



GENERAL REQUEST ☒

PERSONAL REQUEST ☐

Personal Request authorization received date: _____

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	April 4, 2014	Brenda Margetish	April 10, 2014	April 24, 2014

REQUEST DETAILS:

All email headers including the To/From/Cc/Bcc, Date/Time, Subject for Samuel Oliphant and Ben Chin on March 6, 2014 between 9:55 a.m. and 12:30 p.m. and March 12, 2014 between 10:45 a.m. and 1:20 p.m. Please include headers for the In, Out, Draft, Sent and Deleted/Trash files. Date range is March 6, 2014 to March 12, 2014.

Section 1: Initial Records Assessment

Do you hold any responsive records?	YES <input type="radio"/> NO <input checked="" type="radio"/>
Are you aware of other records that may be responsive to this request within your Ministry?	YES <input type="radio"/> NO <input checked="" 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 checked="" 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:
Michelle Leamy, Director, Executive Operations	<i>Michelle Leamy</i>	May 13/14

Section 2: Fee Estimate — General Request only (if this is a Personal Request skip to Section 3)

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

Suggestions for possible narrowing: _____

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 applicable records and information of concern, the harms, and associated page numbers below.
- If any of these records have been prepared for, or used to inform, a decision of Cabinet or any of its committees, section 12 (Cabinet confidences) may apply. Please identify the applicable records and advise: (1) what is the status of the issue? and (2) has the decision been made public or implemented?

(GENERAL REQUEST ONLY)-

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

13 May 2014

Harms assessment completed by (Full Name, Title)

Program Area:

Harms assessment approved by (Full Name, Title)

Olson, Alisha PREM:EX

From: Insley, Kara MTIC:EX
Sent: April-04-14 2:44 PM
To: Leamy, Michelle T PREM:EX; Macnaughton, Jason GCPE:EX
Cc: Olson, Alisha PREM:EX; IAO CentralTeam MTIC:EX
Subject: Call For Records: OOP-2014-00199 CFR Due Date: April 24, 2014)
Attachments: Integrated Call for Records Form.pdf

Hello,

Your Ministry has received a formal request made under the Freedom of Information and Protection of Privacy Act (FOIPPA). Please note that **Brenda Margetish** is the analyst processing this request and can be reached at the following number **250-387-5423**. The request is for:

"All email headers including the To/From/Cc/Bcc, Date/Time, Subject for Samuel Oliphant and Ben Chin on March 6, 2014 between 9:55 a.m. and 12:30 p.m. and March 12, 2014 between 10:45 a.m. and 1:20 p.m. Please include headers for the In, Out, Draft, Sent and Deleted/Trash files. Date range is March 6, 2014 to March 12, 2014."

The legislative due date for the above noted file is May 21, 2014.

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 IAOCentralTeam@gov.bc.ca by **April 10, 2014**. 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 **Brenda Margetish** 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 IAOCentralTeam@gov.bc.ca by **April 24, 2014**

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,

Kara Insley | Intake Analyst | Technology, Innovation & Citizens' Services

Ph: 250 952-7998 | **e:** Kara.Insley@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

Warning: This email is intended only for the use of the individual or organization to whom it is addressed. It may contain information that is privileged or confidential. Any distribution, disclosure, copying, or other use by anyone else is strictly prohibited. If you have received this in error, please phone or e-mail the sender immediately and delete the message.

Olson, Alisha PREM:EX

From: Leamy, Michelle T PREM:EX
Sent: April-04-14 3:31 PM
To: Mills, Shane PREM:EX
Cc: Olson, Alisha PREM:EX
Subject: FW: Call For Records: OOP-2014-00199 CFR Due Date: April 24, 2014)
Attachments: Integrated Call for Records Form.pdf

From: Insley, Kara MTIC:EX
Sent: April-04-14 2:44 PM
To: Leamy, Michelle T PREM:EX; Macnaughton, Jason GCPE:EX
Cc: Olson, Alisha PREM:EX; IAO CentralTeam MTIC:EX
Subject: Call For Records: OOP-2014-00199 CFR Due Date: April 24, 2014)

Hello,

Your Ministry has received a formal request made under the Freedom of Information and Protection of Privacy Act (FOIPPA). Please note that **Brenda Margetish** is the analyst processing this request and can be reached at the following number **250-387-5423**. The request is for:

"All email headers including the To/From/Cc/Bcc, Date/Time, Subject for Samuel Oliphant and Ben Chin on March 6, 2014 between 9:55 a.m. and 12:30 p.m. and March 12, 2014 between 10:45 a.m. and 1:20 p.m. Please include headers for the In, Out, Draft, Sent and Deleted/Trash files. Date range is March 6, 2014 to March 12, 2014."

The legislative due date for the above noted file is **May 21, 2014**.

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 IAOCentralTeam@gov.bc.ca by **April 10, 2014**. 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 **Brenda Margetish** 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 IAOCentralTeam@gov.bc.ca by **April 24, 2014**

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,

Kara Insley | Intake Analyst | Technology, Innovation & Citizens' Services

Ph: 250 952-7998 | **e:** Kara.Insley@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

Warning: This email is intended only for the use of the individual or organization to whom it is addressed. It may contain information that is privileged or confidential. Any distribution, disclosure, copying, or other use by anyone else is strictly prohibited. If you have received this in error, please phone or e-mail the sender immediately and delete the message.

Olson, Alisha PREM:EX

From: Warren, Keira PREM:EX
Sent: April-07-14 9:47 AM
To: Olson, Alisha PREM:EX
Subject: RE: Call for Records OOP-2014-00199

No records.

Keira Warren, Executive Administrative Coordinator
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: April-07-14 9:28 AM
To: Wharf, Sandy PREM:EX; Warren, Keira PREM:EX; Leamy, Michelle T PREM:EX; Henderson, Kim N PREM:EX
Subject: Call for Records OOP-2014-00199

Good morning,

Please let me know by April 24th whether or not you have any records responsive to the following request:

"All email headers including the To/From/Cc/Bcc, Date/Time, Subject for Samuel Oliphant and Ben Chin on March 6, 2014 between 9:55 a.m. and 12:30 p.m. and March 12, 2014 between 10:45 a.m. and 1:20 p.m. Please include headers for the In, Out, Draft, Sent and Deleted/Trash files."

Date range is March 6, 2014 to March 12, 2014.

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

Olson, Alisha PREM:EX

From: Wharf, Sandy PREM:EX
Sent: April-07-14 3:37 PM
To: Olson, Alisha PREM:EX
Subject: RE: Call for Records OOP-2014-00199

No records

From: Olson, Alisha PREM:EX
Sent: Monday, April 7, 2014 9:28 AM
To: Wharf, Sandy PREM:EX; Warren, Keira PREM:EX; Leamy, Michelle T PREM:EX; Henderson, Kim N PREM:EX
Subject: Call for Records OOP-2014-00199

Good morning,

Please let me know by April 24th whether or not you have any records responsive to the following request:

"All email headers including the To/From/Cc/Bcc, Date/Time, Subject for Samuel Oliphant and Ben Chin on March 6, 2014 between 9:55 a.m. and 12:30 p.m. and March 12, 2014 between 10:45 a.m. and 1:20 p.m. Please include headers for the In, Out, Draft, Sent and Deleted/Trash files."

Date range is March 6, 2014 to March 12, 2014.

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

Olson, Alisha PREM:EX

From: Henderson, Kim N PREM:EX
Sent: April-07-14 11:26 AM
To: Olson, Alisha PREM:EX
Subject: RE: Call for Records OOP-2014-00199

No records

From: Olson, Alisha PREM:EX
Sent: Monday, April 7, 2014 9:28 AM
To: Wharf, Sandy PREM:EX; Warren, Keira PREM:EX; Leamy, Michelle T PREM:EX; Henderson, Kim N PREM:EX
Subject: Call for Records OOP-2014-00199

Good morning,

Please let me know by April 24th whether or not you have any records responsive to the following request:

"All email headers including the To/From/Cc/Bcc, Date/Time, Subject for Samuel Oliphant and Ben Chin on March 6, 2014 between 9:55 a.m. and 12:30 p.m. and March 12, 2014 between 10:45 a.m. and 1:20 p.m. Please include headers for the In, Out, Draft, Sent and Deleted/Trash files."

Date range is March 6, 2014 to March 12, 2014.

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

Olson, Alisha PREM:EX

From: Leamy, Michelle T PREM:EX
Sent: April-07-14 2:40 PM
To: Olson, Alisha PREM:EX
Subject: RE: Call for Records OOP-2014-00199
Attachments: Call for Records OOP-2014-00199

Nil response

Olson, Alisha PREM:EX

From: Mills, Shane PREM:EX
Sent: May-13-14 9:34 AM
To: Leamy, Michelle T PREM:EX
Cc: Olson, Alisha PREM:EX
Subject: Re: NEED RESPONSE TODAY OOP-2014-00199

No records

Sent from Samsung Mobile

----- Original message -----

From: "Leamy, Michelle T PREM:EX"
Date: 05/13/2014 9:12 AM (GMT-08:00)
To: "Mills, Shane PREM:EX"
Cc: "Olson, Alisha PREM:EX"
Subject: NEED RESPONSE TODAY OOP-2014-00199

Will you be providing records?

"All email headers including the To/From/Cc/Bcc, Date/Time, Subject for Samuel Oliphant and Ben Chin on March 6, 2014 between 9:55 a.m. and 12:30 p.m. and March 12, 2014 between 10:45 a.m. and 1:20 p.m. Please include headers for the In, Out, Draft, Sent and Deleted/Trash files. Date range is March 6, 2014 to March 12, 2014."

The legislative due date for the above noted file is May 21, 2014.

Leamy, Michelle T PREM:EX

From: Leamy, Michelle T PREM:EX
Sent: Tuesday, May 20, 2014 12:20 PM
To: IAO CentralTeam MTIC:EX
Cc: Olson, Alisha PREM:EX
Subject: RE: No Responsive Records Response - OOP-2014-00199
Attachments: No Responsive Records Response - OOP-2014-00199

Please proceed to respond to applicant. m

Leamy, Michelle T PREM:EX

From: IAO CentralTeam MTIC:EX
Sent: Wednesday, May 14, 2014 8:30 AM
To: Leamy, Michelle T PREM:EX
Cc: Olson, Alisha PREM:EX
Subject: No Responsive Records Response - OOP-2014-00199

Good morning Michelle.....we've been advised there are no records for this request:

Wording of the request: All email headers including the To/From/Cc/Bcc, Date/Time, Subject for Samuel Oliphant and Ben Chin on March 6, 2014 between 9:55 a.m. and 12:30 p.m. and March 12, 2014 between 10:45 a.m. and 1:20 p.m. Please include headers for the In, Out, Draft, Sent and Deleted/Trash files. Date range is March 6, 2014 to March 12, 2014.

Requester type: Media

Legislated due date: May 21, 2014

Program areas canvassed: The Office of the Premier, Executive Branch; Deputy Minister's Office

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

Additionally, please let me know if you would like any explanatory wording included in our response.

Thanks very much.

Brenda Margetish, CIAPP-C | Information and Privacy Analyst

Information Access Operations | Shared Services BC

Ph: 250 387-5423 | **e:** Brenda.Margetish@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1