



APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	October 25, 2012	Holly Romanow	November 1, 2012	November 14, 2012

REQUEST DETAILS:

Transcripts of the October 23, 2012 appearance by Premier Christy Clark on the Bill Good Show and the October 24, 2012 appearance by Opposition Leader Adrian Dix on the Bill Good Show.

The same request is open with Government Communication and Public Engagement.

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:
Michelle Leamy, Director, Executive Operations	<i>Michelle Leamy</i>	Nov 21/12

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.

- Electronic files (e-mail, shared drive, individual drives)
- Search time < 3 hours
- Search conducted by Office of the Premier, Executive Branch

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 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:

Alisha Olson, Executive Administrative Coordinator

250 356-2605

21 November 2012

Harms assessment completed by (Full Name, Title)

Program Area:

Harms assessment approved by (Full Name, Title)

IAO Use Only

Estimated-

Hours:

Pages:

Actual-

Hours:

Pages:

Comments:

Olson, Alisha PREM:EX

From: FOI Central SSBC:EX
Sent: Friday, October 26, 2012 10:49 AM
To: Leamy, Michelle T PREM:EX; Mills, Shane PREM:EX
Cc: Olson, Alisha PREM:EX; Romanow, Holly LCTZ:EX
Subject: Call for Records - FOI Request OOP-2012-00761
Attachments: General CFR.pdf

Good Morning Michelle,

Your Ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Please note that **Holly Romanow** is the analyst processing this request and can be reached at the following number 250-952-0361. The request is for:

"Transcripts of the October 23, 2012 appearance by Premier Christy Clark on the Bill Good Show and the October 24, 2012 appearance by Opposition Leader Adrian Dix on the Bill Good Show."

Please note:

- The same request is open with Government Communications and Public Engagement.
- The legislative due date for the above noted file is **December 7, 2012**.

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 FOICentral@gov.bc.ca by **November 1, 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, Holly Romanow 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 FOICentral@gov.bc.ca by **November 14, 2012**.
- 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 for your assistance,

Jennifer Dunn

Pages 4 through 21 redacted for the following reasons:

Out of Scope

Olson, Alisha PREM:EX

From: Warren, Keira PREM:EX
Sent: Friday, October 26, 2012 3:37 PM
To: Olson, Alisha PREM:EX
Subject: RE: Call for Records OOP-2012-00761

No records.

Keira Warren, Executive Administrative Coordinator

to John Dyble, Deputy Minister to the Premier & Cabinet Secretary
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: Friday, October 26, 2012 2:25 PM
To: Wharf, Sandy PREM:EX; Warren, Keira PREM:EX
Cc: Leamy, Michelle T PREM:EX
Subject: Call for Records OOP-2012-00761

Please let me know by Wednesday, November 14th whether or not you have any relevant records for the following request:

"Transcripts of the October 23, 2012 appearance by Premier Christy Clark on the Bill Good Show and the October 24, 2012 appearance by Opposition Leader Adrian Dix on the Bill Good Show."

Please note that this request is also open with Government Communications and Public Engagement

If you think that the search for records will take you over 3 hour and/or the total volume of records will exceeds 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

Alisha Olson

Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Phone: 250 356-2605 Fax: 250 356-7258
E-mail: Alisha.Olson@gov.bc.ca

Olson, Alisha PREM:EX

From: Wharf, Sandy PREM:EX
Sent: Monday, October 29, 2012 1:22 PM
To: Olson, Alisha PREM:EX
Subject: RE: Call for Records OOP-2012-00761

Alisha, I have no responsive records.

From: Olson, Alisha PREM:EX
Sent: Friday, October 26, 2012 2:25 PM
To: Wharf, Sandy PREM:EX; Warren, Keira PREM:EX
Cc: Leamy, Michelle T PREM:EX
Subject: Call for Records OOP-2012-00761

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Keira, 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
Phone: 250 356-2605 Fax: 250 356-7258
E-mail: Alisha.Olson@gov.bc.ca

Olson, Alisha PREM:EX

From: Leamy, Michelle T PREM:EX
Sent: Tuesday, October 30, 2012 1:23 PM
To: Olson, Alisha PREM:EX
Subject: RE: Call for Records OOP-2012-00761
Attachments: Call for Records OOP-2012-00761

nil response