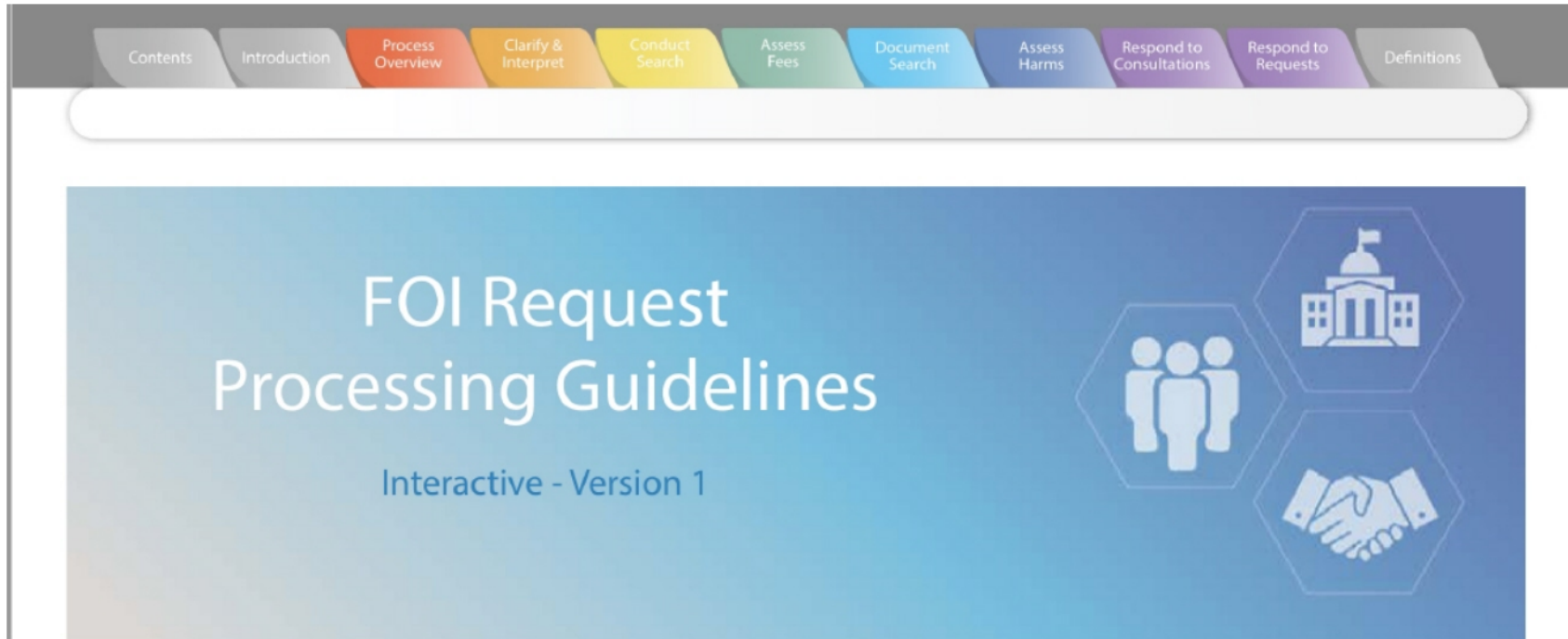


**CTZ-2023-32619**

Copies of the linked attachments in the IAO 'FOI Request Processing Guidelines' document.  
(Date Range for Record Search: From 1/1/2023 To 9/1/2023)



Page	Link Label	Link Information
3	The Freedom of Information and Protection of Privacy Act (FOIPPA) enables the public to request and obtain copies of records held by B.C. government ministries or the Office of the Premier, when those records are not routinely available.	<a href="http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/fr eside/96165_00">http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/fr eside/96165_00</a>
4	Email: <a href="mailto:FOI.Requests@gov.bc.ca">FOI.Requests@gov.bc.ca</a>	<a href="mailto:FOI.Requests@gov.bc.ca">mailto:FOI.Requests@gov.bc.ca</a>

7	Once disclosure recommendations have been made, IAO also facilitates the packaging and disclosure of the response to the applicant, as well as publication to the <a href="#">Open Information Catalogue</a> where appropriate.	<a href="https://www2.gov.bc.ca/gov/content/governments/about-the-bc-government/open-government/open-information">https://www2.gov.bc.ca/gov/content/governments/about-the-bc-government/open-government/open-information</a>
8	For more information see <a href="#">Clarifying Requests</a> .	Links to Page 11 of the same document
8	For more information see <a href="#">Identifying Records for Consultation</a> .	Links to Page 27 of the same document
9	For more information see <a href="#">Estimating Fees</a> .	Links to Page 17 of the same document
9	For more information see <a href="#">Transferring Requests</a> .	Links to Page 21 of the same document
13	For more information on harms assessments see <a href="#">Providing a Harms Assessment</a> .	Links to Page 26 of the same document
13	For more information see <a href="#">Clarifying Requests</a> and <a href="#">Recording Search Time</a> .	Links to Pages 11 and 19 of the same document
16	For more information see the <a href="#">Transitory Records Guide</a> .	<a href="https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/services-policies-for-government/information-management-technology/records-management/guides/transitoryrecords.pdf">https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/services-policies-for-government/information-management-technology/records-management/guides/transitoryrecords.pdf</a>
17	For more information see <a href="#">Legislated Timelines</a> .	Links to Page 8 of the same document
17	For more information see <a href="#">Interpreting Requests</a> .	Links to Page 10 of the same document
18	For more information see <a href="#">Clarifying Requests</a> .	Links to Page 11 of the same document
18	For more information see <a href="#">Organizing Records Packages</a> .	Links to Page 30 of the same document
19	For more information see <a href="#">Identifying Responsive Records</a> .	Links to Page 13 of the same document
19	For more information see <a href="#">Producing Responsive Records</a> .	Links to Page 15 of the same document
19	For more information see <a href="#">Organizing Records Packages</a> .	Links to Page 30 of the same document

20	For more information see <a href="#">Identifying Responsive Records</a> .	Links to Page 13 of the same document
20	For more information see <a href="#">Conducting Searches for Responsive Records</a> .	Links to Page 14 of the same document
21	If the ministry does not have records but has reason to believe there are responsive records in another ministry or public body, notify the Ministry FOI Contact as the file will need to be transferred as soon as possible, otherwise proceed to <a href="#">Respond with No Responsive Records</a> .	Links to Page 20 of the same document
21	For more information see <a href="#">Identifying Responsive Records</a> .	Links to Page 13 of the same document
23	For a more detailed guide to FOIPPA exceptions, see the <a href="#">FOIPPA Policy &amp; Procedures Manual</a> .	<a href="https://www2.gov.bc.ca/gov/content/governments/services-for-government/policies-procedures/foippa-manual#part2">https://www2.gov.bc.ca/gov/content/governments/services-for-government/policies-procedures/foippa-manual#part2</a>
23	<a href="#">Cabinet confidences</a> : Information that would reveal the substance of deliberations of, or any advice or recommendations submitted or prepared for, the Executive Council or any of its committees.	<a href="https://www2.gov.bc.ca/gov/content/governments/services-for-government/policies-procedures/foippa-manual/cabinet-local-public-body-confidences">https://www2.gov.bc.ca/gov/content/governments/services-for-government/policies-procedures/foippa-manual/cabinet-local-public-body-confidences</a>
23	<a href="#">Policy advice or recommendations</a> : Information that would reveal advice or recommendations developed by or for a public body or a minister.	<a href="https://www2.gov.bc.ca/gov/content/governments/services-for-government/policies-procedures/foippa-manual/policy-advice-recommendations">https://www2.gov.bc.ca/gov/content/governments/services-for-government/policies-procedures/foippa-manual/policy-advice-recommendations</a>
23	<a href="#">Legal advice</a> : Information that is subject to solicitor-client and litigation privilege.	<a href="https://www2.gov.bc.ca/gov/content/governments/services-for-government/policies-procedures/foippa-manual/legal-advice">https://www2.gov.bc.ca/gov/content/governments/services-for-government/policies-procedures/foippa-manual/legal-advice</a>
23	<a href="#">Disclosure harmful to law enforcement</a> : Information that could reasonably be expected to harm a law enforcement matter.	<a href="https://www2.gov.bc.ca/gov/content/governments/services-for-government/policies-procedures/foippa-manual/disclosure-harmful-law-enforcement">https://www2.gov.bc.ca/gov/content/governments/services-for-government/policies-procedures/foippa-manual/disclosure-harmful-law-enforcement</a>
24	<a href="#">Disclosure harmful to intergovernmental relations or negotiations</a> : Information that could harm the conduct of relations between BC and another government, including a First Nation.	<a href="https://www2.gov.bc.ca/gov/content/governments/services-for-government/policies-procedures/foippa-manual/disclosure-harmful-intergovernmental-relations-negotiations">https://www2.gov.bc.ca/gov/content/governments/services-for-government/policies-procedures/foippa-manual/disclosure-harmful-intergovernmental-relations-negotiations</a>



24	Disclosure harmful to the financial or economic interests of a public body: Information could harm the financial, competitive, economic or negotiating interests of a public body.	<a href="https://www2.gov.bc.ca/gov/content/governments/services-for-government/policies-procedures/foippa-manual/disclosure-harmful-economic-interests">https://www2.gov.bc.ca/gov/content/governments/services-for-government/policies-procedures/foippa-manual/disclosure-harmful-economic-interests</a>  <a href="https://www2.gov.bc.ca/gov/content/governments/services-for-government/policies-procedures/foippa-manual/policy-definitions#Financial_interests">https://www2.gov.bc.ca/gov/content/governments/services-for-government/policies-procedures/foippa-manual/policy-definitions#Financial_interests</a>
24	Disclosure harmful to the conservation of heritage sites, etc.: Information disclosure could result in damage to or interfere with the conservation of fossil sites, natural sites, valuable anthropological or heritage sites, or endangered, threatened, vulnerable or rare living resources.	<a href="https://www2.gov.bc.ca/gov/content/governments/services-for-government/policies-procedures/foippa-manual/disclosure-harmful-conservation-heritage-sites">https://www2.gov.bc.ca/gov/content/governments/services-for-government/policies-procedures/foippa-manual/disclosure-harmful-conservation-heritage-sites</a>
24	Disclosure harmful to individual or public safety: Information which could threaten a person's safety, mental or physical health, or interfere with public safety.	<a href="https://www2.gov.bc.ca/gov/content/governments/services-for-government/policies-procedures/foippa-manual/disclosure-harmful-individual-public-safety">https://www2.gov.bc.ca/gov/content/governments/services-for-government/policies-procedures/foippa-manual/disclosure-harmful-individual-public-safety</a>
25	Disclosure harmful to business interests of a third party: Valuable financial, commercial or scientific information about a third party's business that was supplied to the government in confidence.	<a href="https://www2.gov.bc.ca/gov/content/governments/services-for-government/policies-procedures/foippa-manual/disclosure-harmful-business-interests-third-party">https://www2.gov.bc.ca/gov/content/governments/services-for-government/policies-procedures/foippa-manual/disclosure-harmful-business-interests-third-party</a>
25	Disclosure harmful to personal privacy: Personal information disclosed in response to an FOI request that would constitute an unreasonable invasion of a third party's personal privacy.	<a href="https://www2.gov.bc.ca/gov/content/governments/services-for-government/policies-procedures/foippa-manual/disclosure-harmful-personal-privacy">https://www2.gov.bc.ca/gov/content/governments/services-for-government/policies-procedures/foippa-manual/disclosure-harmful-personal-privacy</a>
28	For more information <a href="#">Identifying Records for Consultation</a> .	Links to Page 27 of the same document
29	For more information see <a href="#">Assessing Harms</a> .	Links to Page 22 of the same document
30	For more information see <a href="#">Search Summary</a> and <a href="#">Providing a Harms Assessment</a> .	Links to Pages 20 and 26 of the same document