

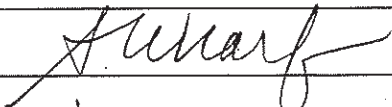
Information Access Operations

Call for Records - General

FOI Request Number:	OOP-2011-00239	Applicant Type:	Political Party
IAO Analyst:	Loredana Feraru	Received Date:	July 7, 2011
Records Due at IAO:	July 28, 2011	Legislated Due Date:	Aug 19, 2011

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.	<ul style="list-style-type: none"> - Electronic files (e-mail, shared drive, individual drives, CLIFF correspondence tracking system) - On-site paper files - Search time > 3 hours <p>Search conducted by Office of the Premier Executive Branch, Deputy Minister's Office</p>
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:</p> <p>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>	
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:	
Date:	July 18, 2011

Olson, Alisha PREM:EX

From: Feraru, Loredana SSBC:EX
Sent: Tuesday, July 12, 2011 1:56 PM
To: Brown, Doug PREM:EX
Cc: Olson, Alisha PREM:EX; Leamy, Michelle T PREM:EX
Subject: Call for Records- FOI Request #OOP-2011-00239
Attachments: Call for Records.doc; FEE ESTIMATE.docx

Please see below a formal request made under the Freedom of Information and Protection of Privacy Act (FOIPPA). Your analyst for the attached request will be **Loredana Feraru (250-952-6297)**.

**“Any and all records related to the Deputy Chief of Staff Operations Kim Haakstad. March 18, 2011 calendar referencing both FOI training and FOI and Social media group session, excluding personal information, media monitoring summaries and records that have been released publicly.
Time frame is March 10 to March 31, 2011.”**

Please complete the attached Call for Records form and return to your analyst by July 28th, 2011.

Please also complete the attached Fee Calculation form and return to your analyst 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 your analyst 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.

Loredana Feraru, BA, MA.
Information and Privacy Analyst
Information Access Operations | Shared Services BC
Logistics and Business Services
Ministry of Labour, Citizens' Services and Open Government

2nd Floor | 548 Michigan Street | Victoria, BC | V8W 2H2
✉ Loredana.Feraru@gov.bc.ca
P: 250-952-6297
F: 250-387-9843

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



Where ideas work

Olson, Alisha PREM:EX

From: Brown, Doug PREM:EX
Sent: Monday, July 18, 2011 11:59 AM
To: Olson, Alisha PREM:EX; Leamy, Michelle T PREM:EX
Subject: FW: Call for Records- FOI Request #OOP-2011-00239
Attachments: Call for Records.doc; FEE ESTIMATE.docx

No records

Doug Brown
Office of the Premier
Government of British Columbia
(250) 387-1715

From: Feraru, Loredana SSBC:EX
Sent: Tuesday, July 12, 2011 1:56 PM
To: Brown, Doug PREM:EX
Cc: Olson, Alisha PREM:EX; Leamy, Michelle T PREM:EX
Subject: Call for Records- FOI Request #OOP-2011-00239

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- any other questions or concerns relating to this request.

Loredana Feraru, BA, MA.

Information and Privacy Analyst
Information Access Operations | Shared Services BC
Logistics and Business Services

Not Responsive

Not Responsive

11239	Rec's re: Deputy Chief of Staff, Operations, Kim Haakstad Mar 18 calendar re: FOI training et al., March 10 - March 31, 2011	Loredana Ferraro	July 12, 2011	July 28, 2011	August 19, 2011	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	N	Email 2011-07-18	2011-07-21	2011-07-22
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