

From: Tombs, Brenda SDPR:EX
To: Van Wensem, Casey SDPR:EX
Subject: RE: Important: Incoming FOI Requests
Date: Thursday, March 1, 2018 12:58:49 PM

Leah's got this one. Thanks. ☺

From: Van Wensem, Casey SDPR:EX
Sent: Thursday, March 1, 2018 12:18 PM
To: Tombs, Brenda SDPR:EX
Subject: FW: Important: Incoming FOI Requests

Hi Brenda,

Information Access Operations is reminding us that they need to have FOI requests processed as quickly as possible. With that in mind I'm wondering if you would like me to send any incoming FOI requests received at the Minister's Office to you for approval first, or if it would be better to send them straight to Correspondence?

Thanks,

-Casey

From: SDPR Executive Correspondence Services SDPR:EX
Sent: Thursday, March 1, 2018 10:15 AM
To: Van Wensem, Casey SDPR:EX
Cc: Di Castri, Adriana SDPR:EX; Rennert-May, Leya SDPR:EX; Visco, Greg ENV:EX; Maw, Laura SDPR:EX
Subject: Important: Incoming FOI Requests

Hi Casey:

We've received a reminder from Information Access Operations (CITZ) that FOI requests need to be processed without delay:

Hi there. Just a heads-up to please send these to us as soon as possible – the clock begins when the Ministry receives it, even if there is a delay in getting it to us at FOI. We have 30 days under the legislation to provide the records, but in this we've lost 5 processing days so this one could go late and show on your stats.

That being said, Leya will mark any FOI requests received in the MO inbox as rushes. I'm wondering if you would be able to log all FOI requests received at the MO (email/fax/letter) as soon as possible after receipt and mark the log Priority:

Log ID: 194685 1 of 34							
4685	Office	Q	MO-Minister's Office	Log Type	Q	Email	
dential	Batch	Q		Status	Q		<input checked="" type="checkbox"/> Priority

As soon as we receive an FOI request log from you, I will forward the incoming to CITZ for review and consideration.

If you have any questions or concerns, please don't hesitate to give me a call/send me a Lync message.

Cheers!

AI
Correspondence Coordinator
Executive Correspondence Services
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