



ARCS: 292-30  
File: MSD-2018-83724

June 21, 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 Social Development and Poverty Reduction. 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. These records are provided to you in their entirety.

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 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*

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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](http://www.gov.bc.ca/openinformation)

If you have any questions regarding your request, please contact Jason Bertucci, the analyst assigned to your request, at 250 356-7770. 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 250 356-7770.

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 black ink, appearing to read 'Jason Bertucci', is written over a faint, circular official stamp.

Jason Bertucci, Junior Program Analyst  
On behalf of Jamie Onciul-Omelus, Manager  
Social / Tech 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.