

The Freedom of Information and Protection of Privacy Act (FOIPPA) requires that the government makes records in its custody available to the public in the absence of any defensible reason to deny access.

As such, responding to requests for information made under the Act within the timelines set by legislation is a statutory obligation of government.

FOI Coordinators roles and responsibilities are as follows:

- Receive the Call For Records (CFR) Form from the Information Access Operations (IAO) Office.
- Assign the CFR to the appropriate Branch, Office or Division and request a Fee estimate.
- Send completed CFR to IAO to be sent to applicant if there is a fee to determine payment.
- Request Branch, Office or Division provide records via email to FLNR FOI In Box.
- Records are sent to IAO for deduplication and then IAO sends back to FLNR FOI In Box.
- Send records package deduplicated to Branch, Office or Division for harms assessment.
- Send records package and harms assessment to IAO to produce a redline version of the records.
- Send redline to Branch, Office or Division to review and approve for release.
- Create Weekly DM Report to request final sign off of the approved records package.
- Once approved by DM final approved package is sent to IAO to send to the applicant and close the request.

Commented [KAF1]: Records are typically uploaded to our Object Storage/LAN

Commented [KAF2]: IAO uses their own LAN to share documents

Commented [KAF3]: Usually a director or ED is the first sign off authority. Most divisions escalate to their ADM as a last step.

Ministry Program Staff roles and responsibilities are as follows:

- Review the FOI request to determine if their office has any records and provide a fee estimate.
- Completed CFR fee estimate is sent to FOI Staff.
- Receive notification from FOI staff to go ahead and gather records and send to FLNR FOI In Box.
- Review records package for harms and provide harms assessment to FLNR FOI In Box.
- Review redline and ensure harms have been identified and request Executive approval.
- Send approved package to FLNR FOI In Box.

Commented [KAF4]: Also FLNR LAN

Commented [KAF5]: FLNR LAN

Commented [KAF6]: This is true. We are alerted by an eApprovals notification.

FOI Training

Information Management Training:

[Mandatory privacy and information management training](#)

PSA provided training:

IM 110: Managing Our Information Assets

IM 112: Managing Government Records

IM 113: An Overview of Information Security and You

IM 114: A Day in the Life: Information Security and You - Knowledge Check

IM 117: Protection of Privacy, Access to Information and Records
Management

FOI Response Package Roles and Responsibilities

Ministry Programs

Purpose:

To ensure FOI response packages adhere to established standards

Responsive Records:

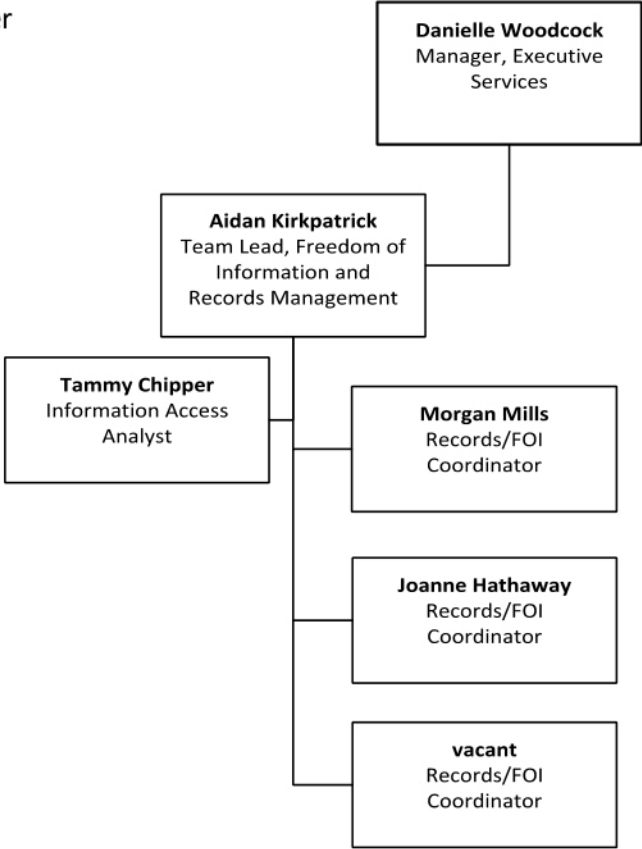
- Include only records within time frame of the request, if one provided
- Include only records that contain information that speak to the request
- Include entire document even if portions are not responsive (do not redact)
- Include complete email strings
- Remove exact duplicates, unless doing so will change context

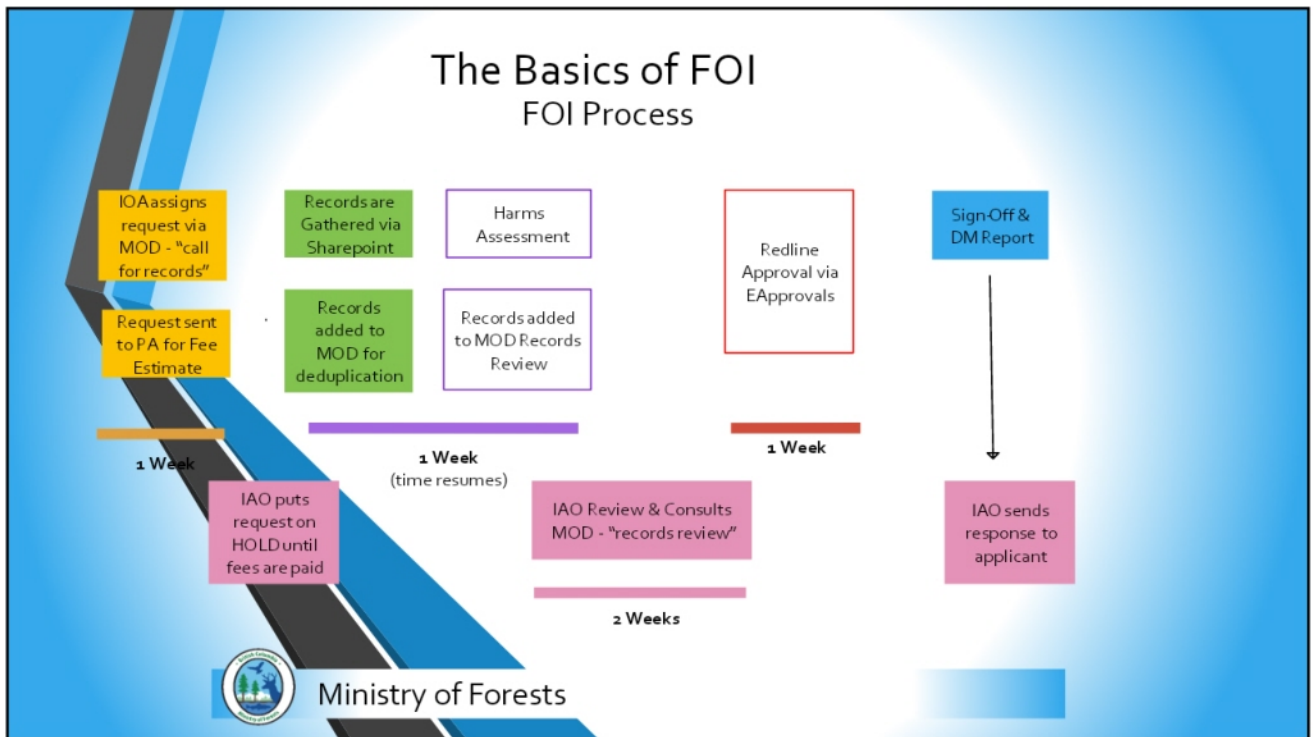
Records Submission

- Upload the records to the link emailed to you by the FOI Coordinator
- If records volume is low, email the records to the FOI Coordinator
- Ensure documents are legible and complete
- Advise Records/FOI Coordinator when uploading is complete

Please let the FOI Coordinators know of any questions, obstacles or delays in gathering the responsive records. Timings are important.

May 4, 2017





...So how does an FOI work exactly?

The OIPC (Office of the Information and Privacy Commissioner) oversees a lot of what happens when the Ministry receives an FOI request.

Under Section 42 of FOIPPA, the Commissioner has specific powers to investigate, audit, and make orders to enforce a public body's compliance with legislation.

Their role is largely to investigate and mediate complaints regarding fees, deadlines, and perceived non-performance of our duties as public servants.

On the left side of this chart, applicants of all sorts communicate with IAO.

Information Access Operations is the specialist FOI unit run by the Ministry of Citizen Services. They are experts in legislation but rely on the ministries for specific knowledge of their records.

The Deputy Minister's Office at the Ministry of Forests interacts with IAO's team and coordinates on behalf of the various divisions within FOR.

To summarize: IAO is the first point of contact for applicants and the experts on FOIPPA legislation.

The Ministry is the records holder, the subject matter expert, and the final decision maker.