



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-2016-62440. (Date Range for Record Search: From 06/10/2016 To 06/30/2016)

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: The IAO may have further processing and handling records for 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: LDB Recorded Info Mgmt Services LDB:EX
Sent: Tuesday, June 14, 2016 3:43 PM
To: Dahlke, Cindy LDB:EX
Cc: Henley, Alexandra JAG:EX; Calvo, Manami LDB:EX; Lawson, R. Blain LDB:EX; Cooper, Todd LDB:EX; Wong, Audrey LDB:EX; Turner, Caeli LDB:EX
Subject: Call for Records FOI Request LDB-2016-62240
Importance: High

Dear Cindy,

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

LDB-2016-62240:

Agendas and minutes of meetings for the LDB Vancouver Distribution Centre Project's executive board. (Date Range for Record Search: From 05/26/2016 To 06/10/2016)

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 there is a no records response, please email a **no records response 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@bcldb.com

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Sam, Michael LDB:EX

From: Sam, Michael LDB:EX
Sent: Wednesday, June 15, 2016 8:26 AM
To: Calvo, Manami LDB:EX
Subject: FW: Call for Records FOI Request LDB-2016-62240

Importance: High

FYI... Just in case you see a reply to this email, I accidentally typed in 62240 in the header for this. **It should be 62440.**

Thanks.

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: Dahlke, Cindy LDB:EX
Sent: Wednesday, June 29, 2016 8:36 AM
To: Calvo, Manami LDB:EX
Subject: RE: Call for Records FOI Request LDB-2016-62440

Hi Manami,

Here are the DRAFT minutes for their June 2, 2016 meeting.

Cindy Dahlke

Executive Administrative Assistant, Office of the General Manager and CEO
BC Liquor Distribution Branch
2625 Rupert Street, Vancouver BC V5M 3T5
T: 604 252-3021 E: cindy.dahlke@bcldb.com

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From: Calvo, Manami LDB:EX
Sent: Monday, June 27, 2016 1:31 PM
To: Dahlke, Cindy LDB:EX
Subject: FW: Call for Records FOI Request LDB-2016-62440
Importance: High

Hi Cindy,

If you could please send any records responsive to this request directly to me, that would be much appreciated.

LDB-2016-62240:

Agendas and minutes of meetings for the LDB Vancouver Distribution Centre Project's executive board. (Date Range for Record Search: From 05/26/2016 To 06/10/2016)

For the last request, which was for meeting agendas and minutes between Oct 1, 2015- May 25, 2016 you sent me an agenda for a June 2 meeting. Not sure if there were any meetings minutes for this meeting? I doubt there would have been another meeting after that.

Thanks,
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@bcldb.com

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