

From: [Ito, Miwa ENV:EX](#)
To: [IAO Resource Team SSBC:EX](#)
Subject: RE: Call for Records MOE-2015-50697 Due 30-APR-2015
Date: Wednesday, April 22, 2015 1:41:00 PM
Attachments: Call - form - MOE-2015-50697 (Filled).pdf

Hi Jennifer,

Please find attached the CFR with our estimate fee/time. I had further talk with my supervisor yesterday and put the numbers.

If you have any problems/concerns, please feel free to contact me.

Thanks,
Miwa

From: Ito, Miwa ENV:EX
Sent: Tuesday, April 21, 2015 8:42 AM
To: IAO Resource Team SSBC:EX
Subject: RE: Call for Records MOE-2015-50697 Due 30-APR-2015
Importance: High

Hi Jennifer,

For this request, the fee estimate due is today.

We don't have any records for **A** as we don't have any system to collect the call records but we seem to possibly have responsive records for **B**. Our procedure for the ICBC secure police line is whenever our officers make the call, they make a notation on their notepads. As so, we don't have 'the log' but we can collect the notations from each officers as our records.

To Make the fee estimate, it's not easy as we have approx. 140 officers in BC. I have had a discussion with my supervisor and what we are going to do is make an assumption as for search, 0.5 hr – locating/retrieving and 0.5hr - r producing records for each officer, for volume 5pages for each officer. That's the best we can do at this point.

I wanted to ask you if you have any advice how to make estimate in other way as you may have seen other similar cases. Can you please advise?

Thanks,
Miwa

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From: Peddle, Jennifer [mailto:IAOResourceTeam@gov.bc.ca]
Sent: Thursday, April 16, 2015 11:31 AM
To: Ito, Miwa ENV:EX
Cc: Larson, Carrie A ENV:EX
Subject: Call for Records MOE-2015-50697 Due 30-APR-2015

Your Ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act (FOIPPA)*. The request is for:

(Date Range for Record Search: From 01/01/2014 To 04/13/2015) – Date Format: MM/DD/YYYY

Regarding Conservation Officer Service (COS) interactions with the ICBC secure police line, I am seeking A) Overall statistics on the number of calls made by COS to the ICBC secure police line in which access to information was granted and the number of calls in which access was denied; B) The log showing individual calls, including the dates, times, file numbers, names of requesting COS personnel and their badge numbers/employee numbers, the types of information accessed and reasons for making the requests.

Please complete the attached Call for Records form.

- If search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, complete **only** sections 1 & 2 of the Call for Records form as we may be in a position to issue a fee estimate. Return the form to IAO by 22-APR-2015. Please await further instruction from IAO as the records will not be required until the fee estimate process has been completed. Once fees have been paid or waived, IAO will contact you to continue the call for records process.
- **If no fees apply** then complete the attached Call for Records form and return it to IAO by 30-APR-2015.
- Send records via email in **PDF format**. Before you turn emails into PDFs, ensure that you have included all attachments. If email is not possible, please put the records on the **File Share** and notify IAO that the records are available.

You should be aware that *FOIPPA* obligates us to assist the applicant and to respond without delay, openly, accurately, and completely. In the event that your Ministry must defend the adequacy of its search to the Information and Privacy Commissioner at Inquiry, those involved in searching for records may be required to sign affidavits confirming they have conducted an adequate search for relevant records.

Please do not hesitate to contact IAO to discuss: whether the records may be routinely releasable; whether the information is being prepared for public release or is already publicly available; ways in which an applicant may want to narrow/focus their request to reduce potential fees; and/or any other questions or concerns relating to this request.

Thank you for your assistance,
Jennifer Peddle, CIAPP-P, MSc. | Jr. Analyst, Resource Team | Information Access
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