#### MANAGING RECORDS DURING AN ELECTION

#### **OVERVIEW**

This guide provides government employees with instructions for managing cabinet records and other government records during an election period. It covers custody and access considerations, roles and responsibilities, and distinguishing Cabinet and government records from personal and MLA records.

Interregnum: 1. A period when normal government is suspended, especially between successive reigns or regimes.

2. A lapse or pause in continuity.

When the writs of election are officially issued and an election is declared, the Lieutenant Governor dissolves the Legislative Assembly, and the government enters a caretaker period or "interregnum." While MLAs no longer hold office once the election writs are issued, ministers continue to hold their positions as Executive Council (Cabinet) until a new Cabinet is sworn in. The period following Election Day until a new Cabinet is sworn in is referred to as "transition." Provincial general elections are set to occur on the second Tuesday in May every four years. The next provincial election is set for May 9, 2017, with the interregnum scheduled to begin April 11, 2017.

During the interregnum, basic conventions require government to avoid implementing major policy initiatives or entering into new contracts or undertakings that would bind an incoming government. To this end, ordinary meetings of Cabinet, Treasury Board and Cabinet Committees are not held during the interregnum. While Cabinet members and Deputy Ministers (DMs) are legally able to make ministerial decisions during these periods, in practice all major actions and decisions are deferred and only routine ministry business continues. There may, however, be special meetings of Cabinet or a committee of Cabinet, if required.

Procedures for managing Cabinet records during the election period respect the British Parliamentary tradition that all Cabinet records are considered to be privileged information of the government of the day. A succeeding administration of a different political party does not normally have access to these records. This protects the confidentiality of the collective decision-making process of parliamentary democracy.

### Three Basic Tips for the Interregnum (see Roles and Responsibilities table below for details)

- Cabinet records must be identified, sent to Cabinet Operations or the Deputy Minister if appropriate, and managed to ensure access is limited to those who "need to know" (as identified by the Deputy Minister or designate).
- 2. **Appropriate security and access measures** must be in place for these records, whether in physical or digital storage (e.g., EDRMS TRIM, LAN/shared drive, SharePoint, or CLIFF).
- 3. Any digital or physical **records that are eligible for disposal** must be destroyed in a secure manner that ensures sensitive or confidential information is rendered unreadable, and complies with current destruction policies. Note that during the interregnum period, all commercial document shredding for Ministers' offices within the Legislative Precinct is suspended.

### **Help from Records Officers**

The Government Records Service (GRS) Records Officer (RO) assigned to the relevant ministry will advise Minister's Office and Deputy Minister's Office (DMO) staff during the interregnum. The RO can provide guidance on identifying and properly processing Cabinet records prior to transfer to a secure digital location or offsite storage (i.e., a location where access is controlled by the DM). The RO also provides guidance

#### MANAGING RECORDS DURING AN ELECTION

regarding the ongoing management of government records in accordance with relevant legislation, policy, and information schedules.

The following table provides guidance for managing the Cabinet records, government (non-Cabinet) records, MLA and personal records that are located in ministers', deputy ministers', and other government offices during and after an election interregnum. The DMO or ministry program area designated to manage Cabinet records may have more specific procedures for the regular management of these types of records.

# Roles and Responsibilities for Different types of Recorded Information (Cabinet Records, Government Records (non-Cabinet), MLA and Personal Records)

#### 1. CABINET RECORDS

#### Definition

Ministers create and use Cabinet records in their role as members of Cabinet and its committees.

Cabinet committee records relate to the establishment, organization, and functions of Cabinet committees and related DMs' committees. These include ministry and agency submissions prepared for Cabinet or its committees (i.e., Cabinet submissions). Records types include correspondence, submissions, significant/substantive draft submissions, working materials and supporting documentation, communication plans and strategies, notices, agendas, minutes, records of decision, reports, and presentation handouts. See *ARCS* 201 for further information.

Cabinet records also include: Treasury Board briefing information presented to Executive Council or the Minister; briefing notes about submissions to Cabinet or Treasury Board; and speaking notes for the Minister for presentation at Cabinet. Common *ARCS* classifications for Cabinet records include: *ARCS* 201-20, *ARCS* 280-20, and *ARCS* 324-20.

### Cabinet Operations

Cabinet Operations holds the final versions of Cabinet documentation. The ministry responsibility centre (i.e., the Office of Primary Responsibility [OPR]) is the DM's or Minister's office. In some ministries the DM delegates custody of these records to an operational business unit (e.g. ADM's office or central policy section). The ministry copies of Cabinet submissions and draft submissions must be kept secure to ensure no unauthorized access.

During the interregnum and transition periods, The control of access to Cabinet designated records remains with the Cabinet Secretary. In cases where a ministry requires access to these files in order to process a request under the <u>Freedom of Information and Protection of Privacy Act</u> (FOIPPA) or for litigation, the DM will send a written request to the Cabinet Secretary. The Cabinet Secretary will advise the DM of the approval to release the records. The ministry will then process the request in the usual manner.

### Minister's Office

During the interregnum, any Cabinet records in a Minister's Office need to be identified, separated from other government records, and prepared for transfer to the control of the relevant DM. This includes physical and digital records (e.g., located on LAN or SharePoint sites). Non-cabinet government records stay in the Minister's Office so as to maintain the administration of the ministry.

#### MANAGING RECORDS DURING AN ELECTION

After the transition period, should a change in administration occur and the ministry is required to prepare material on an issue to which previously prepared Cabinet records pertain, the proper procedure is to create a new document as the actual documents prepared for any previous government cannot be shared.

**Previous Cabinet submissions** may continue to be used as resource documents by staff preparing the new submissions, where authorized by the DM. In responding to requests of the new government, ministries must prepare new reports and submissions, rather than simply bringing forward past ones.

### Deputy Minister's Office (DMO)

**Prior to the interregnum,** DMOs will ensure that any Cabinet designated records are removed from their Minister's Office and placed in a secure location controlled by the DMO.

Access to Cabinet designated records is restricted to ministry officials authorized by the DM.

The DMO may delegate custody of these records to another office within the ministry (e.g., to an Assistant Deputy Minister [ADM]'s Office, or central policy section). In these cases, the DMO needs to notify relevant office staff regarding access and use restrictions.

### Ministry Program Areas

**Forward any draft or final Cabinet submission** to the DMO or to the operational unit delegated to retain these records on behalf of the DM (e.g., ADM or ministry policy section).

Offices with delegated responsibility for Cabinet records: Cabinet records may be located in ministry offices under the delegated custodial care of the DM. Only ministry officials authorized by the DM may access these records. Staff in these areas should be aware of access and use restrictions relating to these records.

Where cabinet submission material is an integral part of ministry business files, it should be retained in the relevant operational/business unit files.

**Transitory copies of Cabinet documents** should be deleted or securely destroyed.

### 2. GOVERNMENT INFORMATION (Non-Cabinet)

#### Definition

As defined in the *Information Management Act (IMA)*, government information consists of all recorded information created or received by a ministry or other government body in connection with government business. Government information (also known as "records") is created in a variety of digital and physical formats. Within any government office there may be several storage locations (e.g., LAN/shared drive, EDRMS TRIM, CLIFF, SharePoint sites, personal email folders, physical file banks, desk drawers).

Government information is subject to the *IMA*, the *Freedom of Information and Protection of Privacy Act* (*FOIPPA*), other legislation pertaining to specific programs and functions, the Core Policy and Procedures Manual, the Recorded Information Management (<u>RIM</u>) Manual, and approved <u>information schedules</u>.

### Minister & Deputy Minister

**Prior to and during the interregnum,** Minister's Office and DMO office staff need to ensure that non-Cabinet government records are either transferred to the appropriate program area (responsibility centre) or are properly classified and filed in the office recordkeeping system, in accordance with normal practice. These records are needed to

### MANAGING RECORDS DURING AN ELECTION

	maintain the administration of the ministry.
	Minister's calendars, for the duration of the Minister's term, must be output and filed (e.g., printed to PDF and filed on the LAN.)
	After the election, The Minister's Office and DMO are responsible for ensuring that non-Cabinet government records are sent to the newly appointed Minister's Office. The Chart of Accounts code indicates where the administrative records are to be sent.
	If a ministry is dis-established, its records are sent to the ministry that inherits its functions.
Ministry Program Areas	During the interregnum, ministry program area offices should manage non-cabinet government information in accordance with legislation and policy, just as they are required to do at all other times.
3. ML	A and PERSONAL RECORDS
MLA Records Definition	Recorded information created and/or accumulated and used by a Member of the Legislative Assembly of British Columbia (MLA) acting in that capacity. MLA records document an MLA's legislative and political activities and include records created by the MLA's constituency office. Examples include MLA's records of caucus and legislature meetings.
	MLA records do not include an MLA's personal or business records.
Personal Records Definition	Personal records are personal in nature and relate to one's private life. They are not received or created as part of daily ministry business activities. They are NOT government records governed by the <i>Information Management Act</i> .
Minister's Office	Ministers' office staff are responsible for ensuring that the Minister's personal and MLA records are separated from government records prior to the interregnum, under the direction of the DMO.
	Once the interregnum begins, the Minister's personal and MLA physical records will be placed in boxes, and digital records will be saved to their personal portable storage devices. Any digital records on government systems must be deleted.
	The Minister should indicate where these records are to be delivered. If a location is not given they should be sent to the caucus office. For physical records, MLAs also have the option to use GRS-administered offsite storage facilities to store their MLA and personal records for up to 5 years, using the MLA Records Transfer Agreement (ARS409) available on the Records Management website.
	Minister's office employees' personal records: Individual employees are responsible for managing their own non-government records and removing them from the office.

### **Additional Information**

Contact your <u>Records Officer</u> or check out the rest of the <u>Records Management website</u>. For definitions of special terms that appear in bold blue font, see the <u>RIM Glossary</u>.

Page 05 to/à Page 13

Withheld pursuant to/removed as

DUPLICATE



VICTORIA BC V8W 9B4

### INVOICE

PAGE 1 of 3

Billing Date 07.03.2017 Invoice Number 8100118449 Customer Number 5.17 ? Site & Purchase Order Info on Reverse Page

?

For billing, scheduling or customer service 1-800-69-SHRED Hours: (Man - Fri) 8:00AM - 5:00PM

#### **ACCOUNT SUMMARY - SHREDDING SERVICE**

DESCRIPTION

AMOUNT

TOTAL \$53.03

PREVIOUS BALANCE

Thank You-Payment

(\$53.03)

\*\*\* \*\*

CURRENT INVOICE CHARGES
TOTAL ACCOUNT BALANCE DUE BY 07.03.2017

(See Reverse Page For Details)

\$53.03 \$53.03

Billing Currency: CAD

GST/HST #: 86625 9062

CERTIFICATE OF DESTRUCTION: Shred-it is committed to the secure destruction of its customers' confidential information. This certification will affirm that Shred-it destroys the customers' confidential material, pursuant to our customers' request and instructions.

Account History	Account History Please disregard if payment has been sent.											
Current 1-30 days 31-60 days 61-90 days 90+ days Total Account Past Due Past Due Past Due Balance												
\$53.03	\$0.00	\$0.00	\$0.00	\$0.00	\$53.03							

PLEASE DETACH AND RETURN BOTTOM PORTION WITH YOUR PAYMENT IN THE ENCLOSED ENVELOPE. TO ENSURE TIMELY POSTING OF YOUR PAYMENT, PLEASE ALLOW 5 DAYS FOR MAILING.



Shred-it INTERNATIONAL ULC 1383 North Service Road, East Oakville, ON L6H 1A7

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER
8100118449	07.03.2017	s 17
TOTAL ACCOUNT BALA	NCE DUE BY 07.03.2017	\$53.03
OTAL AMOUNT ENCLO	SED	\$

MINISTRY OF AGRICULTURE JULENE WARWICK 808 DOUGLAS ST VICTORIA BC V8W 9B4

SHRED-IT INTERNATIONAL ULC P.O. BOX 15781, STATION A TORONTO, ONTARIO M5W 1C1

========= REMIT TO; ==========

015781 s.17

0000000ALD011A449 0000005303 2

Ministry of Agriculture

CUSTOMER#: S.17

INVOICE#: 8100118449

INVOICE DATE: 07.03.2017

TOTAL	UNIT OF MEASURE	QTY	SERVICE TYPE	P.O.#	SERVICE RECORD	SERVICE DATE
	BC, V8W 9B4, CA - S.17	glas St, Victoria, E	ulture, Floor 4th, 808 Dou	: Ministry of Agricult	Service Location.	Site: BC01
		TIC	SHRED - ON-SITE AUTOMA	:	8029766354	10.02.2017
\$50,50	Minimum Order Value					
\$2.5	GST 5,00 %					
\$53.0	SUB TOTAL					
\$53.0	TOTAL					
		661	MSO #000			
\$53.03	NT INVOICE CHARGES	TOTAL CURRE				

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Ministry of Agriculture CUSTOMER#: s 17 INVOICE#: 8100118449 INVOICE DATE: 07.03.2017

**TAX SUMMARY** 

British Columbia

GST 5.00 % \$2.53

Total Tax \$2.53

From:

 $\underline{\texttt{DoNotReplv@billing-notification.com}}$ 

To:

Warwick, Julene AGRI:EX

Subject:

SECURIT (COQUITLAM) - Transaction Receipt for

53.03

Date:

Wednesday, March 1, 2017 1:40:26 PM

Shred-it International ULC 300-1650 Brigantine Dr. Coquitlam BC V3K 7B5 604-444-4044 1-800-697-4733

Term ID: 001

### Sale - Approved

Date

03/01/17

Time 16:32:52

Method of Payment

MasterCard

**Entry Method** 

Manual

Account #

s.17

Order ID

8100096116

Order Description:

s.17

Approval Code

163253

Amount

53.03

THANK YOU FOR YOUR PAYMENT!

Register for online payments at

www.shredit.com/myshredit

**Customer Copy** 

505-vancouver @ stericycle.com

MINISTRY OF AGRICULTURE JULENE WARWICK 808 DOUGLAS ST VICTORIA BC V8W 9B4

INVOICE ACET & introices emailed, PAGE 1 of 3

**Billing Date** 

Invoice Number

07.02.2017

8100096116 s.17

**Customer Number** Site & Purchase Order Info on Reverse Page

For billing, scheduling or customer service 1-800-69-SHRED Hours: (Mon - Fri) 8:00AM - 5:00PM

confirmed by phone- invoices sent but is Still Set up For automatic and pynt.

#### ACCOUNT SUMMARY - SHREDDING SERVICE

DESCRIPTION

AMOUNT

TOTAL

**CURRENT INVOICE CHARGES** 

**TOTAL ACCOUNT BALANCE DUE BY 07.02.2017** 

(See Reverse Page For Details)

\$53.03

\$53.03

MINISTRY OF AGRICULTURE

Billing Currency:CAD

FEB 2 1 2017

RECEIVED

GST/HST #: 86625 9062

CERTIFICATE OF DESTRUCTION: Street-it is committed to the secure destruction of its customers' confidential information. This certification will affirm that Shred-it destroys the customers' confidential material, pursuant to our customers' request and instructions

Account Histo	Account History Please disregard if payment has been sent.										
Current	1-30 days Past Due	31-60 days Past Due	61-90 days Past Due	96+ days Past Due	Total Account Balance						
\$53.03	\$0,00	\$0.00	\$0.00	\$0,00	\$53.03						

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PLEASE DETACH AND RETURN SOTTOM PORTION WITH YOUR PAYMENT IN THE ENGLOSED ENVELOPE, TO ENSURE TIMELY POSTING OF YOUR PAYMENT, PLEASE ALLOW IS DAYS FOR MAILING



Shred-it INTERNATIONAL ULC 1383 North Service Road, East Oakville, ON L6H 1A7

INVOICE NUMBER INVOICE DATE **CUSTOMER NUMBER** 8100096116 07.02.2017 s.17 TOTAL ACCOUNT BALANCE DUE BY 07.02.2017 \$53.03 TOTAL AMOUNT ENCLOSED \$53.03

Roud Mar 6/17 if account or contact information has changed please check box and fill out back portion of coupon

004886 000003674

s.17

MINISTRY OF AGRICULTURE JULENE WARWICK 808 DOUGLAS ST VICTORIA BC V8W 9B4

s.17

SHREDHT INTERNATIONAL ULC P.O. BOX 15781, STATION A TORONTO, ONTARIO

M5W 1C1

PAGE 2 of 3

Ministry of Agriculture

CUSTOMER#: S.17

INVOICE#: 8100096116

INVOICE DATE: 07.82.2017

SERVICE DATE	SERVICE RECORD	P.O.#	SERVICE TYPE	QTY	UNIT OF MEASURE	TOTAL
Site: BC01	Service Location:	Ministry of Agriculture,	Floor 4th, 808 Douglas St, Victor	ia, BC, V8W 9	B4, CA -s.17	
13.01.2017	8029115525		SHRED - ON-SITE AUTOMATIC	;		
					Minimum Order Value	\$50.50
					GST 5.00 %	\$2.53
					SUB TOTAL	\$53.03
					TOTAL	\$53.03
			MSO #000661	•		
			1	TOTAL CURREN	IT INVOICE CHARGES	\$53.03

\$C020917030015\_ZLCA\_01.xm-9772-000003674

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+4. \*\*\*

PAGE 3 of 3

Ministry of Agriculture

CUSTOMER#: s.17

INVOICE#: 8100096116

INVOICE DATE: 07.02.2017

#### **TAX SUMMARY**

British Columbia

GST 5.00 %

\$2.53

**Total Tax** 

\$2.53

s.17

2



Shred-it INTERNATIONAL ULC 1383 North Service Road, East Oakville, ON L6H 1A7 GST/HST #: 86625 9062

Ministry of Agriculture C/O Julene Warwick Fl 4th 808 Douglas St Victoria BC V8W 9B4

### Customer Invoice

Invoice #:

9002131391

Billing Date:

December 16, 2016

Account #:

Service Order #: 8028103589 s.17

Billing Currency: CAD Payment Terms: Credit Card

For billing, scheduling or customer service 1-800-69-SHRED Hours: (Mon - Fri) 8:00AM - 5:00PM

#### Shredding Service

Service Date: December 16, 2016

Service Location: Ministry of Agriculture, Floor 4th, Julene Warwick, 808

Douglas St, Victoria BC V8W 984

ON-SITE REGULAR SERVICE

Minimum Order Value

50.50

Net Value Before Taxes

50.50

GST 5.000%

2,53

Amount Paid in Full

53.03

Thank you for your business.



By recycling your confidential documents using Shred-It's secure service, you're making a difference to the environment.

#### CERTIFICATE OF DESTRUCTION

Shred-it is committed to the secure destruction of its customers' confidential information. This certification will affirm that Shred-it destroys the customers' confidential material, pursuant to our customers' request and instructions.

Please Remit To:

SHRED-IT INTERNATIONAL ULC P.O. BOX 15781, STATION A TORONTO, ONTARIO M5W 1C1

PLEASE ENSURE THE INVOICE NUMBERS YOU ARE PAYING ARE CLEARLY STATED ON YOUR CHEQUE REMITTANCE

Following services are NAID certified: Hard Drive Destruction Mobile Destruction Offsite Destruction Non-Paper Destruction

> Page 1 of 1 Making sure it's secure.™

Shred-it International ULC 300-1650 Brigantine Dr. Coquitlam BC V3K 7B5 604-444-4044 1-800-697-4733

Term ID: 001

### Sale - Approved

Date

12/20/16

Time 13:01:31

Method of Payment Entry Method Account #

MasterCard Manual

s.17

Order ID

9002131391

Order Description:

s.17

Min. of Agriculture

Approval Code

130132

Amount

53.03

THANK YOU FOR YOUR PAYMENT! Register for online payments at www.shredit.com/myshredit

**Customer Copy** 

### Pybus, Beverly AGRI:EX

From:

Maibach, Diane CSNR:EX

Sent:

Wednesday, January 25, 2017 1:42 PM

To:

Pybus, Beverly AGRI:EX

Subject:

FW: Share in Office Costs Courtenay

Attachments:

JV TO FLNRO FOR PAPER & SHREDDING SERVICES20161130.pdf

Good Afternoon Beverly – I have not seen these amounts come into the accounts on my side. Good you provide an update. Also, is \$205 still a good estimate for the cost for the balance of the year?

### Diane Maibach

Financial Analyst

Coast Area | Client Services Branch | Corporate Services Corporate Services for the Natural Resource Sector

Phone: 250 751-3129 Fax: 250 751-7224

From: Pybus, Beverly AGRI:EX

**Sent:** Wednesday, November 30, 2016 2:34 PM **To:** Maibach, Diane CSNR:EX; Mayser, Rudi E FLNR:EX

Cc: Williams, Kathy AGRI:EX

Subject: RE: Share in Office Costs Courtenay

Diane – at LOOOOOONG last. So sorry for the delay in getting this to you. Rudi, if this looks good to you, could you please sign & date the first page (bottom left) and send it back to me? I just need the JV page. I will then pass it along to my AP department for processing.

Diane – estimate \$20 for shredding and \$185 for paper for balance of year – so approx. \$205 ISH??

### Bev

From: Maibach, Diane CSNR:EX

Sent: Tuesday, November 22, 2016 10:49 AM

To: Pybus, Beverly AGRI:EX

Subject: Share in Office Costs Courtenay

Just checking in for the cost to-date for share in office shredding etc and the estimate for rest of the year.

Thanks!!

Diane Maibach

**Financial Analyst** 

Coast Area | Client Services Branch | Corporate Services

Corporate Services for the Natural Resource Sector

Phone: 250 751-3129 Fax: 250 751-7224

### Pybus, Beverly AGRI:EX

From:

CSNR Agri Accounts Payable CSNR:EX

Sent:

Wednesday, February 15, 2017 8:14 AM

To:

Pybus, Beverly AGRI:EX

Subject:

RE: ICC REQUEST: CODING ENTRY CORRECTION

Hi Bev,

This has now been changed for you®

Thank you,

Tanya Williams

Accounts Payable Clerk
Financial Services Branch
PO Box 9356 STN PROV GOVT
VICTORIA BC V8W 9M2
2<sup>ND</sup> FLOOR – 2975 JUTLAND ROAD
250-387-6945
Tanya.Williams@gov.bc.ca

From: Pybus, Beverly AGRI:EX

**Sent:** Monday, February 6, 2017 10:52 AM **To:** CSNR Agri Accounts Payable CSNR:EX

Cc: Williams, Kathy AGRI:EX

Subject: ICC REQUEST: CODING ENTRY CORRECTION

#### Good morning!

There was a coding error made in December when transcribing my BMO register. \$10.40 for office shredding was coded into STOB 6516 (see attached report) when it should have been coded to STOB 6502 (see attached register). Looks like it was just a keying error – could you please recode the \$10.40 out of STOB 6516 and into STOB 6502?

Thanks bunches!

Bev Pybus

Licensing Administrator ><((((°>,· ``·,><((((°>, · ``·,><((((°), · ``·,><((((°), · · ``·,><((((°), · · · ·,)))))))))

Seafood Safety & Quality Unit
Ministry of Agriculture

Phone: 250-897-7540 Fax: 250-334-1410

Ministry Vision:

An innovative, adaptive and globally competitive Agrifood sector valued by all British Columbians.

Ministry Mission: Cultivate a competitive and socially responsible Agrifood sector.

### Pybus, Beverly AGRI:EX

From:

Maibach, Diane CSNR:EX

Sent:

Wednesday, March 8, 2017 3:45 PM

To:

Pybus, Beverly AGRI:EX

Subject:

FW: JV FOR PAPER/SHREDDING COSTS BALANCE OF FISAL 2017

Attachments:

FLNRO JV BACKUP FOR DEC--MARCH COSTS20170306.pdf; JV - FY17-

SSQ00220170306.pdf; EA Approval Rudi Mayser RC71655

Beverly - Rudi has signed EA - scan attached. Please confirm you will be entering in CAS

Thanks very much!

### Diane Maibach

Financial Analyst

Coast Area | Client Services Branch | Corporate Services Corporate Services for the Natural Resource Sector

Phone: 250 751-3129 Fax: 250 751-7224

From: Pybus, Beverly AGRI:EX

Sent: Monday, March 6, 2017 1:29 PM

To: Mayser, Rudi E FLNR:EX Cc: Maibach, Diane CSNR:EX

Subject: JV FOR PAPER/SHREDDING COSTS BALANCE OF FISAL 2017

Good afternoon Rudi

Here is the final JV for this fiscal. Thought I'd get this off our backs (even though the March shredding invoice isn't in yet – and it will miss the fiscal year end close). Could you please sign below where Wayne tried to sign © and return to me SAP and we'll wrap it up for tis year.

Thanks Rudi

### Bev Pybus

Licensing Administrator

><((((°>,..^.,><((((°>,..^.,><((((°> Seafood Safety & Quality Unit

Ministry of Agriculture

Phone: 250-897-7540 Fax: 250-334-1410

Ministry Vision:

An innovative, adaptive and globally competitive Agrifood sector valued by all British Columbians.

Ministry Mission:

Cultivate a competitive and socially responsible Agrifood sector.

### Pybus, Beverly AGRI:EX

From:

Maibach, Diane CSNR:EX

Sent:

Wednesday, March 8, 2017 3:37 PM

To:

Maibach, Diane CSNR:EX

Subject:

EA Approval Rudi Mayser RC71655

**Attachments:** 

Scan\_20170308.pdf



## **JOURNAL VOUCHER**

PAGE 1 BATCH NO.

2 DOCUMENT NO.

Amendments not initialled Policy and Procedures Mar	by the signing authorities nual for additional instru- 4 CONTACT NA	ction.				1 DRNAL ENTRY - M ST 30 CHARACTER	MAXIMUM 60 CHARACTERS				D
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EIN 204, Rev. 04 /9 / 16 (OPC 4010/7	530951005)	Copy to: C	COMPTROLLE	R GENERAL	Сору	to: ISSUER;	Copy to: OTHER MINIST	RY			

/MIN OF AGRICULTURE

(PROV GOV)



195 Summerlea Road Brampton, Ontario L6T 4P6

Direct Questions To: Customer Care - 1-800-327-8345 or

askcustomerservice@ironmountain.com

E0499X 10997 D2257018155 S2 P3999917 0001:0002

MIN OF AGRICULTURE (PROV GOV) ACCOUNTS PAYABLE 2500 CLIFFE AVE COURTENAY, BC V9M 5M6 CANADA

### Invoice

Customer ID/Name:

Page 1 of 2

Invoice Number:	NMH7352
Invoice Date:	02/28/2017
Storage Period:	
Service Period:	01/25/2017 - 02/21/2017

Due By: 03/30/2017

#### Go Green!

And, have instant access to your invoices!

Invoice Gateway allows you to:

- · Access and print invoices & invoice reports
- Make payments online
- View invoice balances and more...

SIGN UP TODAY

s.17

Visit http://ca.lnvoices.ironmountain.com

If you have more questions or would like help registering, please contact our

Customer Care team at (800) 327-8345

Canadian Tax ID Numbers for Reference Only

GST/HST/TPS

885517334 RT0001

BRITISH COLUMBIA

PST# 1014-7765

MANITOBA

PST# 885517334MT0001

QUEBEC SASKATCHEWAN

TVQ# 1019185164 PST# 5600135

### **New Charges**

Storage	i real			0.00
Service				10.40
Supplies		Manager mys a region	* 35 - 141-79 1-888-18	 0.00
Other Charges				0.00
Tax				0.52

#### INVOICE AMOUNT DUE

\$10.92

#### LEGEND:

- When paying by check please include applicable customer ID(s), invoice number(s) and invoice amount(s)
- Balance Activity does not reflect any payment received that has not or could not be applied to open invoices.
- Storage is billed in advance and may include prorated storage charges for the current period\*
- Services are billed in arrears\*
- Adjustment amount includes credits, debits and other adjustments made by the specified date
- Payment is due per contract Net terms from the invoice date

\*Unless otherwise expressly agreed upon in writing



#### TO VIEW AND PAY ONLINE GO TO:

http://ca.invoices.ironmountain.com

USE THIS ENROLLMENT CODE TO CREATE YOUR ORGANIZATION'S **ADMINISTRATION ACCOUNT:** 

s.17

SUBMIT **PAYMENTS TO:**  Iron Mountain Canada Operations ULC d/b/a Iron Mountain Canada

P.O. BOX 3527 STATION A TORONTO, ON M5W 3G4



Customer ID/Name: s.17 /MIN OF AGRICULTURE (PROV GOV)

Invoice Number: Invoice Date:

NMH7352 02/28/2017

Description	Qty	Rate	Amount
OFFSITE SHRED, SEC 65 GAL OFFSITE SHRED, TRIP SCHEDULED TOTAL SERVICE	2.00 2.00	5.200 0.000	10.40 0.00 10.40
Sub Total BRITISH COLUMBIA GST/HST			10.40 0.52
INVOICE AMOUNT DUE			10.92

39.31

Balance Activity Summary as of 02/21/2017 **Previous Balance** 

Adjustments Payments applied by 02/21/2017 (39.31)0.00 Adjustments as of 02/21/2017 \$0.00 \*\* Balance as of 02/21/2017 10,92

Current Invoice Amount \$10.92 **Total Balance** 

Canadian Tax ID Numbers For Reference Only

GST/HST/TPS

885517334RT0001

BRITISH COLUMBIA

PST# 1014-7765

**MANITOBA** 

PST# 885517334MT0001

QUEBEC

TVQ# 1019185164

SASKATCHEWAN

PST# 5600135

### CERTIFICATE OF DESTRUCTION:

IRON MOUNTAIN CERTIFIES THAT THE MATERIALS RELATED TO SHREDDING SERVICES ON THIS INVOICE HAVE ENTERED THE DESTRUCTION PROCESS IN ACCORDANCE WITH OUR SECURE SHREDDING WORKFLOW SO THAT THE INFORMATION CANNOT BE RECONSTRUCTED.

<sup>\*\*</sup> If the balance as of 02/21/2017 has already been paid, thank you for your payment

5.20 0.00

5.20

10.40

10.92



195 Summerlea Road Brampton, Ontario L6T 4P6

# **Detail Billing Transaction Report**

Storage Period:

Service Period:

01/25/2017 - 02/21/2017

Customer ID/Name:

s.17

/MIN OF AGRICULTURE (PROV GOV)

Department ID/Name:	s.17	2500 CLIFFE AVE	and the same of th						
Order Number Order Date	Bill Code	Description	konsistas aras aras aras aras aras aras aras	Storage Date	Qty	UOM	MOS	Rate	
212869125 02/03/2017 212869125 02/03/2017	2411	OFFSITE SHRED, SEC 65 GA OFFSITE SHRED, TRIP SCHE CT FOR ORDER #212869125			1.00 1.00	EA EA	1	5.200 0.000	
213363698 02/20/2017 213363698 02/20/2017	2042 2411	OFFSITE SHRED, SEC 65 GA OFFSITE SHRED, TRIP SCHE CT FOR ORDER #213363698			1.00 1.00	EA EA	1	5.200 0.000	
				*	В	RITISH	COLUME	Sub Total BIA GST/HST	
		,						TOTAL	
			(0						
				(6)					
			1600						
									,



195 Summerlea Road Brampton, Ontario L6T 4P6

ACCOUNTS PAYABLE

Direct Questions To: Customer Care - 1-800-327-8345 or askcustomerservice@ironmountain.com

Invoice

Account Overview

**Invoice Number:** 

NJX7063

Invoice Date:

01/31/2017

Storage Period:

Service Period:

12/28/2016 - 01/24/2017

Customer ID/Name:

s.17

MIN OF AGRICULTURE

(PROV GOV)

Due By:

03/02/2017

2500 CLIFFE AVE COURTENAY, BC V9M 5M6 CANADA

MIN OF AGRICULTURE (PROV GOV)

### \*\*\*\*EFFECTIVE IMMEDIATELY\*\*\*\* IMPORTANT UPDATE

The postal code has changed for customers remitting payments via mail. Please update your records to reflect the new Postal Code. PO Box 3527, Station A Toronto, Ontario

M5W 3G4

### \*\*\*\*EFFECTIF IMMEDIATEMENT\*\*\*\* MISE A JOUR IMPORTANTE

Le code postal a changé pour les clients qui versent par courrier. Veuillez mettre à jour vos dossiers afin de refléter le nouveau code postal: PO Box 3527, Station A Toronto, Ontario

#### **New Charges**

Storage											0.00
Service	***	*			30	2.5	 	3			15.60
Supplies	110 1 11 15 15 15		·n ···· ·	*** * ****			 	****		*****	0.00
Other Charges											0.00
Tax							 M 35	* * **	*ste		0.78

#### INVOICE AMOUNT DUE

\$16.38

#### LEGEND:

- When paying by check please include applicable customer ID(s), invoice number(s) and invoice amount(s)
- Balance Activity does not reflect any payment received that has not or could not be applied to open invoices.
- Storage is billed in advance and may include prorated storage charges for the current period\*
- Services are billed in arrears\*
- Adjustment amount includes credits, debits and other adjustments made by the specified date
- Payment is due per contract Net terms from the invoice date

\*Unless otherwise expressly agreed upon in writing

#### TO VIEW AND PAY ONLINE GO TO:

http://ca.invoices.ironmountain.com

USE THIS ENROLLMENT CODE TO CREATE YOUR ORGANIZATION'S ADMINISTRATION ACCOUNT:

s.17

SUBMIT **PAYMENTS TO:**  Iron Mountain Canada Operations ULC d/b/a Iron Mountain Canada

P.O. BOX 3527 STATION A TORONTO, ON M5W 3G4



Customer ID/Name:

s.17 /MIN OF AGRICULTURE (PROV GOV)

Invoice Number: Invoice Date:

NJX7063 01/31/2017

Description	Qty	Rate	Amount
OFFSITE SHRED, SEC 65 GAL OFFSITE SHRED, TRIP SCHEDULED TOTAL SERVICE	3.00 2.00	5.200 0.000	15.60 0.00 15.60
Sub Total BRITISH COLUMBIA GST/HST			15.60 0.78
INVOICE AMOUNT DUE			16.38

Balance Activity Summary as of 01/24/2017	_
Previous Balance	22.93
Adjustments	
Payments applied by 01/24/2017	0.00
Adjustments as of 01/24/2017	0.00
** Balance as of 01/24/2017	\$22.93
Current Invoice Amount	16.38
Total Balance	\$39.31

<sup>\*\*</sup> If the balance as of 01/24/2017 has already been paid, thank you for your payment

Canadian Tax ID Numbers For Reference Only

GST/HST/TPS

885517334RT0001

**BRITISH COLUMBIA** 

PST# 1014-7765

MANITOBA

PST# 885517334MT0001

QUEBEC

TVQ# 1019185164

SASKATCHEWAN

PST# 5600135

#### CERTIFICATE OF DESTRUCTION:

### Pybus, Beverly AGRI:EX

From:

IronMountainBillingServices@BillTrust.com

Sent:

Monday, February 6, 2017 2:34 PM

To:

Pybus, Beverly AGRI:EX

Subject:

**Payment Processed** 

# Thank you for your payment. Your payment will be processed on 02/06/2017 and will be applied towards the invoice(s).

Payment Method: My Credit Card

Payment Date:

02/06/2017

Total Amount:

\$16.38

Customer ID#	Invoice #	PO #	Inv Date	Due Date	Payment Amount	Confirmation #
s.17	NJX7063	What THE Think a TRANSPORT COM	01/31/2017	03/02/2017	16.38	40848193

Sign in to Iron Mountain Canada Invoice Gateway to review your bill and payment history.





195 Summerlea Road Brampton, Ontario L6T 4P6

s.17

Direct Questions To: Customer Care - 1-800-327-8345 or askcustomerservice@ironmountain.com

E0057X 10113 D2121381183 S2 P3810327 0001:0002

MIN OF AGRICULTURE (PROV GOV) ACCOUNTS PAYABLE 2500 CLIFFE AVE COURTENAY, BC V9M 5M6 CANADA

### Invoice

#### Account Overview

Invoice Number:

Invoice Date:

NGN8218 12/31/2016

Storage Period:

Service Period:

11/22/2016 - 12/27/2016

**Customer ID/Name:** 

s.17

MIN OF AGRICULTURE (PROV GOV)

Due By: 01/30/2017

### \*\*\*\*EFFECTIVE IMMEDIATELY\*\*\*\* IMPORTANT UPDATE

The postal code has changed for customers remitting payments via mail. Please update your records to reflect the new Postal Code:

PO Box 3527, Station A Toronto, Ontario

M5W 3G4

### \*\*\*\*EFFECTIF IMMEDIATEMENT\*\*\* MISE A JOUR IMPORTANTE

Le code postal a changé pour les clients qui versent par courrier. Veuillez mettre à jour vos dossiers afin de refléter le nouveau code postal: PO Box 3527, Station A.

Toronto, Ontario

M5W 3G4

### New Charges

Storage	0.00
Service	21.84
Supplies	0.00
Other Charges	0.00
Tax	1.09

#### INVOICE AMOUNT DUE

\$22.93

#### LEGEND:

- When paying by check please include applicable customer ID(s), invoice number(s) and invoice amount(s)
- Balance Activity does not reflect any payment received that has not or could not be applied to open invoices.
- Storage is billed in advance and may include prorated storage charges for the current period\*
- Services are billed in arrears\*
- Adjustment amount includes credits, debits and other adjustments made by the specified date
- Payment is due per contract Net terms from the invoice date

\*Unless otherwise expressly agreed upon in writing



1. S. C.

#### TO VIEW AND PAY ONLINE GO TO:

http://ca.invoices.ironmountain.com

USE THIS ENROLLMENT CODE TO CREATE YOUR ORGANIZATION'S **ADMINISTRATION ACCOUNT:** 

s.17

SUBMIT **PAYMENTS TO:**  Iron Mountain Canada Operations ULC

d/b/a Iron Mountain Canada P.O. BOX 3527 STATION A TORONTO, ON M5W 3G4



**Customer ID/Name:** 

s 17. /MIN OF AGRICULTURE (PROV GOV) Invoice Number: Invoice Date: NGN8218 12/31/2016

Description	Qty	Rate	Amount
OFFSITE SHRED, SEC 65 GAL	3.00	5.200	15.60
OFFSITE SHRED, TRIP SCHEDULED	3.00	0.000	0.00
ON-CALL, OFFSITE SHRED, BOX	4.00	1.560	6.24
TOTAL SERVICE			21.84
Sub Total			21.84
BRITISH COLUMBIA GST/HST			1.09
INVOICE AMOUNT DUE			22.93

Balance Activity Summary as of 12/27/2016	* 4
Previous Balance	10.92
Adjustments	
Payments applied by 12/27/2016	(10.92)
Adjustments as of 12/27/2016	0.00
** Balance as of 12/27/2016	\$0.00
Current Invoice Amount	22,93
Total Balance	\$22.93

<sup>\*\*</sup> If the balance as of 12/27/2016 has already been paid, thank you for your payment

Canadian Tax ID Numbers For Reference Only

GST/HST/TPS

885517334RT0001

**BRITISH COLUMBIA** 

PST# 1014-7765

MANITOBA

PST# 885517334MT0001

QUEBEC

TVQ# 1019185164

SASKATCHEWAN

PST# 5600135

#### CERTIFICATE OF DESTRUCTION:

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195 Summerlea Road Brampton, Ontario L6T 4P6

# **Detail Billing Transaction Report**

Storage Period:

Service Period:

11/22/2016 - 12/27/2016

Customer ID/Name:

s.17

MIN OF AGRICULTURE (PROV GOV)

Department ID/Name:

s.17

2500 CLIFFE AVE

Department ID/Name: 72500 CLIFFE AVE				
Order Number Order Date Bill Code Description				
Grder Number Order Date Bill Code Description Storage Date	Qiy U	om Mos	Rate	Amount
210848396 11/25/2016 2042 OFFSITE SHRED, SEC 65 GAL	1.00 E	EA: 1	5.200	5.20
210848396 11/25/2016 2411 OFFSITE SHRED, TRIP SCHEDULED		EA: 1	0.000	0.00
RECORDS MANAGER IS THE CONTACT FOR ORDER #210848396				
211166286 12/07/2016 2411 OFFSITE SHRED, TRIP SCHEDULED	0.50 E	A 1	0.000	0.00
211166286 12/07/2016 2084 ON-CALL, OFFSITE SHRED, BOX	4.00 E	EA 1	1.560	6.24
JUDY BOONE/BEV PYDUS IS THE CONTACT FOR ORDER #211166286				
211284311 12/12/2016 2042 OFFSITE SHRED, SEC 65 GAL		A 1	5.200	5.20
211284311 12/12/2016 2411 OFFSITE SHRED, TRIP SCHEDULED	0.50 E	A 1	0.000	0.00
RECORDS MANAGER IS THE CONTACT FOR ORDER #211284311				
211562240 12/21/2016 2042 OFFSITE SHRED, SEC 65 GAL 211562240 12/21/2016 2411 OFFSITE SHRED, TRIP SCHEDULED	1.00 E		5.200	5.20
	1.00 E	A 1	0.000	0.00
RECORDS MANAGER IS THE CONTACT FOR ORDER #211562240				
	DDD		Sub Total	21.84
	BKI	FISH COLUME	SIA GST/HST	1.09
			TOTAL	22.02
			TOTAL	22.93

### Meunier, Carly Ann AGRI:EX

From:

Pybus, Beverly AGRI:EX

Sent:

Tuesday, May 2, 2017 9:27 AM

To:

Meunier, Carly Ann AGRI:EX

Cc:

Sparanese, Wayne A AGRI:EX

Subject:

IRON MOUNTAIN/RECALL - OFFICE SHREDDING SERVICE

Hey Carly

Office Shredding service is provided bi-weekly by Iron Mountain. If you need to schedule additional pickups etc you can contact them at 1-800-327-8345.

Customer ID: s.17
Department ID:s.17

I've asked them to send you access to the Iron Mountain Connect site

https://www.ironmountainconnect.com/forms/login.fcc?TYPE=33554433&REALMOID=06-0001d6dd-12b5-15db-80eb-

 $\frac{152 eac14300 d\&GUID=\&SMAUTHREASON=0\&METHOD=GET\&SMAGENTNAME=ejTVtP4mwvNbG4dyUdlxu0BjEzR19MAc}{ltqQKID9liiAkklVkPHHM5So1Ges98iC\&TARGET=-SM-https%3a%2f%2fwww%2eironmountainconnect%2ecom%2f}$ 

So that you can access pickup information etc (I just found out about this today). The ticket number for this request is: Ticket #602816798-01

Just FYI our next scheduled pickup is tomorrow, May 3 and then May 17 for the next one.

Bev Pybus

Licensing Administrator

>,·······.> Seafood Safety & Quality Unit Ministry of Agriculture

Phone: 250-897-7542 Fax: 250-334-1410

Ministry Vision:

An innovative, adaptive and globally competitive Agrifood sector valued by all British Columbians.

Ministry Mission:

Cultivate a competitive and socially responsible Agrifood sector.

### Meunier, Carly Ann AGRI:EX

From:

AskCustomerService@ironmountain.com

Sent:

Wednesday, May 3, 2017 6:46 AM

To:

Meunier, Carly Ann AGRI:EX

Subject:

Request Id:'602816798-01' CustId:s 17 CustName:MIN OF AGRICULTURE (PROV

GOV)

Follow Up Flag:

Flag for follow up

Flag Status:

Completed



#### Request 602816798-01

Hello Carly,

I hope your doing well today.

I was assigned to continue your request for IMConnect Logins.

Please be advised that we already send the set up form to IMConnect Team. Please allow 5-7 business days for them to complete. Once the process is completed, I will provide your new username, temporary password, and training links.

If you have questions regarding this request, you can call us in 1-800-934-3453 (U.S.)/1-800-327-8345 (Canada) and you may refer on your request ID 602816798-01 or you can just reply on this email and it will be directed to me.

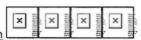
Enjoy the rest of your day!

Warmest Regards,

Rovie Ecstasy Lopez | Customer Care **IRON MOUNTAIN** 

Should you have any questions please contact Iron Mountain Customer Care at AskCustomerService@ironmountain.com or (800) 934-3453

Please visit us at www.ironmountain.com



Did you know for faster service you can access your account through Iron Mountain Connect™ hub today to place orders and manage your account. No login credentials? Sign up now!

The information contained in this email message and its attachments is intended only for the private and confidential use of the recipient(s) named above, unless the sender expressly agrees otherwise. Transmission of email over the Internet is not a secure communications medium. If you are requesting or have requested the transmittal of personal data, as defined in applicable privacy laws by means of email or in an attachment to email, you must select a more secure alternate means of transmittal that supports your obligations to protect such personal data. If the reader of this message is not the intended recipient and/or you have received this email in error, you must take no action based on the information in this email and you are hereby notified that any dissemination, misuse or copying or disclosure of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by email and delete the original message.

### Meunier, Carly Ann AGRI:EX

From: AskCustomerService@ironmountain.com

**Sent:** Friday, May 5, 2017 12:33 PM **To:** Meunier, Carly Ann AGRI:EX

Subject: Request Id:'602816798-01' CustId s.17 CustName:MIN OF AGRICULTURE (PROV

GOV)

Attachments: IMConnect Welcome Letter .pdf; assyst1980922\_done.xls



#### Request 602816798-01

Dear Carly Meunier,

Thank you for contacting us about Iron Mountain Connect, our exclusive web-based records management system. I have attached a spreadsheet that contains your username and temporary password.

To access the system, please utilize the URL listed below:

https://www.ironmountainconnect.com/

PLEASE NOTE: The first time you log in you will be prompted to: 1) Create your own unique password 2) Choose your unique Challenge Questions and Responses 3) Set up your 4 digit PIN that will be used for verification purposes when calling into our Customer Care Department.

Iron Mountain does offer self paced on-line training that can be accessed via the link below:

http://apps.ironmountain.com/services/RC2Training/story.html

The Iron Mountain Connect On-Line Training will cover the following:

- How to navigate Iron Mountain Connect
- How to search for your records and place orders in Iron Mountain Connect
- How to add new boxes or files to your inventory
- How to run reports to manage and audit your program
- How to find additional Iron Mountain Connect tools and resources

The logins for the Iron Mountain Connect system have been created.

Username: <a href="mailto:carlyann.meunier@gov.bc.ca">carlyann.meunier@gov.bc.ca</a> Your Temporary Password is welcome@1

Sincerely, Rovie Ecstasy Lopez Customer Care Iron Mountain

Thank you for choosing Iron Mountain

Should you have any questions please contact Iron Mountain Customer Care at <a href="mailto:AskCustomerService@ironmountain.com">AskCustomerService@ironmountain.com</a> or (800) 934-3453

Please visit us at www.ironmountain.com

Did you know for faster service you can access your account through <u>Iron Mountain</u>

<u>Connect</u>™ hub today to place orders and manage your account. No login credentials?

Sign up now!

The information contained in this email message and its attachments is intended only for the private and confidential use of the recipient(s) named above, unless the sender expressly agrees otherwise. Transmission of email over the Internet is not a secure communications medium. If you are requesting or have requested the transmittal of personal data, as defined in applicable privacy laws by means of email or in an attachment to email, you must select a more secure alternate means of transmittal that supports your obligations to protect such personal data. If the reader of this message is not the intended recipient and/or you have received this email in error, you must take no action based on the information in this email and you are hereby notified that any dissemination, misuse or copying or disclosure of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by email and delete the original message.

### Meunier, Carly Ann AGRI:EX

From:

Pybus, Beverly AGRI:EX

Sent:

Wednesday, May 31, 2017 8:39 AM

To:

Meunier, Carly Ann AGRI:EX

Subject:

FW: Acct No. s.17 : Your Iron Mountain Canada Invoice is now available online (RE:

NVR1274)

Attachments:

13671---May17RFIDEnglish.pdf

Here you go Carly – you'll have to set up an account – I don't know if you need to call them first? I can't remember if I advised them to change the billing to you or not – sorry.

Bev

From: Iron Mountain Canada [mailto:IronMountainBillingServices@BillTrust.com]

Sent: Tuesday, May 30, 2017 2:12 PM

To: Pybus, Beverly AGRI:EX

Subject: Acct No. s 17 : Your Iron Mountain Canada Invoice is now available online (RE: NVR1274)



### Your invoice is ready for review

Dear Valued Customer,

Your latest invoice is now available for your review for US customers at <a href="http://ironmountainbillingservices.billtrust.com">http://ironmountainbillingservices.billtrust.com</a> for Canadian customers at <a href="http://ironmountainbillingservices.billtrust.com">http://ironmountainbillingservices.billtrust.com</a> for Canadian customers at <a href="http://ironmountainbillingservices.billtrust.com">http://ironmountainbillingservices.billtrust.com</a> for Canadian customers at

We thank you for the business you entrust with us. If you have any questions or require additional information on Iron Mountain Billing Services @ BillTrust.Com, please contact Customer Care at <a href="mailto:askcustomerservice@ironmountain.com">askcustomerservice@ironmountain.com</a> or

US Customers: 800.934.3453

CANADA Customers: 800.327.8345

Sincerely,

Iron Mountain

## Meunier, Carly Ann AGRI:EX

From:

Meunier, Carly Ann AGRI:EX

Sent:

Wednesday, May 31, 2017 9:32 AM

To:

'IronMountainBillingServices@BillTrust.com'

Cc:

Pybus, Beverly AGRI:EX

Subject:

RE: Acct No. s.17 : Your Iron Mountain Canada Invoice is now available online (RE:

NVR1274)

Follow Up Flag:

Follow up

Flag Status:

Completed

Hi There,

Please ensure all future bills are sent to my email address <a href="mailto:carlyann.meunier@gov.bc.ca">carlyann.meunier@gov.bc.ca</a> and not to <a href="mailto:Beverly.Pybus@gov.bc.ca">Beverly.Pybus@gov.bc.ca</a>. I am now the account contact and the person responsible for paying the Iron Mountain Bill for the Ministry of Agriculture at 2500 Cliffe Ave in Courtenay BC Canada.

I have been set up and can use my username and password on this website: https://www.ironmountainconnect.com/

But, when I use the same username and password on your billing website for Canada <a href="http://imcc.billtrust.com">http://imcc.billtrust.com</a>, it states that my username password combination is invalid.

I was sent the following information when we asked to register myself as the account contact:

Company: Min of Agriculture

Username: carlyann.meunier@gov.bc.ca

Phone: 250 897-7540

Address: 2500 Cliffe Ave Courtenay BC Canada V9N 5M6

SKP Customer ID: s.17 SKP Department ID: s.17

Please assist to ensure I can access your billing website using my current log in username/password and ensure that I receive all future billing emails.

Regards,

#### **Carly Meunier**

Office Administrator
Food Safety and Inspection Branch
Ministry of Agriculture
(250) 897-7540
carlyann.meunier@gov.bc.ca

From: Iron Mountain Canada [mailto:IronMountainBillingServices@BillTrust.com]

Sent: Tuesday, May 30, 2017 2:12 PM

To: Pybus, Beverly AGRI:EX

Subject: Acct No. s.17 : Your Iron Mountain Canada Invoice is now available online (RE: NVR1274)



# Your invoice is ready for review

Dear Valued Customer,

Your latest invoice is now available for your review for US customers at <a href="http://ironmountainbillingservices.billtrust.com">http://ironmountainbillingservices.billtrust.com</a> for Canadian customers at <a href="http://imcc.billtrust.com">http://imcc.billtrust.com</a>.

We thank you for the business you entrust with us. If you have any questions or require additional information on Iron Mountain Billing Services @ BillTrust.Com, please contact Customer Care at askcustomerservice@ironmountain.com or

US Customers: 800.934.3453

CANADA Customers: 800.327.8345

Sincerely,

Iron Mountain

# Meunier, Carly Ann AGRI:EX

From:

Iron Mountain Canada < Iron Mountain Billing Services @ Bill Trust.com >

Sent:

Friday, June 2, 2017 3:12 PM Meunier, Carly Ann AGRI:EX

To: Subject:

Notification of Account Info Change

Follow Up Flag: Flag Status:

Follow up Completed

Hello CARLYANN.MEUNIER@GOV.BC.CA,

The following information for your account was updated:

Email Address Security Question User Name

If you did not authorize this change, please contact your administrator or the customer service department which can be found on the Contact page found here <a href="https://secure.billtrust.com/IMCC/ig/contact">https://secure.billtrust.com/IMCC/ig/contact</a>.

Thank you.



## Meunier, Carly Ann AGRI:EX

From:

AskCustomerService@ironmountain.com

Sent:

Friday, June 2, 2017 3:30 PM

То:

Meunier, Carly Ann AGRI:EX

Subject:

RE: Request Id:'602914659-01' CustId s.17

CustName:MIN OF AGRICULTURE (PROV

GOV)

Follow Up Flag: Flag Status:

Follow up Completed



### Request 602914659-01

Dear Carly Ann Meunier,

Your request for BillTrust Inquiry is resolved.

- Customer ID:s.17 MIN OF AGRICULTURE (PROV GOV)
- Division ID: MASTER DIVISION
- Department ID: s.17

Greetings! This is to inform you that we have successfully updated the contact person in Invoice Gateway. You will be receiving an email from Iron Mountain Canada advising that the account has been updated.

Thank you for being an Iron Mountain customer.

\*Please do not remove or adjust the subject line of this email for proper workflow management purposes\*

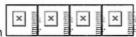
Sincerely,

Anthonette Rara

**Customer Care Associate** 

Should you have any questions please contact Iron Mountain Customer Care at AskCustomerService@ironmountain.com or (800) 934-3453

Please visit us at www.ironmountain.com



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From: CarlyAnn.Meunier@gov.bc.ca Sent: Thu Jun 01 12:24:09 EDT 2017

CC: "Pybus, Beverly AGRI:EX";

Subject: RE: Request Id:'602914659-01' CustId s.17

CustName:MIN OF AGRICULTURE (PROV GOV)

To: "'askcustomerservice@ironmountain.com'";

Hi There,

Yes, Beverly Pybus is still employed by the Ministry of Agriculture, but in a new position where she is no longer responsible for receiving and paying the invoices for Iron Mountain. I am now employed in her previous position and thus it is now my responsibility to receive and make the payments.

Please process my request as per my original email.

Thank you, Carly Meunier

From: askcustomerservice@ironmountain.com [mailto:askcustomerservice@ironmountain.com]

Sent: Thursday, June 1, 2017 9:21 AM To: Meunier, Carly Ann AGRI:EX

Subject: Request Id:'602914659-01' CustIds.17

CustName:MIN OF AGRICULTURE (PROV GOV)



#### Request 602914659-01

Hello Carly,

Good day! We received your email requesting to have you as the recipient for all invoices online. Please let us know if Beverly Pybus is no longer working with your company for us to proceed with the process.

Your response is highly appreciated.

Regards,

Anthonette Rara| Customer Care Associate

**Customer Care** 

Should you have any questions please contact Iron Mountain Customer Care at <u>AskCustomerService@ironmountain.com</u> or (800) 934-3453

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# Meunier, Carly Ann AGRI:EX

From:

IronMountainBillingServices@BillTrust.com

Sent:

Thursday, June 8, 2017 10:57 AM Meunier, Carly Ann AGRI:EX

To: Subject:

Payment Processed

# Thank you for your payment. Your payment will be processed on 06/08/2017 and will be applied towards the invoice(s).

Payment Method: My Credit Card

Payment Date:

06/08/2017

Total Amount:

\$10.92

Customer ID#	Invoice #	PO #	Inv Date	Due Date	Payment Amount	Confirmation #
s.17	NVR1274		05/31/2017	06/30/2017	10.92	45783218

Sign in to Iron Mountain Canada Invoice Gateway to review your bill and payment history.





195 Summerlea Road Brampton, Ontario L6T 4P6

Direct Questions To: Customer Care - 1-800-327-8345 or

askcustomerservice@ironmountain.com

Invoice

Jan/17

Page 1 of 2

**Account Overview** 

Invoice Number: Invoice Date:

NJX7063 01/31/2017

Storage Period:

Service Period:

12/28/2016 - 01/24/2017

Customer ID/Name:

/MIN OF AGRICULTURE

(PROV GOV)

Due By:

03/02/2017

MIN OF AGRICULTURE (PROV GOV) ACCOUNTS PAYABLE 2500 CLIFFE AVE COURTENAY, BC V9M 5M6 CANADA

# \*\*\*\*EFFECTIVE IMMEDIATELY\*\*\*\*

#### IMPORTANT UPDATE

The postal code has changed for customers remitting payments via mail. Please update your records to reflect the new Postal Code:

PO Box 3527, Station A Toronto, Ontario

# M5W 3G4

# \*\*\*\*EFFECTIF IMMÉDIATEMENT\*\*\*\* MISE À JOUR IMPORTANTE

Le code postal a changé pour les clients qui versent par courrier. Veuillez mettre à jour vos dossiers afin de refléter le nouveau code postal: PO Box 3527, Station A Toronto, Ontario

## **New Charges**

Storage	0.00
Service	15.60
Supplies	0.00
Other Charges	0.00
Tax	0.78

#### INVOICE AMOUNT DUE

\$16.38

#### LEGEND:

- · When paying by check please include applicable customer ID(s), invoice number(s) and invoice amount(s)
- Balance Activity does not reflect any payment received that has not or could not be applied to open invoices.
- Storage is billed in advance and may include prorated storage charges for the current period\*
- Services are billed in arrears\*
- Adjustment amount includes credits, debits and other adjustments made by the specified date
- Payment is due per contract Net terms from the invoice date

\*Unless otherwise expressly agreed upon in writing

#### TO VIEW AND PAY ONLINE GO TO:

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USE THIS ENROLLMENT CODE TO CREATE YOUR ORGANIZATION'S ADMINISTRATION ACCOUNT:

s.17

SUBMIT PAYMENTS TO: Iron Mountain Canada Operations ULC

d/b/a Iron Mountain Canada P.O. BOX 3527 STATION A TORONTO, ON M5W 3G4



Customer ID/Name:

s.17 'MIN OF AGRICULTURE

(PROV GOV)

Invoice Number: Invoice Date: NJX7063 01/31/2017

Description	Qty	Rate	Amount
OFFSITE SHRED, SEC 65 GAL OFFSITE SHRED, TRIP SCHEDULED TOTAL SERVICE	3.00 2.00	5.200 0.000	15.60 0.00 <b>15.60</b>
Sub Total BRITISH COLUMBIA GST/HST			15.60 0.78
INVOICE AMOUNT DUE			16.38

 Balance Activity Summary as of 01/24/2017
 22.93

 Previous Balance
 22.93

 Adjustments
 0.00

 Payments applied by 01/24/2017
 0.00

 Adjustments as of 01/24/2017
 \$22.93

 \*\*\* Balance as of 01/24/2017
 \$22.93

 Current Invoice Amount
 16.38

 Total Balance
 \$39.31

Canadian Tax ID Numbers For Reference Only

GST/HST/TPS

885517334RT0001

BRITISH COLUMBIA

PST# 1014-7765

**MANITOBA** 

PST# 885517334MT0001

QUEBEC

TVQ# 1019185164

SASKATCHEWAN

PST# 5600135

### CERTIFICATE OF DESTRUCTION:

<sup>\*\*</sup> If the balance as of 01/24/2017 has already been paid, thank you for your payment

# Pybus, Beverly AGRI:EX

From:

IronMountainBillingServices@BillTrust.com

Sent:

Monday, February 6, 2017 2:34 PM

To:

Pybus, Beverly AGRI:EX

Subject:

Payment Processed

# Thank you for your payment. Your payment will be processed on 02/06/2017 and will be applied towards the invoice(s).

Payment Method: My Credit Card

Payment Date:

02/06/2017

Total Amount:

\$16.38

Customer ID #	Invoice #	PO #	Inv Date	<b>Due Date</b>	Payment Amount	Confirmation #	
s.17	NJX7063		01/31/2017	03/02/2017	16.38	40848193	

Sign in to Iron Mountain Canada Invoice Gateway to review your bill and payment history.





s.17

195 Summerlea Road Brampton, Ontario L6T 4P6

Direct Questions To: Customer Care - 1-800-327-8345 or askcustomerservice@ironmountain.com

E0499X 10997 D2257018155 S2 P3999917 0001:0002

MIN OF AGRICULTURE (PROV GOV) ACCOUNTS PAYABLE 2500 CLIFFE AVE COURTENAY, BC V9M 5M6 CANADA

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GST/HST/TPS

885517334 RT0001 PST# 1014-7765

BRITISH COLUMBIA MANITOBA

PST# 885517334MT0001

QUEBEC

TVQ# 1019185164

SASKATCHEWAN

PST# 5600135

Invoice

Page 1 of 2

**Account Overview** 

Invoice Number:

NMH7352 02/28/2017

Invoice Date: Storage Period:

Service Period:

01/25/2017 - 02/21/2017

Customer ID/Name:

s.17

/MIN OF AGRICULTURE

(PROV GOV)

Paid Aprilli7

Due By:

03/30/2017

## **New Charges**

Storage	0.00
Service	10.40
Supplies	0.00
Other Charges	0.00
Tax	0.52

#### INVOICE AMOUNT DUE

\$10.92

#### LEGEND:

- When paying by check please include applicable customer ID(s), invoice number(s) and invoice amount(s)
- Balance Activity does not reflect any payment received that has not or could not be applied to open invoices.
- Storage is billed in advance and may include prorated storage charges for the current period\*
- Services are billed in arrears\*
- Adjustment amount includes credits, debits and other adjustments made by the specified date
- · Payment is due per contract Net terms from the invoice date

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s.17

SUBMIT PAYMENTS TO:

Iron Mountain Canada Operations ULC

d/b/a Iron Mountain Canada P.O. BOX 3527 STATION A TORONTO, ON M5W 3G4



**Customer ID/Name:** 

s.17 /MIN OF AGRICULTURE (PROV GOV)

Invoice Number: Invoice Date: NMH7352 02/28/2017

Description	Qty	Rate	Amount
OFFSITE SHRED, SEC 65 GAL OFFSITE SHRED, TRIP SCHEDULED TOTAL SERVICE	2.00 2.00	5.200 0.000	10.40 0.00 10.40
Sub Total BRITISH COLUMBIA GST/HST			10.40 0.52
INVOICE AMOUNT DUE			10.92

Balance Activity Summary as of 02/21/2017	
Previous Balance	39.31
Adjustments	
Payments applied by 02/21/2017	(39.31)
Adjustments as of 02/21/2017	0.00
** Balance as of 02/21/2017	\$0.00
Current Invoice Amount	10.92
Total Balance	\$10.92

<sup>\*\*</sup> If the balance as of 02/21/2017 has already been paid, thank you for your payment

Canadian Tax ID Numbers For Reference Only

GST/HST/TPS

885517334RT0001

BRITISH COLUMBIA

PST# 1014-7765

MANITOBA

PST# 885517334MT0001

QUEBEC

TVQ# 1019185164

SASKATCHEWAN

PST# 5600135

#### CERTIFICATE OF DESTRUCTION:



195 Summerlea Road Brampton, Ontario L6T 4P6

# **Detail Billing Transaction Report**

Storage Period:

Service Period:

01/25/2017 - 02/21/2017

**Customer ID/Name:** 

s.17

MIN OF AGRICULTURE (PROV GOV)

Department ID/Name:

s.17

2500 CLIFFE AVE

Order Number Order Date Bill Code	Description	Storage Date	Qty	UOM	MOS	Rate	Amount
212869125 02/03/2017 2042	OFFSITE SHRED, SEC 65 GAL		1.00	EA	1	5.200	5.20
212869125 02/03/2017 2411	OFFSITE SHRED, TRIP SCHEDULED		1.00	EA	1	0.000	0.00
RECORDS MANAGER IS THE CONTR	ACT FOR ORDER #212869125						
213363698 02/20/2017 2042	OFFSITE SHRED, SEC 65 GAL		1.00	EA	1	5.200	5.20
213363698 02/20/2017 2411	OFFSITE SHRED, TRIP SCHEDULED		1.00	EA	1	0.000	0.00
RECORDS MANAGER IS THE CONTR	CT FOR ORDER #213363698						
		The state of the s					
						<b>Sub Total</b>	10.40
			В	RITISH	COLU	IBIA GST/HST	0.52
		Q* N000				TOTAL	10.92

195 Summerlea Road Brampton, Ontario L6T 4P6 APR 0 6 2017

Ministry of Agriculture

Direct Questions To: Customer Care - 1-800-327-8345 or

askcustomerservice@ironmountain.com

E0157X 10313 D2355836795 S2 P4108797 0001:0002

MIN OF AGRICULTURE (PROV GOV) ACCOUNTS PAYABLE 2500 CLIFFE AVE COURTENAY, BC V9M 5M6 CANADA

Invoice

Page 1 of 2

**Account Overview** 

Invoice Number:

NPT1324 03/31/2017

Invoice Date:

Storage Period:

Service Period:

02/22/2017 - 03/28/2017

Customer ID/Name:

s.17

/MIN OF AGRICULTURE

(PROV GOV)

Paid Aprilin

Due By:

04/30/2017

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BRITISH COLUMBIA

PST# 1014-7765

MANITOBA

PST# 885517334MT0001 TVQ# 1019185164

QUEBEC SASKATCHEWAN

PST# 5600135

**New Charges** 

Storage	0.00
Service	10.40
Supplies	0.00
Other Charges	0.00
Tax	0.52

#### INVOICE AMOUNT DUE

\$10.92

#### LEGEND:

- When paying by check please include applicable customer ID(s), invoice number(s) and invoice amount(s)
- Balance Activity does not reflect any payment received that has not or could not be applied to open invoices.
- Storage is billed in advance and may include prorated storage charges for the current period\*
- Services are billed in arrears\*
- Adjustment amount includes credits, debits and other adjustments made by the specified date
- Payment is due per contract Net terms from the invoice date

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SUBMIT

Iron Mountain Canada Operations ULC

d/b/a Iron Mountain Canada P.O. BOX 3527 STATION A TORONTO, ON M5W 3G4

PAYMENTS TO:





Customer ID/Name:

s.17 /MIN OF AGRICULTURE

(PROV GOV)

Invoice Number: Invoice Date:

NPT1324 03/31/2017

Description	Qty	Rate	Amount
OFFSITE SHRED, SEC 65 GAL OFFSITE SHRED, TRIP SCHEDULED TOTAL SERVICE	2.00 2.00	5.200 0.000	10.40 0.00 <b>10.40</b>
Sub Total BRITISH COLUMBIA GST/HST			10.40 0.52
INVOICE AMOUNT DUE			10.92

Balance Activity Summary as of 03/28/2017	
Previous Balance	10.92
Adjustments	10.02
Payments applied by 03/28/2017	0.00
Adjustments as of 03/28/2017	0.00
** Balance as of 03/28/2017	\$10.92
Current Invoice Amount	10.92
Total Balance	\$21.84

<sup>\*\*</sup> If the balance as of 03/28/2017 has already been paid, thank you for your payment

Canadian Tax ID Numbers For Reference Only

GST/HST/TPS

885517334RT0001

**BRITISH COLUMBIA** 

PST# 1014-7765

MANITOBA

PST# 885517334MT0001

QUEBEC

TVQ# 1019185164

SASKATCHEWAN

PST# 5600135

### CERTIFICATE OF DESTRUCTION:



195 Summerlea Road Brampton, Ontario L6T 4P6

# **Detail Billing Transaction Report**

Storage Period:

Service Period:

02/22/2017 - 03/28/2017

Customer ID/Name:

s.17

/MIN OF AGRICULTURE (PROV GOV)

Department ID/Name:

s.17

2500 CLIFFE AVE

Order Number Order Date Bill Code Description	Storage Date Qty	UOM	MOS	Rate	Amount
213812243 03/06/2017 2042 OFFSITE SHRED, SEC 65 GAL	1.00	EA	1	5.200	5.20
213812243 03/06/2017 2411 OFFSITE SHRED, TRIP SCHEDULED	1.00	EA	1	0.000	0.00
RECORDS MANAGER IS THE CONTACT FOR ORDER #213812243		_, ,		0.000	0.00
214198291 03/17/2017 2042 OFFSITE SHRED, SEC 65 GAL	1.00	EA	1	5.200	5.20
214198291 03/17/2017 2411 OFFSITE SHRED, TRIP SCHEDULED	1.00		1	0.000	
RECORDS MANAGER IS THE CONTACT FOR ORDER #214198291	1.00			0.000	0.00
	_			Sub Total	10.40
		BRITISH	COLU	MBIA GST/HST	0.52
				TOTAL	40.00
				IUIAL	10.92

s.17

195 Summerlea Road Brampton, Ontario L6T 4P6

Direct Questions To: Customer Care - 1-800-327-8345 or

askcustomerservice@ironmountain.com

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MIN OF AGRICULTURE (PROV GOV) ACCOUNTS PAYABLE 2500 CLIFFE AVE COURTENAY, BC V9M 5M6 CANADA

MAY 0 5 2017

Ministry of Agriculture

Invoice

Page 1 of 2

**Account Overview** 

Invoice Number:

NTE4920 04/30/2017

Invoice Date: Storage Period:

Service Period:

03/29/2017 - 04/25/2017

Customer ID/Name:

s.17

/MIN OF AGRICULTURE

(PROV GOV)

Due By: 05/30/2017

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PST# 1014-7765 PST# 885517334MT0001

MANITOBA QUEBEC

TVQ# 1019185164

SASKATCHEWAN

PST# 5600135

## **New Charges**

Storage	0.00
Service	10.40
Supplies	0.00
Other Charges	0.00
Tax	0.52

#### INVOICE AMOUNT DUE

\$10.92

#### LEGEND:

- When paying by check please include applicable customer ID(s), invoice number(s) and invoice amount(s)
- Balance Activity does not reflect any payment received that has not or could not be applied to open invoices.
- Storage is billed in advance and may include prorated storage charges for the current period\*
- Services are billed in arrears\*
- Adjustment amount includes credits, debits and other adjustments made by the specified date
- Payment is due per contract Net terms from the invoice date

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Iron Mountain Canada Operations ULC d/b/a Iron Mountain Canada

P.O. BOX 3527 STATION A TORONTO, ON M5W 3G4

SUBMIT PAYMENTS TO:



**Customer ID/Name:** 

s.17 /MIN OF AGRICULTURE

(PROV GOV)

Invoice Number: Invoice Date: NTE4920 04/30/2017

Description	er source than it means on	Qty	Rate	Amount
OFFSITE SHRED, SEC 65 GAL OFFSITE SHRED, TRIP SCHEDULED	TOTAL SERVICE	2.00 2.00	5.200 0.000	10.40 0.00 <b>10.40</b>
Sub Total BRITISH COLUMBIA GST/HST				10.40 0.52
INVOICE AMOUNT DUE				10.92

Balance Activity Summary as of 04/25/2017	
Previous Balance	21.84
Adjustments	
Payments applied by 04/25/2017	(21.84)
Adjustments as of 04/25/2017	0.00
** Balance as of 04/25/2017	\$0.00
Current Invoice Amount	10.92
Total Balance	\$10.92

<sup>\*\*</sup> if the balance as of 04/25/2017 has already been paid, thank you for your payment

Canadian Tax ID Numbers For Reference Only

GST/HST/TPS

885517334RT0001

**BRITISH COLUMBIA** 

PST# 1014-7765

MANITOBA

PST# 885517334MT0001

QUEBEC

TVQ# 1019185164

SASKATCHEWAN

PST# 5600135

#### CERTIFICATE OF DESTRUCTION:

IRON MOUNTAIN CERTIFIES THAT THE MATERIALS RELATED TO SHREDDING SERVICES ON THIS INVOICE HAVE ENTERED THE DESTRUCTION PROCESS IN ACCORDANCE WITH OUR SECURE SHREDDING WORKFLOW SO THAT THE INFORMATION CANNOT BE RECONSTRUCTED.

Amount 5.20 0.00

> 5.20 0.00

10.40 0.52

10.92



195 Summerlea Road Brampton, Ontario L6T 4P6

# **Detail Billing Transaction Report**

Storage Period:

Service Period:

03/29/2017 - 04/25/2017

**Customer ID/Name:** 

/MIN OF AGRICULTURE (PROV GOV)

DEOD OLIEFE AVE

Department ID/Name:	s.17	2500 CLIFFE AVE					
Order Number Order Date E	Bill Code	Description	Storage Date	Qty	UOM	MOS	Rate
214683684 03/31/2017 2 214683684 03/31/2017 2	2411	OFFSITE SHRED, SEC 65 GAL OFFSITE SHRED, TRIP SCHEDULED T FOR ORDER #214683684		1.00 1.00		1 1	5.200 0.000
215007360 04/11/2017 2 215007360 04/11/2017 2	2042 2411	OFFSITE SHRED, SEC 65 GAL OFFSITE SHRED, TRIP SCHEDULED T FOR ORDER #215007360		1.00 1.00	EA EA	1	5.200 0.000
				В	RITISH	I COLUME	Sub Total BIA GST/HST
			40°C/V				TOTAL
		69					



s.17

195 Summerlea Road
Brampton, Ontario L6T 4P6 RECEIVED

JUN 02 2017

Direct Questions To: Customer Carety -800-327-8348 or askcustomerservice@ironmountain.com

E0308X 10922 D2505780688 S2 P4294024 0001:0003

MIN OF AGRICULTURE (PROV GOV) ACCOUNTS PAYABLE 2500 CLIFFE AVE COURTENAY, BC V9M 5M6 CANADA

# Invoice

Page 1 of :

#### **Account Overview**

Invoice Number:

NVR1274 05/31/2017

Invoice Date: Storage Period:

Service Period:

04/26/2017 - 05/23/2017

Customer ID/Name:

s.17

/MIN OF AGRICULTURE

(PROV GOV

Due By:

06/30/2017

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**BRITISH COLUMBIA** 

PST# 1014-7765

MANITOBA QUEBEC

PST# 885517334MT0001

TVQ# 1019185164

SASKATCHEWAN

PST# 5600135

# **New Charges**

Storage	0.00
Service	10.4C
Supplies	0.00
Other Charges	0.00
Tax	0.52

### INVOICE AMOUNT DUE

\$10.92

### LEGEND:

- When paying by check please include applicable customer ID(s), invoice number(s) and invoice amount(s)
- Balance Activity does not reflect any payment received that has not or could not be applied to open invoices.
- Storage is billed in advance and may include prorated storage charges for the current period\*
- Services are billed in arrears\*
- Adjustment amount includes credits, debits and other adjustments made by the specified date
- Payment is due per contract Net terms from the invoice date

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Corp. SV Corper

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SUBMIT PAYMENTS TO: Iron Mountain Canada Operations ULC

d/b/a Iron Mountain Canada P.O. BOX 3527 STATION A TORONTO, ON M5W 3G4



Customer ID/Name:

s.17 /MIN OF AGRICULTURE

(PROV GOV)

Invoice Number: Invoice Date:

NVR1274 05/31/2017

Description	Qty	Rate	Amount
OFFSITE SHRED, SEC 65 GAL OFFSITE SHRED, TRIP SCHEDULED TOTAL SERVICE	2.00 2.00	5.200 0.000	10.40 0.00 <b>10.40</b>
Sub Total BRITISH COLUMBIA GST/HST			10.40 0.52
INVOICE AMOUNT DUE			10.92

Balance Activity Summary as of 05/23/2017 10.92 **Previous Balance** Adjustments (10.92)Payments applied by 05/23/2017 0.00 Adjustments as of 05/23/2017 \$0.00 \*\* Balance as of 05/23/2017 10.92 **Current Invoice Amount** \$10.92 **Total Balance** 

Canadian Tax ID Numbers For Reference Only

GST/HST/TPS

885517334RT0001

**BRITISH COLUMBIA** 

PST# 1014-7765

**MANITOBA** 

PST# 885517334MT0001

QUEBEC

TVQ# 1019185164

SASKATCHEWAN

PST# 5600135

### CERTIFICATE OF DESTRUCTION:

IRON MOUNTAIN CERTIFIES THAT THE MATERIALS RELATED TO SHREDDING SERVICES ON THIS INVOICE HAVE ENTERED THE DESTRUCTION PROCESS IN ACCORDANCE WITH OUR SECURE SHREDDING WORKFLOW SO THAT THE INFORMATION CANNOT BE RECONSTRUCTED.

<sup>\*\*</sup> If the balance as of 05/23/2017 has already been paid, thank you for your payment



195 Summerlea Road Brampton, Ontario L6T 4P6

# **Detail Billing Transaction Report**

Storage Period:

Service Period:

04/26/2017 - 05/23/2017

**Customer ID/Name:** 

s.17 MIN OF AGRICULTURE (PROV GOV)

Department ID/Name:

s.17

2500 CLIFFE AVE

Order Number Order Date Bill Code	Description	Storage Date	Qty	UOM	MOS	Rate	Amount
215596135 05/01/2017 2042	OFFSITE SHRED, SEC 65 GAL		1.00	EA	1	5,200	5.20
215596135 05/01/2017 2411	OFFSITE SHRED, TRIP SCHEDULED		1.00	EA	1	0.000	0.00
RECORDS MANAGER IS THE CONTA			1.00			0.000	0.00
216062133 05/15/2017 2042	OFFSITE SHRED, SEC 65 GAL		1.00	EA	1	5.200	5.20
216062133 05/15/2017 2411	OFFSITE SHRED, TRIP SCHEDULED		1.00	EA	1	0.000	0.00
RECORDS MANAGER IS THE CONTA	CT FOR ORDER #216062133			_, ,		0.000	0.00
			В	RITISH	COLUI	Sub Total MBIA GST/HST	10.40 0.52
						TOTAL	10.92

# IMPORTANT INFORMATION ABOUT A CHANGE TO YOUR SERVICES

As part of our goal to help you transition to a more digital way of working, we are making changes to our requirements that will enable you to better manage your records and shred programs using enhanced tools and technology solutions.

# Using Radio Frequency Identification (RFID) to Label New Inventory

RFID technology puts the power to manage your inventory in your hands by automating the inventory audit process of stored inventory.



Beginning **July 1, 2017**, all **new inventory** must be tagged with an Iron Mountain RFID-enabled label. Here are two ways to ensure inventory is labeled correctly:

- Purchase Iron Mountain RFID-ready boxes, or
- Purchase RFID-enabled labels from Iron Mountain and apply to your new inventory

Iron Mountain does not require inventory audits, we recommend regular audits to help you maintain control over your records program.

Page 01 to/à Page 07

Withheld pursuant to/removed as

DUPLICATE



808 DOUGLAS ST VICTORIA BC V8W 9B4

# INVOICE

PAGE 1 of 3

Billing Date 07.03.2017
Invoice Number 8100118449
Customer Number s.17
Site & Purchase Order Info on Reverse Page

?

For billing, scheduling or customer service 1-800-69-SHRED

Hours: (Mon - Fri) 8:00AM - 5:00PM

#### **ACCOUNT SUMMARY - SHREDDING SERVICE**

 PREVIOUS BALANCE
 AMOUNT
 TOTAL

 Thank You-Payment
 (\$53.03)

 CURRENT INVOICE CHARGES
 (See Reverse Page For Details)
 \$53.03

 TOTAL ACCOUNT BALANCE DUE BY 07.03.2017
 \$53.03

Billing Currency: CAD

GST/HST #: 86625 9062

**CERTIFICATE OF DESTRUCTION:** Shred-it is committed to the secure destruction of its customers' confidential information. This certification will affirm that Shred-it destroys the customers' confidential material, pursuant to our customers' request and instructions.

Account History	Please disregard if payment has been sent.						
Current	1-30 days Past Due	31-60 days Past Due	61-90 days Past Due	90+ days Past Due	Total Account Balance		
\$53.03	\$0.00	\$0.00	\$0.00	\$0.00	\$53.03		

PLEASE DETACH AND RETURN BOTTOM PORTION WITH YOUR PAYMENT IN THE ENCLOSED ENVELOPE. TO ENSURE TIMELY POSTING OF YOUR PAYMENT, PLEASE ALLOW 5 DAYS FOR MAILING.



Shred-it INTERNATIONAL ULC 1383 North Service Road, East Oakville, ON L6H 1A7

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER					
8100118449	07.03.2017	s.17					
TOTAL ACCOUNT BALANCE DUE BY 07.03.2017 \$53.03							
TOTAL AMOUNT ENCLO	\$						
☐ If account or contact information has changed please							
check box and fill out back portion of coupon							

MINISTRY OF AGRICULTURE JULENE WARWICK 808 DOUGLAS ST VICTORIA BC V8W 9B4

SHRED-IT INTERNATIONAL ULC P.O. BOX 15781, STATION A TORONTO, ONTARIO M5W 1C1

======== REMIT TO: ========

015781 s.17

0000008100118449 0000005303 2

INVOICE DATE: 07.03.2017

P.O.#

Ministry of Agriculture

SERVICE

**RECORD** 

8029766354

SERVICE

DATE

10.02.2017

CUSTOMER#: s.17

SERVICE

**TYPE** 

SHRED - ON-SITE AUTOMATIC

INVOICE#: 8100118449

QTY

**UNIT OF TOTAL** MEASURE Site: BC01 Service Location: Ministry of Agriculture, Floor 4th, 808 Douglas St, Victoria, BC, V8W 9B4, CA s 17 Minimum Order Value \$50.50 GST 5.00 % \$2.53 SUB TOTAL \$53.03 TOTAL \$53.03

MSO #000661--

**TOTAL CURRENT INVOICE CHARGES** \$53.03

F CURRENT ACCOUNT INFORMATION HAS CHANGED, PLEASE ENTER THE CORRECT INFORMATION BELOW.						
Billing Information Change	Service Information Change					
ACCOUNT NAME						
CONTACT						
EMAIL						
ADDRESS						
CITY						
PROVINCE/POSTAL CODE						
PHONE NUMBER						
FAX NUMBER						

SHRED-IT   A STERICYCLE COMPAN	PAGE 3 of 3		
Ministry of Agriculture	CUSTOMER#: s.17	INVOICE#: 8100118449	INVOICE DATE: 07.03.2017
TAX SUMMARY			
British Columbia GST 5.00 %		\$2.53	
GS1 5.00 %		<b>V2.00</b>	

\$2.53

**Total Tax** 



JULENE WARWICK 808 DOUGLAS ST VICTORIA BC V8W 9B4

# INVOICE

PAGE 1 of 3

Billing Date 07.04.2017
Invoice Number 8100140016
Customer Number s.17
Site & Purchase Order Info on Reverse Page

?

For billing, scheduling or customer service 1-800-69-SHRED

Hours: (Mon - Fri) 8:00AM - 5:00PM

#### **ACCOUNT SUMMARY - SHREDDING SERVICE**

DESCRIPTION AMOUNT TOTAL PREVIOUS BALANCE \$53.03

Thank You-Payment (\$53.03)

CURRENT INVOICE CHARGES (See Reverse Page For Details) \$106.06

**TOTAL ACCOUNT BALANCE DUE BY 07.04.2017** 

\$106.06

Billing Currency: CAD

GST/HST #: 86625 9062

**CERTIFICATE OF DESTRUCTION:** Shred-it is committed to the secure destruction of its customers' confidential information. This certification will affirm that Shred-it destroys the customers' confidential material, pursuant to our customers' request and instructions.

Account History	Please disregard if payment has been sent.						
Current	1-30 days Past Due	31-60 days Past Due	61-90 days Past Due	90+ days Past Due	Total Account Balance		
\$106.06	\$0.00	\$0.00	\$0.00	\$0.00	\$106.06		

PLEASE DETACH AND RETURN BOTTOM PORTION WITH YOUR PAYMENT IN THE ENCLOSED ENVELOPE. TO ENSURE TIMELY POSTING OF YOUR PAYMENT, PLEASE ALLOW 5 DAYS FOR MAILING.



Shred-it INTERNATIONAL ULC 1383 North Service Road, East Oakville, ON L6H 1A7

		STOMER NUMBER			
07.04.2017		s.17			
TOTAL ACCOUNT BALANCE DUE BY 07.04.2017 \$106.06					
TOTAL AMOUNT ENCLOSED \$					
L					
If account or contact information has changed please					
	E DUE BY 07.04.2017 D information has cha	E DUE BY 07.04.2017 D			

MINISTRY OF AGRICULTURE JULENE WARWICK 808 DOUGLAS ST VICTORIA BC V8W 9B4

SHRED-IT INTERNATIONAL ULC P.O. BOX 15781, STATION A TORONTO, ONTARIO M5W 1C1

======== REMIT TO: ========

INVOICE DATE: 07.04.2017

**Ministry of Agriculture** 

CUSTOMER#: s.17

INVOICE#: 8100140016

SERVICE DATE	SERVICE RECORD	P.O.#	SERVICE TYPE	QTY	UNIT OF MEASURE	TOTAL
Site: BC01	Service Location: I	Ministry of Agricul	lture, Floor 4th, 808 Do	uglas St, Victoria,	BC, V8W 9B4, CA -s.17	
13.03.2017	8030418295		SHRED - ON-SITE AUTOMA	ATIC		
					Minimum Order Value	\$50.50
					GST 5.00 %	\$2.53
					SUB TOTAL	\$53.03
07.04.2017	8031094404		SHRED - ON-SITE AUTOMA	ATIC		
07.04.2017	8031094404		ON-SITE REGULAR SERY -EXTRA MATE			
					Minimum Order Value	\$50.50
					GST 5.00 %	\$2.53
					SUB TOTAL	\$53.03
					TOTAL	\$106.06
			MSO #000	0661		
				TOTAL CURRI	ENT INVOICE CHARGES	\$106.06

IF CURRENT ACCOUNT INFORMATION HAS CHANGED, PLEAS	
Billing Information Change	Service Information Change
ACCOUNT NAME	
CONTACT	
EMAIL	
ADDRESS	
CITY	
PROVINCE/POSTAL CODE	
PHONE NUMBER	
FAX NUMBER	

PLEASE DO NOT WRITE IN THE GREY AREA

Ministry of Agriculture CUSTOMER#: s.17 INVOICE#: 8100140016 INVOICE DATE: 07.04.2017

**TAX SUMMARY** 

**British Columbia** 

GST 5.00 % \$5.06

Total Tax \$5.06



808 DOUGLAS ST VICTORIA BC V8W 9B4

**TOTAL ACCOUNT BALANCE DUE BY 07.05.2017** 

# INVOICE

PAGE 1 of 3

Billing Date 07.05.2017
Invoice Number 8100162708
Customer Number s.17
Site & Purchase Order Info on Reverse Page

?

For billing, scheduling or customer service 1-800-69-SHRED

Hours: (Mon - Fri) 8:00AM - 5:00PM

#### **ACCOUNT SUMMARY - SHREDDING SERVICE**

 DESCRIPTION
 AMOUNT
 TOTAL

 PREVIOUS BALANCE
 \$53.03

 CURRENT ADJUSTMENTS
 \$53.03

 Thank You-Payment
 (\$106.06)

 CURRENT INVOICE CHARGES
 (See Reverse Page For Details)
 \$53.03

Billing Currency: CAD

\$53.03

GST/HST #: 86625 9062

**CERTIFICATE OF DESTRUCTION:** Shred-it is committed to the secure destruction of its customers' confidential information. This certification will affirm that Shred-it destroys the customers' confidential material, pursuant to our customers' request and instructions.

Account History	Please disregard if payment has been sent.				
Current	1-30 days Past Due	31-60 days Past Due	61-90 days Past Due	90+ days Past Due	Total Account Balance
\$53.03	\$0.00	\$0.00	\$0.00	\$0.00	\$53.03

PLEASE DETACH AND RETURN BOTTOM PORTION WITH YOUR PAYMENT IN THE ENCLOSED ENVELOPE. TO ENSURE TIMELY POSTING OF YOUR PAYMENT, PLEASE ALLOW 5 DAYS FOR MAILING.



Shred-it INTERNATIONAL ULC 1383 North Service Road, East Oakville, ON L6H 1A7

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER			
8100162708	07.05.2017	s.17			
TOTAL ACCOUNT BALA	\$53.03				
TOTAL AMOUNT ENCLO	\$				
☐ If account or contact information has changed please check box and fill out back portion of coupon					

MINISTRY OF AGRICULTURE JULENE WARWICK 808 DOUGLAS ST VICTORIA BC V8W 9B4

SHRED-IT INTERNATIONAL ULC P.O. BOX 15781, STATION A TORONTO, ONTARIO M5W 1C1

======== REMIT TO: ========

INVOICE DATE: 07.05.2017

Ministry of Agriculture

CUSTOMER#: \$.17

INVOICE#: 8100162708

SERVICE SERVICE P.O.# SERVICE QTY **UNIT OF TOTAL** DATE RECORD **TYPE MEASURE** Site: BC01 Service Location: Ministry of Agriculture, Floor 4th, 808 Douglas St, Victoria, BC, V8W 9B4, CA - s.17 05.05.2017 8031736725 SHRED - ON-SITE AUTOMATIC Minimum Order Value \$50.50 GST 5.00 % \$2.53 SUB TOTAL \$53.03 TOTAL \$53.03 MSO #000661--**TOTAL CURRENT INVOICE CHARGES** \$53.03

IF CURRENT ACCOUNT INFORMATION HAS CHANGED, PLEAS	
Billing Information Change	Service Information Change
ACCOUNT NAME	
CONTACT	
EMAIL	
ADDRESS	
CITY	
PROVINCE/POSTAL CODE	
PHONE NUMBER	
FAX NUMBER	

PLEASE DO NOT WRITE IN THE GREY AREA

SHRED-IT   A STERICYCLE COMP	ANY   1-800-69-SHRED		PAGE 3 of 3
Ministry of Agriculture	CUSTOMER# S.17	INVOICE#: 8100162708	INVOICE DATE: 07.05.2017
TAX SUMMARY			
British Columbia			
GST 5.00 %		\$2.53	

\$2.53

**Total Tax** 

### Greene, Pauline AGRI:EX

From:

Wong, Jane T AGRI:EX

Sent:

Saturday, April 8, 2017 1:48 PM

To: Cc: Greene, Pauline AGRI:EX Wong, Jane T AGRI:EX

Subject:

RE: DIRECTIVE: ON SITE Locked Shredding Location

Thanks for this information but I think I will leave it out. It's more related on how to properly manage records. In my email I only want to remind staff not to throw gov't documents in the blue recycling bins.

We should probably draft up another email soon regarding how to manage records next and include the link below. This would be a good time since it's election time. We can discussed this further next week.

Thanks,

Jane

From: Greene, Pauline AGRI:EX Sent: Friday, April 7, 2017 2:45 PM

To: Wong, Jane T AGRI:EX

Subject: RE: DIRECTIVE: ON SITE Locked Shredding Location

Hi Jane,

I have been searching for specific wording relating to shredding. I located this document <a href="http://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/services-policies-for-government/information-management-technology/records-management/guides/rsruserguide.pdf">http://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/services-policies-for-government/information-management-technology/records-management/guides/rsruserguide.pdf</a> that I feel we could use in relation to this communication going out to staff. Reviewing the content.

Pauline

From: Wong, Jane T AGRI:EX
Sent: Friday, April 7, 2017 9:46 AM
To: Greene, Pauline AGRI:EX
Cc: Wong, Jane T AGRI:EX

Subject: RE: DIRECTIVE: ON SITE Locked Shredding Location

Hi Pauline – please review the attached notice to staff and provide me with your feedback.

I'm thinking we should probably include the web link to where staff can find information regarding proper disposal of gov't information and assets. What are your thoughts?

Also, I will send this email out as I believe it should be come from a manager – to express the importance of handling and disposal of gov't information and assets. I will also bring this issue up at my Sr. Managers meeting.

Thanks, Jane

From: Greene, Pauline AGRI:EX Sent: Monday, April 3, 2017 9:52 AM

To: Wong, Jane T AGRI:EX

Subject: DIRECTIVE: ON SITE Locked Shredding Location

Jane, do you feel this is enough information to send out to staff? Please confirm.

Hello IASB Victoria,

To provide a clearer direction when staff have information to be shredded, please ensure, <u>place only</u> in the shredder box location and **not the BLUE BINS** located throughout the floor.

Any 'identifying information' that is deemed government information on the document(s) go into the LOCKED CONFIDENTIAL SHREDDING BIN.

Our locked shredding box often shows full due to the capacity of staff within the branch. When this occurs, you will find a box with this sign showing a place to place your documents.

TEMPORARY CONFIDENTIAL
SHREDDING BOX
"WHEN MAIN SHREDDING LOCATION IS FULL.

If you are undecided of where to place your information please stop by my desk and ask.

Thank you Pauline

### Pauline Greene | Records Clerk

Innovation and Adaptation Services Branch
Ministry of Agriculture
PO Box 9120 Stn Prov Govt/Victoria/BC/V8W 9B4
T: 250.356.5040 F: 250.356.0358
http://www.al.gov.bc.ca
www.qov.bc.ca/agriservicebc | 1-888-221-7141 | AgriServiceBC@gov.bc.ca

## Greene, Pauline AGRI:EX

From:

Wong, Jane T AGRI:EX

Sent:

Saturday, April 8, 2017 1:43 PM

To:

AGRI BDD IASB ALL

Subject:

IMPORTANT INFORMATION: Proper Disposal of Government Documents, Records and

Assets

Importance:

High

Hi All,

## RE: Proper Disposal of Government Documents, Records and Assets

This email is a "refresher" to all staff about where to properly dispose of government documents, records and assets. Please ensure that any 'identifying information' that is deemed government information on document(s) go into the LOCKED CONFIDENTIAL SHREDDING BIN and NOT the BLUE RECYLE BINS located throughout the floors.

**Victoria Staff** - the locked confidential shredding box on the 3<sup>rd</sup> floor (located in the admin. area) tends to fill-up pretty quickly due to the capacity of staff within the branch. When this occurs, you will find another box sitting above the shredding bin with the following sign (below) indicating where you should place your government documents/records:

#### **TEMPORARY CONFIDENTIAL**

SHREDDING BOX

\*WHEN MAIN SHREDDING LOCATION IS FULL.

Example of documents/records that should be placed in the **Confidential Shredding Bins** includes the following:

- Customer information lists (i.e. copies of customer invoices, packing lists, and order confirmations)
- Financial Records
- Employee and Payroll Records
- Copies of Marketing /Product/Strategy Development Plans
- Workplans and Learning Plans
- Other types of confidential information emails, reports, diagrams, charts, contact lists, etc.
- Printed copies of e-mail correspondence this information can be especially damaging because e-mail messages
  are frequently composed in a casual and sometimes careless manner. (Comments sent via e-mail can be used in
  lawsuits or by the public).

Examples of items that can go in the Blue Recycling Bins include the following:

- Newspaper and flyers
- Cardboard
- Public Released Documents

**NOTE:** Recycled paper may be handled by a number of brokers before it is eventually made into new paper. Sometimes, recycled paper is sent to foreign countries for processing. Because of this, any documents placed into a recycle bin should be considered as released to the public.

**Government Assets Disposal** – if you have any government assets - i.e. CD's, cell phones, recorders, computers, laptops, tablets, etc. that are no longer required, please contact your Records Clerk or an Administration staff to assist with proper disposal.

If you are still unsure as to how to properly handle and dispose of confidential documents/records and assets or would like more information, please feel free to contact **Pauline Greene**, **Records Clerk** for the IAS Branch either by email: <a href="mailto:pauline.Greene@gov.bc.ca">Pauline.Greene@gov.bc.ca</a> or by phone at: 250-356-5040.

Thank you all for your cooperation.

Sincerely, Jane

Jane Wong | Office Manager

Innovation and Adaptation Services Branch
Ministry of Agriculture
PO Box 9120 Stn Prov Govt/Victoria/BC/V8W 9B4
T: 250.356.2238I F: 250.356.0358
http://www.al.gov.bc.ca
www.gov.bc.ca/agriservicebc | 1-888-221-7141 | AgriServiceBC@gov.bc.ca

# GOVERNMENT RECORDS SERVICE GUIDE HOW TO USE THE REDUNDANT SOURCE RECORDS SCHEDULE



This guide will help government employees apply the Redundant Source Records Schedule (RSRS). This schedule covers original source records that have been replaced by exact copies. Once these copies have been verified against the original source records for quality control purposes (i.e., to make sure there is no loss of functionality, completeness, or usability), the copies become the official file copies. In most cases, the original source records are now eligible for immediate destruction. However, the original source records may still need to be retained if they are scheduled for archival preservation (see category 3 below), or are scheduled to be retained for a specified period after being copied.

## REDUNDANT SOURCE RECORD TYPES / CATEGORIES:

- 1. Electronic communications that are copied for ongoing retention/filing (non-transitory)
- 2. Records in unreadable formats (i.e., temporarily encrypted for secure transmission)
- 3. Transformed/converted source records (for access, storage, or preservation purposes)

  Also see the RSRS Quick Reference Guide on the back page!
- Electronic Communications (Non-Transitory)

These are any form of electronic communication for which a copy has been made and filed, making the source record redundant.

#### **EXAMPLES:**

- Emails
- Instant messages
- Tweets
- Text messages

When you've confirmed that...

- The official file copies, including attachments, have been made, classified and saved into the office recordkeeping system.
- The relevant records schedule (ARCS/ORCS) does not specify that source records must be kept to meet business, legal, audit, or archival (SR or FR) requirements.

For more information on managing email and transitory records, check out the <u>RM Guides</u> section of the Records Management website.

Records in Unreadable Formats

These are source records that are temporarily encrypted (i.e., transformed into an unreadable format) for secure transmission, or to restrict unauthorized access. Once sent or received, they are decrypted by a recipient with proper authorization, and the encrypted version is no longer necessary. For further information, see the Information Security Branch *Policy Summary on Encryption*.

ARCS 195-45 Redundant Source Records Schedule Guide

Last revised: 2014/02/07

## GOVERNMENT RECORDS SERVICE GUIDE

## HOW TO USE THE REDUNDANT SOURCE RECORDS SCHEDULE

### **EXAMPLES** of Encrypted Records:

In accordance with the government-wide Information Security Policy, any portable devices containing government information or records will be encrypted. This will include messages or documents:

- Sent or received by government laptops, Blackberries, or tablets
- Stored on portable media (e.g., thumb drives)
- Encrypted for other security purposes

## **DESTROY THEM:**

When you've confirmed that...

- They've been properly decrypted and verified.
- The decrypted records have been saved, and filed in the office recordkeeping system.
- The relevant schedule does not specify that the encrypted source records must be kept to meet business, legal, audit, or archival (SR or FR) requirements.

# 3

## Transformed/Converted Source Records

These are records that have been moved to a new system environment and records converted to a new format/medium for access, storage, and preservation.

#### **EXAMPLES** of Converted Records:

- Imaging projects (e.g., scanning documents to create electronic versions)
- System or format conversions and upgrades
- Data that is routinely transferred (e.g., in nightly batches) from one system to another system designated for storing and/or processing the data

See the following section for key points to consider when applying this schedule to records conversion projects.

#### **DESTROY THEM:**

When you've confirmed that...

- Official file copies have been made and verified against the originals, in accordance with applicable best practices, standards, and project specifications AND
- The official file copies have been classified and saved into the office recordkeeping system AND
- The relevant records schedule does not specify that the source records must be kept to meet business, legal, audit, or archival (SR or FR) requirements AND
- Your Records Officer has signed the records destruction authorization form (using the <u>ARS653 form</u> or, for broader public sector, the ARS518).

GET THE SIGN-OFF BEFORE PROCEEDING: With transformed/converted source records, your Records Officer will have to sign and file a records destruction authorization before you can proceed. This authorization doesn't have to be completed for every individual record, however — it can relate EITHER to the project, or the ongoing business process.

## REPRODUCTION - THE IMPORTANCE OF BEST PRACTICE

Whenever a record is copied, converted, migrated, or decrypted to supersede a source record, quality control checks and copy verification are essential. Follow all applicable best practices to ensure that the new version maintains the accuracy, authenticity, and usability of the original.



Always verify the reproduction before proceeding!



ARCS 195-45 Redundant Source Records Schedule Guide

Last revised: 2014/02/07

# GOVERNMENT RECORDS SERVICE GUIDE HOW TO USE THE REDUNDANT SOURCE RECORDS SCHEDULE

## APPLYING THE SCHEDULE - A STEP-BY-STEP CHECKLIST

Use the following questions to help you and your business team address all relevant policy and records scheduling requirements.

DO NOT destroy the originals if they are scheduled to be kept or if you are uncertain whether a schedule applies. Contact your supervisor or your Records Officer if you require further clarification before proceeding.

## a) Are these records covered by an approved records schedule?

The appropriate schedule may be the <u>Administrative Records</u> <u>Classification System</u> (ARCS), one of the government-wide <u>special schedules</u>, or an <u>Operational Records Classification</u> <u>System</u> (ORCS) or ongoing records schedule.

For help determining which schedule covers your records, check with your local records management contact or supervisor.

IF NOT: If you've checked all relevant schedules and have been unable to determine that the records are covered, speak to your records management contact, or contact your Records Officer for assistance.

## b) Does the schedule already document this conversion process?

Some ORCS contain explicit provisions for redundant source records. For example, in certain cases, source records need to be kept in their original format to meet the government's business, legal, audit, or archival requirements. You will need to comply with these provisions. Look for relevant classifications in the ORCS (primaries and secondaries), and review the notes that appear under them.

IF IT DOES: If the conversion process is already documented, the notes in the relevant schedule should provide you with further instructions about the conversion process. Contact your records management contact or your Records Officer if you require further clarification; DO NOT destroy the originals until you are sure that the schedule permits this.

#### **EXAMPLES THAT DOCUMENT CONVERSION:**

- BIRTH REGISTRATIONS Under the Vital Statistics ORCS, birth registrations are regularly microfilmed, and both the microfilms and the originals are fully retained (FR) because "these records are so important for [establishing citizens' rights] that both paper originals and microfilm versions of the records will be retained".
   See: Vital Statistical Services ORCS (Schedule 163600): secondary 24070-30.
- ARCHAEOLOGICAL PERMIT REPORTS The Archaeology ORCS provides a note directing staff who are
  preparing reports for microfilming to set aside the records that are unsuitable for microfilming (typically
  photographs and maps). The microfilmed original records are destroyed, but those not filmed are boxed for
  full retention (FR). See: Archaeology ORCS (Schedule 170415): secondary 11150-25.
- PHARMACARE FORMS: Under the Pharmacare Services ORCS (approved prior to the RSR Schedule), the scanning process for Fair PharmaCare forms is documented and there is no requirement for originals to be kept. The ORCS also details how to handle pre-scanning project documents plus switching from a microfilm program to a scanning program. See: Pharmacare Services ORCS (Schedule 123389): primary 70315.

ARCS 195-45 Redundant Source Records Schedule Guide

Last revised: 2014/02/07

## GOVERNMENT RECORDS SERVICE GUIDE

## HOW TO USE THE REDUNDANT SOURCE RECORDS SCHEDULE

c) Are any of the source records scheduled for full or selective retention?

If this is the case, and the schedule makes no mention of the conversion/reproduction process, a GRS archivist will need to review the appraisal statement and determine whether the source records must be retained for transfer to the government archives. For all records with FR/SR final disposition scheduling, the source

records cannot be destroyed without the written endorsement of a GRS archivist. Contact your Records Officer to arrange this.

IF NOT: If the records have a DE (destroy) final disposition, and all other criteria have been satisfied, then the source records may be destroyed in accordance with government's disposition standards

## **EXAMPLE OF FR SOURCE RECORDS:**

MINERAL LAND TAX FOLIO FILES - All maps, reports, and correspondence related to mineral land tax are scheduled for full retention "because they document the history of mineral land ownership and usage in the province since 1974." If these files are ever scanned, a government archivist will need to provide written endorsement that the scanned versions meet the requirements for transfer to the archives before the originals can be destroyed. See: Mineral, Oil, and Gas Revenue ORCS (Schedule 159500): secondary 20210-30.

## d) Will the new records be created in accordance with standards?

Your project team is responsible for ensuring that the reproduced documents are accurate, authentic and usable if needed for ongoing management purposes (e.g., financial accountability), as court evidence, or for any other special reason. Depending on the value of the records and the scale of the project, you may need to consult your legal advisor or financial officer. To ensure a project is both cost-effective and compliant with quality control standards, consider using the services of BC Mail Plus.

The standard for reproduced documents is the Microfilm and Electronic Images as Documentary Evidence (National Standard of Canada, CAN/CGSB-72.11-93). See also RIM Policy 5-10-02 Microfilm and Electronic Images as Documentary Evidence.

Do not destroy the originals until you're sure that the copies meet your business needs!

## SOURCE RECORDS: DESTROY OR RETAIN?



Projects and processes for which source records CAN be destroyed:

- Migrating data to upgraded hardware/software that provides the same function and values as the predecessor/legacy system.
- Converting/normalizing source records to a standardized format suitable for storage/preservation (e.g., archival format).
- 3. Copying information to a storage media suitable for longterm preservation.
- Scanning paper files and destroying the originals after the imaged versions have been verified for quality and are managed in an electronic system.



Source records that CANNOT be destroyed under this schedule:

- 5. Original records have been appraised for full retention, and an archivist has determined that under the approved schedule, the source records must be transferred to government archives.
- 6. Source records have been explicitly scheduled in the relevant ORCS, and must be retained for a specified period (e.g., 2 years) before they can be destroyed.

ARCS 195-45 Redundant Source Records Schedule Guide

Last revised: 2014/02/07

# GOVERNMENT RECORDS SERVICE GUIDE HOW TO USE THE REDUNDANT SOURCE RECORDS SCHEDULE

## **QUICK REFERENCE GUIDE FOR THE RSRS**

WHAT	DEFINITION	EXAMPLES	DESTROY THEM IF:
1 Electronic Communications (non-transitory) See section 1 for more examples	Any form of electronic communications that have been copied and made redundant.	<ul><li>Emails</li><li>Instant messages</li><li>Tweets</li><li>Text messages</li></ul>	<ul> <li>Official file copies have been made and verified against the originals</li> <li>Official file copies have been filed and saved into the office recordkeeping system</li> </ul>
			<ul> <li>Source records are not specified as FR or SR in the relevant schedule, or have a special note indicating their retention</li> </ul>
2 Records in unreadable	Source records that are	Documents, records, or files that are:	<ul> <li>Records have been properly decrypted and verified</li> </ul>
See section 2 for	temporarily encrypted for secure transmission and	<ul> <li>Sent or received by government laptops, Blackberries, or tablets</li> <li>Stored on portable</li> </ul>	<ul> <li>Official file copies have been filed and saved into the office recordkeeping system</li> </ul>
more examples	other purposes.	media such as thumb drives  • Encrypted for other security purposes	<ul> <li>Source records are not scheduled as FR or SR, and do not have a special note requiring their retention</li> </ul>
3 Transformed / converted source records	Records that are moved to a new system environment and records	<ul> <li>Imaging projects (e.g., scanning documents to create electronic versions)</li> </ul>	<ul> <li>Official file copies have been made and verified against the originals in accordance with best practices, standards, and project specifications</li> </ul>
See section 3 for more examples	converted to a new format / medium for access, storage,	<ul> <li>System or format conversions</li> </ul>	<ul> <li>Official file copies have been classified and saved into the office recordkeeping system</li> </ul>
	and preservation.		<ul> <li>Source records are not specified as FR or SR in the relevant schedule, and are not needed to satisfy ministry / agency accountability requirements</li> </ul>
			<ul> <li>Your Records Officer has signed the records destruction authorization form</li> </ul>

## Additional Information

Contact your Records Officer or check out the rest of the Records Management website.

ARCS 195-45 Redundant Source Records Schedule Guide

Last revised: 2014/02/07

#### Wong, Jane T AGRI:EX

Subject:

FW: Expense Approval for Shred-it December Charges.

From: Wong, Jane T AGRI:EX

Sent: Thursday, January 5, 2017 1:46 PM

To: Warwick, Julene AGRI:EX
Cc: Wong, Jane T AGRI:EX

Subject: RE: Expense Approval for Shred-it December Charges.

Approved. Thanks Julene!

Cheers, Jane

From: Warwick, Julene AGRI:EX

Sent: Thursday, January 5, 2017 1:11 PM

To: Williams, Kathy AGRI:EX; Wong, Jane T AGRI:EX Cc: Cavanaugh, Carole AGRI:EX; Lynn, Sidalia AGRI:EX

Subject: RE: Expense Approval for Shred-it December Charges.

6	22-Dec-16	Shredding Services - December 2016	130	29KAC	08021	6502	2900000	25.26	\$	\$ 1.25	\$ 2	26.51
6	22-Dec-16	Shredding Services - December 2016	130	2900X	08263	6502	2900000	12.63	\$	\$ 0.63	s	13.26
6	22-Dec-16	Shredding Services - December 2016	130	29KAT	45441	6502	2900000	12.63	\$	\$ 0.63	\$ 1	3.26

Apologies, the new spreadsheet overwrote the coding. Your service line has been corrected. Please save this copy for your records.

Thanks.

Julene Warwick 250 356-2944

From: Warwick, Julene AGRI:EX

Sent: Thursday, January 5, 2017 12:59 PM

To: Williams, Kathy AGRI:EX; Wong, Jane T AGRI:EX Cc: Cavanaugh, Carole AGRI:EX; Lynn, Sidalia AGRI:EX Subject: Expense Approval for Shred-it December Charges.

6	22-Dec-16	SHRED-IT INTERNATIONAL 604-444-4044 BC CAN	Shredding Services - December 2016	130	29KAC	08021	6502	2900000	25.26	s	\$	1.25	s	26.51
6	22-Dec-16		Shredding Services - December 2016	130	2900X	08021	6502	2900000	12.63	s	s	0.63	5	13.26
6	22-Dec-16		Shredding Services - December 2016	130	29KAT	08021	6502	2900000	12.63	\$	S	0.63	s	13.26

Please review and approve your portion of the charges for the monthly Shred-it service.

Thank you. 😊

#### Julene Warwick

Finance and Admin Coordinator Corporate Governance, Policy and Legislation Branch Ministry of Agriculture PO Box 9120 Stn Prov Gov, Victoria, BC V8W 9B4

Phone: **250 356-2944** Fax: 250 387-0357

#### Wong, Jane T AGRI:EX

Subject: **Attachments:**  FW: APPROVED: Please Approve: Shred it charges for January Service

Copy of WARWICKJ 0836 03MAR17.xlsx; Shred IT - March 1 Statement.pdf; SHRED IT -

Transaction Receipt for 53.03.pdf

From: Wong, Jane T AGRI:EX

Sent: Monday, March 13, 2017 3:21 PM

To: Warwick, Julene AGRI:EX

Cc: Warren, Jennifer AGRI:EX; Wong, Jane T AGRI:EX

Subject: APPROVED: Please Approve: Shred it charges for January Service

Hi Julene.

Approved.

Thanks again,

Jane

Jane Wong | Office Manager

Innovation and Adaptation Services Branch Ministry of Agriculture PO Box 9120 Stn Prov Govt/Victoria/BC/V8W 9B4 T: 250.356.2238| F: 250.356.0358 http://www.al.gov.bc.ca

www.gov.bc.ca/agriservicebc | 1-888-221-7141 | AgriServiceBC@gov.bc.ca

From: Warwick, Julene AGRI:EX

Sent: Monday, March 13, 2017 11:59 AM

To: Williams, Kathy AGRI:EX; Wong, Jane T AGRI:EX; Warren, Jennifer AGRI:EX

Cc: Lynn, Sidalia AGRI:EX; Cavanaugh, Carole AGRI:EX

Subject: Please Approve: Shred it charges for January Service

Hello Ladies,

Would you please approve your portion of the Shred-it bill by way of return email to me. Please include your full signature block as well.

Thank you

#### Julene Warwick

Finance and Admin Coordinator Corporate Governance, Policy and Legislation Branch Ministry of Agriculture PO Box 9120 Stn Prov Gov, Victoria, BC V8W 9B4

Phone: 250 356-2944

Fax: 250 387-0357

CARDHOLDER NAME:	WARWICK, JULENE P V	STATEMENT DATE (DD-MMM- YYYY):	03-Mar-17		CLIENT	RESP	SERVICE LINE	STOB	PROJ	TOTAL STATEMENT AMOUNT
CARDHOLDER EMAIL:	Julene.Warwick@gov.bc.ca	LAST FOUR DIGITS OF CARD #:	s.1	CLEARING ACCOUNT:	130	29KAC	08021	8530	2900000	\$ 593.80
BRANCH/REPORTING UNIT:	40056 DIR, CORP GOV, POL	SUPPLIER # (BMO)	s.17	GENERAL CODING:	130					TO REDUCE REPETITIVE ENTRY, ENTER GENERAL CODING HERE.
MINISTRY:		INVOICE #:	WA	RWICKJ s.1 0	3MAR17				<b>ELDS BELOW</b>	WILL THEN AUTO-POPULATE.

#### CARDHOLDER (QUALIFIED RECEIVER) EMAIL CERTIFICATION:

I certify the goods provided or services delivered have been inspected or reviewed; and the goods or services were properly received and documentation to support the account has been verified (i.e. goods: as ordered, correct quantity and suitable quality; services: as contracted, appropriate deliverables and/or performance criteria met; or other conditions, if any, have been met).

#### EXPENSE AUTHORITY EMAIL CERTIFICATION: (POLICY SUPPORTS ELECTRONIC CERTIFICATION)

Certified that the amount to be paid is correct, is a proper charge against an appropriation which I have been delegated authority, is in accordance with appropriate statute or other authority for payment and/or contract, the payment complies with all relevant statutes, regulations, Treasury Board directives, other executive orders and central agency and ministry policy, there are sufficient funds in the budget, and where applicable, that the work has been performed, goods supplied, the service rendered and/or conditions met.

RANS #	DATE	PURCHASED FROM (Supplier Name)	DESCRIPTION OF SERVICE/GOODS PURCHASED	CLIENT	RESP CENTRE	SERVICE LINE	sтов	PROJECT #	PRE TAX AMOUNT \$531.56	7% PST AMOUNT \$34.87	5% GST AMOUNT \$27.37	RECEIPT TOTAL \$593.80	FULL NAME OF TRAVELLING EMPLOYEE (Required for STOB 57 except 5715)	PST %
1	14-Jan-17	TELUS MOBILITY PREAUTH CALGARY AB CAN	BB, Lorie Hrycuik, Jan 2017	130	29KAC	08021	6316	2900000	65.02	4.56	3.25	72.83		7.01
1	14-Jan-17	TELUS MOBILITY PREAUTH CALGARY AB CAN	Account leveling taxes & Credit	130	29KAC	08021	6316	2900000	-0.13			-0.13		
1	14-Jan-17	TELUS MOBILITY PREAUTH CALGARY AB CAN	BB, Arlene Anderson, Jan 2017	130	29KAC	08021	6316	2900000	96.51	6.79	4.83	108.13		7.04
1	14-Jan-17	TELUS MOBILITY PREAUTH CALGARY AB CAN	BB, Carmen Matthews, Jan 2017	130	29KAV	08021	6316	2900000	56.52	3.97	2.83	63.32		7.02
1	14-Jan-17	TELUS MOBILITY PREAUTH CALGARY AB CAN	iPhone, Laura Munroe, Jan 2017	130	29KAV	08021	6316	2900000	28.54	3.08	2.21	33.83		10.79
1	14-Jan-17	TELUS MOBILITY PREAUTH CALGARY AB CAN	iPhone, Jody Ryall, Jan 2017	130	29KBT	08021	6316	2900000	56.52	3.97	2.83	63.32		7.02
1	14-Jan-17	TELUS MOBILITY PREAUTH CALGARY AB CAN	iPhone, Mike Turner, Jan 2017	130	29KGE	08021	6316	2900000	65.02	4.56	3.25	72.83		7.01
1	14-Jan-17	TELUS MOBILITY PREAUTH CALGARY AB CAN	BB, Larry Neilson, Jan 2017	130	29KGE	08021	6316	2900000	56.52	3.97	2.83	63.32		7.02
1	14-Jan-17	TELUS MOBILITY PREAUTH CALGARY AB CAN	BB, Emily Shaw, Jan 2017	130	29KGP	08021	6316	2900000	56.52	3.97	2.83	63.32		7.02
2	03-Mar-17	SHRED-IT INTERNATIONAL 604-444-4044 BC CAN	Shredding Services - January 2017	130	29KAC	08021	6502	2900000	25.26		1.25	26.51	EA Jennifer Warren	
2	03-Mar-17	SHRED-IT INTERNATIONAL 604-444-4044 BC CAN	Shredding Services - January 2017	130	2900X	08263	6502	2900000	12.63		0.63	13.26	EA Jane Wong	
2		SHRED-IT INTERNATIONAL 604-444-4044 BC CAN	Shredding Services - January 2017	130	29KAT	45441	6502	2900000	12.63		0.63	13.26	EA Kathy Williams	

Page 15 to/à Page 17

Withheld pursuant to/removed as

DUPLICATE

From:

DoNotReply@billing-notification.com

To:

Warwick, Julene AGRI:EX

Subject:

SECURIT (COQUITLAM) - Transaction Receipt for

53.03

Date:

Wednesday, March 1, 2017 1:40:26 PM

Shred-it International ULC 300-1650 Brigantine Dr. Coquitlam BC V3K 7B5 604-444-4044 1-800-697-4733

Term ID: 001

## Sale - Approved

Date

03/01/17

Time 16:32:52

Method of Payment

MasterCard

**Entry Method** 

Manual

Account #

s.17

Order ID

8100096116

Order Description:

s.17

Approval Code

163253

Amount

53.03

THANK YOU FOR YOUR PAYMENT!

Register for online payments at

www.shredit.com/myshredit

**Customer Copy** 

### Wong, Jane T AGRI:EX

Subject:

FW: RUSH PLEASE: EA Approval for Shred It Charges For Fiscal Year End

From: Wong, Jane T AGRI:EX

Sent: Tuesday, April 4, 2017 11:13 AM

**To:** Warwick, Julene AGRI:EX **Cc:** Wong, Jane T AGRI:EX

Subject: RE: RUSH PLEASE: EA Approval for Shred It Charges For Fiscal Year End

Hi Julene - approved.

Thanks, Jane

From: Warwick, Julene AGRI:EX Sent: Tuesday, April 4, 2017 9:15 AM

To: Williams, Tanya CSNR:EX; Wong, Jane T AGRI:EX; Warren, Jennifer AGRI:EX

Cc: Lynn, Sidalia AGRI:EX; Cavanaugh, Carole AGRI:EX

Subject: RUSH PLEASE: EA Approval for Shred It Charges For Fiscal Year End

Importance: High

Hello Ladies,

Would you please review and approve your charges for the Shred-it Services. Please return to me ASAP. Invoice attached for your records.

## Thank you very much.

TRANS #	DATE	PURCHASED FROM (Supplier Name)	DESCRIPTION OF SERVICE/GOODS PURCHASED	CLIENT	RESP CENTRE	SERVICE LINE	<b>STOB</b>	PROJECT	PRE TAX AMOUNT \$4,447.85	7% PST AMOUNT \$70.91	5% GST AMOUNT \$221.38	RECEIPT TOTAL \$4,740.14	FULL NAME OF TRAVELLING EMPLOYEE (Required for STOB 57 except 5715)
1		SHRED-IT INTERNATIONAL 604-444-4044 BC CAN	Shredding Services - February 2017	130	29KAC	08021	6502	2900000	25.26		1.25	26.51	EA Jennifer Warren
1			Shredding Services - February 2017	130	2900X	08263	6502	2900000	12.63		0.63	13.26	EA Jane Wong
1			Shredding Services - February 2017	130	29KAT	45441	6502	2900000	12.63		0.63	13.26	EA Kathy Williams

#### Julene Warwick

Finance and Admin Coordinator Corporate Governance, Policy and Legislation Branch Ministry of Agriculture PO Box 9120 Stn Prov Gov, Victoria, BC V8W 9B4

Phone: **250 356-2944** Fax: 250 387-0357

Page 21 to/à Page 23

Withheld pursuant to/removed as

DUPLICATE

From:

DoNotReply@billing-notification.com

To:

Warwick, Julene AGRI:EX

Subject:

SECURIT (COQUITLAM) - Transaction Receipt for

\$53.03

Date:

Monday, March 13, 2017 11:18:43 AM

Shred-it International ULC 300-1650 Brigantine Dr. Coquitlam BC V3K 7B5 604-444-4044 1-800-697-4733

Term ID: 001

## Sale - Approved

Date

03/13/17

Time 14:16:58

Method of Payment

MasterCard

**Entry Method** 

Manual

Account #

s.17

Order ID

8100118449

Order Description:

s.17

Approval Code

141658

Amount

\$53.03

## THANK YOU FOR YOUR PAYMENT!

Register for online payments at www.shredit.com/myshredit

**Customer Copy** 

#### Wong, Jane T AGRI:EX

Subject:

FW: Shred-it Invoice # 8100140016 Apr 09,2017

From: Warwick, Julene AGRI:EX

Sent: Wednesday, April 12, 2017 9:55 AM

To: Wong, Jane T AGRI:EX; Williams, Kathy AGRI:EX; Lynn, Sidalia AGRI:EX; Cavanaugh, Carole AGRI:EX

Cc: Warren, Jennifer AGRI:EX

Subject: RE: Shred-it Invoice # 8100140016 Apr 09,2017

Thanks Jane. Sounds good. I just wanted to make sure they were actually counting our stuff.

0

Julene Warwick 250 356-2944

From: Wong, Jane T AGRI:EX

Sent: Wednesday, April 12, 2017 9:49 AM

To: Warwick, Julene AGRI:EX; Williams, Kathy AGRI:EX; Lynn, Sidalia AGRI:EX; Cavanaugh, Carole AGRI:EX

Cc: Warren, Jennifer AGRI:EX

Subject: RE: Shred-it Invoice # 8100140016 Apr 09,2017

Hi Julene - I believe we may have had half a filing box full that was sitting on our shred box...he may have counted that.

Thanks, Jane

From: Warwick, Julene AGRI:EX

Sent: Wednesday, April 12, 2017 9:21 AM

To: Williams, Kathy AGRI:EX; Lynn, Sidalia AGRI:EX; Wong, Jane T AGRI:EX; Cavanaugh, Carole AGRI:EX

Cc: Warren, Jennifer AGRI:EX

Subject: FW: Shred-it Invoice # 8100140016 Apr 09,2017

Hello Ladies.

Seems the new billing system for Shred It has put us behind. So do not be alarmed at the total. I see that the last pick up they indicated they picked up extra material. It did not cost us anything, but I wanted to make sure that is actually correct. Did either of you have extra material taken away?

Cheers

Julene Warwick 250 356-2944 From: Shred-it Billings [mailto:ShreditBillings@shredit.com]
Sent: Tuesday, April 11, 2017 10:03 PM
To: Warwick, Julene AGRI:EX
Subject: Shred-it Invoice # 8100140016 Apr 09,2017

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Withheld pursuant to/removed as

DUPLICATE

#### Wong, Jane T AGRI:EX

Subject:

FW: APPROVAL REQUESTED: Shred It charges for March and April 2017

From: Wong, Jane T AGRI:EX

Sent: Thursday, May 25, 2017 11:31 AM

To: Warwick, Julene AGRI:EX Cc: Wong, Jane T AGRI:EX

Subject: RE: APPROVAL REQUESTED: Shred It charges for March and April 2017

Hi Julene,

Approved for IAS Branch.

Thank you,

Jane

From: Warwick, Julene AGRI:EX

Sent: Thursday, May 25, 2017 10:58 AM

To: Lynn, Sidalia AGRI:EX; Warren, Jennifer AGRI:EX; Wong, Jane T AGRI:EX

Cc: Williams, Kathy AGRI:EX; Cavanaugh, Carole AGRI:EX

Subject: APPROVAL REQUESTED: Shred It charges for March and April 2017

#### Hello Ladies,

Please find attached Shred It charges from March and April. I believe due to their change over in their billing system, we ended up with a delay in payment (looks like it's all caught up for May). Please review and provide your approval back to me by way of response to this email.

Thank you very much

#### Julene Warwick

Finance and Admin Coordinator Corporate Governance, Policy and Legislation Branch Ministry of Agriculture PO Box 9120 Stn Prov Gov, Victoria, BC V8W 9B4

Phone: **250 356-2944** Fax: 250 387-0357



## BRITISH PURCHASING CARD / BTA TRANSACTION REGISTER $\operatorname{COLUMBIA}$

CARDHOLDER NAME:	WARWICK, JULENE P V	STATEMENT DATE (DD-MMM- YYYY):	03-May-17		CLIENT	RESP	SERVICE	STOB	PROJ	TOTAL STATEMENT AMOUNT
	Julene.Warwick@gov.bc.ca	LAST FOUR DIGITS OF CARD #:	s.1	CLEARING ACCOUNT:	130	29KAC	08021	8530	2900000	\$ 2,627.40
BRANCH/REPORTING UNIT:	40056 DIR, CORP GOV, POL	SUPPLIER # (BMO)	s.17	GENERAL CODING:	130					TO REDUCE REPETITIVE ENTRY, ENTER GENERAL CODING HERE.
MINISTRY:	Agriculture	INVOICE #:	WA	ARWICKJS.1	03MAY17				ELDS BELOW	WILL THEN AUTO-POPULATE. DING FIELDS BELOW AS NEEDED.

CARDHOLDER (QUALIFIED RECEIVER) EMAIL CERTIFICATION:

EXPENSE AUTHORITY EMAIL CERTIFICATION: (POLICY SUPPORTS ELECTRONIC CERTIFICATION)

I certify the goods provided or services delivered have been inspected or reviewed; and the goods or services were properly received and documentation to support the account has been verified (i.e. goods: as ordered, correct quantity and suitable quality; services: as contracted, appropriate deliverables and/or performance criteria met; or other conditions, if any, have been met).

Certified that the amount to be paid is correct, is a proper charge against an appropriation which I have been delegated authority, is in accordance with appropriate statute or other authority for payment and/or contract, the payment complies with all relevant statutes, regulations, Treasury Board directives, other executive orders and central agency and ministry policy, there are sufficient funds in the budget, and where applicable, that the work has been performed, goods supplied, the service rendered and/or conditions met.

									PRE TAX	7% PST	5% GST	RECEIPT	FILL MARIE OF THE LINE	4
#	DATE	PURCHASED FROM (Supplier Name)	DESCRIPTION OF SERVICE/GOODS PURCHASED	CLIENT	RESP	SERVICE LINE	STOB	PROJECT#	AMOUNT \$2,458.30	AMOUNT \$30.88	AMOUNT \$138.22	TOTAL \$2,627.40	FULL NAME OF TRAVELLING EMPLOYEE (Required for STOB 57 except 5715)	PST %
1	12-Apr-17	SHRED-IT INTERNATIONAL 604-444-4044 BC CAN	Shredding Services - March & April 2017	130	29KAC	08021	6502	2900000	50.52		2.50	53.02	EA Jennifer Warren	
1	12-Apr-17	SHRED-IT INTERNATIONAL 604-444-4044 BC CAN	Shredding Services - March & April 2017	130	2900X	08263	6502	2900000	25.26		1.26	26.52	EA Jane Wong	
1	12-Apr-17	SHRED-IT INTERNATIONAL 604-444-4044 BC CAN	Shredding Services - March & April 2017	130	29KAT	45441	6502	2900000	25.26		1.26	26.52	EA Kathy Williams	
2	14-Apr-17	TELUS MOBILITY PREAUTH CALGARY AB CAN	BB, Lorie Hrycuik, Mar 2017	130	29KAC	08021	6316	2900000	65.02	4.56	3.25	72.83		7.01
2	14-Apr-17	TELUS MOBILITY PREAUTH CALGARY AB CAN	Account Levelling Taxes	130	29KAC	08021	6316	2900000	-0.11			-0.11		
2	14-Apr-17	TELUS MOBILITY PREAUTH CALGARY AB CAN	BB, Arlene Anderson , Mar 2017	130	29KAC	08021	6316	2900000	56.52	3.97	2.83	63.32		7.02
2	14-Apr-17	TELUS MOBILITY PREAUTH CALGARY AB CAN	BB, Carmen Matthews, Mar 2017	130	29KAV	08021	6316	2900000	56.52	3.97	2.83	63.32		7.02
2	14-Apr-17	TELUS MOBILITY PREAUTH CALGARY AB CAN	iPhone, Laura Munroe, Mar 2017	130	29KAV	08021	6316	2900000	27.23	1.91	1.36	30.50		7.01
2	14-Apr-17	TELUS MOBILITY PREAUTH CALGARY AB CAN	iPhone, Jody Ryall, Mar 2017	130	29KBT	08021	6316	2900000	56.52	3.97	2.83	63.32		7.02

7.01 5.00	32.28 23.01	7.02 5.01	2.67	
72.83	19.10	63.32	2,072.91	
3.25	2.83	2.83	111.19	
4.56	3.97	3.97		
65.02	12.30	56.52	1,961.72	
2900000	2900000	6316 2900000	2900000	
6316	6316		6531	
08021	08021	08021	08021	
29KGE	29KGE	29KGP 08021	29KGE	
130	130	130	130	
iPhone, Mike Turner, Mar 2017	BB, Larry Neilson, Mar 2017	BB, Emily Shaw, Mar 2017	MAACFA Mtg, Vancouver May 4, 2017	5 W
14-Apr-17 TELUS MOBILITY PREAUTH iPhone, Mike Turner, Mar CALGARY AB CAN	14-Apr-17 TELUS MOBILITY PREAUTH BB, Larry Neilson, Mar 2017 CALGARY AB CAN	14-Apr-17 TELUS MOBILITY PREAUTH BB, Emily Shaw, Mar 2017 CALGARY AB CAN	01-May-17 COAST COAL HARBOUR MAACE/ HOT VANCOUVER BC CAN 4, 2017	
14-Apr-17	14-Apr-17	14-Apr-17	01-May-17	
8	8	7	60	

From:

DoNotReply@billing-notification.com

To:

Warwick, Julene AGRI:EX

Subject:

SECURIT & #x28; COQUITLAM & #x29; - Transaction Receipt for

\$106.06

Date:

Monday, April 10, 2017 12:19:27 PM

Shred-it International ULC 300-1650 Brigantine Dr. Coquitlam BC V3K 7B5 604-444-4044 1-800-697-4733

Term ID: 001

## Sale - Approved

Date

04/10/17

Time 15:17:50

Method of Payment

MasterCard

**Entry Method** 

Manual

Account #

s.17

Order ID

8100140016

Order Description:

s.17

Approval Code

151750

Amount

\$106.06

THANK YOU FOR YOUR PAYMENT!

Register for online payments at

www.shredit.com/myshredit

**Customer Copy** 

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DUPLICATE

#### Wong, Jane T AGRI:EX

Subject:

FW: FOR APPROVAL: Shred-it Charges for May 2017

From: Wong, Jane T AGRI:EX

Sent: Wednesday, June 7, 2017 11:15 AM

To: Warwick, Julene AGRI:EX Cc: Wong, Jane T AGRI:EX

Subject: RE: FOR APPROVAL: Shred-it Charges for May 2017

Hi Julene - approved.

Thanks, Jane

Jane Wong | Office Manager

Innovation and Adaptation Services Branch Ministry of Agriculture PO Box 9120 Stn Prov Govt/Victoria/BC/V8W 9B4 T: 250.356.2238l F: 250.356.0358

http://www.al.gov.bc.ca

www.gov.bc.ca/agriservicebc | 1-888-221-7141 | AgriServiceBC@gov.bc.ca

From: Warwick, Julene AGRI:EX

Sent: Wednesday, June 7, 2017 9:42 AM

To: Wong, Jane T AGRI:EX; Lynn, Sidalia AGRI:EX; Warren, Jennifer AGRI:EX

Cc: Williams, Kathy AGRI:EX; Cavanaugh, Carole AGRI:EX Subject: FOR APPROVAL: Shred-it Charges for May 2017

Hello Ladies.

Please review and approve you portion of last month's Shred-it bill. Please keep a copy for your records.

3	18-May-17	SHRED-IT INTERNATIONAL 604-444-4044 BC CAN	Shredding Services - May 2017	130	29KAC	08021	6502	2900000	25.26	1.25	26.51	EA Jennifer
3	18-May-17		Shredding Services - May 2017	130	2900X	08263	6502	2900000	12.63	0.63	13.26	Warren EA Jane
3	18-May-17	SHRED-IT INTERNATIONAL 604-444-4044 BC CAN	Shredding Services - May 2017	130	29KAT	45441	6502	2900000	12.63	0.63	13.28	Wong EA Sidalia

## Julene Warwick

Finance and Admin Coordinator Corporate Governance, Policy and Legislation Branch Ministry of Agriculture PO Box 9120 Stn Prov Gov, Victoria, BC V8W 9B4

Phone: **250 356-2944** Fax: 250 387-0357

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Withheld pursuant to/removed as

DUPLICATE



CURRENT INVOICE CHARGES

TOTAL ACCOUNT BALANCE DUE BY 15.01.2017 Aritha

**Billing Date** Invoice Number **Customer Number** 

15.01.2017 8100081559

s.17

Site & Purchase Order Info on Reverse Page



For billing, scheduling or customer service 1-800-69-SHRED Hours: (Mon - Fri) 8:00AM - 5:00PM

AC	:C	OU	NT	SUMM	ARY -	SHREDDIN	IG	SERVICE
----	----	----	----	------	-------	----------	----	---------

DESCRIPTION

AMOUNT

(\$69.83)

TOTAL

Thank You-Payment

Health Branch

3105 HS MAL

(See Reverse Page For Details)

\$69.83

\$0.00

Billing Currency:CAD

GST/HST #: 86625 9062

CERTIFICATE OF DESTRUCTION: Shred-it is committed to the secure destruction of its customers' confidential information. This certification will affirm that Shred-it destroys the customers' confidential material, pursuant to our customers' request and instructions.

Account Histo	ry Please dis	regard if payme	ent has been se	nt.	
Current	1-30 days Past Due	31-60 days Past Due	61-90 days Past Due	90+ days Past Due	Total Account Balance
\$0.00	\$0,00	\$0.00	\$0.00	\$0.00	\$0.00

SC011717040024\_ZLCA\_01Txm1-19287-000000315

PLEASE DETACH AND RETURN BOTTOM PORTION WITH YOUR PAYMENT IN THE ENCLOSED ENVELOPE. TO ENSURE TIMELY POSTING OF YOUR PAYMENT, PLEASE ALLOW 5 DAYS FOR MAILING.



Shred-it INTERNATIONAL ULC 1383 North Service Road, East Oakville, ON L6H 1A7

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER	
8100081559	15.01.2017	s.17	
TOTAL ACCOUNT BALANCE	E DUE BY 15.01.2017	\$0.00	
TOTAL AMOUNT ENCLOSE	0		

If account or contact information has changed please check box and fill out back portion of coupon

009644 000000315

s.17

s.17

ANIMAL HEALTH CENTRE 1767 ANGUS CAMPBELL RD ABBOTSFORD BC V3G 2M3

2910F 08245 6502 2900000

========= REMIT TO: =========== SHRED-IT INTERNATIONAL ULC P.O. BOX 15781, STATION A TORONTO, ONTARIO M5W 1C1

015781 s.17

00000008100081559 0000000000 5

PAGE 2 of 3

SHRED-IT | A STERICYCLE COMPANY | 1-800-69-SHRED

Animal Health Centre

CUSTOMER#: s.17

INVOICE#: 8100081559

INVOICE DATE: 15.01.2017

TOTAL	UNIT OF MEASURE	QTY	SERVICE TYPE	P.O.#	SERVICE RECORD	DATE
Annual Control of the Second Control of the Second Control of	3G 2M3, CA-s.17	ord, BC, V	1767 Angus Campbell Rd, Abbotsfo	Animal Health Centre,	Service Location:	Site: BC01
\$58.85 \$7.65 \$3.33 \$69.83	Large Tole(96G/360L) Fuel/Env. Surcharge GST 5.00 % SUB TOTAL	1	SHRED - ON-SITE AUTOMATIC		8028103557	21.12.2016
\$69.83	TOTAL					
\$69.83	ENT INVOICE CHARGES	TAL CURR	то			

#### SC011717040024\_ZLCA\_01T.xml-19288-000000315

SHRED-IT | A STERICYCLE COMPANY | 1-800-69-SHRED

PAGE 3 of 3

**Animal Health Centre** 

CUSTOMER#: s.17

INVOICE#: 8100081559

INVOICE DATE: 15.01.2017

TAX SUMMARY

British Columbia

GST 5.00 %

\$3.33

**Total Tax** 

\$3.33

s.17

---- 23

SC011717040024\_ZLCA\_01Txml-19289-000000315

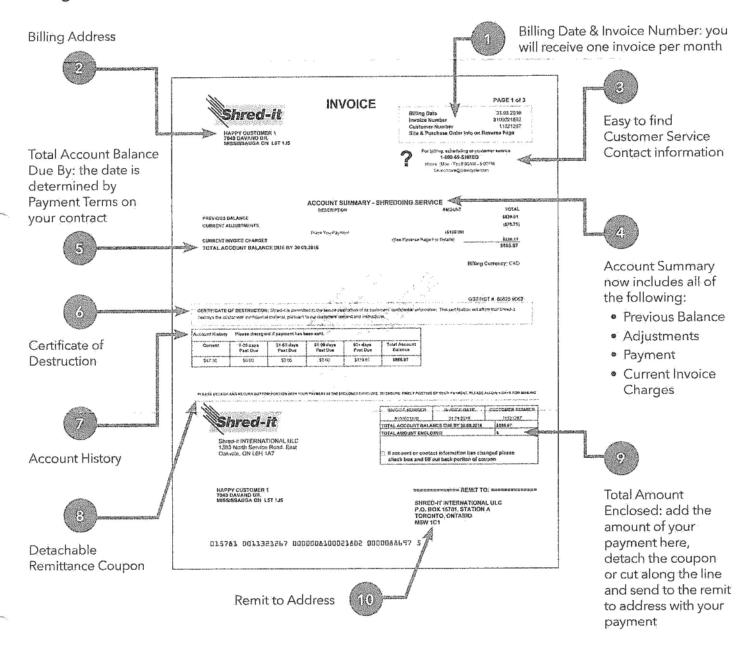
Page 3 of 21 AGR-2017-72006



## Upcoming Changes to your Shred-it® Invoice

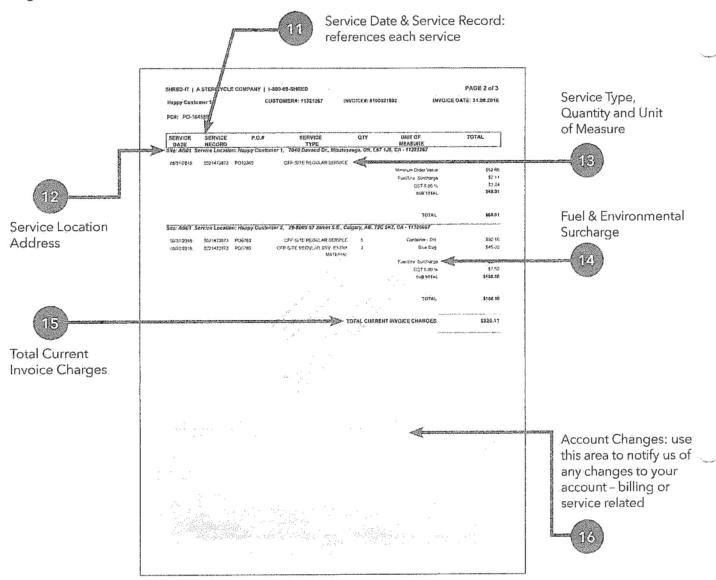
As a valued customer, we wanted to make you aware of some changes that we are making to your invoice starting in November, as we continue our transition to the Stericycle brand. One invoice, once a month. No more multiple invoices; we're making things simpler by invoicing you only once a month and including all services on one statement. Please see below for further details and changes.

Page 1: Shred-it Invoice

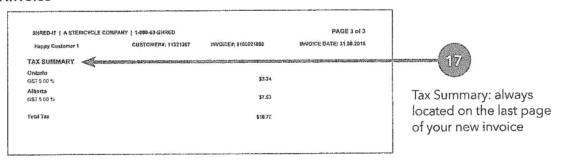




Page 2: Shred-it Invoice



#### Last Page: Shred-it Invoice



If you have questions regarding any of these changes, please contact: 1-800-697-4733. Shred-it is a proud member of the Stericycle suite of business services. We protect what matters.





## INVOICE





ANIMAL HEALTH CENTRE
1767 ANGUS CAMPBELL RD and Animal ABBOTSFORD BC V3G 2M3 Animal Branch

FEB 28 2017

Billing Date Invoice Number Customer Number 15.02.2017 8100103113

s.17

Site & Purchase Order Info on Reverse Page



For billing, scheduling or customer service 1-800-69-SHRED Hours: (Mon - Fri) 8:00AM - 5:00PM

#### ACCOUNT SUMMARY - SHREDDING SERVICE

DESCRIPTION

AMOUNT

TOTAL

CURRENT INVOICE CHARGES

(See Reverse Page For Details)

\$77.49

**TOTAL ACCOUNT BALANCE DUE BY 15.02.2017** 

\$77.49

Billing Currency: CAD

GST/HST #: 86625 9062

CERTIFICATE OF DESTRUCTION: Shred-it is committed to the secure destruction of its customers' confidential information. This certification will affirm that Shred-it destroys the customers' confidential material, pursuant to our customers' request and instructions.

Account History Please disregard if payment has been sent.					
Current	1-30 days Past Due	31-60 days Past Due	61-90 days Past Due	90+ days Past Due	Total Account Balance
\$77.49	\$0.00	\$0.00	\$0.00	\$0,00	\$77.49

SC021717030020\_ZLCA\_01T.xm/-22049-000000358

PLEASE DETACH AND RETURN BOTTOM PORTION WITH YOUR PAYMENT IN THE ENCLOSED ENVELOPE. TO ENSURE TIMELY POSTING OF YOUR PAYMENT, PLEASE ALLOW & DAYS FOR MAILING.



Shred-it INTERNATIONAL ULC 1383 North Service Road, East Oakville, ON L6H 1A7

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER
8100103113	15.02.2017	s.17
TOTAL ACCOUNT BALANC	AL ACCOUNT BALANCE DUE BY 15.02.2017 \$77.49  AL AMOUNT ENCLOSED \$	
TOTAL AMOUNT ENCLOSE		

check box and fill out back portion of coupon

011025 000000358

s.17

s.17

ANIMAL HEALTH CENTRE 1767 ANGUS CAMPBELL RD ABBOTSFORD BC V3G 2M3

29KBF 08245 6502 2900000

SHRED-IT INTERNATIONAL ULC
P.O. BOX 15781, STATION A
TORONTO, ONTARIO
M5W 1C1

015781 s.17

SHRED-IT | A STERICYCLE COMPANY | 1-800-69-SHRED

Animal Health Centre

CUSTOMER#: s.17

INVOICE#: 8100103113

PAGE 2 of 3
INVOICE DATE: 15.02.2017

TOTAL	UNIT OF MEASURE	QTY	SERVICE TYPE	P.O.#	SERVICE RECORD	SERVICE DATE
	G 2M3, CA - s.17	ord, BC, V	1767 Angus Campbell Rd, Abbotsfo	nimal Health Centre,	Service Location: A	Site: BC01
\$64.7 \$9.0 \$3.6 \$77.4	Large Tote(96G/360L) Fuel/Env. Surcharge GST 5.00 % SUB TOTAL	1	SHRED - ON-SITE AUTOMATIC		8029194927	18.01.2017
\$77.4	TOTAL					
\$77.49	NT INVOICE CHARGES	TAL CURRI	то			

SC021717030020\_ZLCA\_01T.xml-22050-000000358

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## Pede, Rosemary AGRI:EX

Page 3of 3

From: Sent:

DoNotReply@billing-notification.com Thursday, March 2, 2017 6:49 AM

To:

Pede, Rosemary AGRI:EX

Subject:

SECURIT (COQUITLAM) - Transaction Receipt for 77.49

Shred-it International ULC 300-1650 Brigantine Dr. Coquitlam BC V3K 7B5 604-444-4044 1-800-697-4733

Term ID: 001

## Sale - Approved

Date

03/02/17

Time 09:48:00

Method of Payment

MasterCard

**Entry Method** 

Manual

Account #

s.17

Order ID

8100103113

Order Description:

s.17

Approval Code

094801

Amount

77.49

THANK YOU FOR YOUR PAYMENT! Register for online payments at www.shredit.com/myshredit

**Customer Copy** 

SHRED-IT | A STERICYCLE COMPANY | 1-800-69-SHRED

PAGE 3 of 3

Animal Health Centre

CUSTOMER#: s.17

INVOICE#: 8100103113

INVOICE DATE: 15.02.2017

TAX SUMMARY

**British Columbia** 

GST 5.00 %

\$3.69

**Total Tax** 

\$3.69

s.17

Page 9 of 21 AGR-2017-72006

# INVOICE

#48





ANIMAL HEALTH CENTRE

1767 ANGUS CAMPBELL RD

ABBOTSFORD BC V3G 2M3 I Mai

Health Branch

MAR 24 2017

Billing Date Invoice Number Customer Number 15.03.2017 8100124613 s.17

Site & Purchase Order Info on Reverse Page

?

For billing, scheduling or customer service 1-800-69-SHRED Hours: (Mon - Fri) 8:00AM - 5:00PM

ACCOUNT SUMMARY - SHREDDING SERVICE

DESCRIPTION

AMOUNT

TOTAL

PREVIOUS BALANCE

**CURRENT INVOICE CHARGES** 

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\$77.49

Thank You-Payment

(\$77.49)

\$78.17

TOTAL ACCOUNT BALANCE DUE BY 15.03.2017

(See Reverse Page For Details)

\$78.17

Billing Currency:CAD

GST/HST #: 86625 9062

CERTIFICATE OF DESTRUCTION: Shred-it is committed to the secure destruction of its customers' confidential information. This certification will affirm that Shred-it destroys the customers' confidential material, pursuant to our customers' request and instructions.

Account History Please disregard if payment has been sent.							
Current	1-30 days Past Due	31-60 days Past Due	61-90 days Past Due	90+ days Past Due	Total Account Balance		
\$78.17	\$0.00	\$0.00	\$0,00	\$0.00	\$78.17		

SC031717030014\_ZLCA\_01.xml-20471-000000321

PLEASE DETACH AND RETURN BOTTOM PORTION WITH YOUR PAYMENT IN THE ENCLOSED ENVELOPE, TO ENSURE TIMELY POSTING OF YOUR PAYMENT, PLEASE ALLOW 5 DAYS FOR MAILING.



Shred-it INTERNATIONAL ULC 1383 North Service Road, East Oakville, ON L6H 1A7

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER
8100124613	15.03.2017	s.17
TOTAL ACCOUNT BALANCE	\$78.17	
TOTAL AMOUNT ENCLOSED	\$	

SHRED-IT INTERNATIONAL ULC

If account or contact information has changed please check box and fill out back portion of coupon

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ANIMAL HEALTH CENTRE 1767 ANGUS CAMPBELL RD ABBOTSFORD BC V3G 2M3

> P.O. BOX 15781, STATION A TORONTO, ONTARIO M5W 1C1

29KBF 08245 6502 2900000

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SHRED-IT | A STERICYCLE COMPANY | 1-800-69-SHRED

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**Animal Health Centre** 

CUSTOMER#: s.17

INVOICE#: 8100124613

PAGE 2 of 84

SERVICE SERVICE P.O.# SERVICE QTY UNIT OF TOTAL DATE RECORD TYPE MEASURE Site: BC01 Service Location: Animal Health Centre, 1767 Angus Campbell Rd, Abbotsford, BC, V3G 2M3, CA S.17 21.02,2017 8029850113 SHRED - ON-SITE AUTOMATIC 1 Large Tote(96G/360L) \$64.74 Fuel/Env. Surcharge \$9,71 GST 5.00 % \$3.72 SUB TOTAL \$78.17 TOTAL \$78.17

TOTAL CURRENT INVOICE CHARGES \$78.17

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Page 11 of 21 AGR-2017-72006

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SHRED-IT | A STERICYCLE COMPANY | 1-800-69-SHRED

Animal Health Centre

CUSTOMER#:s.17

INVOICE#: 8100124613

PAGE 3 of 3 4

INVOICE DATE: 15.03.2017

TAX SUMMARY

British Columbia

GST 5.00 %

\$3.72

Total Tax

\$3.72

s.17

\$C031717030014\_ZLCA\_01.xmi-20473-000000321

Page 12 of 21 AGR-2017-72006

## Pede, Rosemary AGRI:EX

#48 (9 40f9)

From:

DoNotReply@billing-notification.com

Sent:

Monday, March 20, 2017 7:58 AM

To:

Pede, Rosemary AGRI:EX

Subject:

SECURIT & #x28; COQUITLAM & #x29; - Transaction Receipt for \$78.17

Shred-it International ULC 300-1650 Brigantine Dr. Coquitlam BC V3K 7B5 604-444-4044 1-800-697-4733

Term ID: 001

## Sale - Approved

Date

03/20/17

Time 10:54:45

Method of Payment

MasterCard

Entry Method

Manual

Account #

s.17

Order ID

8100124613

Order Description:

s.17

Approval Code

105445

Amount

\$78.17

THANK YOU FOR YOUR PAYMENT!
Register for online payments at
<a href="https://www.shredit.com/myshredit">www.shredit.com/myshredit</a>

**Customer Copy** 



ANIMAL HEALTH CENTRE 1767 ANGUS CAMPBELL RD ABBOTSFORD BC V3G 2M3

# INVOICE

Plant and Animal Health Branch

Billing Date Invoice Number **Customer Number** Site & Purchase Order Info on Reverse Page

8100146665 s.17

APR 25 2017

For billing, scheduling or customer service 1-800-69-SHRED Hours: (Mon - Fri) 8:00AM - 5:00PM

## ACCOUNT SUMMARY - SHREDDING SERVICE

DESCRIPTION

AMOUNT

TOTAL \$78.17

PREVIOUS BALANCE

Thank You-Payment

(\$78.17)

CURRENT INVOICE CHARGES

(See Reverse Page For Details)

\$155.68 \$155.68

TOTAL ACCOUNT BALANCE DUE BY 15.04.2017

Billing Currency CAD

GST/HST #: 86625 9062

CERTIFICATE OF DESTRUCTION: Shred-it is committed to the secure destruction of its customers' confidential information. This certification will affirm that Shred-it destroys the customers' confidential material, pursuant to our customers' request and instructions.

Account History Please disregard if payment has been sent.							
Current	1-30 days Past Due	31-60 days Past Due	61-90 days Past Due	90+ days Past Due	Total Account Balance		
\$155.68	\$0.00	\$0,00	\$0,00	\$0.00	\$155.68		

SC041717030015\_ZLCA\_01 xml-21343-000000346

PLEASE DETACH AND RETURN BOTTOM PORTION WITH YOUR PAYMENT IN THE ENCLOSED ENVELOPE, TO ENSURE TIMELY POSTING OF YOUR PAYMENT, PLEASE ALLOW 5 DAYS FOR MAILING,



Shred-it INTERNATIONAL ULC 1383 North Service Road, East Oakville, ON L6H 1A7

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER
8100146665	15.04.2017	s.17
TOTAL ACCOUNT BALANCE	\$155.68	
TOTAL AMOUNT ENCLOSED	\$	

If account or contact information has changed please check box and fill out back portion of coupon

010672 000000346

ANIMAL HEALTH CENTRE 1767 ANGUS CAMPBELL RD ABBOTSFORD BC V3G 2M3

s.17

SHRED-IT INTERNATIONAL ULC P.O. BOX 15781, STATION A TORONTO, ONTARIO M5W 1C1

015781 s.17

s.17

SHRED-IT | A STERICYCLE COMPANY | 1-800-69-SHRED

**Animal Health Centre** 

CUSTOMER#:s.17

INVOICE#: 8100146665

INVOICE DATE: 15.04.2017

PAGE 2 of 3

SERVICE SERVICE P.O.# SERVICE QTY UNIT OF TOTAL DATE RECORD TYPE MEASURE Site: BC01 Service Location: Animal Health Centre, 1767 Angus Campbell Rd, Abbotsford, BC, V3G 2M3, CA S 17 SHRED - ON-SITE AUTOMATIC \$64.74 17.03.2017 8030521696 Large Tote(96G/360L) Fuel/Env. Surcharge \$9.39 GST 5:00 % \$3.71 SUB TOTAL \$77.84 SHRED - ON-SITE AUTOMATIC Large Tote(96G/360L) \$64.74 12.04.2017 8031186335 Fuel/Env. Surcharge \$9.39 GST 5.00 % \$3.71 SUB TOTAL \$77.84 TOTAL \$155.68 TOTAL CURRENT INVOICE CHARGES \$155.68

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Page 15 of 21 AGR-2017-72006

SHRED-IT | A STERICYCLE COMPANY | 1-800-69-SHRED

PAGE 3 of 3

Animal Health Centre

CUSTOMER#:s.17

INVOICE#: 8100146665

INVOICE DATE: 15.04.2017

TAX SUMMARY

British Columbia

GST 5.00 %

\$7.42

**Total Tax** 

\$7.42

s.17

## Pede, Rosemary AGRI:EX

From: Sent:

DoNotReply@billing-notification.com Wednesday, April 19, 2017 10:25 AM

To:

Pede, Rosemary AGRI:EX

Subject:

SECURIT (COQUITLAM) - Transaction Receipt for \$155.68

Shred-it International ULC 300-1650 Brigantine Dr. Coquitlam BC V3K 7B5 604-444-4044 1-800-697-4733

Term ID: 001

## Sale - Approved

Date

04/19/17

Time 13:24:39

Method of Payment

MasterCard

**Entry Method** 

Manual

Account #

s.17

Order ID

8100146665

Order Description:

s.17

Approval Code

132439

Amount

\$155.68

THANK YOU FOR YOUR PAYMENT! Register for online payments at www.shredit.com/myshredit

**Customer Copy** 



ANIMAL HEALTH CENTRE 1767 ANGUS CAMPBELL RD ABBOTSFORD BC V3G 2M3



**Billing Date** Invoice Number **Customer Number** 

15.05.2017 8100168701

s.17

Site & Purchase Order Info on Reverse Page

For billing, scheduling or customer service 1-800-69-SHRED Hours: (Mon - Fri) 8:00AM - 5:00PM

#### ACCOUNT SUMMARY - SHREDDING SERVICE

DESCRIPTION

**AMOUNT** 

TOTAL

PREVIOUS BALANCE

**CURRENT INVOICE CHARGES** 

Thank You-Payment

(\$155.68)

\$155.68

\$77.84

**TOTAL ACCOUNT BALANCE DUE BY 15.05.2017** 

(See Reverse Page For Details)

\$77.84

Billing Currency:CAD

GST/HST #: 86625 9062

CERTIFICATE OF DESTRUCTION: Shred-it is committed to the secure destruction of its customers' confidential information. This certification will affirm that Shred-it destroys the customers' confidential material, pursuant to our customers' request and instructions.

count Histo	ry Please dis	regard if payme	ent has been se	nt.	
Current	1-30 days Past Due	31-60 days Past Due	61-90 days Past Due	90+ days Past Due	Total Account Balance
\$77.84	\$0.00	\$0.00	\$0.00	\$0.00	\$77.84

SC051717055325\_ZLCA\_01 xml-19329-000000299

PLEASE DETACH AND RETURN BOTTOM PORTION WITH YOUR PAYMENT IN THE ENCLOSED ENVELOPE. TO ENSURE TIMELY POSTING OF YOUR PAYMENT, PLEASE ALLOW 5 DAYS FOR MAILING.



Shred-it INTERNATIONAL ULC 1383 North Service Road, East Oakville, ON L6H 1A7

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER
8100168701	15.05.2017	s.17
TOTAL ACCOUNT BALANCE	E DUE BY 15.05.2017	\$77.84
TOTAL AMOUNT ENCLOSED		\$

If account or contact information has changed please check box and fill out back portion of coupon

s.17

s.17

009665 000000299

ANIMAL HEALTH CENTRE 1767 ANGUS CAMPBELL RD ABBOTSFORD BC V3G 2M3

SHRED-IT INTERNATIONAL ULC P.O. BOX 15781, STATION A TORONTO, ONTARIO M5W 1C1

PAGE 2 of 3

Animal Health Centre

CUSTOMER#: s.17

INVOICE#: 8100168701

INVOICE DATE: 15.05.2017

TOTAL	UNIT OF MEASURE	QTY	SERVICE TYPE	P.O.#	SERVICE RECORD	SERVICE
	3G 2M3, CA·s.17	ord, BC, V	1767 Angus Campbell Rd, Abbotsfo	nimal Health Centre,	Service Location:	Site: BC01
\$64.74 \$9.39 \$3.71 \$77.84	Large Tote(96G/360L) Fuel/Env. Surcharge GST 5.00 % SUB TOTAL	1	SHRED - ON-SITE AUTOMATIC		8031884104	10.05.2017
\$77.84	TOTAL					
\$77,84	ENT INVOICE CHARGES	TAL CURR	то			

## SC051717055325\_ZLCA\_01\_xmt-19330-000000299

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SHRED-IT | A STERICYCLE COMPANY | 1-800-69-SHRED

PAGE 3 of 3

Animal Health Centre CUSTOMER#; s.17 INVOICE#: 8100168701 INVOICE DATE: 15.05.2017

TAX SUMMARY

**British Columbia** 

GST 5.00 % \$3.71

Total Tax \$3.71

s.17

2

## Basok, Murdena AGRI:EX

From:

DoNotReply@billing-notification.com

Sent:

Monday, June 19, 2017 8:03 AM

To:

Basok, Murdena AGRI:EX

Subject:

SECURIT (COQUITLAM) - Transaction Receipt for \$77.49

Shred-it International ULC 300-1650 Brigantine Dr. Coquitlam BC V3K 7B5 604-444-4044 1-800-697-4733

Term ID: 001

## Sale - Approved

Date

06/19/17

Time 11:01:02

Method of Payment

MasterCard

Entry Method

Manual

Account #

s.17

Order ID

8100190668

Order Description:

s.17

Approval Code

110102

Amount

\$77.49

THANK YOU FOR YOUR PAYMENT!
Register for online payments at
<a href="https://www.shredit.com/myshredit">www.shredit.com/myshredit</a>

**Customer Copy** 

From: <u>Iron Mountain Canada</u>

To: <u>MacDonald, Audette AGRI:EX</u>

Subject: Payment confirmed

Date: Tuesday, January 31, 2017 8:48:52 PM

## Your payment(s) in the amount of 9.83 have been confirmed.

## Payment(s) confirmed

## **Payment Information**

Payment Date: 01/31/2017

Payment Amount: 9.83



From: <u>Iron Mountain Canada</u>

To: <u>MacDonald, Audette AGRI:EX</u>

Subject: Payment confirmed

Date: Wednesday, March 1, 2017 8:31:23 PM

Your payment(s) in the amount of 9.83 have been confirmed.

## Payment(s) confirmed

## **Payment Information**

Payment Date: 03/01/2017

Payment Amount: 9.83



 From:
 Iron Mountain Canada

 To:
 MacDonald, Audette AGRI:EX

 Subject:
 Descriptions

Subject: Payment confirmed

**Date:** Tuesday, April 4, 2017 8:19:44 PM

Your payment(s) in the amount of 19.66 have been confirmed.

## Payment(s) confirmed

## **Payment Information**

Payment Date: 04/04/2017

Payment Amount: 19.66



From: <u>Iron Mountain Canada</u>

To: <u>MacDonald, Audette AGRI:EX</u>

Subject: Payment confirmed

Date: Tuesday, May 2, 2017 9:10:09 PM

## Your payment(s) in the amount of 9.83 have been confirmed.

## Payment(s) confirmed

## **Payment Information**

Payment Date: 05/03/2017

Payment Amount: 9.83



From: <u>Iron Mountain Canada</u>

To: <u>MacDonald, Audette AGRI:EX</u>

Subject: Payment confirmed

Date: Wednesday, May 31, 2017 8:24:29 PM

Your payment(s) in the amount of 9.83 have been confirmed.

## Payment(s) confirmed

## **Payment Information**

Payment Date: 05/31/2017

Payment Amount: 9.83





s 17

195 Summerlea Road Brampton, Ontario L6T 4P6

Direct Questions To: Customer Care - 1-800-327-8345 or

askcustomerservice@ironmountain.com

E0096X 10191 02257247463 \$2 P3999921 0001:0002

MINISTRY OF AGRICULTURE (PROVIGOV) ACCOUNTS PAYABLE 1767 ANGUS CAMPBELL RD ABBOTSFORD, BC V3G 2M3 CANADA

#### Go Green!

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If you have more questions or would like help registering, please contact our

Customer Care team at (800) 327-8345

Canadian Tax ID Numbers for Reference Only

GST/HST/TPS

885517334 RT0001

BRITISH COLUMBIA 4

PST# 1014-7765

MANITOBA

PST# 885517334MT0001

QUEBEC

TVQ# 1019185164

SASKATCHEWAN

PSI# 5600135

# Invoice

Page 1 of 2

### Account Overview

Invoice Number:

NMW1676 02/28/2017

Invoice Date:

Service Period:

Storage Period:

01/25/2017 - 02/21/2017

Customer ID/Name:

/MINISTRY OF s.17 AGRICULTURE (PROV GOV)

Due By: 03/30/2017

## **New Charges**

Storage	0.00
Service	9.36
Supplies	0.00
Other Charges	0.00
Tax	0.47

#### INVOICE AMOUNT DUE

\$9.83

#### LEGEND:

- When paying by check please include applicable customer ID(s). invoice number(s) and invoice amount(s)
- Balance Activity does not reflect any payment received that has not or could not be applied to open invoices.
- Storage is billed in advance and may include prorated storage charges for the current period\*
- Services are billed in arrears\*
- Adjustment amount includes credits, debits and other adjustments made by the specified date

TO VIEW AND PAY ONLINE GO TO: http://ca.invoices.ironmountain.com

Payment is due per contract Net terms from the invoice date

\*Unless otherwise expressly agreed upon in writing

USE THIS ENROLLMENT CODE TO CREATE YOUR ORGANIZATION'S ADMINISTRATION ACCOUNT: s.17

RECEIVED MINISTRY OF AGRICULTURE

MAR 0 3 2017

ABBOTSFORD, B.C.

SUBMIT PAYMENTS TO:

Iron Mountain Canada Operations ULC d/b/a Iron Mountain Canada

P.O. BOX 3527 STATION A TORONTO, ON M5W 3G4



Customer ID/Name:

s.17 /MINISTRY OF AGRICULTURE (PROV GOV) Invoice Number: Invoice Date: NMW1676 02/28/2017

Description	Qty	Rate	Amount
ONSITE SHRED, SEC 32 GAL ONSITE SHRED, TRIP SCHEDULED	2.00 1.00	4,680 0.000	9.36 0.00
TOTAL SERVICE		•	9.36
Sub Total BRITISH COLUMBIA GST/HST			9.36 0.47
INVOICE AMOUNT DUE			9,83

 Balance Activity Summary as of 02/21/2017

 Previous Balance
 9.83

 Adjustments
 (9.83)

 Payments applied by 02/21/2017
 (9.83)

 Adjustments as of 02/21/2017
 0.00

 \*\* Balance as of 02/21/2017
 \$0.00

 Current Invoice Amount
 9.83

 Total Balance
 \$9.83

Canadian Tax ID Numbers For Reference Only

GST/HST/TPS

885517334RT0001

BRITISH COLUMBIA

PST# 1014-7765

MANITOBA

PST# 885517334MT0001

QUEBEC

TVQ# 1019185164

SASKATCHEWAN

PST# 5600135

### CERTIFICATE OF DESTRUCTION:

IRON MOUNTAIN CERTIFIES THAT THE MATERIALS RELATED TO SHREDDING SERVICES ON THIS INVOICE HAVE ENTERED THE DESTRUCTION PROCESS IN ACCORDANCE WITH OUR SECURE SHREDDING WORKFLOW SO THAT THE INFORMATION CANNOT BE RECONSTRUCTED.

<sup>\*\*</sup> If the balance as of 02/21/2017 has already been paid, thank you for your payment



195 Summerlea Road Brampton, Ontario L6T 4P6

Customer ID/Name;

# **Detail Billing Transaction Report**

Storage Period:

Service Period:

01/25/2017 - 02/21/2017

\$.17\_\_\_'MINISTRY OF AGRICULTURE (PROV GOV)

Division ID/Name: s.17 1767 ANGUS CAMPBELL RD

Department ID/Name: 130/130

Order Number Order Date Bill Code Description	Storage Date	Qty	UOM	MOS	Rate	Amount
212730274 01/31/2017 2038 ONSITE SHRED, SEC 32 GAL		2.00	EA	1	4.680	9.36
212730274 01/31/2017 2211 ONSITE SHRED, TRIP SCHEDULED		1.00	EA	1	0.000	0.00
AUDETTE MACDONALD IS THE CONTACT FOR ORDER #212730274						
					Sub Total	9.36
		В	RITIS	I COLUN	IBIA GST/HST	0.47
					TOTAL	9.83



s.17

195 Summeriea Road Brampton, Ontario L6T 4P6

Direct Questions To: Customer Care - 1-800-327-8345 or askcustomerservice@ironmountain.com

E0312X 10623 02356092471 S2 P4108797 0001:0002

MINISTRY OF AGRICULTURE (PROVIGOV) ACCOUNTS PAYABLE 1767 ANGUS CAMPBELL RD ABBOTSFORD, BC V3G 2M3 CANADA

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Customer Care team at (800) 327-8345

Canadian Tax ID Numbers for Reference Only

GST/HST/TPS

885517334 RT0001 PST# 1014-7765

BRITISH COLUMBIA

PST# 885517334MT0001

MANITOBA QUEBEC

TVQ# 1019185164

SASKATCHEWAN

PST# 5600135

# **Invoice**

Page 1 of 2

#### Account Overview

Invoice Number:

NRF2441

Invoice Date:

03/31/2017

Storage Period:

Service Period:

02/22/2017 - 03/28/2017

**Customer ID/Name:** 

/MINISTRY OF AGRICULTURE (PROV GOV)

Due By:

04/30/2017

## New Charges

Storage	0.00
Service	18.72
Supplies	0.00
Other Charges	0.00
Tax	0.94

#### INVOICE AMOUNT DUE

\$19.66

#### LEGEND:

- When paying by check please include applicable customer ID(s), invoice number(s) and invoice amount(s)
- Balance Activity does not reflect any payment received that has not or could not be applied to open invoices.
- Storage is billed in advance and may include prorated storage charges for the current period\*
- Services are billed in arrears\*
- Adjustment amount includes credits, debits and other adjustments made by the specified date
- Payment is due per contract Net terms from the invoice date

\*Unless otherwise expressly agreed upon in writing

receved MINISTRY OF AGRICULTURE

APR 06 2017

SUBMIT ABBOTSFORD, B.C.

TO VIEW AND PAY ONLINE GO TO:

http://ca.invoices.ironmountain.com

USE THIS ENROLLMENT CODE TO CREATE YOUR ORGANIZATION'S ADMINISTRATION ACCOUNT:

s.17

Iron Mountain Canada Operations ULC PAYMENTS TO: d/b/a Iron Mountain Canada P.O. BOX 3527 STATION A TORONTO, ON M5W 3G4



Customer ID/Name:

s.17\_\_/MINISTRY OF AGRICULTURE (PROV GOV) Invoice Number: Invoice Date:

NRF2441 03/31/2017

Description	Qty	Rate	Amount
ONSITE SHRED, SEC 32 GAL ONSITE SHRED, TRIP SCHEDULED TOTAL SERVICE	4.00 2.00	4.680 0.000	18.72 0.00 <b>18.72</b>
Sub Total BRITISH COLUMBIA GST/HST			18.72 0.94
INVOICE AMOUNT DUE			19.66

Balance Activity Summary as of 03/28/2017 Previous Balance 9.83 Adjustments Payments applied by 03/28/2017 (9.83)Adjustments as of 03/28/2017 0,00 \*\* Balance as of 03/28/2017 \$0.00 Current Invoice Amount 19.66 Total Balance \$19.66

Canadian Tax ID Numbers For Reference Only

GST/HST/TPS

885517334RT0001

BRITISH COLUMBIA

PST# 1014-7765

MANITOBA

PST# 885517334MT0001

QUEBEC

TVQ# 1019185164

SASKATCHEWAN

PST# 5600135

## CERTIFICATE OF DESTRUCTION:

<sup>\*\*</sup> If the balance as of 03/28/2017 has already been paid, thank you for your payment



195 Summerlea Road Brampton, Ontario L6T 4P6

# **Detail Billing Transaction Report**

Storage Period:

Service Period:

02/22/2017 - 03/28/2017

**Customer ID/Name:** 

. .

s.17 /MINISTRY OF AGRICULTURE (PROV GOV)

Division ID/Name:

s.17

1767 ANGUS CAMPBELL RD

Department ID/Name:

130/130

Order Number Order Date Bill Code Description	gagadza y garadza y taradza y Sarad	Storage Date Qty	UOM	MOS	Rate Rate	Amount
213626258 02/28/2017 2038 ONSITE SHR	RED, SEC 32 GAL	2.00	EΑ	1	4.680	9.36
213626258 02/28/2017, 2211 ONSITE SHR	RÉD, TRIP SCHEDULED	1.00	EA	1	0.000	0.00
AUDETTE MACDONALD IS THE CONTACT FOR ORI	DER #213626258					
214504263 03/28/2017 2038 ONSITE SHR	RED, SEC 32 GAL	2.00	EΑ	1	4.680	9.36
214504263 03/28/2017 2211 ONSITE SHR	ED, TRIP SCHEDULED	1.00	EA	1	0.000	0.00
AUDETTE MACDONALD IS THE CONTACT FOR ORI	DER #214504263					
					Sub Total	18.72
		В	RITISH	I COLUMB	SIA GST/HST	0.94
					TOTAL	19.66

# INVOICE

PAGE 1 of 3



MIN OF AGRICULTURE & LANDS (5TH FL)

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Received	JAN	****	0	The state of the s	
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Billing Date Invoice Number Customer Number Site & Purchase Order Info on Reverse Page 07.01.2017 8100075723 s.17

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For billing, scheduling or customer service 1-800-69-SHRED Hours: (Mon - Fri) 8:00AM - 5:00PM

ACCOUNT SUMMARY - SHREDDING SERVICE

DESCRIPTION AMOUNT

TOTAL \$159.09

PREVIOUS BALANCE....

**CURRENT INVOICE CHARGES** 

Thank You-Payment

(\$53.03)

(See Reverse Page For Details)

\$106.05

TOTAL ACCOUNT BALANCE DUE BY 06.02.2017

\$212.12

Billing Currency:CAD

GST/HST #: 86625 9062

CERTIFICATE OF DESTRUCTION: Shred-it is committed to the secure destruction of its customers' confidential information. This certification will affirm that Shred-it destroys the customers' confidential material, pursuant to our customers' request and instructions.

Account Histo	ry Please dis	aregard if paym	ent has been se	nt.	· · · · · · · · · · · · · · · · · · ·
Current	1-30 days Past Due	31-60 days Past Due	61-90 days Past Due	90+ days Past Due	Total Account Balance
\$106,06	\$106.08	\$0.00	\$0.00	\$0.00	\$212.12

SC010917040013\_ZLGA\_Q1.xmL8755-000003107

PLEASE DETACH AND RETURN BOTTOM PORTION WITH YOUR PAYMENT IN THE ENCLOSED ENVELOPE. TO ENSURE TIMELY POSTING OF YOUR PAYMENT, PLEASE ALLOW & DAYS FOR MAILING.



Shred-it INTERNATIONAL ULC 1383 North Service Road, East Oakville, ON L6H 1A7

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER
8100075723	07,01,2017	· s.17
TOTAL ACCOUNT BALANC	E DUE BY 06,92,2017	\$212.12
TOTAL AMOUNT ENCLOSE	\$	

check box and fill out back portion of coupon

004378 000003107

s.17

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MIN OF AGRICULTURE & LANDS (5TH FL) 400-808 DOUGLAS ST VICTORIA BC V8W 2Z7

SHRED-IT INTERNATIONAL ULC
P.O. BOX 15781, STATION A
TORONTO, ONTARIO
M5W 1C1

D15781 s.17

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Min Of Agriculture & Lands (5th FI)

CUSTOMER#: s.17

INVOICE#: 8100075723

INVOICE DATE: 07.81.2017

SERVICE DATE	SERVICE RECORD	P.O.#		SERVICE TYPE	ΩТУ	UNIT OF	TOTAL
Site: BC01 Se CA - s 17	rvice Location:	Min Of Agricultur	re & Lands (5th Fi)	, Floor 5th, 808 L	Douglas St, Victoria	1, BC, V8W 2Z7,	• • • • • • • • • • • • • • • • • • • •
16.12.2016	8028108610		SHR	ED - ON-SITE AUTO	MATIC		
						Minimum Order Value	\$50.50
						G\$T.5.00 %	\$2.5
						SUB TOTAL	\$53.0
03.01.2017	8028110305		SHR	ED - ON-SITE AUTO	MATIC		
						Minimum Order Value	\$50.5
						GST 5.00 %	\$2.5
						SUB TOTAL	<b>\$5</b> 3.0
						TOTAL	\$106.0
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\$101.00

\$ 5.06

\$ 106.00

Invoice Total:

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# INVOICE

PAGE 1 of 3



MIN OF AGRICULTURE & LANDS (5TH FL)

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Billing Date Involce Number Customer Number 07.02.2017 8100096140

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Site & Purchase Order Info on Reverse Page



For billing, scheduling or customer service 1-809-89-SHRED Hours: (Mon - Fri) 8:00AM - 5:00PM

**ACCOUNT SUMMARY - SHREDDING SERVICE** 

DESCRIPTION

Thank You-Payment

**AMOUNT** 

TOTAL

PREVIOUS BALANCE

(\$265.15)

\$212.12

CURRENT INVOICE CHARGES

(See Reverse Page For Details)

\$106.06

**TOTAL ACCOUNT BALANCE DUE BY 09.03.2017** 

\$53.03

Billing Currency:CAD

GST/HST #: 86625 9062

CERTIFICATE OF DESTRUCTION: Shred-it is committed to the secure destruction of its customers' confidential information. This certification will affirm that Shred-it destroys the customers' confidential material, pursuant to our customers' request and instructions.

Account History Please disregard if payment has been sent.						
Current	1-30 days Past Due	31-60 days Past Due	61-90 days Past Due	90+ days Past Due	Total Account Balance	
\$53,03	\$0.00	£0.00	\$0.00	\$0.00	\$53.03	

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PLEASE DETACH AND RETURN BOTTOM PORTION WITH YOUR PAYMENT IN THE ENCLOSED ENVELOPE. TO ENSURE TIMELY POSTING OF YOUR PAYMENT, PLEASE ALLOW & DAYS FOR MARLING.



Shred-it INTERNATIONAL ULC 1383 North Service Road, East Oakville, ON L6H 1A7

1NVOICE DATE 07.02.2017	customer number s.17	
UE BY 09.03.2017	\$53.03	
TOTAL AMOUNT ENCLOSED		

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s.17

MIN OF AGRICULTURE & LANDS (5TH FL) 400-808 DOUGLAS ST VICTORIA BC V8W 2Z7

SHRED-IT INTERNATIONAL ULC
P.O. BOX 15781, STATION A
TORONTO, ONTARIO
M5W 1C1

015781 s.17

s.17

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# SHRED-IT | A STERICYCLE COMPANY ) 1-800-69-SHRED

PAGE 2 of 3

Min Of Agriculture & Lands (5th FI)

CUSTOMER#: \$.17

INVOICE#: 8100096140

INVOICE DATE: 07.02.2017

SERVICE DATE	SERVICE RECORD	P.O.#	SERVICE TYPE	QTY	UNIT OF MEASURE	TOTAL
Site: BC01 Se CA s.17	rvice Location: N	lin Of Agriculture & La	ands (5th Fi), Floor 5th, 808 D	ouglas St, Victoria	a, BC, V8W 2Z7,	,
13.01.2017	8029115530		SHRED - ON-SITE AUTOM	АПС		
			,		Minimum Order Value GST 5.00 % SUB TOTAL	\$50,56 \$2,56 \$53,00
31,01,2017	8029408802		SHRED ON-SITE AUTOM	ATIC:		400,4
				,,,,,	Minimum Order Value GST 5.00 % SUB TOTAL	\$50.5 \$2.5 \$53.0
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Min Of Agriculture & Lands (5th FI)

CUSTOMER#:s.17

INVOICE#: 8100096140

INVOICE DATE: 07.02.2017

**TAX SUMMARY** 

British Columbia GST 5.00 %

\$5.06

**Total Tax** 

\$5.06

Vendor	#/Lac:				
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# INVOICE

PAGE 1 of 3



MIN OF AGRICULTURE & LANDS (5TH FL)
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Billing Date Invoice Number Customer Number 07.04.2017

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s.17

Site & Purchase Order Info on Reverse Page



For billing, scheduling or customer service 1-800-69-SHRED Hours: (Mon - Fri) 8:00AM - 5:00PM

**ACCOUNT SUMMARY - SHREDDING SERVICE** 

DESCRIPTION

AMOUNT

TOTAL \$159,09

PREVIOUS BALANCE

5.10 %, 0% 1

Thank You-Payment

(\$53.03)

CURRENT INVOICE CHARGES

(See Reverse Page For Details)

\$159.09

**TOTAL ACCOUNT BALANCE DUE BY 07.05.2017** 

\$265.15

Bilfing Currency:CAD

GST/HST #: 86625 9062

1.12.23

CERTIFICATE OF DESTRUCTION: Shred-if is committed to the secure destruction of its customers' confidential information. This certification will affirm that Shred-it destroys the customers' confidential material, pursuant to our customers' request and instructions.

Account History Please disregard if payment has been sent.								
Current	1-30 days Past Due	31-60 days Past Due	61-90 days Past Due	90+ days Past Oue	Total Account Balance			
\$159.09	\$105.06	\$0.00	\$0.00	\$0.00	\$265.15			

SC040917030025\_ZLCA\_01.xml-9445-000003406

PLEASE DETACH AND RETURN BOTTOM PORTION WITH YOUR PAYMENT IN THE ENCLOSED ENVELOPE. TO ENSURE TIMELY POSTING OF YOUR PAYMENT, PLEASE ALLOWS DAYS FOR MAILING.



Shred-it INTERNATIONAL ULC 1383 North Service Road, East Oakville, ON L6H 1A7

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER		
8100140041	07.04.2017	s.17		
TOTAL ACCOUNT BALANC	\$265.15			
TOTAL AMOUNT ENCLOSE	\$			

If account or contact information has changed please check box and fill out back portion of coupon

s.17 004723 000003406

s.17

MIN OF AGRICULTURE & LANDS (5TH FL) 400-808 DOUGLAS ST VICTORIA BC V8W 2Z7

SHRED-IT INTERNATIONAL ULC
P.O. BOX 15781, STATION A
TORONTO, ONTARIO
M5W 1C1

015781 s.17

0000008100140041 0000026515 5

Min Of Agriculture & Lands (5th Fi)

CUSTOMER#: s.17

INVOICE#: 8100140041

INVOICE DATE: 07.04.2017

SER*		SERVICE RECORD		P.O.#		SERVICE TYPE	QTY	UNIT OF MEASURE	TOTAL
Site: BC CA s.17	O1 Serv	rice Locatio	n: Min O	f Agriculture	& Lands (5th F	i), Floor 5th, 808 Do	ouglas St, Victori	a, BC, V8W 2Z7,	
13.03.20	017	8030418298			ŞH	RED - ON-SITE AUTOM	ATIC		
								Minimum Order Value	\$50.50
								GST 5.00 %	S2.53
								SUB TOTAL	\$53.03
24.03.20	j17	8030728720			SH	SHRED - ON-SITE AUTOMATIC			
								Minimum Order Value	\$50.50
								GST 5.00 %	\$2.53
								SUB TOTAL	\$53.03
07.04.20	17	8031094409	•		SH	REO - ON-SITE AUTOM	ATIC		
								Minimum Order Value	\$50.50
								GST 5.00 %	\$2.53
						•		SUB TOTAL	\$53.03
lendor II,	Nor:							TOTAL	\$159.09
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