

Olson, Alisha PREM:EX

From: IAO CentralTeam MTIC:EX
Sent: Monday, October 21, 2013 12:01 PM
To: Olson, Alisha PREM:EX
Subject: RE: TRIM: OOP-2013-00681 RESPONSE

Hi Alisha,

Please be advised that because the records contained three of the exact same calendars, I have removed two of them for ease of processing the request.

Best regards,

Matthew Prodan | Ph: (250) 387-3411

From: Olson, Alisha PREM:EX
Sent: Monday, October 21, 2013 10:17 AM
To: IAO CentralTeam MTIC:EX
Subject: TRIM: OOP-2013-00681 RESPONSE

Good morning,

Please see the attached CFR form and responsive records to satisfy FOI request OOP-2013-00681.

Let me know if you have any questions.

Thanks,

Alisha



CALL FOR RECORDS – GENERAL FOI REQUEST

Request Number: 292-30/ OOP-2013-00681

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Political Party	October 15, 2013	Matthew Prodan	October 23, 2013	November 05, 2013

REQUEST DETAILS:

Any Outlook calendars for which Tamara Davidson, Kara Ross or Ashley Stewart have Publishing Editor, Publishing Author or Owner privileges for as defined under the Outlook Calendar properties tab permissions: In Calendar Detail Style, including the calendar owners name in the footer and also including attachments. Timeframe is September 1, 2013 to September 30, 2013.

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		Oct 18/13

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 (Outlook calendars)
- 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

18 October 2013

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: IAO CentralTeam MTIC:EX
Sent: Friday, October 18, 2013 9:13 AM
To: Mills, Shane PREM:EX; Leamy, Michelle T PREM:EX
Cc: Olson, Alisha PREM:EX
Subject: Call for Records - FOI Request # OOP-2013-00681
Attachments: Call for Records.pdf

Hello,

Your Ministry has received a formal request made under the Freedom of Information and Protection of Privacy Act (FOIPPA). Please note that Matthew Prodan is the analyst processing this request and can be reached at the following number 250-387-3411. The request is for:

"Any Outlook calendars for which Tamara Davidson, Kara Ross or Ashley Stewart have Publishing Editor, Publishing Author or Owner privileges for as defined under the Outlook Calendar properties tab permissions: In Calendar Detail Style, including the calendar owners name in the footer and also including attachments. Timeframe is September 1, 2013 to September 30, 2013."

The legislative due date for the above noted file is **November 27 2013**.

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 IAOCentralTeam@gov.bc.ca by **October 23 2013**. 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, Matthew Prodan 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 IAOCentralTeam@gov.bc.ca by **November 5 2013**.

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.