Updated on July 11, 2012

FOI Analyst Publication Checklist

FOI REQUEST #	PHASE #	ANALYST NAME:

This checklist is a reference guide to assist you with the P**ublication of your General FOI requests** where responsive records exist or where the response/ information is being provided in the Response letter only.

If No Records are received in response to a General FOI request or Access is Denied, the request will not be considered for publication on the Open Information website.

Note: Personal requests are never considered for publication and should not be sent for review. X-Government Calendar FOI Requests are not sent to Open Information for 'Exemption Review'. Other calendar FOI Requests are sent for 'Exemption Review'.

STEP 1: DETERMINE IF YOUR GENERAL FOI REQUEST IS EXEMPT FROM PUBLICATION

A General FOI request response package is considered exempt from publication on the Open Information website if the response records contains:

1. **Personal Information or information that could lead to the identification of the Applicant or other persons.** For example, a request made by, or on behalf of, an individual for government information where the response package records contain unredacted personal information or unredacted information that could lead to the identification of the applicant or other person (e.g. information that would be exempt from disclosure under section 22).

2. **Information that may harm relations with a First Nation**. For example, a request from, or on behalf of, a First Nations where the response package records contain unredacted personal information of First Nations members and/or unredacted "proprietary" information of a First Nation, such as negotiating information pertaining to general or specific claims. (e.g. information that would be exempt from disclosure under section 16 and/or section 22).

3. **Information that may harm relations with another government.** For example, a request made by, or on behalf of, another government, including local governments, and the Federal and foreign governments, for records relating to general matters or issues specific to that government where the response package records **contain unredacted confidential information of the other government**, such as negotiating information pertaining to general or specific agreements. (e.g. information that would be exempt from disclosure under section 16).

4. **Information that may harm a third party's business interests.** For example, a request made by, or on behalf of, a business and other commercial entities where the response package records **contain unredacted confidential information of the business,** including commercial, financial or proprietary information. (e.g. information that would be exempt from disclosure under section 21).

5. **Information that is not suitable for Proactive Disclosure based on a formal risk assessment that disclosure to the public may threaten the safety of a person or harm the security of any property or system.** For example, any government employees' and government officials' **Outlook calendar**. Do not complete a Publication Checklist for the regularly received X-Government Calendar FOI Requests.

The approved exemption criteria can be found in Appendix A of the Open Information and Open Data Policy.

<u>Exemption Assessment Process</u> – Questions to Ask

a) Who is the applicant?
b) Do they have right of access to the requested records?
c) Would additional severing be required if the records were released to a third party?
d) Did the program area note any publication comments/concerns during the call for records process?

If you're not able to make a publication exemption assessment until later in your review, assume that your request will be published until you determine otherwise.

Does your General FOI request meet one of the five publication exemption criteria listed on Page 1?

☐ YES ☐ NO

If you selected 'No', continue on with the Pre-sign-off review on the next page of this checklist.

<u>If you selected 'Yes', PRIOR to sending your request for SIGN-OFF;</u> send an email to <u>LCTZ OPEN INFOGROUP LCTZ:EX</u>. ***In your email <u>subject line</u>, state the <u>FOI request number</u> and <u>Exemption Review</u>.***

In the body of your email provide the following information regarding the results of your assessment including why you believe the request should be Exempt from publication:

1. ***Exemption criteria # that applies (1-5 listed on Page 1)***
2. ***Nature of the information and reason for exempting***
3. ***At least 1 page reference where the information appears***

A Quality Assurance Analyst will respond via email when the Exemption Review is complete. Save this email in TRIM using the *<u>naming convention</u>* <u>Open Info – Exemption Review - Ok</u>.

Update your <u>Approval Slip</u>, if necessary.

APPROVAL SLIP: Recommend to your client ministry that:

1. the FOI request NOT be published, and
2. the reasons why it should not be published (see the publication recommendations dropdown options provided in the Approval Slip template).

Send package to ministry for approval/sign-off.

Please contact a member of the Quality Assurance Team if you have any questions about the publication process. Their names can be found on the GAL distribution list: CITZ IAO QA TEAM

****Exemption reviews must be sent to Open Info <u>PRIOR</u> to sending the package to sign-off.****

This section of the checklist guides you through the process for response packages that are appropriate for publication on the Open Information website.

Pre sign-off review: Tasks completed during records review phase PRIOR to sending the request to the Ministry for sign-off.		**Yes**	**No**
1.	Has IAO processed the same or similar records in the past 2 years? If yes, have you taken reasonable steps to ensure that your severing is consistent? ☐ YES ☐ NO	☐	☐
2.	Is this a cross government request? If yes, have you taken reasonable steps to ensure that your severing is consistent? ☐ YES ☐ NO	☐	☐
3.	Did you consult with another public body (external of IAO), government or, 3rd party? If yes, did you ensure that your consultation letter or 3rd party notice advised that records may be published on the Open Information website? ☐ YES ☐ NO	☐	☐
4.	Does your redline include severing or have you removed information N/R? If yes, did you follow the IAO Severing Guidelines document to ensure that your severing decisions are consistent with the IAO Severing Guidelines? ☐ YES ☐ NO	☐	☐
5.	Did you follow the IAO Adobe Redax Guidelines? (e.g. records have footer added)	☐	☐
6.	Did you follow the CRTS User Guide pertaining to reviewing and making any necessary changes to the CRTS Description field? (see page 47 of the CRTS User Guide)	☐	☐
7.	Are your CRTS mandatory Activities entered and up-to-date?	☐	☐
8.	Have you, your supervisor, or a peer completed a second review of your recommended severing to ensure overall consistency in the application of exceptions to disclosure? Has this been documented in the file?	☐	☐
9.	Have you saved, the redline version of the responsive records, and your approval slip in TRIM using the correct naming convention?	☐	☐

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PRIOR to sending package for Ministry SIGN-OFF; ***send an email to*** LCTZ OPEN INFOGROUP LCTZ:EX. ***In your email subject line, state the FOI request number and Pre sign-off review.***

A Quality Assurance Analyst will respond via email when the Pre sign-off review is complete. Save this email in TRIM using the naming convention Open Info – Pre-sign-off review- Ok.

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Update your Approval Slip ***if necessary. Send package to Ministry for approval/sign-off***

Remember:

If you are processing a **phased release**, each phase of your request will need to be sent to Open Information for review.

Use this checklist to ensure each phase of your request is published according to IAO's Policy and procedures and the Ministry's Open Information and Data policy. Open Information and Open Data Policy.

Publication Review: Complete the following tasks after you have received the signed Approval slip from the Ministry and **before** sending the response package to the applicant.

		Yes	No
10.	Did ministry executive approve publication of your response package? If not, contact a member of the Quality Assurance Team before continuing with this checklist and sending out the response package to the applicant.	☐	☐
11.	Has the response letter been peer reviewed for accuracy, formatting, grammar, plain language, and consistency with Branch standards for response letters (approved template letters)? (response letters will be posted on the Open Information website along with the response records). Ensure that your response records have the Redax footer.	☐	☐
12.	Have your response records and response letter been saved in TRIM using the correct naming convention? E.g. **Response – Letter Signed, Response – Records, and Response – Package Sent** (for electronic releases).	☐	☐
13.	Did the applicant pay any fees? If yes, did you ensure that the fees paid have been entered into CRTS? (see page 26 of the CRTS User Guide) The Total Paid field will be published on the Open Information website. ☐ YES ☐ NO	☐	☐
14.	Did you review the CRTS Description field to ensure that it matches the request wording in your response letter and accurately reflects the final request wording? (the CRTS Description and the response letter will be published on the Open Information website)	☐	☐
15.	Have you updated CRTS Publication field with 'Publish'? (See page 35 of the CRTS User Guide)	☐	☐
16.	Have you updated CRTS mandatory Activities to indicate how the response package was sent to the applicant? E.g. "**Response Package – Electronic**" (electronic means emailed) or "**Response Package – Hard Copy**" (hard copy means mailed)? (see page 46 of the CRTS User Guide). Response packages will be published on the Open Information website a minimum of 72 business hours after they are sent to the applicant electronically or 5 business days after they are sent by mail in hardcopy (i.e. 5 business days from the date the request was closed in CRTS and the package placed in the outgoing mail).	☐	☐

Once you've completed the Publication Checklist the response package is ready to be sent to the applicant.

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Send response package to applicant

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Next, send an email to LCTZ OPEN INFOGROUP LCTZ:EX.

In your email subject line, state the FOI request number, Publication review, and the release format (e.g. hard-copy or electronic release).

In order to determine the request publication date, the Quality Assurance Team will need to verify the exact date that the release package was emailed to the applicant. Please ensure your response email sent is saved in TRIM as "Response – Records Sent".

Reminder: By sending this email, you are confirming that:

1. The Ministry has signed off on publication of the responsive records, and that

2. Your General FOI request is ready for publication on the Open Information website.

Once your email is received, the Open Information Team will redact all identifying information from the response letter and prepare the request for publication.

Please contact a member of the **Quality Assurance Team** if you have any questions about the publication process. Their names can be found on the GAL distribution list: **CITZ IAO QA TEAM**

FOI Analyst Publication Checklist

FOI REQUEST #	PHASE #	ANALYST NAME:

This checklist is a reference guide to assist you with the P**ublication of your General FOI requests** where responsive records exist or where the response/ information is being provided in the Response letter only.

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The approved exemption criteria can be found in Appendix A of the Open Information and Open Data Policy.

<u>Exemption Assessment Process</u> – Questions to Ask

- **a)** Who is the applicant?
- **b)** Do they have right of access to all of the requested records?
- **c)** Would additional severing be required if the records were released to a third party?
- **d)** Did the program area note any publication comments/concerns during the call for records process?

If you're not able to make a publication exemption assessment until later in your review, assume that your request will be published until you determine otherwise.

Does your General FOI request meet one of the five publication exemption criteria listed on Page 1?

☐ YES ☐ NO

If you selected 'No', continue on with the Pre-sign-off review on the next page of this checklist.

<u>If you selected 'Yes', PRIOR to sending your request FOR SIGN-OFF</u> , send an email to <u>LCTZ OPEN INFOGROUP LCTZ:EX</u>. ***In your <u>email subject line</u>, state the <u>FOI request number</u> and <u>Exemption Review</u>.***

In the body of your email provide the following information regarding the results of your assessment including why you believe the request should be Exempt from publication:

1. ***Exemption criteria # that applies (1-5 listed on Page 1)***
2. ***Nature of the information and reason for exempting***
3. ***At least 1 page reference where the information appears***

A Quality Assurance Analyst will respond via email when the Exemption Review is complete. Save this email in TRIM using the *<u>naming convention</u>* <u>Open Info – Exemption Review - Ok</u>.

Update your <u>FOI and Ministry Approval Slip</u>***, if necessary.***

APPROVAL SLIP: Recommend to your client ministry that:

1. the FOI request NOT be published, and
2. the reasons why it should not be published (see the publication recommendations dropdown options provided in the Ministry Approval Slip template).

Send package to ministry for approval/sign-off.

Please contact a member of the Quality Assurance Team if you have any questions about the publication process. Their names can be found on the GAL distribution list: CITZ IAO QA TEAM

****Exemption reviews must be sent to Open Info <u>PRIOR</u> to sending the package to sign-off.****

This section of the checklist guides you through the process for response packages that are appropriate for publication on the Open Information website.

Pre sign-off review: Tasks completed during records review phase PRIOR to sending the request to the Ministry for sign-off.

		Yes	No
1.	Has IAO processed the same or similar records in the past 2 years? If yes, have you taken reasonable steps to ensure that your severing is consistent? ☐ YES ☐ NO	☐	☐
2.	Is this a cross government request? If yes, have you taken reasonable steps to ensure that your severing is consistent? ☐ YES ☐ NO	☐	☐
3.	Did you consult with another public body (external of IAO), government or, 3rd party? If yes, did you ensure that your consultation letter or 3rd party notice advised that records may be published on the Open Information website? ☐ YES ☐ NO	☐	☐
4.	Does your redline include severing or have you removed information (N/R or O/S)? If yes, did you follow the IAO Severing Guidelines document to ensure that your severing decisions are consistent with the IAO Severing Guidelines? ☐ YES ☐ NO	☐	☐
5.	Did you follow the IAO Adobe Redax Guidelines? (e.g. records have footer added)	☐	☐
6.	Did you follow the CRTS User Guide pertaining to reviewing and making any necessary changes to the CRTS Description field? (see page 46 of the CRTS User Guide)	☐	☐
7.	Are your CRTS Activities entered and up-to-date?	☐	☐
8.	Have you, your supervisor, or a peer completed a second review of your recommended severing to ensure overall consistency in the application of exceptions to disclosure? Has this been documented in the file?	☐	☐
9.	Have you saved, the redline version of the responsive records, and your approval slip in TRIM using the correct naming convention?	☐	☐

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PRIOR TO SENDING FOR SIGN-OFF - When your package is ready for sign-off, send an email to LCTZ OPEN INFOGROUP LCTZ:EX. In your email subject line, state the FOI request number and Pre sign-off review.

A Quality Assurance Analyst will respond via email when the Pre sign-off review is complete. -Save this email in TRIM using the naming convention Open Info – Pre-sign-off review- Ok.

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Update your FOI and Ministry Approval Slip if necessary. Send package to Ministry for approval/sign-off

Remember:

If you are processing a phased release, each phase of your request will need to have a publication assessment done.

Use this checklist as reference to ensure each phase of your request is published according to IAO's Open Information and Data policy. Open Information and Open Data Policy.

Publication Review: Complete the following tasks **before** sending the response package to the applicant.

#	Task	Yes	No
10.	Did ministry executive approve publication of your response package? If not, contact a member of the Quality Assurance Team before continuing with this checklist and sending out the response package.	☐	☐
11.	Has the response letter been peer reviewed for accuracy, formatting, grammar, plain language, and consistency with Branch standards for response letters (approved template letters)? (response letters will be posted on the Open Information website along with the response records). Ensure that your response records have the Redax footer.	☐	☐
12.	Have your response records and response letter been saved in TRIM using the correct naming convention? E.g. **Response – Letter Signed, Response – Records, & Response – Package Sent** (for electronic releases)	☐	☐
13.	Did the applicant pay any fees? If yes, did you ensure that the fees paid have been entered into CRTS? (see page 47 of the CRTS User Guide) The Total Paid field will appear on the Open Information website. ☐ YES ☐ NO	☐	☐
14.	Did you review the CRTS Description field to ensure that it matches the request wording in your response letter and accurately reflects the final request wording? (the CRTS Description and the response letter will appear on the Open Information website)	☐	☐
15.	Have you updated CRTS Publication field with 'Publish'? (See page 34 of the CRTS User Guide)	☐	☐
16.	Have you updated CRTS Activities to indicate how the response package was sent to the applicant? E.g. "**Response Package – Electronic**" (electronic means emailed) or "**Response Package – Hard Copy**" (hard copy means mailed)? (See page 45 of the CRTS User Guide). Response packages will be published on the Open Information website a minimum of 72 business hours after they are sent to the applicant electronically or 5 business days after they are sent by mail in hardcopy (i.e. 5 business days from the date the request was closed in CRTS).	☐	☐

Once you've completed the Publication Checklist the response package is ready to be sent to the applicant.

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Send response package to applicant

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Next, send an email to LCTZ OPEN INFOGROUP LCTZ:EX.

In your email subject line, state the FOI request number, Publication review, and the release format (e.g. hard-copy or electronic release).

In order to determine the request publication date, the Quality Assurance Team will need to verify the exact date that the release package was emailed to the applicant. For electronic releases, please ensure your response email is saved in TRIM as "Response – Records Sent".

Reminder – By sending this email, you are confirming that:

1. The Ministry has signed off on publication of the responsive records, and that
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Once your email is received, the Open Information Team will redact all identifying information from the applicant's response letter and prepare the request for publication.

Please contact a member of the **Quality Assurance Team** if you have any questions about the publication process. Their names can be found on the GAL distribution list: **CITZ IAO QA TEAM**

Updated on May 14, 2012

FOI Analyst Publication Checklist

FOI REQUEST #	PHASE #	ANALYST NAME:

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Note: X-Government Calendar FOI Requests are not sent to Open Information for 'Exemption Review'.
Other Calendar FOI Requests are sent for 'Exemption Review'.
If no records are received in response to a General FOI request or access is denied, the request will not be considered for publication on the Open Information website.

STEP 1: DETERMINE IF YOUR GENERAL FOI REQUEST IS EXEMPT FROM PUBLICATION

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2. **Information that may harm relations with a First Nation**. For example, a request from, or on behalf of, a First Nations where the response package records contain unredacted personal information of First Nations members and/or unredacted "proprietary" information of a First Nation, such as negotiating information pertaining to general or specific claims. (e.g. information that would be exempt from disclosure under section 16 and/or section 22).
3. **Information that may harm relations with another government.** For example, a request made by, or on behalf of, another government, including local governments, and the Federal and foreign governments, for records relating to general matters or issues specific to that government where the response package records **contain unredacted confidential information of the other government**, such as negotiating information pertaining to general or specific agreements. (e.g. information that would be exempt from disclosure under section 16).
4. **Information that may harm a third party's business interests.** For example, a request made by, or on behalf of, a business and other commercial entities where the response package records **contain unredacted confidential information of the business,** including commercial, financial or proprietary information. (e.g. information that would be exempt from disclosure under section 21).
5. **Information that is not suitable for Proactive Disclosure based on a formal risk assessment that disclosure to the public may threaten the safety of a person or harm the security of any property or system.** For example, any government employees' and government officials' **Outlook calendar**. Do not complete a Publication Checklist for the regularly received X-Government Calendar FOI Requests.

To view the approved exemption criteria, please see Appendix A of the Open Information and Open Data Policy.

Does your General FOI request meet one of the above five publication exemption criteria?

☐ YES ☐ NO

If you selected 'Yes', email Open Information **'Exemption Review'** providing the following (see page 4):

Exemption Criteria/ FOIPPA exception	Nature of information and reasons for exempting	Page #(s) where information appears (include at least one page reference)

If you selected 'No', complete the checklist. If you're not able to make a publication exemption assessment until later in your review, assume that your request will be published until you determine otherwise. **If you are processing a phased release, complete this checklist for each phase of your release.**

Please contact a member of the Quality Assurance Team if you have any questions about the publication process. Their names can be found on the GAL distribution list: CITZ IAO QA TEAM.

Updated on May 14, 2012

TIP: Use the "Click here to enter analyst comments" fields to add notes or explanation.

Complete this section for response packages that are appropriate for publication on the Open Information website.

Pre sign-off review: Complete during records review phase prior to sign-off

Yes No

1. Has IAO processed the same or similar records in the past 2 years?
Click here to enter analyst comments.
If yes, have you taken reasonable steps to ensure that your severing is consistent?
☐ YES ☐ NO

2. Is this a cross government request?
If yes, have you taken reasonable steps to ensure that your severing is consistent?
☐ YES ☐ NO
Click here to enter analyst comments.

3. Did you consult with another public body (external of IAO), government or, 3rd party?
If yes, did you ensure that your consultation letter or 3rd party notice advised that records may be published on the Open Information website?
☐ YES ☐ NO
Click here to enter analyst comments.

4. Does your redline include severing or have you removed information (N/R or O/S)?
If yes, did you follow the IAO Severing Guidelines document to ensure that your severing decisions are consistent with the IAO Severing Guidelines?
☐ YES ☐ NO
Click here to enter analyst comments.

5. Did you follow the IAO Adobe Redax Guidelines? (e.g. records have footer added)
Click here to enter analyst comments.

6. Did you follow the CRTS User Guide pertaining to reviewing and making any necessary changes to the CRTS Description field? (see page 46 of the CRTS User Guide)
Click here to enter analyst comments.

7. Are your CRTS Activities entered and up-to-date?
Click here to enter analyst comments.

8. Have you, your supervisor, or a peer completed a second review of your recommended severing to ensure overall consistency in the application of exceptions to disclosure? Has this been documented in the file?
Click here to enter analyst comments.

9. Have you saved, the redline version of the responsive records, and your approval slip in TRIM using the correct naming convention?
Click here to enter analyst comments.

⇩

PRIOR TO SENDING FOR SIGN-OFF - ***When your package is ready for sign-off,***

send an email to LCTZ OPEN INFOGROUP LCTZ:EX.
In your email subject line, state the FOI request number and Pre sign-off review.

A Quality Assurance Analyst will respond ⇩ a email when the Pre sign-off review is complete.

Update your FOI and Ministry Approval Slip *if necessary. Send package to Ministry for approval/sign-off*

Publication Review: Complete before response package is sent to applicant

		Yes	No
10.	Did ministry executive approve publication of your response package? If not, contact a member of the Quality Assurance Team before continuing with this checklist and sending out the response package. Click here to enter analyst comments.	☐	☐
11.	Has the response letter been peer reviewed for accuracy, formatting, grammar, plain language, and consistency with Branch standards for response letters (approved template letters)? (response letters will be posted on the Open Information website along with the response records). Ensure that your response records have the Redax footer. Click here to enter analyst comments.	☐	☐
12.	Have your response records and response letter been saved in TRIM using the correct naming convention? E.g. **Response – Letter Signed, Response – Records, & Response – Package Sent** (for electronic releases)	☐	☐
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Once you've completed the Publication Checklist the response package is ready to be sent to the applicant.

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Send response package to applicant

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Next, send an email to LCTZ OPEN INFOGROUP LCTZ:EX.

In your email subject line, state the FOI request number, Publication review, and the release format (e.g. hard-copy or electronic release).

In order to determine the request publication date, the Quality Assurance Team will need to verify the exact date that the release package was emailed to the applicant. For electronic releases, please ensure your response email is saved in TRIM as "Response – Package Sent".

Reminder – By sending this email, you are confirming that: the Ministry has signed off on publication of the responsive records, and that your General FOI request is ready for publication on the Open Information website. Once your email is received, the Open Information Team will redact all identifying information from the applicant's response letter and prepare the request for publication.

Exemption Review: Complete this section of the form for General FOI request response packages that meet the publication exemption criteria and are NOT appropriate for publication on the Open Information website.

Complete this form to indicate the results of your assessment including, which exceptions apply, the nature of the information that is exempt, and the reasons for exempting it. If practical, please specify the page number where the information appears.

TRIM: Ensure that you save, the redline version of the responsive records, and your approval slip in TRIM using the correct naming convention.

APPROVAL SLIP: Recommend to your client ministry that: 1) the FOI request NOT be published, and 2) the reasons why it should not be published (see the publication recommendations dropdown options provided in the Ministry Approval Slip template).

Exemption review must be sent to the Open Information Team before sending the package to sign-off.

INFORMATION EXEMPT FROM DISCLOSURE

Exemption Criteria/ FOIPPA exception	Nature of information and reasons for exempting	Page #(s) where information appears (include at least one page reference)

PRIOR TO SENDING FOR SIGN-OFF

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In your email subject line, state the FOI request number and Exemption review.

In the body of email provide the following information:

Exemption Criteria/ FOIPPA exception	Nature of information and reasons for exempting	Page #(s) where information appears (include at least one page reference)

A Quality Assurance Analyst will respond via email when the Exemption review is complete.

Update your FOI and Ministry Approval Slip*, if necessary. Send package to ministry for approval/sign-off.*

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STEP 1: DETERMINE IF YOUR GENERAL FOI REQUEST IS EXEMPT FROM PUBLICATION

A General FOI request response package is considered exempt from publication on the Open Information website if the response records contains:

1. **Personal Information or information that could lead to the identification of the Applicant or other persons.** For example, a request made by, or on behalf of, an individual for government information where the response package records contain unredacted personal information or unredacted information that could lead to the identification of the applicant or other person (e.g. information that would be exempt from disclosure under section 22).

2. **Information that may harm relations with a First Nation**. For example, a request from, or on behalf of, a First Nations where the response package records contain unredacted personal information of First Nations members and/or unredacted "proprietary" information of a First Nation, such as negotiating information pertaining to general or specific claims. (e.g. information that would be exempt from disclosure under section 16 and/or section 22).

3. **Information that may harm relations with another government.** For example, a request made by, or on behalf of, another government, including local governments, and the Federal and foreign governments, for records relating to general matters or issues specific to that government where the response package records **contain unredacted confidential information of the other government**, such as negotiating information pertaining to general or specific agreements. (e.g. information that would be exempt from disclosure under section 16).

4. **Information that may harm a third party's business interests.** For example, a request made by, or on behalf of, a business and other commercial entities where the response package records **contain unredacted confidential information of the business,** including commercial, financial or proprietary information. (e.g. information that would be exempt from disclosure under section 21).

5. **Information that is not suitable for Proactive Disclosure based on a formal risk assessment that disclosure to the public may threaten the safety of a person or harm the security of any property or system.** For example, any government employees' and government officials' **Outlook calendar**. -Do not complete a Publication Checklist for the regularly received X-Government Calendar FOI Requests. Other calendar FOI Requests are sent for 'Exemption Review'.

The approved exemption criteria can be found in Appendix A of the Open Information and Open Data Policy.

<u>Exemption Assessment Process</u> – Questions to Ask

- **a)** Who is the applicant?
- **b)** Do they have right of access to the requested records?
- **c)** Would additional severing be required if the records were released to a third party?
- **d)** Did the program area note any publication comments/concerns during the call for records process?

If you're not able to make a publication exemption assessment until later in your review, assume that your request will be published until you determine otherwise.

Does your General FOI request meet one of the five publication exemption criteria listed on Page 1?

☐ YES ☐ NO

If 'No', continue on with the Pre-sign-off review on the next page of this checklist.

<u>If 'Yes', PRIOR to sending your request for SIGN-OFF;</u> click on the 'Create Workflow' button in CRTS and open an Exemption Review workflow for your request (See pg. 13, 14 of Analyst Tracker User Guide)

Comments

Select Review Type: <u>Publication Exemption Review</u> and <u>add a Comment</u> indicating:

1. *The Exemption criteria # that applies (1-5 listed on Page 1)*
2. *Nature of the information and reason for exempting*
3. *At least 1 page reference where the information appears in the records*

When the Exemption review has been completed, a Quality Assurance Analyst will re-assign the workflow back to you, change the Exemption review Status to 'Completed' and will update the Tracker and CRTS Publication fields accordingly.

Update your <u>Approval Slip</u>, if necessary.

APPROVAL SLIP: Recommend to your client ministry that:

1. the FOI request NOT be published, and
2. the reasons why it should not be published (see the publication recommendations dropdown options provided in the Approval Slip template).

Send package to ministry for approval/sign-off.

Please contact a member of the Quality Assurance Team if you have any questions about the publication process. Their names can be found on the GAL distribution list: CITZ IAO QA TEAM

**** Exemption reviews must be sent to Open Info <u>PRIOR</u> to sending the package to sign-off. ****

This section of the checklist guides you through the process for response packages that *are* appropriate for publication on the Open Information website.

Pre sign-off review: Tasks completed during records review phase PRIOR to sending the request to the Ministry for sign-off.		**Yes**	**No**
1.	Has IAO processed the same or similar records in the past 2 years? If yes, have you taken reasonable steps to ensure that your severing is consistent? ☐ YES ☐ NO	☐	☐
2.	Is this a cross government request? If yes, have you taken reasonable steps to ensure that your severing is consistent? ☐ YES ☐ NO	☐	☐
3.	Did you consult with another public body (external of IAO), government or, 3rd party? If yes, did you ensure that your consultation letter or 3rd party notice advised that records may be published on the Open Information website? ☐ YES ☐ NO	☐	☐
4.	Does your redline include severing or have you removed information N/R? If yes, did you follow the IAO Severing Guidelines document to ensure that your severing decisions are consistent with the IAO Severing Guidelines? ☐ YES ☐ NO	☐	☐
5.	Did you follow the IAO Adobe Redax Guidelines? (e.g. records have footer added)	☐	☐
6.	Did you follow the CRTS User Guide pertaining to reviewing and making any necessary changes to the CRTS Description field? (see page 49 of the CRTS User Guide)	☐	☐
7.	Are your CRTS mandatory Activities entered and up-to-date?	☐	☐
8.	Have you updated CRTS Publication field with 'Publish'? (See page 37 of the CRTS User Guide) (The Tracker will default to a pre-sign-off review for you if 'Publish' is entered ☺)	☐	☐
9.	Have you, your supervisor, or a peer completed a second review of your recommended severing to ensure overall consistency in the application of exceptions to disclosure? Has this been documented in the file?	☐	☐
10.	Have you saved, the redline version of the responsive records, and your approval slip in TRIM using the correct naming convention?	☐	☐

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***PRIOR to sending package for Ministry SIGN-OFF;** click on the 'Create Workflow' button in CRTS and open a Pre-sign-off Review Workflow for your request (See pg. 9 of Analyst Tracker User Guide)*

When the Pre sign-off review is complete, a Quality Assurance Analyst will reassign the Workflow back to you and change the Review Status to 'Completed'.

Note: The Review Type for your request publication workflow may change to an 'Issue Review' workflow if there is an item that needs to be addressed. Once the issue has been resolved change the workflow status to 'Completed' and click 'Save Workflow'. You may want to add a Comment to the workflow indicating actions taken.

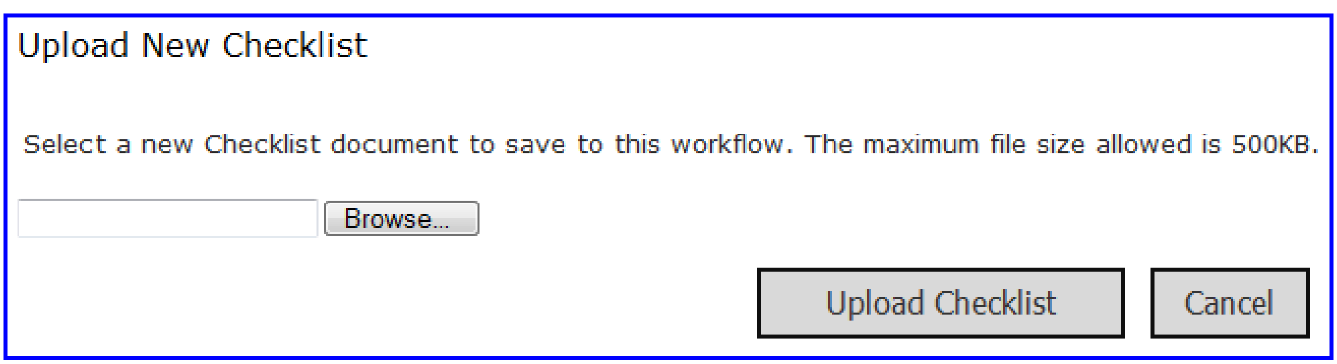
Update your Approval Slip if necessary. Send package to Ministry for approval/sign-off

Remember:

If you are processing a phased release, each phase of your request will need to be sent to Open Information for reviews. You will need to create separate Publication workflows for each phase of your request as each phase is published as the records are sent out to the applicant.

Use this checklist to ensure each phase of your request is published according to IAO's Open Information and Open Data policy. Open Information and Open Data Policy.

You can upload a copy of this checklist to any workflow you are working on. (See page 14 of Analsyt User Tracker Guide).



Publication Review: Complete the following tasks **after** you have received the signed Approval slip from the Ministry and **before** sending the response package to the applicant.		**Yes**	**No**
10.	Did ministry executive approve publication of your response package? If not, contact a member of the Quality Assurance Team before continuing with this checklist and sending out the response package to the applicant.	☐	☐
11.	Has the response letter been peer reviewed for accuracy, formatting, grammar, plain language, and consistency with Branch standards for response letters (approved template letters)? (response letters will be posted on the Open Information website along with the response records). Ensure that your response records have the Redax footer.	☐	☐
12.	Have your response records and response letter been saved in TRIM using the correct naming convention? E.g. **Response – Letter Signed, Response – Records, and Response – Sent** (for electronic releases).	☐	☐
13.	Did the applicant pay any fees? If yes, did you ensure that the fees paid have been entered into CRTS? (see page 28 of the CRTS User Guide) The Total Paid field will be published on the Open Information website. ☐ YES ☐ NO	☐	☐
14.	Did you review the CRTS Description field to ensure that it matches the request wording in your response letter and accurately reflects the final request wording? (the CRTS Description and the response letter will be published on the Open Information website)	☐	☐
15.	Have you updated CRTS Publication field with 'Publish'? (See page 37 of the CRTS User Guide) (The Tracker will not publish your request if 'Publish' is not entered).	☐	☐
16.	Have you updated CRTS mandatory Activities to indicate how the response package was sent to the applicant? E.g. "**Response Package – Electronic**" (electronic means emailed) or "**Response Package – Hard Copy**" (hard copy means mailed) (see page 46 of the CRTS User Guide). Response packages will be published on the Open Information website a minimum of 72 business hours after they are sent to the applicant electronically or 5 business days after they are sent by mail in hardcopy (i.e. 5 business days from the date the request was closed in CRTS and the package placed in the outgoing mail).	☐	☐

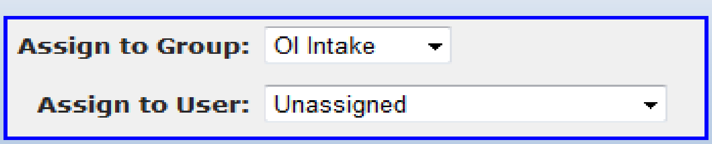
Once you've completed the Publication Checklist the response package is ready to be sent to the applicant.

⇩

Send response package to applicant

⇩

Next, open theTracker Dashboard and locate the Workflow associated with your request. Change the Review Type to 'Publication Review', Assign the workflow to' OI Intake' and click save Workflow. You do not need to open a new Workflow. (See pg. 14 of Analyst Tracker User Guide)



In order to determine the request publication date, the Quality Assurance Team will need to verify the exact date and time the release package was emailed to the applicant. Please ensure your response email sent is saved in TRIM as “Response – Sent”.

Please contact a member of the **Quality Assurance Team** if you have any questions about the publication process. Their names can be found on the GAL distribution list: **CITZ IAO QA TEAM**

Reminder: By sending your request for Publication review you are confirming that:

1. The Ministry has signed off on publication of the responsive records, and that
2. Your General FOI request is ready for publication on the Open Information website.

Once your Publication review is received, the Open Information Team will redact all identifying information from the response letter and prepare the request for publication.

FOI Analyst Publication Checklist

FOI REQUEST #	PHASE #	ANALYST NAME:

This checklist is a reference guide to assist you with the P**ublication of your General FOI requests** where responsive records exist or where the response/ information is being provided in the Response letter only.

If No Records are received in response to a General FOI request or Access is Denied, the request will not be considered for publication on the Open Information website.

Note: Personal requests are never considered for publication and should not be sent for review. X-Government Calendar FOI Requests are not sent to Open Information for 'Exemption Review'. Other calendar FOI Requests are sent for 'Exemption Review'.

STEP 1: DETERMINE IF YOUR GENERAL FOI REQUEST IS EXEMPT FROM PUBLICATION

A General FOI request response package is considered exempt from publication on the Open Information website if the response records contains:

1. **Personal Information or information that could lead to the identification of the Applicant or other persons.** For example, a request made by, or on behalf of, an individual for government information where the response package records contain unredacted personal information or unredacted information that could lead to the identification of the applicant or other person (e.g. information that would be exempt from disclosure under section 22).

2. **Information that may harm relations with a First Nation**. For example, a request from, or on behalf of, a First Nations where the response package records contain unredacted personal information of First Nations members and/or unredacted "proprietary" information of a First Nation, such as negotiating information pertaining to general or specific claims. (e.g. information that would be exempt from disclosure under section 16 and/or section 22).

3. **Information that may harm relations with another government.** For example, a request made by, or on behalf of, another government, including local governments, and the Federal and foreign governments, for records relating to general matters or issues specific to that government where the response package records **contain unredacted confidential information of the other government**, such as negotiating information pertaining to general or specific agreements. (e.g. information that would be exempt from disclosure under section 16).

4. **Information that may harm a third party's business interests.** For example, a request made by, or on behalf of, a business and other commercial entities where the response package records **contain unredacted confidential information of the business,** including commercial, financial or proprietary information. (e.g. information that would be exempt from disclosure under section 21).

5. **Information that is not suitable for Proactive Disclosure based on a formal risk assessment that disclosure to the public may threaten the safety of a person or harm the security of any property or system.** For example, any government employees' and government officials' **Outlook calendar**. -Do not complete a Publication Checklist for the regularly received X-Government Calendar FOI Requests. Other calendar FOI Requests are sent for 'Exemption Review'.

The approved exemption criteria can be found in Appendix A of the Open Information and Open Data Policy.

Exemption Assessment Process – Questions to Ask

- **a)** Who is the applicant?
- **b)** Do they have right of access to the requested records?
- **c)** Would additional severing be required if the records were released to a third party?
- **d)** Did the program area note any publication comments/concerns during the call for records process?

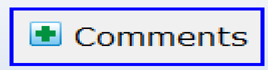
If you're not able to make a publication exemption assessment until later in your review, assume that your request will be published until you determine otherwise.

Does your General FOI request meet one of the five publication exemption criteria listed on Page 1?

☐ YES ☐ NO

If you selected 'No', continue on with the Pre-sign-off review on the next page of this checklist.

***If you selected 'Yes', PRIOR to sending your request for SIGN-OFF;* click on the 'Create Workflow' button in CRTS and open an Exemption Review workflow for your request (See pg. xx of Analyst Tracker User Guide)**



Select Review Type: Publication Exemption Review and add a Comment indicating:

1. ***The Exemption criteria # that applies (1-5 listed on Page 1)***
2. ***Nature of the information and reason for exempting***
3. ***At least 1 page reference where the information appears in the records***

A Quality Assurance Analyst will re-assign the workflow back to you and advise when the Exemption Review is complete.

Update your Approval Slip, if necessary.

APPROVAL SLIP: Recommend to your client ministry that:

1. the FOI request NOT be published, and
2. the reasons why it should not be published (see the publication recommendations dropdown options provided in the Approval Slip template).

Send package to ministry for approval/sign-off.

Please contact a member of the Quality Assurance Team if you have any questions about the publication process. Their names can be found on the GAL distribution list: CITZ IAO QA TEAM

****Exemption reviews must be sent to Open Info PRIOR to sending the package to sign-off.****

This section of the checklist guides you through the process for response packages that are appropriate for publication on the Open Information website.

Pre sign-off review: **Tasks completed during records review phase PRIOR to sending the request to the Ministry for sign-off.**		**Yes**	**No**
1.	Has IAO processed the same or similar records in the past 2 years? If yes, have you taken reasonable steps to ensure that your severing is consistent? ☐ YES ☐ NO	☐	☐
2.	Is this a cross government request? If yes, have you taken reasonable steps to ensure that your severing is consistent? ☐ YES ☐ NO	☐	☐
3.	Did you consult with another public body (external of IAO), government or, 3rd party? If yes, did you ensure that your consultation letter or 3rd party notice advised that records may be published on the Open Information website? ☐ YES ☐ NO	☐	☐
4.	Does your redline include severing or have you removed information N/R? If yes, did you follow the IAO Severing Guidelines document to ensure that your severing decisions are consistent with the IAO Severing Guidelines? ☐ YES ☐ NO	☐	☐
5.	Did you follow the IAO Adobe Redax Guidelines? (e.g. records have footer added)	☐	☐
6.	Did you follow the CRTS User Guide pertaining to reviewing and making any necessary changes to the CRTS Description field? (see page 47 of the CRTS User Guide)	☐	☐
7.	Are your CRTS mandatory Activities entered and up-to-date?	☐	☐
8.	Have you, your supervisor, or a peer completed a second review of your recommended severing to ensure overall consistency in the application of exceptions to disclosure? Has this been documented in the file?	☐	☐
9.	Have you saved, the redline version of the responsive records, and your approval slip in TRIM using the correct naming convention?	☐	☐

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PRIOR to sending package for Ministry SIGN-OFF;* *click on the 'Create Workflow' button in CRTS and open a Pre-sign-off Review Workflow for your request (See pg. xx of Analyst Tracker User Guide)

A Quality Assurance Analyst will reassign the Workflowback to you and advise when the Pre sign-off review is complete.

Note: The Review Type for your request workflow may change to an Issue Review workflow if there is an item that needs to be addressed. Once the issue has been resolved change the workflow status to closed. You may want to add a Comment to the workflow indicating actions taken.

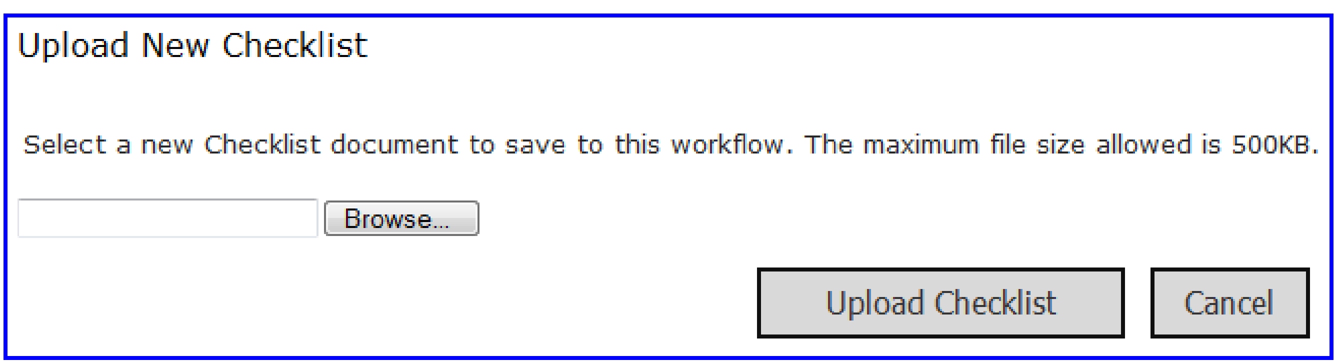
Update your Approval Slip if necessary. Send package to Ministry for approval/sign-off

Remember:

If you are processing a phased release, each phase of your request will need to be sent to Open Information for reviews. You will need to create separate Publication workflows for each phase of your request as each phase is published as the records are sent out to the applicant.

Use this checklist to ensure each phase of your request is published according to IAO's Open Information and Data policy. Open Information and Open Data Policy.

You can upload a copy of this checklist to any workflow you are working on. See page xxx of Analsyt User Tracker Guide.



Publication Review: Complete the following tasks after you have received the signed Approval slip from the Ministry and **before** sending the response package to the applicant.		**Yes**	**No**
10.	Did ministry executive approve publication of your response package? If not, contact a member of the Quality Assurance Team before continuing with this checklist and sending out the response package to the applicant.	☐	☐
11.	Has the response letter been peer reviewed for accuracy, formatting, grammar, plain language, and consistency with Branch standards for response letters (approved template letters)? (response letters will be posted on the Open Information website along with the response records). Ensure that your response records have the Redax footer.	☐	☐
12.	Have your response records and response letter been saved in TRIM using the correct naming convention? E.g. **Response – Letter Signed, Response – Records, and Response – Sent** (for electronic releases).	☐	☐
13.	Did the applicant pay any fees? If yes, did you ensure that the fees paid have been entered into CRTS? (see page 26 of the CRTS User Guide) The Total Paid field will be published on the Open Information website. ☐ YES ☐ NO	☐	☐
14.	Did you review the CRTS Description field to ensure that it matches the request wording in your response letter and accurately reflects the final request wording? (the CRTS Description and the response letter will be published on the Open Information website)	☐	☐
15.	Have you updated CRTS Publication field with 'Publish'? (See page 35 of the CRTS User Guide)	☐	☐
16.	Have you updated CRTS mandatory Activities to indicate how the response package was sent to the applicant? E.g. "**Response Package – Electronic**" (electronic means emailed) or "**Response Package – Hard Copy**" (hard copy means mailed) (see page 46 of the CRTS User Guide). Response packages will be published on the Open Information website a minimum of 72 business hours after they are sent to the applicant electronically or 5 business days after they are sent by mail in hardcopy (i.e. 5 business days from the date the request was closed in CRTS and the package placed in the outgoing mail).	☐	☐

Once you've completed the Publication Checklist the response package is ready to be sent to the applicant.

⇩

Send response package to applicant

⇩

Next, open theTracker Dashboard and locate the Workflow associated with your request. Change the Review Type to 'Publication Review', Assign the workflow to' OI Intake' and click save Workflow. (You do not need to open a new Workflow).

Assign to Group: OI Intake

Assign to User: Unassigned

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In order to determine the request publication date, the Quality Assurance Team will need to verify the exact date and time the release package was emailed to the applicant. Please ensure your response email sent is saved in TRIM as “Response – Sent”.

Please contact a member of the **Quality Assurance Team** if you have any questions about the publication process. Their names can be found on the GAL distribution list: **CITZ IAO QA TEAM**

Reminder: By sending this email, you are confirming that:

1. The Ministry has signed off on publication of the responsive records, and that
2. Your General FOI request is ready for publication on the Open Information website.

Once your email is received, the Open Information Team will redact all identifying information from the response letter and prepare the request for publication.

October 21, 2011

Open Information Record of Decisions for FOI Requests

ISSUE	DECISION	Comments
Response Letters **Response letters that contain the <u>response</u> to the applicant's FOI request <u>in the body of the letter</u>, where there are <u>otherwise no responsive records</u>. E.g. requests for statistics where responsive records do not exist but the numbers were generated by the Ministry program area and the information provided to IAO in a paragraph.**	**These response letters WILL be published.**	Disposition type must be partial or full disclosure in order to publish.
Phased Release **Phased release where one or more of the phases was released <u>prior</u> to the July 19, 2011, Open Information launch date, and subsequent phases are released following launch date.** **Phased release where the start date of the request is <u>after</u> July 19th**	**All phases WILL be published**. All phases will be published when the final phase has been released to the applicant. **All phases WILL be published**. All phases will be published as each phase is released to the applicant.	The applicant must be notified that previous phases will also be published. The applicant must be notified that each phase will be published at time of each release.

October 21, 2011

ISSUE	DECISION	Comments
Calendars **Requests for Government Employees' and Government Official's calendars** **Ministers and DM calendars contained within a more general request – in some cases, entries or a select time period of a Ministers or DM's calendar will be included within a larger request for records. The calendar excerpts would not be severed under the Act. For example, a request for all records related to two specific meetings the Minister attended and includes a daily calendar for each of the days on which the meetings occurred.**	**These responses WILL NOT be published.** TBD – this issue needs to be examined further	
OIPC Reviews **A request is closed and a response is sent to the applicant prior to July 19th. The applicant requests a review with OIPC and upon completion of this review an additional response is sent to the applicant.** **A request is closed and a response is sent to the applicant after July 19th. The applicant requests a review with OIPC and upon completion of this review an additional response is sent to the applicant.**	**These responses WILL NOT be published.** **These responses WILL be published**	

October 21, 2011

ISSUE	DECISION	Comments
A request is closed and a response is sent to the applicant prior to, or after, July 19th. The applicant makes a complaint to OIPC (e.g., fees, adequate search). As a result of complaint resolution an additional response is sent to the applicant with new records.	**These responses WILL be published.**	Responses are essentially new responses to applicants based on the resolution of the complaint.
Crown Corporations Community Living BC (CLBC) General FOI Requests	**These requests are NOT being published** at this time as CLBC is a Crown Corporation	
Processed Outside IAO General FOI requests received and responded to by the Criminal Justice Branch (CJB). Requests are processed directly by CJB under a de-centralized model.	**These requests are NOT being published** at this time as they are processed outside of IAO.	

Open Information Team

Procedures for Reviewing FOI Analyst Exemption Review Requests

NOTE: X-Gov't FOI request numbers for calendars will be sent to the Open Information Inbox by FOI Intake Team when they open the files. Open Information Intake will assign to a Quality Assurance Analyst by placing the email in the QA Analyst's Open Information email account folder. The QA Analsyt will enter CRTS 'Publication' field as 'Do Not Publish' and the 'Reason' field as 'Security Information' for each calendar request that is associated with the X-government request numbers. FOI Analysts will not be sending Section 2 of the Checklist for X-Gov't calendar requests. FOI Analysts will need to send the Checklist for any calendar requests that are outside of the regularly received X-Gov't calendar requests.

Step 1:

- Open Information Intake receives the FOI Analyst Publication Checklist via the Open Information email account with Section 2: Information Exempt from Disclosure form completed (on page 4).
- Open Information Intake checks to ensure that the form has been fully completed.

Step 2:

- Open Information Intake determines, from the FOI Request # entered on the Publication Checklist, which Quality Assurance Analyst to assign the review to.
- The email is flagged then dragged into the QA Analyst's "Exemption Review" folder and is marked as unread.
- Open Information Intake creates the "Quality Assurance Review - Task Type" in CRTS, under the existing "Reviewing Records" activity. The start date is entered as the date that the Information Exempt from Disclosure form was received.

Step 3:

- The Quality Assurance Analyst retrieves the email from their Exemption Review folder and reviews the Section 2: Information Exempt from Disclosure form of the Publication Checklist. If necessary, the Quality Assurance Analyst reviews the redline version of the severed records to confirm the FOI Analyst's exemption assessment.

OPTION 1: Request Meets Exemption Criteria

- If QA Analyst concurs with the FOI Analyst's recommendation, QA Analyst enters their name and date at the bottom of the form.

- QA Analyst updates the 'Publication' field in CRTS with "Do Not Publish" and enters the appropriate 'Reason' (see page 3). Publication comments can be entered to provide further information about the exemption if required.

- QA Analyst closes the CRTS Quality Assurance Review 'Task' (date the QA review was completed).

- QA Analyst sends the FOI Analyst an email to advise that the review is complete and includes the document TRIM reference for the Information Exempt from Disclosure form. The FOI Analyst will be waiting for confirmation so that they can update their ministry approval slip and send the package for sign-off.

- In your email response to the FOI Analyst, include instructions to the FOI Analyst to ask that they TRIM the email in their 292/30 folder. Include the correct naming convention that should be used: **Open Info - Exempt Ok**

- QA Analyst drags the response email from the email sent box to the Open Information email account "QA completed" folder.
- QA Analyst drags the original exemption request email from the FOI Analyst, from their Exemption Review folder to the "QA Completed" folder.

OPTION 2: Request Does Not Meet Exemption Criteria

- If the QA Analyst does not agree that the General FOI request should be exempt from publication, they will consult with the FOI Analyst to gather more information. If the request does not meet the exemption criteria, the QA Analyst will remind the FOI Analyst to complete the Publication Checklist to ensure that all necessary steps have been completed for publication.
- QA Analyst closes the Quality Assurance Review 'Task' in CRTS (date the QA review was completed).
- In your email response to the FOI Analyst, include instructions to the FOI Analyst to ask that they TRIM the email in their 292/30 folder. Include the correct naming convention that should be used: **Open Info - Exempt Changes Needed**
- QA Analyst drags their response email (if responded to by email) from their email sent box to the Open Information email account "QA Completed" folder.
- QA Analyst drags the original exemption request email, from the FOI Analyst, from their Exemption Review folder to the "QA Completed" folder.

OPTION 3: Ministry Did Not Approve Publication

- QA Analyst receives phone call regarding Part B of the Publication checklist, re: question #10 "Did the Ministry executive approve publication of your response package?". QA Analyst asks FOI Analyst to send a TRIM link to the reasons provided by the Ministry for not considering the request for publication.
- QA Analyst sends an email regarding the reasons for exemption to the Open Information Manager for review and discussion (with a cc to the QA Team Lead).

  Reasons could be noted on the Ministry Approval Slip (saved in the 292/30 file in TRIM), be contained in a memo sent to IAO from the Deputy Minister, be noted on Part B of the Publication checklist, or be on the Exemption Form in Section 2). FOI Analysts are to save memos received from Ministries in TRIM as **'Sign – Memo [DSG/DAG/DM] – Do Not Publish'.**

- Remind the FOI Analyst that they will need to await notification of the outcome of discussions prior to sending out the response letter to the applicant. Check to ensure that the request publication status in TRIM is still set to 'Ready for QA Review'. **If it is not, change the request status back to 'Ready for QA Review' or change to 'Additional Review'.
- QA Analyst, (before proceeding with the procedures for request exemption) awaits an email from

the Open Information Manager/ Team Lead confirming whether the request will not be published or not.

- QA Analyst receives confirmation email advising if the request is *not* to be published or, after discussion with the Ministry, that the request *will* be published. If the request *is* to be published send an email to advise the FOI Analyst who will update the response letter. QA Analyst continues with the review of Part B of the Publication Checklist.

- If the request is *not* to be published, QA Analyst sends an email to the FOI Analyst to confirm publication decision.

- QA Analyst updates the 'Publication' field in CRTS with 'Do Not Publish' and enters the reason 'Other – Public Body Decision'.

- QA Analyst enters into 'Publication Comments' details of the reason(s) for not publishing the request. (As noted above, reasons could be located on the Ministry Approval Slip (saved in the 292/30 file in TRIM) be contained in a memo sent to IAO from the Deputy Minister, be noted on Part B of the Publication Checklist or on the Exemption Form in Section 2). FOI Analysts are to save memos received from Ministries in TRIM as **'Sign – Memo [DSG/DAG/DM] – Do Not Publish'**).

- If the TRIM 27 folders have been created, the QA Analyst can either:
  1) send an email to the Open Information Intake Team advising that FOI request # ----------- is not being published. The Open Information Intake Team will remediate the associated request publication folders to ensure the records will not be published and that the folders can be reused.
  OR
  2) Send an email to EDRMS Help to request that the TRIM 27 folders be deleted

Entering Publication Exemption Reasons in the CRTS **Reason** Field

- The **Publication** field should read "Do Not Publish"
- The **Reason** field should include one of the approved Open Information Policy Exemption Criteria.

#	PUBLICATION EXEMPTION CRITERIA	ENTRY INTO THE CRTS REASON FIELD
1	General Requests made by, or on behalf of, an individual for government information where the records found in response to the request **contain personal information about the applicant** (i.e. information that would be exempt from disclosure under section 22).	Personal Information
2	General Requests from (or on behalf of) First Nations that **contain the personal information of First Nations members and/or "proprietary" information of a First Nation, such as negotiating information pertaining to general or specific claims** (i.e. information that would be exempt from disclosure under section 22 and/or section 16).	First Nations Information OR First Nations Information, Personal Information
3	General requests made by or on behalf of another government, including local governments, and the Federal and foreign governments, for records relating to general matters or issues specific to that government that **contain confidential information of the other government**, such as negotiating information pertaining to general or specific agreements (i.e. information that would be exempt from disclosure under section 16).	Other Government Information
4	General requests made by or on behalf of businesses and other commercial entities that **contain confidential information of the business,** including commercial, financial or proprietary information (i.e. information that would be exempt from disclosure under section 21).	Business Information OR Business Information, Personal Information
5	General requests that are not suitable for proactive disclosure based on a formal risk assessment that disclosure to the public may threaten the safety of a person or harm the security of any property or system. • Requests for copies of any Government Employees' and Government Officials' **Outlook calendar** have been approved for exemption under this exemption criteria.	Security Information
-	General requests that do not fall under the approved exemption criteria but that the client ministry did not approve for publication. Details of the reason for not publishing should be entered into "Publication Comments".	Other – Public Body Decision