

From: [McArthur, Karen SDPR:EX](#)
To: [FOI Social Tech Team CITZ:EX](#)
Cc: [Milne, Karen SDPR:EX](#); [Green, Jessie M SDPR:EX](#)
Subject: MSD-2020-03767
Date: July 8, 2020 2:31:37 PM
Attachments: [G - Call for Records form completed.pdf](#)

The Deputy Minister has approved NRR during the time frame indicated for MSD-2020-03767.

Karen McArthur | Administrative Coordinator | Deputy Minister's Office | Ministry of Social Development and
Poverty Reduction
P: 236-478-2280
F: 250-387-5775
2020 Top Work Unit Winner

Section 1: FOI Request Details

General Request ☒

Personal Request ☐

Authorization Received: N/A

Applicant Type: Individual

Request Received: June 18, 2020

FOI Analyst: April Haussmann

Legislated Due Date: July 31, 2020

Fee Estimate Due: July 2, 2020

Records Due: July 13, 2020

Description: All emails, sent to and cc'd scott.hill@gov.bc.ca (Hill, Scott SDPR:EX), in the Sent folder of Microsoft Outlook accessible using the IDIR of jay.stibbs@gov.bc.ca (Stibbs, Jay J SDPR:EX) (Date Range for Record Search: From 1/1/2010 To 12/31/2011)

Section 2: Initial Records Assessment

Do you hold responsive records? YES ☐ NO ☒

If no, please provide an explanation that can be given to the applicant (if applicable):

All send emails deleted previously in Jay Stibbs' outlook prior to March 10, 2020


Are you aware of other records that may be responsive to this request within your public body? 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:

Section 3: No Records Response Approval

Please forward to public body FOI contact (if applicable) for delegated head's final public body approval if no records have been located

Final public body approval (full name and title): David Galbraith, Deputy Minister	Signature: 	Date: July 8, 2020
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Section 4: Fee Estimate – General request only (if this is a personal request skip to section 5)

Please ensure that all reasonable efforts are made to <u>generate as accurate an estimate as possible</u>	Estimated Hours	Actual Hours
Locating/Retrieving – areas to search		
<ul style="list-style-type: none"> Outlook (including 'deleted' and 'sent' folders) Records management systems (ex. EDRMS) LAN, shared drives, SharePoint, databases Offsite records 		
Producing – tasks include		
<ul style="list-style-type: none"> Identifying relevant sources of data/information Manual time spent creating and producing records Ex: generating a custom report from a database using existing data 		
Preparing – tasks include		
<ul style="list-style-type: none"> Photocopying/scanning records into electronic format 		

<ul style="list-style-type: none"> Ensuring completeness of responsive records Copying other types of media (audio and/or video) 		
Volume – in pages		
<ul style="list-style-type: none"> Electronic records <ul style="list-style-type: none"> Emails without attachments Emails with attachments Other: PDF, Word, Excel, photos, etc. Hardcopy records <ul style="list-style-type: none"> Average file folder = 1" and holds approx. 200 pages (single-sided) 1 standard Records Centre Services box: <ul style="list-style-type: none"> Legal sized folders = 1800 pages Letter sized folders = 2200 pages 		
Suggestions for possible narrowing:		

Section 5: Search Summary

Please describe the search for records including what records were searched, (e.g., files, email, databases, EDRMS, offsite records, etc.) duration of search time, and who conducted the search for records:

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Section 6a: Program Area Harms Assessment

Harm – **disclosure of the records would significantly harm the public body'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 public body executive and/or Government Communications and Public Engagement office.

- 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 created 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?

Could the release of any/all of the responsive records potentially cause harm? YES ☐ NO ☐

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

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Section 6b: Publication on Open Information (if this is a personal request skip to section 7)

General requests 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:**

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Section 7: Contact Information

Who completed this form (full name and title):	Phone Number:	Date: Date
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Harms Assessment completed by (full name and title):	Program Area:
Harms Assessment approved by (full name and title):	

From: [FOI Social Tech Team CITZ:EX](#)
To: [Milne, Karen SDPR:EX](#)
Cc: [Kerr, Christie SDPR:EX](#); [McArthur, Karen SDPR:EX](#); [Green, Jessie M SDPR:EX](#)
Subject: Call for Records MSD-2020-03767 Due: July 14, 2020
Date: June 29, 2020 12:35:24 PM
Attachments: [G - Call for Records form.docx](#)

Request for Documents for Request # 'MSD-2020-03767'. Your response due date is:
7/14/2020 12:00:00 AM Message from SENDER:

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

All emails, sent to and cc'd scott.hill@gov.bc.ca (Hill, Scott SDPR:EX), in the Sent folder of Microsoft Outlook accessible using the IDIR of jay.stibbs@gov.bc.ca (Stibbs, Jay J SDPR:EX) (Date Range for Record Search: From 1/1/2010 To 12/31/2011). Date format MM/DD/YYYY

The legislated due date is **July 31, 2020**.

If search and retrieval time is anticipated to exceed 3 hours; or volume of hard-copy records is anticipated to exceed 200 pages; or preparation time is anticipated to exceed 15 minutes, complete sections 2 and 4 of the CFR as we may be in a position to issue a fee estimate. If you need assistance in completing the fee estimate, please ask your FOI Coordinator (or IAO) for assistance.

- Return the completed CFR by July 02, 2020.
- Please await further instructions from IAO as the records are not required until the fee estimate process is complete.
- Once fees have been paid or waived, IAO will contact you to complete the CFR process.

If no fees apply, proceed with the CFR process.

- Return the completed CFR by **July 14, 2020**.
- Load responsive records to the FOI Shared Drive. Contact me for access to the FOI Shared Drive. The FOI Shared Drive is the most secure way to deliver records to IAO.

You should be aware that FOIPPA obligate us to assist the applicant and to respond without delay, openly, accurately and completely. In the event that your public body must defend the adequacy of its search to the Information and Privacy Commissioner (OIPC) 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 me to discuss:

- whether the records are routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- ways in which an applicant can narrow/focus their request to reduce potential fees;
- any other questions or concerns relating to this request.

Thank you for your assistance,

Section 1: FOI Request Details

General Request ☒ Personal Request ☐ Authorization Received: N/A

Applicant Type: Individual Request Received: June 18, 2020 FOI Analyst: April Haussmann

Legislated Due Date: July 31, 2020 Fee Estimate Due: July 2, 2020 Records Due: July 13, 2020

Description: All emails, sent to and cc'd scott.hill@gov.bc.ca (Hill, Scott SDPR:EX), in the Sent folder of Microsoft Outlook accessible using the IDIR of jay.stibbs@gov.bc.ca (Stibbs, Jay J SDPR:EX) (Date Range for Record Search: From 1/1/2010 To 12/31/2011)

Section 2: Initial Records Assessment

Do you hold responsive records? YES ☐ NO ☐

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If yes, specify:

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Final public body approval (full name and title):	Signature:	Date: Date
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<ul style="list-style-type: none"> • Copying other types of media (audio and/or video) 		
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<ul style="list-style-type: none"> • Electronic records <ul style="list-style-type: none"> ○ Emails without attachments ○ Emails with attachments ○ Other: PDF, Word, Excel, photos, etc. • Hardcopy records <ul style="list-style-type: none"> ○ Average file folder = 1" and holds approx. 200 pages (single-sided) ○ 1 standard Records Centre Services box: <ul style="list-style-type: none"> ▪ Legal sized folders = 1800 pages ▪ Letter sized folders = 2200 pages 		
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General requests 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 7: Contact Information

Who completed this form (full name and title):	Phone Number:	Date: Date
Harms Assessment completed by (full name and title):	Program Area:	

Harms Assessment approved by (full name and title):	

Leala Bull, Senior FOI Analyst

Social/Tech Team, Information Access Operations, Ministry of Citizens' Services

From: [Milne, Karen SDPR:EX](#)
To: [FOI Social Tech Team CITZ:EX](#); [McArthur, Karen SDPR:EX](#)
Cc: [Green, Jessie M SDPR:EX](#)
Subject: RE: MSD-2020-03767
Date: July 21, 2020 1:40:07 PM
Attachments: [image001.jpg](#)
[image002.jpg](#)

Through normal practice staff delete transitory items on a regular basis as per best practices for managing email. The staff member followed best practices and deleted items that were transitory in nature which included the items in his sent folder.

Karen Milne (formerly MacMillan)
Director, Executive Operations
Deputy Minister's Office
Ministry of Social Development and
Poverty Reduction
778-698-7601

From: FOI Social Tech Team CITZ:EX <FOI.SocialTechTeam@gov.bc.ca>
Sent: July 21, 2020 1:36 PM
To: McArthur, Karen SDPR:EX <Karen.McArthur@gov.bc.ca>
Cc: Milne, Karen SDPR:EX <Karen.Milne@gov.bc.ca>; Green, Jessie M SDPR:EX <Jessie.Green@gov.bc.ca>; FOI Social Tech Team CITZ:EX <FOI.SocialTechTeam@gov.bc.ca>
Subject: RE: MSD-2020-03767

Hello,
I am hoping to follow up on this please?
Thanks,
Leala

Leala Bull | Freedom of Information Senior Analyst | Information Access Operations
Ph: 250 387-7883 | **e:** Leala.Bull@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1



From: FOI Social Tech Team CITZ:EX <FOI.SocialTechTeam@gov.bc.ca>
Sent: July 8, 2020 3:37 PM
To: McArthur, Karen SDPR:EX <Karen.McArthur@gov.bc.ca>
Cc: Milne, Karen SDPR:EX <Karen.Milne@gov.bc.ca>; Green, Jessie M SDPR:EX <Jessie.Green@gov.bc.ca>; FOI Social Tech Team CITZ:EX <FOI.SocialTechTeam@gov.bc.ca>
Subject: RE: MSD-2020-03767

Hello,

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INFORMATION

04533

ACCESS OPERATIONS

A BRANCH OF SHARED SERVICES INC

BRITISH
COLUMBIA

Page

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INFORMATION

04533

ACCESS OPERATIONS

A BRANCH OF SHARED SERVICES INC.

BRITISH
COLUMBIA

I see in the CFR that Jay Stibbs deleted everything in the sent folder prior to March 10, 2020. IAO anticipates the applicant will inquire as to why the employee deleted an entire sent folder. It is IAO's position that it is in the ministries best interest to confirm the reason as to why the folder was deleted and provide it in the NRR letter. Please let me know how you would like to proceed.

Thanks,
Leala

Leala Bull | Freedom of Information Senior Analyst | Information Access Operations
Ph: 250 387-7883 | **e:** Leala.Bull@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1



From: McArthur, Karen SDPR:EX <Karen.McArthur@gov.bc.ca>
Sent: July 8, 2020 2:32 PM
To: FOI Social Tech Team CITZ:EX <FOI.SocialTechTeam@gov.bc.ca>
Cc: Milne, Karen SDPR:EX <Karen.Milne@gov.bc.ca>; Green, Jessie M SDPR:EX <Jessie.Green@gov.bc.ca>
Subject: MSD-2020-03767

The Deputy Minister has approved NRR during the time frame indicated for MSD-2020-03767.

Karen McArthur | Administrative Coordinator | Deputy Minister's Office | Ministry of Social Development and Poverty Reduction
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