



ARCS: 292-30
File: CTZ-2018-83710

June 27, 2018

Re: Request for Access to Records
Freedom of Information and Protection of Privacy Act (FOIPPA)

I am writing further to your request received by the Ministry of Citizens' Services. Your request is for:

All communication from Senior Ministerial Assistants/Ministerial Assistants/Executive Assistants to Administrative Coordinators and/or Administrative Assistants regarding records management, including triple deleting emails and responding to FOI requests – excluding records relating to the processing of individual FOI requests. (Date Range for Record Search: From 07/18/2017 To 05/15/2018)

Please find enclosed a copy of the records located in response to your request. Some information has been withheld pursuant to section 15 (Disclosure harmful to law enforcement). A complete copy of FOIPPA is available online at:

http://www.bclaws.ca/civix/document/id/complete/statreg/96165_00

Following on recommendations made by the former Information and Privacy Commissioner, the BC Government has developed information management training that addresses employees' key responsibilities across records management, access to information, and protection of privacy. The training is delivered by career public servants who are subject matter experts in information management. Given the importance of demonstrating accountability in this space, all government employees are required to take this training, with ministerial staff additionally being required to sign attestations to the fact that they took the training, understood the training and are aware of

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resources available upon request. Printed resources are also provided to all ministerial staff to allow quick reference to key issues encountered as a part of their role. Finally, completion of information management training is routinely monitored by ministry employees to ensure a high level of compliance with this training requirement is maintained.

The Corporate Records and Information Management Office (CIRMO), located within the Ministry of Citizens' Services, can provide a range of materials regarding the above training initiatives, including curriculum content, supplementary resources as well as training statistics. CIRMO has indicated that they are available to assist you in the event that these corporate training records are of interest to you.

Your file is now closed.

These records will be published on the BC Government's Open Information website a minimum of five business days after release. To find out more about Open Information, please access the Open Information website at: www.gov.bc.ca/openinformation

If you have any questions regarding your request, please contact Chelsea Fern, the analyst assigned to your request, at 778 698-2740. This number can be reached toll-free by calling from Vancouver, 604 660-2421, or from elsewhere in BC, 1 800 663-7867 and asking to be transferred to 778 698-2740.

You have the right to ask the Information and Privacy Commissioner to review this decision. I have enclosed information on the review and complaint process.

Sincerely,

A handwritten signature in dark ink, appearing to read 'N. Appleton', with a long horizontal flourish extending to the right.

Natalie Appleton, Team Lead
On behalf of Cindy Elbahir, Manager
Central Agency Team, Information Access Operations

Enclosures

<p>How to Request a Review with the Office of the Information and Privacy Commissioner</p>
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If you have any questions regarding your request please contact the analyst assigned to your file. The analyst's name and telephone number are listed in the attached letter.

Pursuant to section 52 of the *Freedom of Information and Protection of Privacy Act* (FOIPPA), you may ask the Office of the Information and Privacy Commissioner to review any decision, act, or failure to act with regard to your request under FOIPPA.

Please note that you have 30 business days to file your review with the Office of the Information and Privacy Commissioner. In order to request a review please write to:

Information and Privacy Commissioner
PO Box 9038 Stn Prov Govt
4th Floor, 947 Fort Street
Victoria BC V8W 9A4
Telephone 250 387-5629 Fax 250 387-1696

If you request a review, please provide the Commissioner's Office with:

1. A copy of your original request;
2. A copy of our response; and
3. The reasons or grounds upon which you are requesting the review.