

Calvo, Manami LDB:EX

From: Calvo, Manami LDB:EX
Sent: Friday, July 13, 2012 4:59 PM
To: Justice Social FOI SSBC:EX
Subject: RE: New FOI request - EGM-2012-00109 FOI Request Review Meeting
Attachments: Integrated Call For Records form.pdf; Memo to GM.pdf; LDB-2012-00003 Red.pdf

Hello,

Please find attached the Call for Records sheet and the records responsive to EMG 2012-000109.

Kind regards,

Manami Calvo
Manager of Information Programs
BC Liquor Distribution Branch
Recorded Information Management Services
Phone: 604.252.3011
Fax: 604.252.3012
E-Mail: Manami.Calvo@bcladb.com

From: Justice Social FOI SSBC:EX
Sent: Thursday, July 12, 2012 10:27 AM
To: Calvo, Manami LDB:EX
Cc: Justice Social FOI SSBC:EX
Subject: FW: New FOI request - EGM-2012-00109 FOI Request Review Meeting

Hi Manami,

Just a friendly reminder, the records for this request will be due tomorrow, Friday July 13th.

Thanks,

Kelly Morita
Administrative Co ordinator
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

From: Justice Social FOI SSBC:EX
Sent: Tuesday, July 3, 2012 3:09 PM
To: Calvo, Manami LDB:EX
Cc: Justice Social FOI SSBC:EX; Fisher, Samara SSBC:EX
Subject: FW: New FOI request - EGM-2012-00109 FOI Request Review Meeting

Hello Manami,

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:

All records regarding the May 2, 2012 FOI request review meeting with general manager Jay Chambers.

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 **July 9, 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 justice.social.foi@gov.bc.ca by **July 13, 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,

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*

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	June 26, 2012	Samara Fisher	July 9, 2012	July 13, 2012

REQUEST DETAILS:

All records regarding the May 2, 2012 FOI request review meeting with general manager Jay Chambers.

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 142

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.

The May 2, 2012 FOI request review meeting with general manager Jay Chambers was held to obtain sign off for the "red" redacted copy of records responsive to FOI request LDB 2012-0003. The records which were viewed at this meeting were: a) Memo to GM (sign off sheet) and b) "red" redacted copy of all responsive records FOI request LDB 2012-0003.

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)

I would recommend withholding the entire red-lined response package to FOI request LDB 2012-00007 as the majority of these records are the personal information of the applicant of LDB 2012-00007, **s.22**. Please note that this request was not posted on the Open Information site as many of responsive records contain personal information of the requester.

The LDB would recommend withholding the third paragraph on the sign off sheet (outlined in red) under s.13 as this describes what information was withheld and why.

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:

Manami Calvo, Manager, Information Programs

604-252-3011

July 13, 2012

Harms assessment completed by (Full Name, Title)

Program Area:

Manami Calvo, Manager, Information Programs

Information and Privacy

Harms assessment approved by (Full Name, Title)

Roger Bissoondatt, A/GM

IAO Use Only

Estimated-

Hours:

Pages:

Actual-

Hours:

Pages:

Comments: