

**GENERAL REQUEST** ☒
**PERSONAL REQUEST** ☐

Personal Request authorization received date:

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	July 9, 2015	Neil Frelick		July 24, 2015

**REQUEST DETAILS:**

All of the inbox, sent, trash, deleted and junk email for the following two accounts for the period of 9:50 a.m. to noon on June 22, 2015:  
sam.oliphant@gov.bc.ca and maclean.kay@gov.bc.ca. (Date Range for Record Search: From 06/22/2015 To 06/23/2015)

**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 <input type="radio"/>	NO <input checked="" type="radio"/>
Are you aware of other records that may be responsive to this request within your Ministry?		
		YES <input type="radio"/> NO <input checked="" type="radio"/>
Are you aware of other records that may be responsive to this request held by another public body?		
		YES <input type="radio"/> NO <input checked="" type="radio"/>
If yes, specify:		

**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:
Michelle Leamy, Director, Executive Operations	<i>Michelle Leamy</i>	July 29/15

**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	<input type="text"/>
Actual Hours	<input type="text"/>

**Producing records**

Tasks may include:

- Identifying relevant sources of data/information
- Manual time spent creating and producing records

Estimated Hours	<input type="text"/>
Actual Hours	<input type="text"/>

**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.

- Electronic files (email, shared drive, individual drives, cliff, correspondence tracking system)
- On-site paper files
- Search time < 3 hours
- Search conducted by Office of the Premier, Executive Branch, Deputy Minister's Office

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 harm 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 harm 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:

Meghan McCann, Executive Administrative Coordinator

250-387-2987

29-Jul-2015

Harms assessment completed by (Full Name, Title)

Program Area:

Harms assessment approved by (Full Name, Title)

## McCann, Meghan PREM:EX

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**From:** Sanderson, Kristen <IAOCentralTeam@gov.bc.ca>  
**Sent:** Friday, July 10, 2015 3:41 PM  
**To:** Leamy, Michelle T PREM:EX; Southern, Evan PREM:EX  
**Cc:** McCann, Meghan PREM:EX  
**Subject:** Call for Records OOP-2015-52109 Records Due July 24, 2015  
**Attachments:** Integrated Call for Records Form.pdf

Hello,

Please see details below regarding this formal request made under the *Freedom of Information and Protection of Privacy Act (FOIPPA)*:

*All of the inbox, sent, trash, deleted and junk email for the following two accounts for the period of 9:50 a.m. to noon on June 22, 2015: [sam.oliphant@gov.bc.ca](mailto:sam.oliphant@gov.bc.ca) and [maclean.kay@gov.bc.ca](mailto:maclean.kay@gov.bc.ca). (Date Range for Record Search: From 06/22/2015 To 06/23/2015)*

Applicant Type: Media  
Cross Government Number: N/A  
Records Due: July 24, 2015  
Legislated Due Date: August 21, 2015  
IAO Contact: Neil Frelick

Please complete and return the attached Call for Records form to [IAOCentralTeam@gov.bc.ca](mailto:IAOCentralTeam@gov.bc.ca).

### **Fee estimate instructions: (see CFR form for fee calculation information and due date)**

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. Then, return the form to the IAO by the Fee Estimate Due date noted above. 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. IAO will advise you if the request is abandoned and closed.

Send records via email in PDF format. If email is not possible, please send the records in electronic format via house mail with the completed form.

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 the 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;
- any other questions or concerns relating to this request.

Thank you for your assistance.

## McCann, Meghan PREM:EX

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**From:** Olson, Alisha PREM:EX  
**Sent:** Monday, July 13, 2015 12:05 PM  
**To:** McCann, Meghan PREM:EX  
**Subject:** RE: Call for Records OOP-2015-52109

*No records*

**From:** McCann, Meghan PREM:EX  
**Sent:** Monday, July 13, 2015 12:02 PM  
**To:** Leamy, Michelle T PREM:EX; Olson, Alisha PREM:EX; Henderson, Kim N PREM:EX; Wharf, Sandy PREM:EX  
**Subject:** Call for Records OOP-2015-52109

*Please let me know by July 24<sup>th</sup> whether or not you have any records responsive to the following request:*

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*All of the inbox, sent, trash, deleted and junk email for the following two accounts for the period of 9:50 a.m. to noon on June 22, 2015: [sam.oliphant@gov.bc.ca](mailto:sam.oliphant@gov.bc.ca) and [maclean.kay@gov.bc.ca](mailto:maclean.kay@gov.bc.ca)*

*(Date Range for Record Search: From 06/22/2015 To 06/23/2015)*

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*If you think that the search for records will take you over 3 hours and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.*

*Alisha, please check your DM files.*

*Thank you all for your assistance with this request!*

*Meghan*

## McCann, Meghan PREM:EX

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**From:** Wharf, Sandy PREM:EX  
**Sent:** Monday, July 13, 2015 12:16 PM  
**To:** McCann, Meghan PREM:EX  
**Subject:** RE: Call for Records OOP-2015-52109

No records

**From:** McCann, Meghan PREM:EX  
**Sent:** Monday, July 13, 2015 12:02 PM  
**To:** Leamy, Michelle T PREM:EX; Olson, Alisha PREM:EX; Henderson, Kim N PREM:EX; Wharf, Sandy PREM:EX  
**Subject:** Call for Records OOP-2015-52109

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*Thank you all for your assistance with this request!*

*Meghan*

**McCann, Meghan PREM:EX**

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**From:** Henderson, Kim N PREM:EX  
**Sent:** Monday, July 13, 2015 12:35 PM  
**To:** McCann, Meghan PREM:EX  
**Subject:** RE: Call for Records OOP-2015-52109

No records

**From:** McCann, Meghan PREM:EX  
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*Alisha, please check your DM files.*

*Thank you all for your assistance with this request!*

*Meghan*

## McCann, Meghan PREM:EX

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**From:** Leamy, Michelle T PREM:EX  
**Sent:** Monday, July 20, 2015 9:40 AM  
**To:** McCann, Meghan PREM:EX  
**Subject:** RE: Call for Records OOP-2015-52109

Nil response

**From:** Sanderson, Kristen <IAOCentralTeam@gov.bc.ca>  
**Sent:** Friday, July 10, 2015 3:41 PM  
**To:** Leamy, Michelle T PREM:EX; Southern, Evan PREM:EX  
**Cc:** McCann, Meghan PREM:EX  
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