kotchonoski	15-APR-2013	25-APR-2013
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**REQUEST DETAILS:**

All records regarding conference calls on Jan. 11, 2012 from approximately 11:30 am to 12:30 pm; Feb. 13, 2012 from approximately 11 am to 11:30 am; and March 12, 2012 from approximately 11:30 am to noon involving members of the Office of the Premier and others, including (but not limited to) service or work orders, contracts, reservations, names and locations of users, invoices and payments. Date range is January 9, 2012 to March 31, 2012.

**Section 1: Initial Records Assessment**

Do you hold any responsive records?	YES <input type="radio"/> NO <input type="radio"/>
Are you aware of other records that may be responsive to this request within your Ministry?	YES <input type="radio"/> NO <input 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 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:

**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.

Could release of any/all 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 harm 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 harm 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:

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:

**Flatman, John CITZ:EX**

**From:** FOI Form Handler [donotreply@gov.bc.ca]  
**Sent:** Monday, March 4, 2013 11:26 PM  
**To:** FOI Requests CITZ:EX  
**Subject:** FOI Request - General Records -

**FOI Request Submitted on Monday, March 4, 2013 at 23:25:36**

DESCRIPTION OF RECORDS REQUESTED			
Reference:			
Preferred Method:	Email		
<b>Request:</b> All records regarding conference calls on Jan. 11, 2012 from approximately 11:30 a.m. to 12:30 p.m.; Feb. 13, 2012 from approximately 11 a.m. to 11:30 a.m.; and March 12, 2012 from approximately 11:30 a.m. to noon involving members of the Office of the Premier and others, including (but not limited to) service or work orders, contracts, reservations, names and locations of users, invoices and payments.			
Date Range - From:	2012-01-09	To:	2012-03-31
PROCESSING ORG			
Citizens Services and Open Government Government Communications and Public Engagement Office of the Premier Shared Services BC			
APPLICANT DETAILS			

Bradley, Michelle FIN:EX

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**From:** Mulloy, Eleanor FIN:EX  
**Sent:** Thursday, April 18, 2013 10:28 AM  
**To:** Kotchonoski, Darlene E CITZ:EX  
**Subject:** FW: New FOI request - FIN-2013-00102 Conference Call Records from Premier's Office  
**Attachments:** Integrated Call for Records form.pdf; Request.pdf

Please see attached fee estimate

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**From:** McKinstry, Cindy D FIN:EX  
**Sent:** Thursday, April 18, 2013 10:24 AM  
**To:** Mulloy, Eleanor FIN:EX  
**Subject:** FW: New FOI request - FIN-2013-00102 Conference Call Records from Premier's Office

Hi Eleanor,

Fee estimate included on the Call for records form...

*Cindy McKinstry*  
Administrator, Financial Operations  
Corporate Financial and Facilities Services Branch  
Ministry of Finance  
Phone: (250) 356-1781 Fax: (250) 356-7326  
E-mail: [Cindy.McKinstry@gov.bc.ca](mailto:Cindy.McKinstry@gov.bc.ca)  
Website: <http://www.fin.gov.bc.ca/>  
Serving the Ministries of Finance, the Office of the Premier, all Minister's Offices and various other entities

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**From:** Mulloy, Eleanor FIN:EX  
**Sent:** Tuesday, April 9, 2013 11:13 AM  
**To:** McKinstry, Cindy D FIN:EX  
**Subject:** FW: New FOI request - FIN-2013-00102 Conference Call Records from Premier's Office

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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:

**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

58

Actual Hours

**Producing records**

Tasks may include:

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

Estimated Hours

4

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):**

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- 1 Standard Records Centre Services Box:
  - If in legal sized folders - 1,800 pages
  - If in letter sized folders - 2,200 pages

Estimated Pages

1047

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

Included in Retrieval time



### 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.

Report produced to identify invoices, contracts and payments provided by Jeanette Thompson. There are approximately 349 invoices (hours calculated at 10 min. per invoice) that would require pulling the file, copying and PDF preparation. There are approximately 47 Travel Expense claims that we could provide an electronic report.. There would not be a way for us to identify if it is related to the request of "Conference calls" without consulting with the various departments within the Office of the Premier.

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

YES ☐

NO ☐

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### Section 4: Contact Information

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

Phone Number:

Date:

Cindy McKinstry, Administrator

250-356-1781

April 18, 2013

Harms assessment completed by (Full Name, Title)

Program Area:

Corporate Financial and Facilities Services

Harms assessment approved by (Full Name, Title)

### IAO Use Only

Estimated-

Hours:

Pages:

Actual-

Hours:

Pages:

Comments: