

Information Access Operations

Call for Records - General

FOI Request Number:	OOP-2011-00337	Applicant Type:	media
IAO Analyst:	S. MacLeod	Received Date:	Aug. 30, 2011
Records Due at IAO:	Oct. 4, 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.	<ul style="list-style-type: none"> - Electronic files (e-mail, shared drive, individual drives, CLIFF correspondence tracking system) - On-site paper file - Search time > 3 hours Search conducted by Office of the Premier Executive Branch, Deputy Minister's Office
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.	
*NOTE: 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	
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	

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.

Olson, Alisha PREM:EX

From: MacLeod, Stephanie SSBC:EX
Sent: Friday, September 16, 2011 5:23 PM
To: Halford, Trevor M PREM:EX; Leamy, Michelle T PREM:EX
Cc: Olson, Alisha PREM:EX
Subject: OOP-2011-00337 Call for Records (FOI)
Attachments: Fee Estimate Calculation Table.docx; OOP-2011-00337 Call for Records.docx

Re: Premier's Appointments on May 17, 2011 (16:30-18:00)

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 **Stephanie MacLeod at (250) 387-1932**.

" 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 following appointments for Premier Christy Clark, staff and/or elected officials on May 17 2011: 4:30 p.m. to 6 p.m; Continued Meeting for Skit Prep, Victoria; 6 p.m. Press Gallery Party, James Bay Rugby Club.

Please complete the attached Call for Records form and return to your analyst by October 4, 2011

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.

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.

Stephanie MacLeod

Information & Privacy Analyst
Central Agency Operations, Information Access Operations
Ministry of Labour, Citizens' Services & Open Government
Tel: (250) 387-1932 Fax: (250) 387-9843

Olson, Alisha PREM:EX

From: Leamy, Michelle T PREM:EX
Sent: Monday, September 19, 2011 9:13 AM
To: Olson, Alisha PREM:EX
Subject: RE: Call for Records OOP-2011-00337
Attachments: Call for Records OOP-2011-00337

nil response

Olson, Alisha PREM:EX

From: Wharf, Sandy PREM:EX
Sent: Monday, September 19, 2011 9:31 AM
To: Olson, Alisha PREM:EX
Subject: RE: Call for Records OOP-2011-00337

Alisha, I have no responsive records.

From: Olson, Alisha PREM:EX
Sent: Monday, September 19, 2011 9:04 AM
To: Wharf, Sandy PREM:EX; Pink, Linda PREM:EX
Cc: Leamy, Michelle T PREM:EX
Subject: Call for Records OOP-2011-00337

Please let me know by Tuesday, October 4th whether or not you have any relevant records for the following request:

" 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 following appointments for Premier Christy Clark, staff and/or elected officials on May 17 2011: 4:30 p.m. to 6 p.m; Continued Meeting for Skit Prep, Victoria; 6 p.m. Press Gallery Party, James Bay Rugby Club.

If you think that the search for records will take you over 3 hours, please let me know as soon as possible.

Linda, 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
(T):250 356-2605 (F): 250 356-7258
(E):Alisha.Olson@gov.bc.ca

Olson, Alisha PREM:EX

From: Pink, Linda PREM:EX
Sent: Thursday, September 22, 2011 4:56 PM
To: Olson, Alisha PREM:EX
Subject: RE: Call for Records OOP-2011-00337

No responsive records.

Linda

From: Olson, Alisha PREM:EX
Sent: Monday, September 19, 2011 9:04 AM
To: Wharf, Sandy PREM:EX; Pink, Linda PREM:EX
Cc: Leamy, Michelle T PREM:EX
Subject: Call for Records OOP-2011-00337

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Alisha

Alisha Olson

Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
(T):250 356-2605 (F): 250 356-7258
(E):Alisha.Olson@gov.bc.ca

Olson, Alisha PREM:EX

From: Halford, Trevor M PREM:EX
Sent: Tuesday, October 4, 2011 9:19 AM
To: Leamy, Michelle T PREM:EX
Cc: Olson, Alisha PREM:EX
Subject: RE: OOP-2011-00337 Call for Records (FOI)

No records

From: MacLeod, Stephanie SSBC:EX
Sent: Friday, September 16, 2011 5:23 PM
To: Halford, Trevor M PREM:EX; Leamy, Michelle T PREM:EX
Cc: Olson, Alisha PREM:EX
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- any other questions or concerns relating to this request.

Stephanie MacLeod

Information & Privacy Analyst
Central Agency Operations, Information Access Operations
Ministry of Labour, Citizens' Services & Open Government
Tel: (250) 387-1932 Fax: (250) 387-9843

N/A

11337	Rec's re: PCC appointments on May 17, 2011 (4:30-6:00pm, 6:00pm-evening)	Stephanie MacLeod	Sept 19 2011	Sept 20 2011
N/A			Sept 15 2011	Oct 3 2011

N/A

Oct 13 2011	N	N	N	N	N	N	N	N	N	Email 2011-10-05	2011-10-11	2011-10-11	2011-10-11
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N/A