

## Feraru, Loredana SSBC:EX

---

**From:** Halford, Trevor M PREM:EX  
**Sent:** Thursday, September 1, 2011 4:16 PM  
**To:** Davidson, Tamara PREM:EX; Riley, Danielle PREM:EX  
**Subject:** 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 #OOP-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"**

Please complete the attached Call for Records form and return to your analyst by Sept 19/11.

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. If this is the case, please also complete the attached Fee Calculation form and return to your analyst ASAP.

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Please do not hesitate to contact your analyst to discuss:

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- whether staff would be available to discuss the request with the applicant, if the applicant agrees.

- 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](mailto:Loredana.Feraru@gov.bc.ca)

P:250-952-6297

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OFFICE OF THE PREMIER

Information and Privacy Analyst

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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

Nil from our office as well.

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**To:** Davidson, Tamara PREM:EX  
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Hi Tamara

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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  
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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

✉ [Loredana.Feraru@gov.bc.ca](mailto:Loredana.Feraru@gov.bc.ca)

P:250-952-6297

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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  
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BC PUBLIC SERVICE AGENCY

2011-01-11 10:00 AM

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# Information Access Operations

## Call for Records - General

<b>FOI Request Number:</b>	OOP-2011-00339	<b>Applicant Type:</b>	Media
<b>IAO Analyst:</b>	Loredana Feraru	<b>Received Date:</b>	Aug 30, 2011
<b>Records Due at IAO:</b>	SEPT 19 2011	<b>Legislated Due Date:</b>	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.	<ul style="list-style-type: none"> <li>- Electronic files (e-mail, shared drive, individual drives, CLIFF correspondence tracking system,)</li> <li>- On-site paper files</li> <li>- Search time &lt; 3 hours</li> </ul> <p>Search conducted by Office of the Premier Executive Branch, Deputy Ministers Office.</p>
Program Area Recommendations	
Document potential <b>harms*</b> that could result from disclosure of records gathered and/or any other concerns with disclosure and provide disclosure recommendations.	
<p><b>*NOTE:</b></p> <p><b>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</b></p>	
Publication of Records on the Open Information website	
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.	
If you have recommendations for additional explanations or context to be included in the	



response to the applicant, please indicate here or discuss with your FOI Analyst.	
Ministry Program Area:	
Recommendations Completed By:	
Date:	
<b>Location of Records</b>	
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:	<i>Rebecca J. J. J.</i>
Date:	<i>Oct 4/11</i>

**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:**

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- 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.

## **Olson, Alisha PREM:EX**

---

**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

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## Olson, Alisha PREM:EX

---

**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:** Follow up  
**Flag Status:** 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  
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P: 250-952-6297



## Olson, Alisha PREM:EX

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**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  
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Loredana Feraru, BA, MA.  
Information and Privacy Analyst

## **Olson, Alisha PREM:EX**

---

**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:** 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  
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Loredana Feraru, BA, MA.

## Olson, Alisha PREM:EX

---

**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.

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