Shared Services BC

Shared Services BC
FOI and Ministry Approval Slip

Request Number: 292-30/OOP-2011-00244

1. FOI - Review of Harms/Issues/Recommendations provided by Ministry

Request Received: 07/14/11 **Due Date:** 08/26/11 **Requester type:** Media

Wording of the request: "Contracts (including agreements for payments for services and expenses) with Stanley Cup riot review co-chairs Doug Keefe and John Furlong, and their detailed statements of work and terms of reference."

Comments/Background:
- The Ministry of Public Safety and Solicitor General also received this request.
- Executive Branch and DMO provided a responsive record for this request.
- We recommend releasing the record in its entirety.

Recommendations:
- Release record in its entirety.
- **We recommend this general request be published on the Open Information website.**

FOI Analyst: Nathan Elliot	Signature:	Date: July 28/11
For FOI Director/Manager Approval: Cindy Elbahir, Manager	Signature:	Date: July 28/11

2. FOI and Ministry Executive - Approval to Release Package to applicant

Ministry Executive: Name: John Dyble Deputy Minister to the Premier, Cabinet Secretary and Head of the Public Service	Signature:	Date: Aug 15/11
Comments:		

3. FOI - Release to applicant

Package release prepared by:	FOI Analyst:	Date:

*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.

From: Young, Drena L SSBC:EX
To: Elliot, Nathan SSBC:EX;
Subject: RE: OOP-2011-00244 Part A - QA review completed
Date: Thursday, July 28, 2011 9:59:47 AM

Nathan,

Yes, the naming convention is Redline at this stage and then turns to 'Response - Records' once sign-off is complete and you are sending them to the applicant.

Please refer to the 'TRIM Quick Reference to Reviewing and Records' page of the new naming conventions documents.

Thank you,
Drena

Drena Young
Information and Privacy Analyst

Information Access Operations
Shared Services BC
Ministry of Labour, Citizens' Services and Open Government

250-952-0361
drena.young@gov.bc.ca

-----Original Message-----
From: Elliot, Nathan SSBC:EX
Sent: Thursday, July 28, 2011 9:53 AM
To: Young, Drena L SSBC:EX
Subject: RE: OOP-2011-00244 Part A - QA review completed

Thanks Drena. Should we call a record "red line" if there's no severing?

-----Original Message-----
From: Young, Drena L SSBC:EX
Sent: Thursday, July 28, 2011 9:51 AM
To: Elliot, Nathan SSBC:EX
Subject: OOP-2011-00244 Part A - QA review completed

Hi Nathan,

I have reviewed, signed and dated Part A of your checklist. Those updates have been saved in your TRIM file. Please review the yellow highlighted comments.

I have suggested that the CRTS description field be changed to:

Contracts, including agreements for payments for services and expenses, with Stanley Cup riot review co-chairs Doug Keefe and John Furlong, and their detailed statements of work and terms of reference. Please see PSS-2011-01129 (same request).

I also suggest that you change the naming conventions on the responsive records, which you have reviewed, to just Redline and the Publication Checklist to Open Info - Pub Checklist to conform with the TRIM naming conventions.

Drena

Drena Young
Information and Privacy Analyst

Information Access Operations
Shared Services BC
Ministry of Labour, Citizens' Services and Open Government

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drena.young@gov.bc.ca

-----Original Message-----
From: Elliot, Nathan SSBC:EX
Sent: Thursday, July 28, 2011 8:30 AM
To: LCTZ OPEN INFOGROUP LCTZ:EX
Subject: OOP-2011-00244 Part A

------< TRIM Record Information >------

Record Number : D23954811A
Title : Other - FOI Analyst Publication Checklist

------< TRIM Record Information >------

Record Number : D23954711A
Title : Responsive OOP-2011-00244

From: Elliot, Nathan SSBC:EX
To: LCTZ OPEN INFOGROUP LCTZ:EX;
Subject: OOP-2011-00244 Part B Complete
Date: Wednesday, August 24, 2011 9:06:00 AM
Attachments: Response - Letter.tr5
Open Info - Pub Checklist.tr5
Response - Records.tr5

------< TRIM Record Information >------

Record Number : D26279311A
Title : Response - Letter

------< TRIM Record Information >------

Record Number : D23954811A
Title : Open Info - Pub Checklist

------< TRIM Record Information >------

Record Number : D23954711A
Title : Response - Records

FOI Analyst Publication Checklist

FOI REQUEST # OOP-2011-00244	PHASE #	ANALYST NAME: Nathan Elliot

This checklist must be completed for all General FOI requests where responsive records exist. If no records are received in response to a General FOI request, the request will not be considered for publication on the Open Information website. **If records are received, publication will need to be considered and the FOI analyst will need to complete this checklist. Start working on this checklist as soon as responsive records arrive for your request.** A copy of this document must be saved in the TRIM FOI folder (i.e. the 292-30 folder) using the following free text title: "Open Info Pub Checklist".

The purpose of the checklist is to:

- ensure that all General FOI requests (with responsive records) are considered for publication and only those that meet the criteria outlined in the exemption policy are excluded from publication,
- encourage consistent severing in General FOI requests, and
- ensure that all procedures are completed for successful publication on to the Open Information website.

STEP 1: DETERMINE IF YOUR GENERAL FOI REQUEST IS EXEMPT FROM PUBLICATION

A General FOI request release package is considered exempt from publication if it meets one of the following exemption criteria:

1. A request made by, or on behalf of, an individual for government information where the release package records **contain personal information about the applicant** (i.e. information that would be exempt from disclosure under section 22).
2. A request from, or on behalf of, a First Nations where the release package records **contain the personal information of First Nations members and/or "proprietary" information of a First Nation, such as negotiating information pertaining to general or specific claims** (i.e. information that would be exempt from disclosure under section 22 and/or section 16).
3. A request made by, or on behalf of, another government, including local governments, and the Federal and foreign governments, for records relating to general matters or issues specific to that government where the response package records **contain confidential information of the other government**, such as negotiating information pertaining to general or specific agreements (i.e. information that would be exempt from disclosure under section 16).
4. A request made by, or on behalf of, a business and other commercial entities where the release package records **contain confidential information of the business,** including commercial, financial or proprietary information (i.e. information that would be exempt from disclosure under section 21).
5. A request for a copy of a **Minister or Deputy Ministers' Outlook calendar**.

To view the approved exemption criteria, please see Appendix A of the Open Information and Open Data Policy.

Does your General FOI request meet one of the above five publication exemption criteria?

☐ YES ☑ NO

If you selected 'Yes', complete Section 2 (page 4). If you selected 'no', complete Section 1 (next page). If you're not able to make a publication exemption assessment until later in your review, assume that your request will be published and complete section 1 until you determine otherwise. If you are processing a phased release, complete Section 1 of this checklist for each phase of your release. As you work through this checklist, save it in TRIM as "Open Info Pub Checklist".

Please contact a member of the Quality Assurance Team if you have any questions about the Publication Checklist or the publication process. Their names can be found on the GAL distribution list: CITZ IAO QA TEAM.

Updated by Andrea Bingham on July 25, 2011

TIP: Use the "Click here to enter text" fields to add notes or explanation.

SECTION 1: Complete this section for release packages that are appropriate for publication on the Open Information website.

PART A: Complete during records review phase prior to sign-off

		Yes	No
1.	Did you check to ensure that the applicant was notified in their acknowledgement letter that their release package may be posted on the Open Information website? If this did not occur, you must advise the applicant prior to sending out the applicant's release package. You can do this by contacting the applicant by phone/email to advise, or by including the acknowledgement letter paragraph in another letter (e.g. a time extension letter, or fee estimate letter) that will be sent to the applicant before the request is closed. Click here to enter text.	☑	☐
2.	Has IAO processed the same or similar records in the past? (e.g. within the past 2 years) PSS-2011-01129 same request. If yes, have you taken reasonable steps to ensure that your severing is consistent? ☑ YES ☐ NO	☑	☐
3.	Is this a cross government request? If yes, have you taken reasonable steps to ensure that your severing is consistent? ☐ YES ☐ NO Click here to enter text.	☐	☑
4.	Did you consult with another public body, government, etc? If yes, did you ensure that your consultation letter advised that records may be published on the Open Information website? ☐ YES ☐ NO Click here to enter text.	☐	☑
5.	Have you completed a second review of your own work to ensure overall consistency in the application of exceptions to disclosure? Click here to enter text.	☑	☐
6.	Does your release package include severing? If yes, have you followed the IAO Severing Guidelines document to ensure that your severing decisions are consistent with the IAO severing standards? ☐ YES ☐ NO Click here to enter text.	☐	☑
7.	Did you consult the IAO Adobe Redax guidelines? Click here to enter text.	☑	☐
8.	Did you review the CRTS Description field to ensure that: 1) it accurately reflects the final request wording, and 2) that no "personal" names (under s. 22 of FOIPPA) were used? Are your CRTS Activities entered and up-to-date? Please change description field to match PSS-2011-01129. Not a s.22 issued with releasing the names of the co-chairs. DESCRIPTION USED MATCHES REQUEST. HAS NOT BEEN CHANGED.	☑	☐
9.	Has the program area, your supervisor, or a peer completed a second review/second read of your recommended severing? Has this been documented in the file? Click here to enter text.	☑	☐
10.	Have you saved this completed checklist and the redline version of the responsive records in TRIM using the correct naming convention? The publication checklist naming convention is: Open Info Pub Checklist. Please do not save the checklist as "final" in TRIM.	☑	☐

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When Part A has been completed and your package is ready for sign-off, send an email to LCTZ OPEN INFOGROUP LCTZ:EX *and include* TRIM reference *to: 1) the redline version of the responsive records, and 2) the Publication Checklist. In your email subject line, state the FOI request number and that Part A has been completed. A Quality Assurance Analyst will respond via email when the review is complete.*

Quality Assurance Team Review of Part A

Name: Drena Young | **Date: July 28, 2011**

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age. Send package to Ministry for approval/sign-off

Update your approval slip with your recommendation to publish the release pack

PART B: Complete before release package is sent to applicant		Yes	No
11.	Did the ministry program area approve publication of your release package? If not, did you contact the Quality Assurance Team to advise? ☐ YES ☐ NO Click here to enter text.	☑	☐
12.	Has the release letter been peer reviewed for accuracy, formatting, grammar, plain language, and consistency with Branch standards for release letters (approved template letters)? (release letters will be posted on the Open Information website along with the release package) Click here to enter text.	☑	☐
13.	Did the applicant pay any fees? Click here to enter text. If yes, did you ensure that the fees paid have been entered into CRTS? ("Total Paid" field will appear on the Open Information Website) ☐ YES ☐ NO	☐	☑
14.	Have the released documents and the signed response letter been saved in TRIM, using the correct naming conventions? Applicant was sent records without REDAX guidelines followed (footer). Open Information was sent Responsive Records with footer.	☑	☐
15.	Did you review the CRTS Description field to ensure that it matches the request wording in your release letter and accurately reflects the final request wording? (the CRTS Description and the release letter will both appear on the Open Information website) Click here to enter text.	☑	☐
16.	Have you updated CRTS to flag the FOI request with "Publish"? Click here to enter text.	☑	☐
17.	Have you updated the CRTS "Activities" to indicate how the release package was sent to the applicant? (e.g. "Response Package – Electronic" or "Response Package – Hard Copy")? " Click here to enter text.	☑	☐

Once you've completed the above questions (Part B), the package is ready to be released to the applicant and sent to the Open Information Team to "initiate" publication to the Open Information website. Please ensure that this completed checklist is saved in TRIM as "Open Info Pub Checklist".

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Send release package to applicant

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Next, send an email to LCTZ OPEN INFOGROUP LCTZ:EX *and include* TRIM references *to 1) the signed release letter, 2) the redacted release package, and 3) the Publication Checklist that you have completed. In your email subject line, state the FOI request number, that Part B has been completed, and the release format (e.g. hard-copy or electronic release). For electronic releases, also include a TRIM link to your release email to your applicant. For correct publication timing, the Quality Assurance team will need to verify the exact date and time that the release package was emailed to the applicant.*

Reminder – electronic release packages need to be published on the Open Information website a minimum of 72 hours after they are received by the applicant and release packages sent through the mail need to be published 5 business days after they are sent to the applicant (i.e. 5 business days from the date the request was closed in CRTS). The Open Information Team will redact all identifying information from the applicant's release letter. By sending this email, you are confirming that the above Publication Checklist has been completed and that you have determined that your General FOI request is ready for publication on the Open Information website.

SECTION 2: Complete this section of the form for General FOI request release packages that meet the publication exemption criteria and are NOT appropriate for publication on the Open Information website. Complete this form to indicate the results of your assessment including, which exceptions apply, the nature of the information being withheld, and the reasons for withholding it. If practical, please specify the page number where the information appears. **The form must be completed, saved in TRIM as "Open Info Pub Checklist" and sent to the Open Information Team before sending the package to sign-off.**

INFORMATION EXEMPT FROM DISCLOSURE

Exemption Criteria/ FOIPPA exception	Nature of information and reasons for withholding	Page #(s) where information appears (include at least one page reference)

FOI Analyst Name:	**Date:** Click here to enter a date.

To ensure that the exemption criteria are consistently applied across IAO, please send an email to LCTZ OPEN INFOGROUP LCTZ:EX *and include* TRIM links *to: 1) the red line version of the redacted records, and 2) the Exemption Review form. In your email subject line, state the FOI request number and that an exemption review is needed. A Quality Assurance Analyst will respond via email when the review is complete.*

Exemption Review – completed by Quality Assurance Team	
Name:	**Date:** Click here to enter a date.

Update your ministry approval slip to advise your client ministry that: 1) the FOI request should NOT be published, and 2) the reasons why it should not be published (summarize the reasons that you indicated in the above table).

Quality Assurance Analyst Publication Checklist

FOI REQUEST # OOP-2011-00244	PHASE #

	Review of Publication Checklist Part A (package ready for sign-off)	Yes	No
1.	Has the exemption assessment been completed (and ticked) on page 1 of the publication checklist? If yes, do you concur with the analyst's assessment? ☑ YES ☐ NO Click here to enter text. If you do not concur with the analyst's assessment, contact the analyst to gather more information.	☑	☐
2.	Is this is a phased release? If yes, have you spoken with the analyst to ensure that the entire release package is appropriate for publication? E.g. do phases 2, 3, etc. contain any information that would meet the exemption criteria? ☐ YES ☐ NO Click here to enter text.	☐	☑
3.	Did you check that the Adobe Redax standards were used? Click here to enter text.	☑	☐
4.	Did you check TRIM for : 1) the redline version of the responsive records, and 2) the Publication Checklist? Changed naming convention of checklist	☑	☐
5.	Have you reviewed Part A of the FOI Analyst Publication Checklist? Contact the analyst directly if you have any questions or concerns relating to Part A of the checklist. Enter comments here, if necessary. Click here to enter text.	☑	☐
6.	Did you close the CRTS "Quality Assurance Review" Task? Click here to enter text.	☑	☐
7.	Did you electronically sign and date the FOI Analyst Publication Checklist and then save the checklist in the TRIM 292-30 folder as "Open Info – FOI Analyst Publication Checklist"? Click here to enter text.	☑	☐

QA Analyst Name: Drena Young **Date: July 28, 2011**

Send an email to the FOI Analyst. In your email, indicate that Part A review is complete and include a TRIM link *to the signed FOI Analyst Publication Checklist.*

Save this checklist in the TRIM 292-30 folder with the following name: "Open Info QA Checklist". If this is a phased release, using the following document naming convention: "Open Info QA Checklist Phase #". Return to this same checklist, in TRIM, when the second checklist is completed.

Review of Publication Checklist Part B & Pre-Publication Review

		Yes	No
1.	Has the FOI Analyst completed Part B of the Publication Checklist? Contact the analyst directly if you have any questions or concerns about Part B of the checklist. Note that if the ministry did not approve publication, you need to update CRTS to "Do Not Publish" and update the "Reasons" field. Updated the "Publication Comments" field to explain why the request was not published (i.e. the ministry's reasons for not publishing). Click here to enter text.	☑	☐
2.	Have you checked the accuracy of all of the CRTS fields that will appear on the website, as outlined in the Review of CRTS Data Entry Fields Checklist? Click here to enter text. If you noticed discrepancies, did you contact the FOI Analyst to discuss & make corrections, if necessary? ☐ YES ☐ NO Click here to enter text.	☑	☐
3.	Have you reviewed the redacted release package that Open Information Intake copied into the 27 TRIM folder? In particular, check that the Adobe Redax standards were used and that the correct records (with the correct file number) were added to the 27 TRIM folder. The records sent to Open Info were Response Records with the REDAX footer. The records sent to the applicant in Response Package were without REDAX footer – advised analyst.	☑	☐
4.	Have you reviewed the redline and redacted release letter to ensure that all identifying information is removed? Click here to enter text.	☑	☐
5.	Have you completed all steps in TRIM procedure step 3 for populating the publication materials folder? This includes populating the publication materials folder, using the correct document naming conventions, and then setting the TRIM publication status as "Ready for Review". Click here to enter text.	☑	☐

QA Analyst Name: Drena Young **Date: August 24, 2011**

Continue saving this checklist in the TRIM 30 folder with the following name: "Open Info Quality Assurance Checklist".