Feraru, Loredana SSBC:EX

From:

Halford, Trevor M PREM:EX

Sent:

Thursday, September 1, 2011 4:16 PM

To: Subject: Davidson, Tamara PREM:EX; Riley, Danielle PREM:EX RE: Call for Records-FOI Request #OOP-2011-00339

No records from us.

From: Davidson, Tamara PREM:EX

Sent: Thursday, September 1, 2011 3:26 PM

To: Riley, Danielle PREM:EX; Halford, Trevor M PREM:EX **Subject:** RE: Call for Records-FOI Request #00P-2011-00339

Nil from our office as well.

From: Riley, Danielle PREM:EX

Sent: Thursday, September 1, 2011 3:20 PM

To: Davidson, Tamara PREM:EX

Subject: FW: Call for Records-FOI Request #OOP-2011-00339

Hi Tamara

Not sure if your office would have any records for this one? If so, can you follow up with Trevor? Our office will be responding 'nil'. Thanks.

Danielle

From: Feraru, Loredana SSBC:EX

Sent: Wednesday, August 31, 2011 10:06 AM

To: Halford, Trevor M PREM:EX; Leamy, Michelle T PREM:EX; Riley, Danielle PREM:EX

Cc: Olson, Alisha PREM:EX

Subject: Call for Records-FOI Request #OOP-2011-00339

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 at 250-387-2044.**

"All records including, but not limited to, email, handwritten notes, scripts, list of invitees and registered guests, invoices, receipts and audio and/or video recordings related to the June 2, 2011 End of Session Social Event"

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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 age1
- whether staff would be available to discuss the request with the applicant, if the applicant (ହେଞ୍ଜି ଅଧିକ୍ର

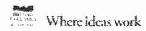
- ways in which an applicant may want to narrow/focus their request to reduce potential fees; and/or
- any other questions or concerns relating to this request.

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

Providing Services to:

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





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Feraru, Loredana SSBC:EX

From:

Riley, Danielle PREM:EX

Sent:

Thursday, September 1, 2011 3:27 PM

To:

Davidson, Tamara PREM:EX

Subject:

RE: Call for Records-FOI Request #OOP-2011-00339

Thanks for checking.

D

From: Davidson, Tamara PREM:EX

Sent: Thursday, September 1, 2011 3:26 PM

To: Riley, Danielle PREM:EX; Halford, Trevor M PREM:EX **Subject:** RE: Call for Records-FOI Request #OOP-2011-00339

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Sent: Thursday, September 1, 2011 3:20 PM

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Subject: FW: Call for Records-FOI Request #OOP-2011-00339

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From: Feraru, Loredana SSBC:EX

Sent: Wednesday, August 31, 2011 10:06 AM

To: Halford, Trevor M PREM:EX; Leamy, Michelle T PREM:EX; Riley, Danielle PREM:EX

Cc: Olson, Alisha PREM:EX

Subject: Call for Records-FOI Request #OOP-2011-00339

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Loredana Feraru, BA, MA.

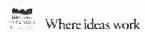
Information and Privacy Analyst
Information Access Operations |Shared Services BC
Logistics and Business Services
Ministry of Labour, Citizens' Services and Open Government

2nd Floor | 548 Michigan Street | Victoria, BC | V8W 2H2

1 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





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Feraru, Loredana SSBC:EX

From:

Riley, Danielle PREM:EX

Sent:

Thursday, September 1, 2011 3:21 PM

To:

Feraru, Loredana SSBC:EX

Subject:

RE: Call for Records-FOI Request #OOP-2011-00339

Attachments:

OOP-2011-00339 Call for Records.docx

Hi Loredana

Premier's Correspondence Branch has no records responsive to this request. Completed Call for Records attached.

Danielle

From: Feraru, Loredana SSBC:EX

Sent: Wednesday, August 31, 2011 10:06 AM

To: Halford, Trevor M PREM:EX; Leamy, Michelle T PREM:EX; Riley, Danielle PREM:EX

Cc: Olson, Alisha PREM:EX

Subject: Call for Records-FOI Request #OOP-2011-00339

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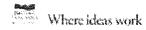
- whether the records may be routinely releasable;
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Loredana Feraru, BA, MA.

Information and Privacy Analyst
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Information Access Operations

Call for Records - General

FOI Request Number:	OOP-2011-00339	Applicant Type:	Media
IAO Analyst:	Loredana Feraru	Received Date:	Aug 30, 2011
Records Due at IAO:	SEPT 19 2011	Legislated Due Date:	Oct 13 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.	 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 Ministers Office.
Program Area Recommendations	Dianel, Deputy Himsters Office.
Document potential harms* that could result from disclosure of records gathered and/or any other concerns with disclosure and provide disclosure recommendations.	
*NOTE: Harms – E.g. disclosure of information in the matters, relations with other governments, to	ne records could significantly harm law enforcement
	ase specify the types of information of concern and the
third party's interests on a given topic. Plea potential harms associated with each type Publication of Records on the Open Informa	ase specify the types of information of concern and the

response to the applicant, please indicate	
here or discuss with your FOI Analyst.	
Ministry Program Area:	
Recommendations Completed By:	
Date:	
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:	Haled by Local
Date:	0 + 4/11

NOTE:

Records are to be forwarded to IAO as soon as possible, but no later than 12 business days from the date of this call for records, except where IAO has advised that the request is cross-government. For cross-government requests, records are to be forwarded to IAO as soon as possible, but no later than 20 business days from the date of this call for records.

Ministry Support Guidelines for GENERAL FOI Requests

Preliminary Search for Records and Assessment of Fees:

- If records do not exist within the public body, please advise IAO immediately. The request will be closed or redirected by IAO.
- If some/all records reside within another public body, please advise IAO immediately specifying the
 other public body. The request will be transferred by IAO.
- Complete and submit the attached Fee Estimate Calculation form to assist IAO in determining if it is appropriate to issue a fee estimate for this request.

Records Gathering Process:

- Review records to ensure they are responsive to the request.
- To ensure IAO has a complete understanding of the records provided and their context, the ministry is
 required to identify any areas of concern regarding their disclosure. This will assist IAO analysts in
 assessing any harm contemplated by FOIPPA, and consider the recommendation of any applicable
 exceptions to disclosure.
- Issues management concerning the content of the responsive records is a responsibility of the
 ministry; therefore, issues associated with the possible disclosure of records responsive to this request
 should be communicated directly to your Ministry Executive and/or Public Affairs Bureau
 Communications Office.

Providing Responsive Records to IAO:

Wherever possible, the ministry is required to send records electronically to the IAO analyst in either
original electronic format or by scanning hard copy records and sending electronically. If volume is
prohibitive for electronic submission, package or disc with scanned documents should be mailed to:

Information Access Operations Ministry of Citizens Services PO Box 9569 Stn Prov Govt Victoria BC, V8W 9K1

• Please ensure the responsive records have been reviewed and approved by the applicable program area.

From:

Feraru, Loredana SSBC:EX

Sent:

Wednesday, August 31, 2011 10:06 AM

To:

Halford, Trevor M PREM:EX; Leamy, Michelle T PREM:EX; Riley, Danielle PREM:EX

Cc:

Olson, Alisha PREM:EX

Subject:

Call for Records-FOI Request #OOP-2011-00339

Attachments:

Call for Records.docx; 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 at 250-387-2044.**

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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

From:

Leamy, Michelle T PREM:EX

Sent:

Wednesday, August 31, 2011 1:22 PM

To:

Olson, Alisha PREM:EX

Subject:

FW: Call for Records-FOI Request #OOP-2011-00339

Attachments:

Call for Records.docx; FEE ESTIMATE.docx

Follow Up Flag: Flag Status:

Follow up Completed

nil response

From: Feraru, Loredana SSBC:EX

Sent: Wednesday, August 31, 2011 10:06 AM

To: Halford, Trevor M PREM:EX; Leamy, Michelle T PREM:EX; Riley, Danielle PREM:EX

Cc: Olson, Alisha PREM:EX

Subject: Call for Records-FOI Request #OOP-2011-00339

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Loredana Feraru, BA, MA.

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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

√6 Loredana.Feraru@gov.bc.ca
P:250-952-6297

From:

Wharf, Sandy PREM:EX

Sent:

Tuesday, September 13, 2011 2:08 PM

To:

Olson, Alisha PREM:EX

Subject:

RE: Call for Records-FOI Request #OOP-2011-00339

Alisha, I have no responsive records.

From: Leamy, Michelle T PREM:EX

Sent: Wednesday, August 31, 2011 1:22 PM To: Pink, Linda PREM:EX; Wharf; Sandy PREM:EX

Cc: Olson, Alisha PREM:EX

Subject: FW: Call for Records-FOI Request #OOP-2011-00339

Please let Alisha know if you have any records by September 18. Thanks. m

From: Feraru, Loredana SSBC:EX

Sent: Wednesday, August 31, 2011 10:06 AM

To: Halford, Trevor M PREM:EX; Leamy, Michelle T PREM:EX; Riley, Danielle PREM:EX

Cc: Olson, Alisha PREM:EX

Subject: Call for Records-FOI Request #OOP-2011-00339

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Loredana Feraru, BA, MA. Information and Privacy Analyst

From:

Pink, Linda PREM:EX

Sent:

Monday, September 19, 2011 12:31 PM

To:

Olson, Alisha PREM:EX

Subject:

RE: Call for Records-FOI Request #OOP-2011-00339

No responsive records.

Linda

From: Learny, Michelle T PREM:EX

Sent: Wednesday, August 31, 2011 1:22 PM **To:** Pink, Linda PREM:EX; Wharf, Sandy PREM:EX

Cc: Olson, Alisha PREM:EX

Subject: FW: Call for Records-FOI Request #OOP-2011-00339

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From: Feraru, Loredana SSBC:EX

Sent: Wednesday, August 31, 2011 10:06 AM

To: Halford, Trevor M PREM:EX; Leamy, Michelle T PREM:EX; Riley, Danielle PREM:EX

Cc: Olson; Alisha PREM:EX

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Loredana Feraru, BA, MA.

From:

Halford, Trevor M PREM:EX

Sent:

Tuesday, October 4, 2011 9:54 AM

To:

Leamy, Michelle T PREM:EX

Cc:

Olson, Alisha PREM:EX

Subject:

RE: Call for Records-FOI Request #OOP-2011-00339

No records.

From: Feraru, Loredana SSBC:EX

Sent: Wednesday, August 31, 2011 10:06 AM

To: Halford, Trevor M PREM:EX; Leamy, Michelle T PREM:EX; Riley, Danielle PREM:EX

Cc: Olson, Alisha PREM:EX

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2nd Floor | 548 Michigan Street | Victoria, BC | V8W 2H2

1 Loredana.Feraru@gov.bc.ca
1 P:250-952-6297
1 F:250-387-9843

Providing Services to:

Not Responsive

Not Responsive

Red's re: June 2nd End of Session Social Event