

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	September 7, 2012	Alan Hughes	September 25, 2012	October 1, 2012

REQUEST DETAILS:

All records related to the processing and handling of JAG-2012-00890, LDB-2012-00026 and EGM-2012-00086.

Section 1: Initial Records Assessment

Do you hold any responsive records?	YES <input checked="" type="radio"/> NO <input 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:

Section 2: Fee Estimate 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

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.

Emails pertaining to the initial request and the retraction of the documents indicating that the request was being transferred to Energy and Mines.

Could release of any/all of the 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 information of concern, the harms, and associated page numbers below)

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:

Kim McCooey, Administrative Assistant

250-387-1866

250-387-1866

Harms assessment completed by (Full Name, Title)

Program Area:

Harms assessment approved by (Full Name, Title)

Dave Ritchie, Ministerial Assistant

IAO Use Only

Estimated-

Hours:

Pages:

Actual-

Hours:

Pages:

Comments:

McCooley, Kim JAG:EX

From: Justice Social FOI SSBC:EX
Sent: Monday, June 18, 2012 12:15 PM
To: McCooley, Kim JAG:EX; Cornett, Kathy M JAG:EX
Cc: Justice Social FOI SSBC:EX; Fisher, Samara SSBC:EX
Subject: FW: New FOI request -JAG-2012-00890 BC LDB Studied Logistics Operations Report
Attachments: Integrated Call For Records form.pdf

Please disregard the Call for Records, sent at 11:59 (recalled at 12:09) and replace it with this one. Information did not save to the attached form.

Thank you!

Kelly Morita

*Administrator, Justice/ Social Team
Information Access Operations,
Logistics and Business Services, Shared Services BC
Ministry of Labour, Citizens' Services and Open Government*

250-953-3326

Providing Services to:

*Ministry of Justice
Ministry of Social Development
Ministry of Children & Family Development*

From: Justice Social FOI SSBC:EX
Sent: Monday, June 18, 2012 11:59 AM
To: McCooley, Kim JAG:EX; Cornett, Kathy M JAG:EX
Cc: Justice Social FOI SSBC:EX; Fisher, Samara SSBC:EX
Subject: FW: New FOI request -JAG-2012-00890 BC LDB Studied Logistics Operations Report

Hello Kim and Kathy,

Please find attached a new Call for Records form. It is electronic, fillable and saveable. The only time you may need to print it out is if the people involved in your sign-off process do not have an electronic signature. The form has active links and pull-down menus. Responses should still go through the Justice/Social mailbox at justice.social.foi@gov.bc.ca at this time, as the Shared Drive process is undergoing some fine tuning. We'll advise at a later date when records can be deposited to the shared drive location.

Thank-you.

Your Ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). The request is for:

A report by the Pallister Strategy Corporation commissioned in October 2005 and presented in mid-December 2005 that studied logistics operations of BC LDB.

The Ministry of Finance and the Ministry of Energy and Mines have also received this request.

JAG-2012-01543 Page 3

The analyst processing this request is Samara Fisher and can be reached at (250)387-0824.

What Do You Need to Do?

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 Justice/Social FOI Mailbox at justice.social.foi@gov.bc.ca by June 22, 2012. 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 Samara Fisher 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 Samara Fisher by June 28, 2012.
- ❖ Send records via email in PDF format. One PDF document is preferable. If email is not possible, please send the records in electronic format (CD, memory stick) via house mail with a copy of this note.

Reminder

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.

Questions and Concerns

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 for your assistance,

Sandra L. Fisher

Jr. Analyst
Information and Privacy
Justice / Social Team
Information Access Operations
Logistics and Business Services - Shared Services BC
Ministry of Labour, Citizens' Services and Open Government

Providing Services to:

Ministry of Justice
Ministry of Social Development
Ministry of Children & Family Development

McCooley, Kim JAG:EX

From: Fisher, Samara SSBC:EX
Sent: Wednesday, June 20, 2012 11:27 AM
To: McCooley, Kim JAG:EX; Cornett, Kathy M JAG:EX; Justice Social FOI SSBC:EX
Subject: TRANSFERRED: New FOI request -JAG-2012-00890 BC LDB Studied Logistics Operations Report

Good morning. Please be advised that this request has been fully transferred to Energy and Mines.

If you have any questions, please don't hesitate to contact me.

Thank you, have a great day.
Samara

Samara Fisher
Analyst
Justice / Social Team
Information Access Operations

Tel: 250-387-0824 Fax: 250-387-9843

Providing Services to:
Ministry of Children and Family Development Ministry of Justice Minsitry of Social Development

> From:Justice Social FOI SSBC:EX[EX:/O=BCGOVT/OU=EXCHANGE
> ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=SOCJUSTI]
> To:McCooley, Kim JAG:EX[SMTP:Kim.McCooley@gov.bc.ca]
> To:Cornett, Kathy M JAG:EX[SMTP:Kathy.Cornett@gov.bc.ca]
> Cc:Justice Social FOI SSBC:EX[SMTP:Justice.Social.FOI@gov.bc.ca]
> Cc:Fisher, Samara SSBC:EX[SMTP:Samara.Fisher@gov.bc.ca]
> Received-Date:20120618
> Received-Time:12:15:08 PM
> Sent-Date:20120618
> Sent-Time:12:15:05 PM
> Subject:FW: New FOI request -JAG-2012-00890 BC LDB Studied Logistics
> Operations Report Please disregard the Call for Records, sent at 11:59
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> Thank you!
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> Kelly Morita
> Administrator, Justice/Social Team
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> Information Access Operations,
>
> Logistics and Business Services, Shared Services BC
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> Ministry of Labour, Citizens' Services and Open Government
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JAG-2012-01543 Page 6

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> Sandra L. Fisher
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> Providing Services to:
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> Ministry of Justice
>
> Ministry of Social Development
>
> Ministry of Children & Family Development
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Cornett, Kathy M JAG:EX

From: Cornett, Kathy M JAG:EX
Sent: Thursday, June 21, 2012 9:34 AM
To: Fisher, Samara SSBC:EX
Cc: Hudson, Vicki LCTZ:EX
Subject: DSG's office: New FOI request -JAG-2012-00890 BC LDB Studied Logistics Operations Report

Hi Samara, I had retried our file records from offsite storage and the box arrived yesterday when I was on my flex day. I will not be searching our records as this request has been transferred from JAG to MEM.

Thank you, Kathy

-----Original Message-----

From: Fisher, Samara SSBC:EX
Sent: Wednesday, June 20, 2012 11:27 AM
To: McCooey, Kim JAG:EX; Cornett, Kathy M JAG:EX; Justice Social FOI SSBC:EX
Subject: TRANSFERRED: New FOI request -JAG-2012-00890 BC LDB Studied Logistics Operations Report

Good morning. Please be advised that this request has been fully transferred to Energy and Mines.

If you have any questions, please don't hesitate to contact me.

Thank you, have a great day.
Samara

Samara Fisher
Analyst
Justice / Social Team
Information Access Operations

Tel: 250-387-0824 Fax: 250-387-9843

Providing Services to:
Ministry of Children and Family Development Ministry of Justice Minsitry of Social Development

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> Information and Privacy

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> Justice / Social Team

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> Information Access Operations

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