



GENERAL REQUEST ☒

PERSONAL REQUEST ☐

Personal Request authorization received date: _____

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	June 29, 2016	Dinara Talalaeva	July 8, 2016	July 18, 2016

REQUEST DETAILS:

All records regarding the processing and handling of LDB-2016-62437. (Date Range for Record Search: From 06/13/2016 To 06/29/2016)

Section 1: Initial Records Assessment

Do you hold responsive records? If no, please provide an explanation that can be given to the applicant (if applicable): YES ☒ NO ☐

Are you aware of other records that may be responsive to this request within your Ministry? YES ☐ NO ☒

Are you aware of other records that may be responsive to this request held by another public body? YES ☒ NO ☐

If yes, specify: IAO will likely also have files responsive to this request.

NO RECORDS RESPONSE APPROVAL:

Please forward to Ministry FOI Contact (if applicable) for Delegated Head's final public body approval if no records have been located.

Final Public Body Approval (Full name, Title)	Signature:	Date:

Section 2: Fee Estimate — General Request only (if this is a Personal Request skip to Section 3)

Please ensure that all reasonable efforts are made to generate as accurate an estimate as possible

Search

Locating/Retrieving

Tasks may include:

- Searching for hard & electronic files
- Reviewing box content lists
- Retrieving records from off site
- Retrieving email records (Outlook)

Estimated Hours

Actual Hours

Producing records

Tasks may include:

- Identifying relevant sources of data/information
- Manual time spent creating and producing records

Estimated Hours

Actual Hours

Volume

Electronic files (in pages):

*Other refers to PDF, Word, Excel, photos and any other electronic file responsive to the request

Email without attachments:

Estimated Pages

Actual Pages

Email with attachments:

Estimated Pages

Actual Pages

*Other documents

Estimated Pages

Actual Pages

Hardcopy files (in pages):

- Average file folder = 1" and holds approximately 200 pages (single sided)
- 1 Standard Records Centre Services Box:
 - If in legal sized folders - 1,800 pages
 - If in letter sized folders - 2,200 pages

Estimated Pages

Actual Pages

Preparation

Tasks may include :

- Photocopying/scanning records into electronic format (PDF)
- Ensuring completeness of responsive records
- Copying other types of media; if so please specify:

Estimated Hours

Actual Hours

Section 3: Search Summary and Program Area Recommendations

Please describe the search for records including what records were searched, (eg. files, email, databases, TRIM files, off site records, etc.), duration of search time, and who concluded the search for records.

Information, Privacy and Access services staff search for records responsive to this request.

Could release of any/all of the responsive records potentially cause harm?

YES ☐

NO ☒

***Harm** – Disclosure of the records would significantly harm the ministry's position, or a third party's interests on a given topic. The harms assessment allows FOI staff to better understand the context of the records and make informed severing recommendations based on potential harms. (Issues associated with possible disclosure through the FOI process that are unrelated to the harms assessment should be communicated to your ministry executive and/or Government Communications and Public Engagement office.)

If yes which information, if released, may cause harm?

- Please reference the applicable records and information of concern, the harms, and associated page numbers below.
- If any of these records have been prepared for, or used to inform, a decision of Cabinet or any of its committees, section 12 (Cabinet confidences) may apply. Please identify the applicable records and advise: (1) what is the status of the issue? and (2) has the decision been made public or implemented?

(GENERAL REQUEST ONLY)-

Unless specific exemption criteria apply, records provided to the applicant in response to this request will be published on the Government's Open Information Website. If you have any concerns about the publication of the responsive records please indicate here or discuss with your FOI Analyst.

Section 4: Contact Information

Who completed this form? (Full Name, Title):

Phone Number:

Date:

Manami Calvo, Manager, Information, Privacy and Access

604-252-3011

July 15, 2016

Harms assessment completed by (Full Name, Title)

Program Area:

See Above

Legal Services

Harms assessment approved by (Full Name, Title)

Sam, Michael LDB:EX

From: Lawson, R. Blain LDB:EX
Sent: Tuesday, June 14, 2016 4:01 PM
To: LDB Recorded Info Mgmt Services LDB:EX
Subject: Re: Call for Records FOI Request LDB-2016-62437

Categories: Green category

I have no records.
Blain

Sent from my iPhone

On Jun 14, 2016, at 3:59 PM, LDB Recorded Info Mgmt Services LDB:EX <rimserv@bclddb.com> wrote:

Dear Blain, Roger, Todd, and Audrey,
We have received an FOI request from the media for the following records:
LDB-2016-62437:

An inventory of submissions to RFEOI ON-002852 - LDB Distribution Centre Relocation - including the name of the respondent and the date and time that the submissions were received. (Date Range for Record Search: From 05/23/2016 To 06/01/2016)

Although the applicant is aware that the Ministry of Technology, Innovation and Citizens' Services (MTICS) likely has the records responsive to this request he has asked that the request still be directed to the LDB for processing. It is not expected that the LDB has any records responsive to this FOI request but please still do email us a **no records response as soon as possible**, if you do not have records responsive to this request.

If search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, please contact me as soon as possible.

If you do not believe search and retrieval will exceed three hours, please provide me with all responsive records, in **PDF form** and in **date order**, by end of day **Tuesday, June 21**.

Please let me know if you have any questions or if I have missed anyone on this Call for Records email.
Kind regards,

Michael Sam

A/Information Resource Administrator, Recorded Information Management Services, Legal Services

BC Liquor Distribution Branch

2625 Rupert Street, Vancouver BC V5M 3T5

T: 604 252-3321 E: michael.sam@bclddb.com

The LDB is proud to contribute over \$1 billion annually to the Province of British Columbia. Our contribution helps provide financial support for vital public services including health care and education.

Disclaimer: The content of this e-mail is intended solely for the use of the individual or entity to whom it is addressed. If you have received this communication in error, be aware that forwarding it, copying it, or in any way disclosing its content to any other person, is strictly prohibited. If you have received this communication in error, please notify the author immediately and delete the message including any attachments.

Sam, Michael LDB:EX

From: Wong, Audrey LDB:EX
Sent: Tuesday, June 14, 2016 10:19 PM
To: LDB Recorded Info Mgmt Services LDB:EX
Subject: Re: Call for Records FOI Request LDB-2016-62437

Categories: Green category

No records

Sent from my iPhone

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Sam, Michael LDB:EX

From: Bissoondatt, Roger LDB:EX
Sent: Wednesday, June 15, 2016 6:48 AM
To: LDB Recorded Info Mgmt Services LDB:EX
Cc: Lawson, R. Blain LDB:EX; Cooper, Todd LDB:EX; Wong, Audrey LDB:EX; Henley, Alexandra JAG:EX; Calvo, Manami LDB:EX; Dahlke, Cindy LDB:EX; Ng, Angela LDB:EX
Subject: Re: Call for Records FOI Request LDB-2016-62437
Categories: Green category

I do not have any info per the request.

Roger

Sent from my iPad

On Jun 14, 2016, at 3:59 PM, "LDB Recorded Info Mgmt Services LDB:EX" <rimserv@bclldb.com> wrote:

Dear Blain, Roger, Todd, and Audrey,

We have received an FOI request from the media for the following records:

LDB-2016-62437:

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Kind regards,

Michael Sam

A/Information Resource Administrator, Recorded Information Management Services, Legal Services

BC Liquor Distribution Branch

2625 Rupert Street, Vancouver BC V5M 3T5

T: 604 252-3321 E: michael.sam@bclldb.com

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Sam, Michael LDB:EX

From: Calvo, Manami LDB:EX
Sent: Monday, June 27, 2016 8:50 AM
To: Dahlke, Cindy LDB:EX
Cc: Lawson, R. Blain LDB:EX; Cooper, Todd LDB:EX; LDB Recorded Info Mgmt Services LDB:EX
Subject: LDB 2016-62437 - No Records Response - GM Sign-Off
Attachments: LDB-2016-62437_Integrated_Call_for_Records_Form.pdf
Categories: Green category

Dear Cindy,

A Call for Records was sent out for the below FOI request and a no responsive records was confirmed at the Branch.

LDB-2016-62437:

An inventory of submissions to RFEOI ON-002852 - LDB Distribution Centre Relocation - including the name of the respondent and the date and time that the submissions were received. (Date Range for Record Search: From 05/23/2016 To 06/01/2016)

The IAO is asking that Blain sign off on the No Records Response Approval section of the form:

<u>NO RECORDS RESPONSE APPROVAL:</u>		
<i>Please forward to Ministry FOI Contact (if applicable) for Delegated Head's final public body approval if no records have been located.</i>		
Final Public Body Approval (Full name, Title)	Signature:	Date:

Can you please escalate for Blain's signature and return the form to me or to RIM Services by EOD today (or as soon as possible)?

Thank you and let me know if you have any questions.

Kind regards,

Manami

Manami Calvo

Manager of Information, Privacy and Access,
BC Liquor Distribution Branch
2625 Rupert Street, Vancouver BC V5M 3T5
T: 604 252-3011 E: manami.calvo@bcladb.com

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