



CALL FOR RECORDS – GENERAL FOI REQUEST

Request Number: 292-30/ OOP-2013-00190

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	March 6, 2013	Holly Romanow	March 14, 2013	March 26, 2013

REQUEST DETAILS:

Correspondence and reports regarding the budgeting, costing, conception, design, production, manufacture, delivery, storage and payment regarding the Times of India Film Awards trophies. Date range is November 1, 2012 to March 6, 2013.

This request is also open with the Ministry of Advanced Education and the Ministry of Jobs, Tourism and Skills Training.

Section 1: Initial Records Assessment

Do you hold any responsive records?

YES ☐ NO ☒

Are you aware of other records that may be responsive to this request within your Ministry?

YES ☐ NO ☒

Are you aware of other records that may be responsive to this request held by another public body?

YES ☐ NO ☒

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:
Michelle Leamy, Director, Executive Operations	<i>Michelle Leamy</i>	April 10/13

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.

- Electronic files (e-mail, shared drive, individual drives, CLIFF correspondence tracking system)
- On-site paper files
- Search time < 3 hours
- Search conducted by Office of the Premier, Executive Branch; Deputy Minister's Office

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 harms 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 harms 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:

Alisha Olson, Executive Administrative Coordinator

250 356-2605

10 April 2013

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:

Olson, Alisha PREM:EX

From: IAO CentralTeam CITZ:EX
Sent: Friday, March 8, 2013 11:35 AM
To: Leamy, Michelle T PREM:EX; Mills, Shane PREM:EX
Cc: Olson, Alisha PREM:EX
Subject: Call for Records - OOP-2013-00190
Attachments: General CFR.pdf

Good Morning,

Your Ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Please note that **Holly Romanow** is the analyst processing this request and can be reached at the following number **250-952-0361**. The request is for:

"Correspondence and reports regarding the budgeting, costing, conception, design, production, manufacture, delivery, storage and payment regarding the Times of India Film Awards trophies. Date range is November 1, 2012 to March 6, 2013."

Please note:

- This request is also open with the Ministry of Advanced Education and the Ministry of Jobs, Tourism and Skills Training.
- The legislative due date for the above noted file is **April 19, 2013**.

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 the Central Team mailbox at FOICentral@gov.bc.ca by **March 14, 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, **Holly Romanow** 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 the Central Team mailbox at FOICentral@gov.bc.ca by **March 26, 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.

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.

Please do not hesitate to contact your analyst noted on the attached Call for Records form 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.

Jennifer Dunn

Intake Administrator

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

PO Box 9569 Stn Prov Gov't (2nd Floor, 548 Michigan Street)
Victoria BC V8W 9K1

Phone: (250) 387-3411

E-mail: Jennifer.Dunn@gov.bc.ca

Providing services to:

Office of the Premier, Ministry of Citizens' Services and Open Government,

*BC Public Service Agency, Government Communications and Public Engagement and
Shared Services BC*

Olson, Alisha PREM:EX

From: Wharf, Sandy PREM:EX
Sent: Friday, March 8, 2013 2:18 PM
To: Olson, Alisha PREM:EX
Subject: RE: Call for Records OOP-2013-00190

Alisha, I have no responsive records.

From: Olson, Alisha PREM:EX
Sent: Friday, March 8, 2013 2:06 PM
To: Wharf, Sandy PREM:EX; Warren, Keira PREM:EX
Cc: Leamy, Michelle T PREM:EX
Subject: Call for Records OOP-2013-00190

Please let me know by Tuesday, March 26th whether or not you have any records responsive to the following request:

"Correspondence and reports regarding the budgeting, costing, conception, design, production, manufacture, delivery, storage and payment regarding the Times of India Film Awards trophies."

Date range is November 1, 2012 to March 6, 2013.

Please note that this request was also directed to the Ministries of Advanced Education, Innovation and Technology & Jobs, Tourism and Skills Training.

If you think that the search for records will take you over 3 hour and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

Keira, please check your DM files.

Thank you all for your assistance with this request!

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

Olson, Alisha PREM:EX

From: Warren, Keira PREM:EX
Sent: Friday, March 8, 2013 2:48 PM
To: Olson, Alisha PREM:EX
Subject: RE: Call for Records OOP-2013-00190

No records.

Keira Warren, Executive Administrative Coordinator
to John Dyble, Deputy Minister to the Premier & Cabinet Secretary
Deputy Minister's Office - Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 356-2206

From: Olson, Alisha PREM:EX
Sent: Friday, March 8, 2013 2:06 PM
To: Wharf, Sandy PREM:EX; Warren, Keira PREM:EX
Cc: Leamy, Michelle T PREM:EX
Subject: Call for Records OOP-2013-00190

Please let me know by Tuesday, March 26th whether or not you have any records responsive to the following request:

"Correspondence and reports regarding the budgeting, costing, conception, design, production, manufacture, delivery, storage and payment regarding the Times of India Film Awards trophies."

Date range is November 1, 2012 to March 6, 2013.

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Keira, please check your DM files.

Thank you all for your assistance with this request!

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

Olson, Alisha PREM:EX

From: Leamy, Michelle T PREM:EX
Sent: Wednesday, March 13, 2013 7:46 AM
To: Olson, Alisha PREM:EX
Subject: RE: Call for Records OOP-2013-00190
Attachments: Call for Records OOP-2013-00190

nil response

Olson, Alisha PREM:EX

From: Mills, Shane PREM:EX
Sent: Wednesday, April 10, 2013 11:33 AM
To: Olson, Alisha PREM:EX
Subject: RE: OOP-2013-00190

No records

From: Olson, Alisha PREM:EX
Sent: Wednesday, April 10, 2013 10:06 AM
To: Mills, Shane PREM:EX
Subject: OOP-2013-00190

Will you be providing any records responsive to FOI request OOP-2013-00190, re:

"Correspondence and reports regarding the budgeting, costing, conception, design, production, manufacture, delivery, storage and payment regarding the Times of India Film Awards trophies. Date range is November 1, 2012 to March 6, 2013."

CALL FOR RECORDS – GENERAL FOI REQUEST

Request Number: 292-30/ OOP-2013-00194
X-GOV 100501

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	March 7, 2013	Holly Romanow	March 18, 2013	March 28, 2013

REQUEST DETAILS:

A list of all sole source contracts awarded regarding all aspects of the Times of India Film Awards and associated events, including the names of the contractors, a description of the goods and services, transaction numbers, dates contracted and dollar values of contracts. Time frame is December 1, 2012 to March 7, 2013.

This request is part of X-GOV 100501.

Section 1: Initial Records Assessment

Do you hold any responsive records?

YES ☐ NO ☒

Are you aware of other records that may be responsive to this request within your Ministry?

YES ☐ NO ☒

Are you aware of other records that may be responsive to this request held by another public body?

YES ☐ NO ☒

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:
Michelle Leamy, Director, Executive Operations	<i>Michelle Leamy</i>	April 10/13

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.

- Electronic files (e-mail, shared drive, individual drives, CLIFF correspondence tracking system)
- On-site paper files
- Search time < 3 hours
- Search conducted by Office of the Premier, Executive Branch; Deputy Minister's Office

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 harms 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 harms 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:

Alisha Olson, Executive Administrative Coordinator

250 356-2605

10 April 2013

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:

Olson, Alisha PREM:EX

From: IAO CentralTeam CITZ:EX
Sent: Tuesday, March 12, 2013 3:08 PM
To: Leamy, Michelle T PREM:EX; Mills, Shane PREM:EX
Cc: Olson, Alisha PREM:EX
Subject: Call for Records - FOI Request OOP-2013-00194 X-GOV 100501
Attachments: General CFR.pdf

Good Afternoon,

Your Ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Please note that **Holly Romanow** is the analyst processing this request and can be reached at the following number 250-952-0361. The request is for:

"A list of all sole source contracts awarded regarding all aspects of the Times of India Film Awards and associated events, including the names of the contractors, a description of the goods and services, transaction numbers, dates contracted and dollar values of contracts. Timeframe is December 1, 2012 to March 7, 2013."

Please note:

- This request is part of X-GOV 100501.
- The legislative due date for the above noted file is April 22, 2013.

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 the Central Team mailbox at FOICentral@gov.bc.ca by **March 18, 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, Holly Romanow 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 the Central Team mailbox at FOICentral@gov.bc.ca by **March 28, 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.

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.

Please do not hesitate to contact your analyst noted on the attached Call for Records form 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,

Jennifer Dunn

Intake Administrator
Information Access Operations
Logistics and Business Services, Shared Services BC
Ministry of Citizens' Services and Open Government

PO Box 9569 Stn Prov Gov't (2nd Floor, 548 Michigan Street)
Victoria BC V8W 9K1
Phone: (250) 387-3411
E-mail: Jennifer.Dunn@gov.bc.ca

Providing services to:
Office of the Premier, Ministry of Citizens' Services and Open Government,
BC Public Service Agency, Government Communications and Public Engagement and
Shared Services BC

Olson, Alisha PREM:EX

From: Mills, Shane PREM:EX
Sent: Wednesday, April 10, 2013 11:33 AM
To: Olson, Alisha PREM:EX
Subject: RE: OOP-2013-00194

No records

From: Olson, Alisha PREM:EX
Sent: Wednesday, April 10, 2013 10:07 AM
To: Mills, Shane PREM:EX
Subject: OOP-2013-00194

Will you be providing any records responsive to FOI request OOP-2013-00194, re:

"A list of all sole source contracts awarded regarding all aspects of the Times of India Film Awards and associated events, including the names of the contractors, a description of the goods and services, transaction numbers, dates contracted and dollar values of contracts. Timeframe is December 1, 2012 to March 7, 2013."

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	March 6, 2013	Holly Romanow	March 18, 2013	March 28, 2013

REQUEST DETAILS:

Correspondence and reports, including allotment forms, request forms, order forms and invoices for tickets and suites for Times of India Film Awards events at the Pacific Coliseum (April 4) and BC Place Stadium (April 6). Time frame is December 1, 2012 to March 6, 2013. Correspondence and reports regarding the offer of tickets (complimentary, discounted or full price) by government, ministries, agencies and Crown corporations to directors, executives, employees and contractors to Times of India Film Awards events. Time frame is January 1, 2013 to March 6, 2013.

Section 1: Initial Records Assessment

Do you hold any responsive records?

YES ☐ NO ☒

Are you aware of other records that may be responsive to this request within your Ministry?

YES ☐ NO ☒

Are you aware of other records that may be responsive to this request held by another public body?

YES ☐ NO ☒

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:
Michelle Leamy, Director, Executive Operations	<i>Michelle Leamy</i>	April 10/13

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
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Estimated Hours

Actual Hours

Producing records

Tasks may include:

- Identifying relevant sources of data/information
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Estimated Hours

Actual Hours

Volume
Electronic files (in pages):

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Estimated Pages

Actual Pages

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Estimated Pages

Actual Pages

*Other documents

Estimated Pages

Actual Pages

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Actual Hours

Section 3: Search Summary and Program Area Recommendations

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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 harms 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 harms assessment should be communicated to your ministry executive and/or Government Communications and Public Engagement office.)

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(Please reference the information of concern, the harms, and associated page numbers below)

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Section 4: Contact Information

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

Phone Number:

Date:

Alisha Olson, Executive Administrative Coordinator

250 356-2605

10 April 2013

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:

Olson, Alisha PREM:EX

From: IAO CentralTeam CITZ:EX
Sent: Tuesday, March 12, 2013 3:26 PM
To: Leamy, Michelle T PREM:EX; Mills, Shane PREM:EX
Cc: Olson, Alisha PREM:EX
Subject: Call for Records - FOI Request OOP-2013-00195 X-GOV 100500
Attachments: General CFR.pdf

Good Afternoon,

Your Ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Please note that **Holly Romanow** is the analyst processing this request and can be reached at the following number 250-952-0361. The request is for:

"Correspondence and reports, including allotment forms, request forms, order forms and invoices for tickets and suites for Times of India Film Awards events at the Pacific Coliseum (April 4) and BC Place Stadium (April 6). Time frame is December 1, 2012 to March 6, 2013. Correspondence and reports regarding the offer of tickets (complimentary, discounted or full price) by government, ministries, agencies and Crown corporations to directors, executives, employees and contractors to Times of India Film Awards events. Time frame is January 1, 2013 to March 6, 2013."

Please note:

- **This request is a part of X-GOV 100500.**
- **The legislative due date for the above noted file is April 19, 2013.**

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 the Central Team mailbox at FOICentral@gov.bc.ca by **March 18, 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, Holly Romanow 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 the Central Team mailbox at FOICentral@gov.bc.ca by **March 28, 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.

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.

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- 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,

Jennifer Dunn

Intake Administrator
Information Access Operations
Logistics and Business Services, Shared Services BC
Ministry of Citizens' Services and Open Government

PO Box 9569 Stn Prov Gov't (2nd Floor, 548 Michigan Street)
Victoria BC V8W 9K1
Phone: (250) 387-3411
E-mail: Jennifer.Dunn@gov.bc.ca

Providing services to:
Office of the Premier, Ministry of Citizens' Services and Open Government,
BC Public Service Agency, Government Communications and Public Engagement and
Shared Services BC

Olson, Alisha PREM:EX

From: Warren, Keira PREM:EX
Sent: Wednesday, March 13, 2013 8:25 AM
To: Olson, Alisha PREM:EX
Subject: RE: Call for Records OOP-2013-00195

No records.

Keira Warren, Executive Administrative Coordinator

to John Dyble, Deputy Minister to the Premier & Cabinet Secretary
Deputy Minister's Office - Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 356-2206

From: Olson, Alisha PREM:EX
Sent: Tuesday, March 12, 2013 4:35 PM
To: Wharf, Sandy PREM:EX; Warren, Keira PREM:EX
Cc: Leamy, Michelle T PREM:EX
Subject: Call for Records OOP-2013-00195

Please let me know by Thursday, March 28th whether or not you have any records responsive to the following request:

"Correspondence and reports, including allotment forms, request forms, order forms and invoices for tickets and suites for Times of India Film Awards events at the Pacific Coliseum (April 4) and BC Place Stadium (April 6). Time frame is December 1, 2012 to March 6, 2013. Correspondence and reports regarding the offer of tickets (complimentary, discounted or full price) by government, ministries, agencies and Crown corporations to directors, executives, employees and contractors to Times of India Film Awards events. "

Time frame is January 1, 2013 to March 6, 2013.

If you think that the search for records will take you over 3 hour and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

Keira, please check your DM files.

Thank you all for your assistance with this request!

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

Olson, Alisha PREM:EX

From: Wharf, Sandy PREM:EX
Sent: Monday, March 18, 2013 11:45 AM
To: Olson, Alisha PREM:EX
Subject: RE: Call for Records OOP-2013-00195

Alisha, I have no responsive records.

From: Olson, Alisha PREM:EX
Sent: Tuesday, March 12, 2013 4:35 PM
To: Wharf, Sandy PREM:EX; Warren, Keira PREM:EX
Cc: Leamy, Michelle T PREM:EX
Subject: Call for Records OOP-2013-00195

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Time frame is January 1, 2013 to March 6, 2013.

If you think that the search for records will take you over 3 hour and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

Keira, please check your DM files.

Thank you all for your assistance with this request!

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

Olson, Alisha PREM:EX

From: Leamy, Michelle T PREM:EX
Sent: Wednesday, April 10, 2013 10:13 AM
To: Olson, Alisha PREM:EX
Subject: FW: Call for Records - FOI Request OOP-2013-00195 X-GOV 100500
Attachments: General CFR.pdf

nil response

From: IAO CentralTeam CITZ:EX
Sent: Tuesday, March 12, 2013 3:26 PM
To: Leamy, Michelle T PREM:EX; Mills, Shane PREM:EX
Cc: Olson, Alisha PREM:EX
Subject: Call for Records - FOI Request OOP-2013-00195 X-GOV 100500

Good Afternoon,

Your Ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Please note that **Holly Romanow** is the analyst processing this request and can be reached at the following number 250-952-0361. The request is for:

"Correspondence and reports, including allotment forms, request forms, order forms and invoices for tickets and suites for Times of India Film Awards events at the Pacific Coliseum (April 4) and BC Place Stadium (April 6). Time frame is December 1, 2012 to March 6, 2013. Correspondence and reports regarding the offer of tickets (complimentary, discounted or full price) by government, ministries, agencies and Crown corporations to directors, executives, employees and contractors to Times of India Film Awards events. Time frame is January 1, 2013 to March 6, 2013."

Please note:

- This request is a part of X-GOV 100500.
- The legislative due date for the above noted file is April 19, 2013.

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 the Central Team mailbox at FOICentral@gov.bc.ca by **March 18, 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, Holly Romanow 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 the Central Team mailbox at FOICentral@gov.bc.ca by **March 28, 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.

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.

Please do not hesitate to contact your analyst noted on the attached Call for Records form 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,

Jennifer Dunn

Intake Administrator
Information Access Operations
Logistics and Business Services, Shared Services BC
Ministry of Citizens' Services and Open Government

PO Box 9569 Stn Prov Gov't (2nd Floor, 548 Michigan Street)
Victoria BC V8W 9K1
Phone: (250) 387-3411
E-mail: Jennifer.Dunn@gov.bc.ca

Providing services to:

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

Olson, Alisha PREM:EX

From: Mills, Shane PREM:EX
Sent: Wednesday, April 10, 2013 11:33 AM
To: Olson, Alisha PREM:EX
Subject: RE: OOP-2013-00195

No records

From: Olson, Alisha PREM:EX
Sent: Wednesday, April 10, 2013 10:08 AM
To: Mills, Shane PREM:EX
Subject: OOP-2013-00195

Will you be providing any records responsive to FOI request OOP-2013-00195, re:

"Correspondence and reports, including allotment forms, request forms, order forms and invoices for tickets and suites for Times of India Film Awards events at the Pacific Coliseum (April 4) and BC Place Stadium (April 6). Time frame is December 1, 2012 to March 6, 2013. Correspondence and reports regarding the offer of tickets (complimentary, discounted or full price) by government, ministries, agencies and Crown corporations to directors, executives, employees and contractors to Times of India Film Awards events. Time frame is January 1, 2013 to March 6, 2013."