



Ministry of
Mental Health
and Addictions

Freedom of Information (FOI) Manual

Updated – May 2024

This is a working version to be updated as necessary.

Contact MMHA.FOICoordinator@gov.bc.ca to provide
feedback.

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Introduction

What is Freedom of Information?

The *Freedom of Information and Protection of Privacy Act* ([FOIPPA](#)) establishes the public's right to access government records, subject to limited exceptions to disclosure as outlined in the legislation. Information exempted from disclosure is removed from records released through FOI, with the exceptions noted (also known as applied harms.) FOI plays a key role in assuring the accountability, transparency, and legitimacy of the provincial government and its ministries, employees, and contractors.

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_00

The purpose of this guide

To provide:

- MMHA FOI process and timelines
- Roles and responsibilities
- Links and useful FOI information

FOI Legislation & Key Points

The purposes of the *Freedom of Information and Protection of Privacy Act* (FOIPPA) is to make public bodies more accountable to the public and to protect personal privacy by:

- giving the public a right of access to records;
- giving individuals a right of access to, and a right to request correction of personal information about themselves;
- specifying limited exceptions to the rights of access;
- preventing the unauthorized collection, use or disclosure of personal information by public bodies; and
- providing for an independent review of decisions made under this Act.

FOI legislation mandates that records be released within 30 business days of an FOI request being received. While extensions can be made, (based on volume of records, consultations etc.) the bulk of requests are processed within the 30-day timeframe. The 30-day countdown begins as soon as a request is made to a ministry. A request is submitted to the ministry via IAO to the FOI Coordinator at MMHA.FOICoordinator@gov.bc.ca.

It is important for ministry employees to be cognizant of this mandated timeframe. The clock starts the moment a request is received — whether it was received by the ministry and redirected to IAO for processing or whether it was received by the FOI Office.

Your Duty

As a member of the public service, you are the subject matter expert on your records. You know what information you have and if the information you have is responsive to an FOI request. You are not expected to know what section of FOIPPA may apply in terms of removing that information, but you are in the best position to identify whether something may be harmful if it were released.

Government employees must make every reasonable effort to assist FOI applicants and to respond to each applicant openly, accurately, and completely in a timely way. To meet your duty to assist an FOI applicant, you need to interpret access requests in the best interest of the applicant. This means steering clear of narrow interpretations and following these best practices to ensure you're being diligent in your search for responsive records.

A diligent search for records is one of the most important things you can do to assist citizens in accessing the information that interests them. You are responsible for searching anywhere you or your office has stored recorded information.

The Information Access Office (IAO) receives the request from the applicant. An FOI Coordinator in the Deputy Minister's Office (DMO) will liaise between your office and IAO. They are your point of contact for supporting you in ensuring you have a clear understanding of the request and of what is required of you in responding to the request.

Emails are only one example of government records, and an adequate search for records following an FOI request requires more than just searching emails. When conducting a search, you need to look in your electronic record-keeping system, your home drive, and your notebook, as well as in your paper files. However, email is so commonly used to communicate with our colleagues, it is worthwhile to spend some time now to talk about useful email search tips. To conduct a thorough email search, you must ensure that you are searching all of Outlook — or all your mailboxes, and not **just** your inbox. This includes your deleted and sent mail folders as well as any subfolders.

Remember to use a set of broad search terms. Don't just search using the precise wording of the applicant's request. You need to use your expertise and knowledge of your own records to find everything that may respond to a given FOI request. Don't forget to search common acronyms too.

Lastly, it is also important to remember when searching for records responsive to an FOI request, that **even your transitory records should be included if they had not been disposed of when the FOI request was received.** You are not permitted to dispose of transitory records if they are responsive to an ongoing FOI request.

FOI Process & Timelines

Our goal is that with good communication and a clear process, all FOI requests can be managed to meet the legislated 30-business day legislated timeline.

Standard Process

Step	Action
1.	Information Access Office (IAO) sends General and Personal FOI Request to MMHA via the FOI Mod Application. For consultations & Proactive Disclosures, IAO sends directly to FOI Coordinator via inbox: MMHA.FOICoordinator@gov.bc.ca .
2.	The FOI Coordinator directs the request to the Deputy Minister's Office (DMO) and/or to the appropriate Divisional FOI Lead for review and action.
3.	FOI Coordinator creates dedicated folder for request within MMHA FOI LAN, provides Divisional FOI Lead dedicated link via CFR email.
4.	The Divisional FOI Lead receives and directs the request details/directions to gather records to appropriate branch leads/program areas.
5.	The Branch Lead works within their program area(s) to determine if there are records held by the team and responds as a team to the Divisional FOI Lead.
6.	Branch/program area will gather records in native format and provide to Divisional FOI Lead when complete. Program area flags other public bodies/MMHA Divisions that may also hold responsive records or requiring consult on harms.
7.	Divisional FOI Team will review gathered records to ensure records are responsive to request details and specified date range. Divisional FOI Lead completes CFR form and uploads raw records into dedicated folder within MMHA FOI LAN.
8.	Divisional FOI Lead sends completed CFR and notifies FOI Coordinator of completed record gathering. (Step 8 continued onto next page).

	Divisional FOI Lead notifies FOI Coordinator of other public bodies/MMHA Divisions that may also hold responsive records AND requests consults/program area review for harms.
9.	<p>FOI Coordinator uploads raw records into FOI Mod App for PDF-conversion and deduplication.</p> <p>FOI Coordinator requests IAO to initiate consults as requested by Divisional FOI Lead, and/or FOI Coordinator initiates program area reviews by notifying Divisional FOI Lead.</p>
10	FOI Mod App identifies any duplicate/corrupt files within uploaded raw records, FOI Coordinator troubleshoots accordingly with IAO and/or Divisional FOI Lead as required.
11.	<p>FOI Coordinator downloads and sends Clean Records Package for Harms to Divisional FOI Lead. Uploads copy of Clean Records Package into dedicated folder within MMHA FOI LAN.</p> <p>FOI Coordinator requests ADM-approved harms assessment from involved Divisional FOI Lead(s) via completed CFR, establishes due date to DMO for completed harms.</p>
12.	<p>Divisional FOI Lead receives Clean Records Package and sends to program area(s) for harms assessments, noting DMO's due date for completed harms.</p> <p>Note: Marked copies of records should be completed using Adobe (PDF) and the highlight and sticky note functions, including <i>detailed rationale</i> on why the harm is being recommended.</p>
13.	<p>Divisional FOI Team receives completed harms and review where needed.</p> <p>Divisional FOI Lead sends completed harms to ADM for review and approval. ADM provides approval, and/or identifies further harms.</p>
14.	Divisional FOI Lead sends ADM-approved harms assessment and completed CFR to FOI Coordinator Inbox for review. Divisional FOI Lead uploads copy of Harms Records Package into dedicated folder within MMHA FOI LAN.
15.	FOI Coordinator conducts high-level scan of Divisional harms, ensures rationale from program area is clear. Uploads Harms Records Package into FOI Mod to initiate IAO's redline stage.
16.	IAO reviews records, coordinates any consults with other public bodies and formally redlines the records.

17.	IAO sends the redlined records back to the FOI Coordinator via FOI Mod App.
18.	<p>FOI Coordinator reviews full redline package (including sign-off form), comparing the Ministry's recommendations to the redline version from IAO.</p> <p><u>FOI Coordinator IDENTIFIES DISCREPANCIES IN SEVERING:</u></p> <p>FOI Coordinator identifies discrepancies with Divisional harms and IAO's redline, sends Redline back to involved ADMO for ADM re-review and approval.</p> <p>*Repeat cycle of Steps 13-18 until MMHA ADM(s), IAO, and DMO agree on FINAL REDLINE.</p>
19.	<p>FOI Coordinator sends Final Redline for final approvals:</p> <ul style="list-style-type: none"> • GCPE Director for review and approval, with a copy to the GCPE manager. • Director, Executive Operations reviews the records for: <ul style="list-style-type: none"> ○ Glaring issues from both a political lens and ministry lens ○ Potential for any consultations ○ 3rd Party consults and Internal consults <p>Note: If records are prior to gov't of the day being sworn in, DM has delegated authority from MO to approve records.</p>
20.	FOI Coordinator requests DM-approval, noting ADM(s) and Dir Exc Ops have approved.
21.	FOI Coordinator notifies IAO of DM-approval, sends IAO approved FOI package.
22.	IAO sends final package and records back to the applicant and closes the request.
23.	FOI Coordinator sends "Confirmed Closed" email to ADMOs to internally close communication loop.

Proactive Release

To become more open and transparent, government is working to proactively provide citizens with access to the information that matters most to them — no closed doors or hidden agendas. It's felt that this candid disclosure will create opportunities for citizens to participate in government and collaborate on decisions being made.

This type of information sharing is governed by legislation and policy that makes provision for the release of public information. The Open Information and Open Data Policy provides access to the routine release of public information that has been most commonly

requested. Additionally, individual requests for specific government information that are processed will also be released for general public viewing on this site.

This service will not only improve awareness, understanding and dialogue; it will create efficiencies that modernize and open government.

Open information

- Estimates and Transition Binders
- BN Title Summaries
- Travel expenses
- Executive calendars
- Directly awarded contracts
- Contracts over \$10,000
- Alternative service delivery contracts

Consultations

In addition to a normal FOI request, the Ministry is frequently asked to consult with other public bodies on records that they are processing as an FOI. A consultation occurs when a request is made of a public body and that body has records which originated elsewhere. For further detail on different types of consults, please refer to Terms: “External vs Internal Consults, and Program Area Review”.

The main difference between a consultation and an MMHA-specific request is the timelines are shorter for approval and we are not being asked to supply records. Failure to respond quickly to a consultation may mean that the ministry’s advice regarding harm is not included with the severing.

Standard Process

Step	Action
2.	Information Access Office (IAO) sends request to MMHA via the FOI Coordinator Inbox MMHA.FOICoordinator@gov.bc.ca.
	FOI Coordinator reviews consult request, conducts cross-reference of historical and/or ongoing FOI consults/requests to determine if ADM already approved Divisional harms.
2.	The FOI Coordinator directs the request to the Deputy Minister’s Office (DMO) and/or to the appropriate Divisional FOI Lead for review and action.
3.	The Divisional FOI Lead sends the request to appropriate branch leads for harms review and obtains ADM sign-off.

4.	The Divisional FOI Lead provides approved ADM-approved records to FOI Coordinator for review and packaging.
	FOI Coordinator sends to Dir Exc Ops for review, then to DM for final approval. FOI Coordinator relays DM final approval to IAO via email, and attaches approved records package.
5.	IAO will advise the other ministry/public body of completed consultation.

Roles & Responsibilities

The Ministry has a dedicated FOI Coordinator at the Deputy Minister's Office, reports to Manager of FOI, Correspondence, Issues Management, and works closely with Director of Executive Operations. This role is the conduit to the Ministry for all FOI requests. They also liaise with Information Access Operations (IAO) and other public bodies for any records that require cross-ministry consultations.

Applicant Types

- **Researcher:** An applicant affiliated with an educational institution or other research body
- **Other Public Body:** If the applicant is a body which would be included under the definition of "public body" under BC's FOIPPA, they will be added as "Other Public Body"
- **Other Government:** If applicant is federal, foreign, other provincial, or Aboriginal government then applicant type is "Other Government"
- **Political Party:** A party that is registered with Elections BC or Elections Canada
- **Individual:** No noted affiliation
- **Media:** A member of the media or self identifies as a journalist/reporter
- **Law Firm:** Business comprised of lawyers providing advice and representation to clients in matters of law
- **Interest Group:** A group that advocates a specific cause/issue
- **Business:** Any business that does not fit into another category of applicant

Breaking down the process

When a new FOI request is received, Information Access Operations (IAO) directs the "Call for Records" (CFR) to the appropriate ministry. The FOI Coordinator will circulate the Call for Records (CFR) to Executive Operations for assigning to divisional contacts.

The divisional contact is responsible for circulating the CFR within their division to the appropriate staff individuals. Divisional FOI Lead only liaises with MMHA FOI Coordinator

directly, MMHA FOI Coordinator will always cc Dir Exc Ops and Manager of FOI in every email thread sent/received from MMHA.FOICoordinator@gov.bc.ca.

Search for Records

The search for records must include all records within the custody or control of the division (emails, LAN, hardcopy records, executives' records, all individuals' personal folders, "confidential" records, contractor records, any electronic filing systems such as TRIM and CLIFF and off-site storage). When conducting an off-site storage search there should be some reasonable grounds to do so — some belief that responsive records may be found. In most circumstances a search of off-site records will not be necessary.

Please ensure staff note where they searched (e.g., emails, LAN, CLIFF). Please ensure program area staff understand that if they **estimate a search will take longer than three hours to gather and prepare records** for our office, they are to notify the divisional contact immediately who will then advise our office. When a search to gather records is estimated to take more than three hours, we will have a ['Fee Estimate'](#) (excluding Personal FOI Requests) issued to the applicant requesting they try (if possible) to narrow the scope of the request. We will seek additional details from you at such time.

If you know another program area may have responsive records and you have not seen them noted on the 'Call for Records' email, please advise the DMO and we will follow up.

Remember to search 'Deleted Items' folder, and DO NOT search for records outside the ministry except with specific contractors as necessary.

Submitting Records

Please ensure records gathered are responsive to the wording of the request. Do the records fall within the date range requested? Do the records contain information the applicant is seeking?

Ensure any duplicates have been removed, all records have been scanned into one clean un-marked pdf, that sensitive material (e.g., harms) has been identified by subject matter experts.

Harms

Harms generally refers to any information contained within a record that, if released, would cause harm to the ministry and/or government. Harms may be provided in one of three ways:

1. A marked copy of responsive records (highlighting specific portions or including electronic sticky notes with detailed harms rationale). If a marked copy of a pdf is

provided, please ensure a clean copy is also provided. We are not able to process records that have been marked;

2. A general overview of sensitivities in the response email, e.g., "...contains information of a confidential and ongoing matter under negotiation with ...", "This information/item relates to work the ministry is contemplating ... " or "This relates to a Cabinet Submission currently being prepared for Cabinet..."; OR
3. Providing the name of the subject matter expert who we may contact to discuss the relevant harms with after our office has had a chance to review the records provided to us.

*The best approach to identify harms is generally determined because of the type of request and the records that have been gathered. Where there are only a few records, the review for harms may be a simple act, whereas if the volume of records accounted for several hundred or even thousands of records it would likely be easier to submit them first to us for an initial review.

Fee Estimates

FOIPPA Regulation for Section 75 (Fees) – A detailed description of the criteria for fee estimates is found in the [Guidelines for Determination of Fee Estimates](#) webpage. It outlines what the ministry can charge fees for preparing records for disclosure. Such as:

- Prepare records for photocopying, including removing staples and bindings;
- Photocopy the records;
- Put the file back together, including stapling, binding, and filing the records; and
- Ensure the package is complete and prepare it for delivery; a typical estimate for preparing a package is 30 minutes for a set of regular documents and 60 minutes for a set of mixed documents. This is the step taken after records have been photocopied from a hard copy and converted into an electronic pdf to ensure all responsive records are there and any related attachments, but duplication is not included in as part of this procedure.

IAO is unable to charge for the review or removal of information from the records as per the first paragraph under "Preparing Records for Disclosure" in the fee guidelines. IAO also looks for duplicates as part of their formal review.

Note: Fee Estimates do not apply to Personal Requests and records search under three hours.

FOI Legislation

Exceptions under FOIPPA

In terms of limiting the content of disseminated records, the Act provides 11 sections that ensure personal privacy, corporate confidentiality, and discussions regarding policy remain confidential. It is IAO's responsibility to ensure sections of the Act are applied appropriately. MMHA staff is responsible for identifying areas of concern within their records and provide a justification as to why they are sensitive. The following sections are intended to limit dissemination of harmful information:

Section	High Level Definition	Things to consider
S. 12 — Cabinet and Local Public Body Confidences	Is intended to prevent harm to the government that is presumed to occur if the substance of deliberations is revealed before or too soon after the issues were considered or before the issues are ready for public review. Premature disclosure of Cabinet deliberations inhibits the ability of Cabinet members to debate issues openly and freely, thereby reducing the effectiveness of Cabinet's decision-making role.	Do the records contain information that was submitted or prepared for submission to Cabinet or any Cabinet Committee or Treasury Board? If yes, when (or when did it go) is it scheduled to go before Cabinet or TB? Has it been made public? Is it draft or final submission? Do the records contain information that is policy advice prepared for a public body or minister?
s.13 — Policy Advice or Recommendations	Serves to protect the open and frank discussion of policy issues within the Public Service and may be applied to information that was developed by or for a ministry or Minister.	Are any of the records created by or for, or in the custody or control of, an officer of the Legislature and that relate to the exercise of that officer's functions under an Act?
s.14 — Legal Advice	Prevents the disclosure of records that contain communications between a legal advisor and their client. The right to lawyer/client confidentiality	Do any of the records relate to a prosecution that has not been completed? Do the records contain information that is subject to solicitor client privilege

	may only be waived by the client.	and or used in litigation? If yes, do you recommend consultation with the Ministry of Justice?
s.15 — Disclosure Harmful to Law Enforcement	Prevents the dissemination of records that could reasonably be expected to harm law enforcement. This section is not applicable to routine inspection reports, statistical prosecution information, or reports on the effectiveness of a law enforcement program.	Are any of the records going to jeopardize law enforcement and their integrity?
s.16 — Disclosure Harmful to Intergovernmental Relations or Negotiations	Gives the head of the public body the right to refuse to disclose information that could reasonably be expected to harm intergovernmental negotiations.	Do the records contain information that could harm BC's relationship with the Canadian government, another province, municipality, or regional district, an aboriginal government or international state or states? If yes, are the records authored by that other party?
s.17 — Disclosure Harmful to the Financial or Economic Interests of a Public Body	Public bodies hold significant amounts of sensitive financial and economic data that are critical to operations, negotiations, and management of the provincial economy. This section ensures such information is not revealed. This section, however, does not apply to the results of product or environmental testing carried out by or for the public body unless carried out as a fee for service or for the purpose	Do the records contain information that could harm the financial or economic interests of the BC government?

	of developing methods of testing.	
s.18 — Disclosure Harmful to the Conservation of Heritage Sites	Is intended to prevent damage to conservation of fossil sites, natural sites, valuable anthropological or heritage sites, or endangered, rare, threatened, or vulnerable living resources.	Do the records contain information that could harm heritage sites, endangered or vulnerable species or other resources?
s.19 — Disclosure Harmful to Individual or Public Safety	Gives a public body the discretion to withhold information if its release could threaten another person's safety, mental or physical health, or interfere with public safety. This exception can apply to an individual's own records.	<p>Do the records contain information that could harm a law enforcement matter or the security of a system/property/individual?</p> <p>Do the records contain information that could threaten anyone else's safety or mental or physical health, or interfere with public safety?</p>
s.20 — Information that will be Published or Released within 60 Days	Applies to information that will be publicly available within 60 days of the date of the request or for information which is available for purchase.	<p>Are the records going to be published or released to the public in the next 60 days? If yes, what is the date of publication?</p> <p>Are any of the records available for purchase? If yes, where are these records available?</p> <p>Are any of the records manuals, instructions or guidelines issued to the officers or employees of the public body, or substantive rules or policy statements adopted by the public body? If yes, where are these records available?</p>

s.21 — Disclosure Harmful to Business Interests of a Third Party	<p>Ministries conduct business with a variety of contractors and service providers. Release of such information may harm the business interests of those parties. This section is meant to prevent the release of information that could reveal trade secrets or the commercial, financial, labour relations, scientific or technical information of a third party. This section involves a three-part test (1) reveal trade secrets, or commercial/financial/labour relations/scientific/technical information of or about a third party; (2) supplied implicitly or explicitly in confidence; and (3) disclosure could reasonably be expected to harm the competitive position or interfere with negotiating position of the third party.</p>	<p>Do the records contain information that could harm BC's relationship with the Canadian government, another province, municipality, or regional district, an aboriginal government or international state or states? If yes, are the records authored by that other party?</p> <p>Do the records contain information that could harm the business interests of a third party? If yes, do you recommend consultation with that third party?</p> <p>Do the records contain information that if released would be an unreasonable invasion of a third party's personal privacy?</p>
s.22 — Disclosure Harmful to Personal Privacy	<p>Protects the personal privacy of individuals whose personal information resides with a public body. Section 22 requires the ministry refuse to disclose information that constitutes an unreasonable invasion of a third party's personal privacy.</p>	<p>Do the records contain information that if released would be an unreasonable invasion of a third party's personal privacy?</p>

FOI related links and Glossary

- Information Access Operations homepage: <http://www.gov.bc.ca/citz/iao/>
- A copy of the FOI Act: http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_00

- FOIPP Policy and Procedures Manual: http://www.cio.gov.bc.ca/cio/priv_leg/manual/index.page
- IAO Records Management: http://www.gov.bc.ca/citz/iao/records_mgmt/index.html
- Open Information: <http://www.openinfo.gov.bc.ca/ibc/index.page>
- Office of the Information & Privacy Commissioner: <http://www.oipc.bc.ca/>

Terms

Term	Definition
Applicant	Any person, business, or entity that submits an FOI request. The identity of the applicant is protected by FOIPPA legislation and cannot be released to the ministry.
Call for Records (CFR)	The initial notification to the Ministry that an FOI request has been made. The Call for Records includes the request, due dates, and other pertinent information.
Consultation	The process by which a Ministry seeks advice on records in its holdings that originated with another public body.
External Consult	Request for MMHA to provide harms on records from a public body outside of BC Gov (e.g., Health Canada, Crown Corp., etc.)
Internal Consult	Request for MMHA to provide harms on records from another BC Ministry
Program Area Review	Request for MMHA Div to provide harms on records from another MMHA Div
Custody or Control	Custody or Control refers to the legal ownership of records.
Fee Estimate	An estimate of the cost of the FOI request that is borne by the applicant.
Harms	The mechanism by which any potentially sensitive record that may negatively impact the Ministry can be brought to the attention of IAO.
Head of Public Body	In relation to a public body means, (1) if the public body is a ministry or office of the government of British Columbia, the member of the Executive Council who presides over it, (2) if the public body is designated in, or added by regulation to, Schedule 2, the person designated as the head of that public body in that Schedule or by regulation, and (3) in any other case, the person or group of persons designated under section 77 as the head of the public body.
Local Public Body	Means a local government body, a health care body, a social services body, an educational body, or governing body of a professional occupation if the governing body is designated in Schedule 3.

Local Government Body	Governing body is designated in Schedule 3. Means a (1) municipality, (2) regional district, (3) an Improvement district as defined in the Local Government Act, (4) a local area as defined in the Local Services Act, (5) a greater board as defined in the Community Charter or any incorporated board that provides similar services and is incorporated by letters of patent, (6) a board of variance established under section 899 of the Local Government Act or section 572 of the Vancouver Charter, (7) the trust council, the executive committee, a local trust committee and the trust fund board as defined by Islands Trust Act, (8) the Okanagan Water Basin Board, (9) a water users' committee as defined by the Water Act, (10) the Okanagan-Kootenay Sterile Insect Release Board, (11) municipal police board established under section 23 of the Police Act, (12) a library board as defined in the Library Act, (13) any board, committee, commission, panel, agency or corporation that is created or owned by a body referred to in sections (1) to (12) and all the members or officers of which are appointed or chosen by or under the authority of that body, (14) a board of trustees established under section 37 of the Cremation, Interment and Funeral Services Act, (15) the South Coast British Columbia Transportation Authority, and (16) the Park Board referred to in section 485 of the Vancouver Charter.
On-Hold	Refers to stopping the countdown of legislated days before the records are due to the applicant.
Personal Information	Means recorded information about an identifiable individual other than contact information.
Public Body	Means either a ministry of the government of British Columbia, an agency, board, commission, corporation, office or other designated in, or added by regulation to Schedule 2, or a local public body. Not applicable, however, is the office of a person who is a member or officer of the legislative assembly, or the Court of Appeal, Supreme Court, or Provincial Court.
Record	Includes books, documents, maps, drawings, photographs, letters, vouchers, papers, and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or other mechanism that produces records.
Schedule 2	Is a <u>list</u> of in at are subject to FOIPPA legislation.

Schedule 3	Is a <u>list</u> of governing bodies of professional organizations or occupations subject to FOIPPA legislation.
Service Provider	Means a person retained under a contract to perform services for a public body. A service provider's records are subject to FOI.
Sign-Off	Is the process by which the ministry approves the release of records to the applicant.
Third Party	In relation to a request for access to a record or for correction of personal information, means any person, group, or organization other than the person who made the request or a public body.
Transitory	<p>Transitory records are records of temporary usefulness that are not an integral part of an administrative or operational record series, which are not regularly filed with standard records or filing systems, and that are only required for a limited period of time for the completion of a routine action or the preparation of an ongoing record.</p> <p>Transitory records are not required to meet statutory obligations or to sustain administrative or operational functions. Originals or copies required for statutory, legal, fiscal, administrative or operational purposes will be retained in a regular filing system and disposed of separately in accord with the Document Disposal schedule covers the following types of transitory records.</p>