

## Cornett, Kathy M JAG:EX

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**From:** Cornett, Kathy M JAG:EX  
**Sent:** Tuesday, September 4, 2012 9:08 AM  
**To:** Justice Social FOI SSBC:EX  
**Subject:** DSG RESPONSE: New FOI request - EGM-2012-00180 Freedom of Information and Privacy Functions  
**Attachments:** EGM-2012-00180 Call for Records General.pdf

Attached is the **completed** request. DSG's office has no responsive records. Thank you, Kathy

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**From:** Justice Social FOI SSBC:EX  
**Sent:** Friday, August 31, 2012 9:24 AM  
**To:** Cornett, Kathy M JAG:EX  
**Cc:** Justice Social FOI SSBC:EX  
**Subject:** FW: New FOI request - EGM-2012-00180 Freedom of Information and Privacy Functions

Hello Kathy, should have included the DMO as well on this call for records. Thanks.

*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*

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**From:** Justice Social FOI SSBC:EX  
**Sent:** Wednesday, August 29, 2012 3:25 PM  
**To:** Calvo, Manami LDB:EX  
**Cc:** Justice Social FOI SSBC:EX  
**Subject:** New FOI request - EGM-2012-00180 Freedom of Information and Privacy Functions

Hello Manami, (please note that the Ministry of Labour, Citizens' Services and Open Government also received this request)

Please find attached a new Call for Records form. It is electronic, fillable and saveable. The form has active links and pull-down menus. Please send your responses to the Justice/Social mailbox at [justice.social.foi@gov.bc.ca](mailto:justice.social.foi@gov.bc.ca). Thank-you.

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

*All reports and correspondence, internally within LDB and with the Ministry of Energy and Mines, Citizens' Services and Information Access Operations, justifying and mandating the policy and procedure to shift Freedom of Information and Privacy functions from LDB to IAO, on behalf of EGM and CTZ.*

Please contact the analyst assigned to this request if you have any questions - Alan Hughes at (250) 356-9639.

## 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](mailto:justice.social.foi@gov.bc.ca) by **September 5, 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, you will be contacted to continue the call for records process. You will also be advised you if the request is abandoned and/or closed.
- ❖ If no fees apply then proceed with the call for records process. Please complete the attached Call for Records Form and return it to the Justice/Social FOI Mailbox at [justice.social.foi@gov.bc.ca](mailto:justice.social.foi@gov.bc.ca) by **September 11, 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.



APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	August 27/12	Alan Hughes	September 5/12	September 11/12

**REQUEST DETAILS:**

All reports and correspondence, internally within LDB and with the Ministry of Energy and Mines, Citizens' Services and Information Access Operations, justifying and mandating the policy and procedure to shift Freedom of Information and Privacy functions from LDB to IAO, on behalf of EGM and CTZ.

**Section 1: Initial Records Assessment**

Do you hold any responsive records?	YES <input type="radio"/>	NO <input checked="" type="radio"/>
Are you aware of other records that may be responsive to this request within your Ministry?	YES <input type="radio"/>	NO <input 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 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.

Search time: 5 minutes; From July 1, 2012 to August 29, 2012

CLIFF Database; ARCS/ORCS files (75000-01/LDB)

E-mail accounts: Lori Wanamaker, Jeannie Hoskins and Kathy Cornett

Jeannie Hoskins and Kathy Cornett are both the final approval for a "no records request" - please respond directly to the applicant.

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 harm 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:

Kathy Cornett

250 387-5362

September 4, 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:

## Lok, Wesley LDB:EX

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**From:** Calvo, Manami LDB:EX  
**Sent:** Friday, September 07, 2012 5:25 PM  
**To:** Justice Social FOI SSBC:EX  
**Subject:** RE: New FOI request - EGM-2012-00180 Freedom of Information and Privacy Functions  
**Attachments:** Signed Call for Records-2012-09-04.pdf

Hello,

Please find attached the Call for Records form. As it is a "No Records" response, it has been signed by our Acting General Manager Roger's Bissoodatt.

Manami

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**From:** Justice Social FOI SSBC:EX  
**Sent:** Wednesday, August 29, 2012 3:25 PM  
**To:** Calvo, Manami LDB:EX  
**Cc:** Justice Social FOI SSBC:EX  
**Subject:** New FOI request - EGM-2012-00180 Freedom of Information and Privacy Functions

Hello Manami, **(please note that the Ministry of Labour, Citizens' Services and Open Government also received this request)**

Please find attached a new Call for Records form. It is electronic, fillable and saveable. The form has active links and pull-down menus. Please send your responses to the Justice/Social mailbox at [justice.social.foi@gov.bc.ca](mailto:justice.social.foi@gov.bc.ca). Thank-you.

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- any other questions or concerns relating to this request.

Thank you for your assistance.



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**REQUEST DETAILS:**

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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:
Roger Bissondatt, Acting General Manager, BCLDB		Sept 5, 2012

**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:

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Actual Hours

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tasks may include:

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Actual Hours

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\*Other documents

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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.

BCLDB FOI Request Processing folders were searched. Manami Calvo, Manager, Information Programs email inbox was also searched.

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.)**

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*(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:

Manami Calvo, Manager, Information Programs

604-252-3011

September 4, 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: