

## Coates, Brianna FIN:EX

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**From:** Cote, Betty A FIN:EX  
**Sent:** Wednesday, July 12, 2017 12:58 PM  
**To:** Mercier, Veronique IGRS:EX  
**Subject:** Accession 97-1532 225725 PREM  
**Attachments:** ars653.pdf

Hi Veronique, we'll talk about this during our meeting. This is the Accession Number for your records being sent offsite.

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**From:** RCSHELP FIN:EX  
**Sent:** Wednesday, July 12, 2017 10:57 AM  
**To:** Cote, Betty A FIN:EX  
**Subject:** 97-1532 225725 PREM

### **Attached is your Authority to Transfer Records Form**

To expedite this process please fill in required fields (ARS 645 sections 1-5; ARS 617 sections 1-9) and return with the following two documents attached in a SINGLE EMAIL to [RCSHELP@gov.bc.ca](mailto:RCSHELP@gov.bc.ca)

1. ARS 617/645/653 form – The form provided must remain in its original electronic format.
  - Please open PDF and “Save-As” to a location on your Computer or LAN etc... fill-in PDF as mentioned above. Scanned versions will **NOT** be accepted.
2. If **Section 2** is incorrect please make a note in the comment field of section 1. This will assist with invoicing and legal custody of the records.
- **Box content file list** (TRIM, CRMS or other pre-approved file lists). Please **highlight** the earliest open date and latest close date for each box list. Must be included in your return email. MCFD staff are required to produce box content lists from ICM, MIS, CORNET, or CRMS only (manual box list will **not** be accepted)
3. Reminder: Government standard boxes and accessions labels are required see link below to order.

After you have sent in your completed paperwork, approval time will vary. If you have not been contacted for pickup within 3 weeks of submitting your completed form and file list, please send a query to [RCSHELP@gov.bc.ca](mailto:RCSHELP@gov.bc.ca) please ensure that you provide your accession/application numbers.

### **PLEASE DO NOT RESEND YOUR FORM AND FILE LIST UNLESS REQUESTED.**

Please visit our website for additional resources: [http://www.gov.bc.ca/citz/iao/records\\_mgmt/rcs/index.html](http://www.gov.bc.ca/citz/iao/records_mgmt/rcs/index.html)

- Manual Box Content list template (ARS661)
- Box/label ordering
- Training manuals, guides
- EDRMS Support (TRIM and CRMS)

If you need additional assistance please send inquiries to [RCSHELP@gov.bc.ca](mailto:RCSHELP@gov.bc.ca)

Thanks,

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RCS HELP | Record Centre Services

Government Records Service | Ministry of Finance

PO Box 9569 Stn Prov Gov't, Victoria, BC V8W 9K1

Fax: 250-387-4122 | Mailto: [RCSHELP@gov.bc.ca](mailto:RCSHELP@gov.bc.ca) | Branch Web Site: [http://www.gov.bc.ca/citz/iao/records\\_mgmt/rcs/](http://www.gov.bc.ca/citz/iao/records_mgmt/rcs/)

Please consider the environment before printing this e-mail. Thank you.

See the new GRS Information Management community site for all of government!

-----Original Message-----

From: Cote, Betty A FIN:EX

Sent: July-12-17 10:51 AM

To: RCSHELP FIN:EX

Subject: Form Returned: ars653.pdf - IGRS

Hi Barb, please reply to me as I'm the contact for this.

Thanks,

Betty



## RECORDS OFF-SITE TRANSFER / DESTRUCTION REQUEST

Date 2017-07-12	Application No. 225725	Accession No. 97-1532
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This is an electronic form, do not print. Fill in the required sections and press submit. If you are not sure on how to complete this form, please select the appropriate Help [?](#) buttons that provide instruction. For a general overview of this process and related contact information please click here: [Overview](#)

MCFD instructions for ARS653 from: [MCFD Instructions](#) BPS Organizations Instructions: [BPS Instructions](#)

### To Request the Following Services:

\* Select the type of service you are requesting by marking the checkbox

- ☒ Transfer records to offsite storage (requesting Accession and Application Numbers)
- ☐ Transfer records to offsite storage using Ongoing Accession Number (OAN) [?](#)
- ☐ Application for Destruction of Records (requesting a Record Destruction Authorization (RDA) Number)

### Records Schedule [?](#)

Check the Appropriate Type and / or Provide Schedule Number(s)

- ☐ Draft / Unscheduled [ARS645] ☒ Approved / Scheduled [ARS617]

Schedule Number(s) (e.g. ARCS is schedule 100001.) 100001
Description of Records (e.g. file type/record identification, classification # if known, etc. Some description of the records to assist in their identification.) 1360-20 Job description and classification/appeal files

### 1. Regarding Pickup and Transfer of Records

* Last Name Mercier	* First Name Veronique	* Email Address Veronique.Mercier@gov.bc.ca
* Office Name Intergovernmental Relations Secretariat	* Ministry/Agency Office of the Premier	* Phone No. (999-999-9999) 250 387 4791
* Office Location Address (including P.O. Box, if courier required) 2nd Floor - 620 Superior Street	* City Victoria	* Postal Code V8V 1V2
Current Location Address of Boxes (if different)	City	Postal Code
Comments - please add any general helpful information regarding the transfer (i.e. alternative contact or special instructions)		

Submit

GRS/CRO Use Only

## ARS 617: AUTHORITY TO TRANSFER RECORDS AND APPLY APPROVED SCHEDULE

### 2. Current Legal Custodian (MRO / CRO to Complete as per Indented Organization Chart – ARS472)

OFFICE USE ONLY

L2 Name and ARIS ID# Office of the Premier and Cabinet Office	Name and ARIS ID# Intergovernmental Relations Secretariat 41382	Level <input type="text"/>
Creating Office (if other than custodian - for SR & FR records only)		

### 3. Storage / Transfer Needs [?](#)

* Number of Boxes to Transfer	* Box Number Range	Storage Facility Information (For GRS/CRO Use Only)
a) Are all boxes standard size? <input checked="" type="radio"/> Yes <input type="radio"/> No		

Application No. 225725	Accession No. 97-1532
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#### 4. Access Restrictions (names of individuals requiring authorized access to the records) ?

* Last Name	* First Name	* Position Title	* Phone No. (999-999-9999)

#### 5. Retention Periods and Final Disposition ?

\* Are records scheduled for SR/FR? ☐ Yes ☐ No

#### 8. Additional Comments (if required - box will expand to accommodate more text) ?

Comments

#### 9. Authorization ?

☐ I am authorized, or have been delegated authorization, to submit this request by and on behalf of the Ministry, Agency and/or organization expressed above.

Name	Date

#### 10. Retention Periods and Final Disposition

#### OFFICE USE ONLY

Box Numbers or Range From — To		Primary & Secondary Number	Secondary Title (indicate media type of records if not paper)	Date Range From To (YYYY-MM-DD)		Approved Schedule No.	Retention Period A SA		FD	SO Date (YYYY-MM-DD)	Final Disposition Date (YYYY-MM-DD)	OPR (Y/N)

☐ Records Officer Approval



## Coates, Brianna FIN:EX

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**From:** Cote, Betty A FIN:EX  
**Sent:** Wednesday, July 12, 2017 12:58 PM  
**To:** Mercier, Veronique IGRS:EX  
**Subject:** DE18-227 PREM  
**Attachments:** ars653.pdf; ARS661.xlsx

Hi Veronique, we'll talk about this during our meeting. This is RDA for your records being destroyed.

---

**From:** RCSHELP FIN:EX  
**Sent:** Wednesday, July 12, 2017 10:59 AM  
**To:** Cote, Betty A FIN:EX  
**Subject:** DE18-227 PREM

Attached is your Records Destruction Authorization (RDA) form (ARS 518).



A. Please complete the following sections in **full**:

**Section 2:** Complete branch and location information;

**Section 3:** Complete record identification information. Click on the add record button if more space is required;

**Section 4:** Complete Branch Authorization. Additionally, and as part of the electronic package, **please include an email with the signature block of the manager (the person authorizing all destructions for your office)**, as GRS requires this as evidence of approval.

B. Provide a detailed file list (either system generated or manually created). The attached file list template is **ONLY** used when you do not have a system generated file list.

C. Please **do not** print, sign and scan the form, as we require it in electronic format to proceed.

D. Once the above steps are completed, email the completed electronic package to [RCSHELP@gov.bc.ca](mailto:RCSHELP@gov.bc.ca).

Electronic package consists of:

- RDA form (ARS 518);
- File list;
- Approval email including signature block.

File your copy and all attached documents in your **ARCS file 432-35** (Destruction case files – authorized by central agency).

Thanks,

Government Records Service | Ministry of Finance

PO Box 9569 Stn Prov Gov't, Victoria, BC V8W 9K1

Fax: 250-387-4122 | Mailto: [RCSHELP@gov.bc.ca](mailto:RCSHELP@gov.bc.ca) | Branch Web Site: [http://www.gov.bc.ca/citz/iao/records\\_mgmt/rcs/](http://www.gov.bc.ca/citz/iao/records_mgmt/rcs/)

Please consider the environment before printing this e-mail. Thank you.

See the new GRS Information Management community site for all of government!

-----Original Message-----

From: Cote, Betty A FIN:EX

Sent: July-12-17 10:52 AM

To: RCSHELP FIN:EX

Subject: Form Returned: ars653.pdf

Hi Barb, please reply to me as I'm the contact for this.

Thanks,  
Betty



# RECORDS OFF-SITE TRANSFER / DESTRUCTION REQUEST

Date

2017-07-12

This is an electronic form, do not print. Fill in the required sections and press submit. If you are not sure on how to complete this form, please select the appropriate Help ? buttons that provide instruction. For a general overview of this process and related contact information please click here: [Overview](#)

MCFD instructions for ARS653 from: [MCFD Instructions](#) BPS Organizations Instructions: [BPS Instructions](#)

## To Request the Following Services:

\* Select the type of service you are requesting by marking the checkbox

- ☐ Transfer records to offsite storage (requesting Accession and Application Numbers)
- ☐ Transfer records to offsite storage using Ongoing Accession Number (OAN) ?
- ☒ Application for Destruction of Records (requesting a Record Destruction Authorization (RDA) Number)

## 1. Contact for Destruction Request

* Last Name Mercier	* First Name Veronique	* Email Address Veronique.Mercier@gov.bc.ca
* Office Name Intergovernmental Relations Secretariat	* Ministry/Agency Office of the Premier	* Phone No. (999-999-9999) 250-387-4791
* Office Location Address (including P.O. Box, if courier required) 2nd Floor - 620 Superior Street	* City Victoria	* Postal Code V8V 1V2
Current Location Address of Boxes (if different)	City	Postal Code
Comments - please add any general helpful information regarding the transfer (i.e. alternative contact or special instructions) Closed employee files (1385-20) & Competition files over 2 years old (1665-20)		

Submit

GRS/CRO Use Only

ARS 518

RDA # DE18-227 PREM

## RECORDS DESTRUCTION AUTHORIZATION

- Purpose:** This form is used to document the destruction of government records in accordance with approved records schedules.
- Instructions:** Offices requesting destruction of records must complete sections 2, 3 and 4, before forwarding this form to their designated Records Officer (RO) for approval.
- Each Records Destruction Authorization (RDA) submitted should be accompanied by a file list.
- Requesting offices will arrange for the destruction of the records in accordance with government-wide standards.
- All sections **must** be completed by the requesting office, before submitting the form.
- This form and related file list must be provided to the RO for approval prior to the destruction of any records**

## 2. Current Legal Custodian

Ministry/Agency	Division/Region
Branch/District	Section/Office
Current Location of Records (address)	Records Created By (If different than custodian)
Office Contact Name and Phone Number (if different than requestor)	

3. Records Identification

Type of Record Format: ☐ Electronic ☐ Physical ☐ Both Definitions

Descriptive Title of Records (commonly used title and/or ARCS/ORCS primary and secondary numbers and titles).  
Or, if using the Redundant Source Records Schedule (Special Schedule 206175), please describe the project or ongoing business process.

Start Date (YYYY-MM-DD)	End Date (YYYY-MM-DD)	Volume of Records	Schedule(s)
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4. Requesting Branch Authorization

The records identified for destruction have been reviewed and are not currently subject to any known litigation discoveries, requests for information under the *Freedom of Information and Protection of Privacy Act*, or any other related legislative requirement(s).

Name	Signature	Title	Date (YYYY-MM-DD)
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Office Use Only

ARS661 Last Revised: 2014-08-18						BOX CONTENT FILE LIST	
MINISTRY:				BRANCH:		Accession/RDA #:	
BOX #	Schedule	Primary/Secondary	FILE ID	FILE TITLE (include secondary title and file name)	OPR (Y/N)	Start Date	End Date

APPLICATION #:		
Retention Schedule	SO Date (if applicable)	Final Disposition Date

### Instructions

This form is used to identify the specific files in each box.

Box No.: Enter the number for each box, using 4 digits (i.e. 0001)

Schedule Number: Enter the Schedule number

Primary/Secondary: Enter the *ARCS/ORCS* primary and secondary numbers.

File ID/File Title: Enter applicable file identifier, if used, or the title for each file in the box. Please spell out acronyms.

OPR (Y/N): The Office of Primary Responsibility maintains the official master copy of the records. Specify "Y" if the file is the official master copy, or "N" if the file is not the official master copy

Retention Schedule: Enter the retention schedule for each file (i.e., CY+1y 2y DE, SO nil DE, etc.)

Date range of contents: Enter the date range of the contents of each file, including open year and month and closing year and month



**Coates, Brianna FIN:EX**

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**From:** Cote, Betty A FIN:EX  
**Sent:** Wednesday, July 12, 2017 3:19 PM  
**To:** Mercier, Veronique IGRS:EX  
**Subject:** Follow Up: Draft Redundant Source Records Agreement - RSR-0067 IGRS  
**Attachments:** Draft RSR-0067 IGRS - Employee Supervision & Development - Branch employee files  
- Image Quality Control Standard.docx

Hi Veronique, it was great meeting you today to discuss your records management projects.

Here's the draft redundant source records agreement for your current branch employee files that we reviewed at our meeting in particular the acceptable standards for scanned records section.

Can you please review the remainder of the document and just let me know if you have any questions.

I'm also including the link to [CRMS](#) for your reference in case you needed more information about that records management system.

Thanks so much.

Betty

**Betty Côté**

Records Analyst | Government Records Service | **Ph:** 778-698-3512  
Corporate Information and Records Management Office | Ministry of Finance

## ***Background***

Intergovernmental Relations Secretariat (IGRS) currently maintains branch employee files in both physical and electronic format. The official employee personnel file is held by BCPSA, but supervisors/managers may retain certain job-specific records. They may include confirmation/verification of employment records, copies of job descriptions, agreements to work different hours, time and leave reporting records, approved vacation requests, EPDPs and related training and development information, investigations of alleged misconduct, relocation information, ergonomic assessments and related letters to employees, building access information, exit interviews, and return to work plans for employees on health-related absences.

Scanning is required by IGRS for documentation pertaining to personnel files that currently exists in paper format. When scanning is complete according to approved standards, the physical documents can be destroyed.

Branch employee files will then be maintained in electronic format until no longer required by the manager/supervisor or upon expiry of retention periods stipulated in the collective agreement (e.g., disciplinary records) as required by ARCS 1385-20.

## ***Scope***

- This standard applies to all current physical branch employee files created with the ARCS classification of 1385-20.
- Approval is retroactive.

## ***Business Requirements***

- Maintain legally recognized and usable digital copies of source records
- Legally dispose of source records

## ***Standard***

- Records will be complete and usable
- Records will be maintained in Adobe .pdf format
- Records will be maintained in a secure manner in the office record keeping system
- Prior to scanning, physical records will be reviewed to ensure that full information content will be captured. (e.g. 1 sided or two sided original, folds, tears etc.)
- Records will be created using an image resolution of 300 dots per inch (DPI) or higher, or to a future government standard
- Where appropriate scanner settings will be optimised to ensure the faintest information elements of the source records are legible (e.g. hand written notes)
- Image may be Optical Character Recognized (OCR'd) as appropriate to increase search ability
- Records will be named in accordance with a naming convention appropriate to its informational content, for example, requisition number and job title

**RSR-0067 – Branch Employee Files – Records Image Quality Control Standard**

- Electronic images will be quality checked against the source records to ensure business requirements of this standard are met

***Approvals***

Records Officer's signature below authorizes Intergovernmental Relations Secretariat the use of the Redundant Source Record Schedule to dispose of source branch employee files when digitized in accordance with this standard.

---

Richelle Wright, Records Officer

---

Date Signed

Follow Up HR Files

From: Cote, Betty A FIN:EX  
Sent: Tuesday, July 18, 2017 11:24 AM  
To: Mercier, Veronique IGRS:EX  
Subject: Follow Up: HR Files

Follow Up Flag: Follow up  
Flag Status: Flagged

Categories: To

Hi Veronique, I talked to Richelle in order to confirm the answer to your question, and she confirmed that you do not need to remove anything from employee files prior to destroying them. After you submit the required paperwork to GRS and receive approval from GRS, they can be destroyed without removing any of their contents.

I hope this information helps.

Thanks,  
Betty

Betty Côté  
Records Analyst | Government Records Service | Ph: 778-698-3512  
Corporate Information and Records Management Office | Ministry of Finance



195 Summerlea Road  
Brampton, Ontario L6T 4P6

**Direct Questions To:** Customer Care - 1-800-327-8345 or  
askcustomerservice@ironmountain.com

INTERGOVERNMENTAL RELATION SECRETAR  
ACCOUNTS PAYABLE  
OFFICE OF PROTOCOL  
PO BOX 9422 STN PROV GOVT  
VICTORIA, BC V8W 9V1 CANADA

# Invoice

Page 1 of 2

## Account Overview

**Invoice Number:** 9EG7881  
**Invoice Date:** 06/30/2017  
**Storage Period:**  
**Service Period:** 05/24/2017 - 06/27/2017  
**Customer ID/Name:** s.17 /INTERGOVERNMENTAL  
RELATION SECRETAR

<b>TOTAL AMOUNT DUE:</b>	<b>\$487.89</b>
<b>Due By:</b>	<b>07/30/2017</b>

### Go Green!

**And, have instant access to your invoices!**

Invoice Gateway allows you to:

- Access and print invoices & invoice reports
- Make payments online
- View invoice balances and more...

#### SIGN UP TODAY

Visit <http://ca.invoices.ironmountain.com>

*If you have more questions or would like help registering, please contact our  
Customer Care team at (800) 327-8345*

#### Canadian Tax ID Numbers for Reference Only

GST/HST/TPS	885517334 RT0001
BRITISH COLUMBIA	PST# 1014-7765
MANITOBA	PST# 885517334MT0001
QUEBEC	TVQ# 1019185164
SASKATCHEWAN	PST# 5600135

## Debit Activity Summary

Storage	0.00
Service	435.79
Supplies	0.00
Other Charges	28.88

<b>Sub Total</b>	<b>\$464.67</b>
Tax	\$23.22

<b>TOTAL AMOUNT DUE:</b>	<b>\$487.89</b>
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#### TO VIEW AND PAY ONLINE GO TO:

<http://ca.invoices.ironmountain.com>

**USE THIS ENROLLMENT CODE TO CREATE YOUR ORGANIZATION'S  
ADMINISTRATION ACCOUNT:**

s.17

**SUBMIT  
PAYMENTS TO:** Iron Mountain Canada Operations ULC  
d/b/a Iron Mountain Canada  
P.O. BOX 3527 STATION A  
TORONTO, ON M5W 3G4

**Customer ID/Name:** s.17 INTERGOVERNMENTAL  
RELATION SECRETAR

**Invoice Number:** 9EG7881  
**Invoice Date:** 06/30/2017

Description	Qty	Rate	Amount
OFFSITE SHRED SERVICE MINIMUM	1.00	35.070	35.07
OFFSITE SHRED, SEC CONSOLE	1.00	28.960	28.96
OFFSITE SHRED, TRIP SCHEDULED	1.00	0.000	0.00
ON-CALL,OFFSITE SHRED, SEC CONSOLE	6.00	28.960	173.76
ON-CALL,OFFSITE SHRED, TRIP	2.00	99.000	198.00
			<b>435.79</b>
ADMINISTRATION FEE	1.00	28.880	28.88
			<b>28.88</b>
<b>Sub Total</b>			<b>464.67</b>
<b>BRITISH COLUMBIA GST/HST</b>			<b>23.22</b>
<b>INVOICE AMOUNT DUE</b>			<b>487.89</b>

Canadian Tax ID Numbers For Reference Only	
GST/HST/TPS	885517334RT0001
BRITISH COLUMBIA	PST# 1014-7765
MANITOBA	PST# 885517334MT0001
QUEBEC	TVQ# 1019185164
SASKATCHEWAN	PST# 5600135

**LEGEND:**

- When paying by check please include applicable customer ID(s), invoice number(s) and invoice amount(s)
- Outstanding balance summary does not reflect any payment received that has not or could not be applied to open invoices
- Storage is billed in advance and may also include storage charges billed in arrears for items received during the current period\*
- Services are billed in arrears\*
- Adjustment amount includes credits, debits and other adjustments made by the specified date
- Payment is due per contract Net terms from the invoice date

\*Unless otherwise expressly agreed upon in writing

**CERTIFICATE OF DESTRUCTION:**

IRON MOUNTAIN CERTIFIES THAT THE MATERIALS RELATED TO SHREDDING SERVICES ON THIS INVOICE HAVE ENTERED THE DESTRUCTION PROCESS IN ACCORDANCE WITH OUR SECURE SHREDDING WORKFLOW SO THAT THE INFORMATION CANNOT BE RECONSTRUCTED.

**Hendry, Jackie PREM:EX**

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**From:** Henry, David A FIN:EX  
**Sent:** Sunday, July 9, 2017 11:06 AM  
**To:** Leamy, Michelle T PREM:EX  
**Subject:** GOV PCs Reimage date

Hi Michelle, here is the email.

So the swearing in for the new Premier is Tuesday July 18<sup>th</sup>.

I am hoping we can queue up the reimage of all PCs starting later this week? Perhaps by Thursday or Friday? Then we can ensure over the weekend all are ready, and they will be ready for the Monday/Tuesday, final patches and such.

Do we know of any staff whom are staying in the various offices? I was thinking those PCs could stay with them? Will that work?

With the inventory being done today for the LP, we should have an idea of how many PCs in Victoria. With Tuesday, the much smaller # in Vancouver being inventoried.

Thanks,  
David

## Hendry, Jackie PREM:EX

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**From:** Henry, David A FIN:EX  
**Sent:** Monday, July 10, 2017 7:54 AM  
**To:** Leamy, Michelle T PREM:EX  
**Subject:** RE: GOV PCs Reimage date

Hi Michelle, once the reimage starts, we would want no more access to PC as that would load their profile to the PC again.  
Smartphone access and iPads would still have access of course..

Possibly, could we get a majority done for those that may not be around? I should have an inventory list by ministry office by tomorrow.  
If there are a few clients whom are staying until the last days that is fine, but if we can get the majority done that would be good.

If you like, we can discuss at your convenience?  
Thanks,  
David

---

**From:** Leamy, Michelle T PREM:EX  
**Sent:** July 9, 2017 5:54 PM  
**To:** Henry, David A FIN:EX  
**Subject:** Re: GOV PCs Reimage date

Will people still have access to their emails, etc., or once you start reimage all that is inaccessible?

On Jul 9, 2017, at 11:05 AM, Henry, David A FIN:EX <[David.Henry@gov.bc.ca](mailto:David.Henry@gov.bc.ca)> wrote:

Hi Michelle, here is the email.

So the swearing in for the new Premier is Tuesday July 18<sup>th</sup>.  
I am hoping we can queue up the reimage of all PCs starting later this week? Perhaps by Thursday or Friday? Then we can ensure over the weekend all are ready, and they will be ready for the Monday/Tuesday, final patches and such.

Do we know of any staff whom are staying in the various offices? I was thinking those PCs could stay with them?

Will that work?

With the inventory being done today for the LP, we should have an idea of how many PCs in Victoria.  
With Tuesday, the much smaller # in Vancouver being inventoried.

Thanks,  
David



## Hendry, Jackie PREM:EX

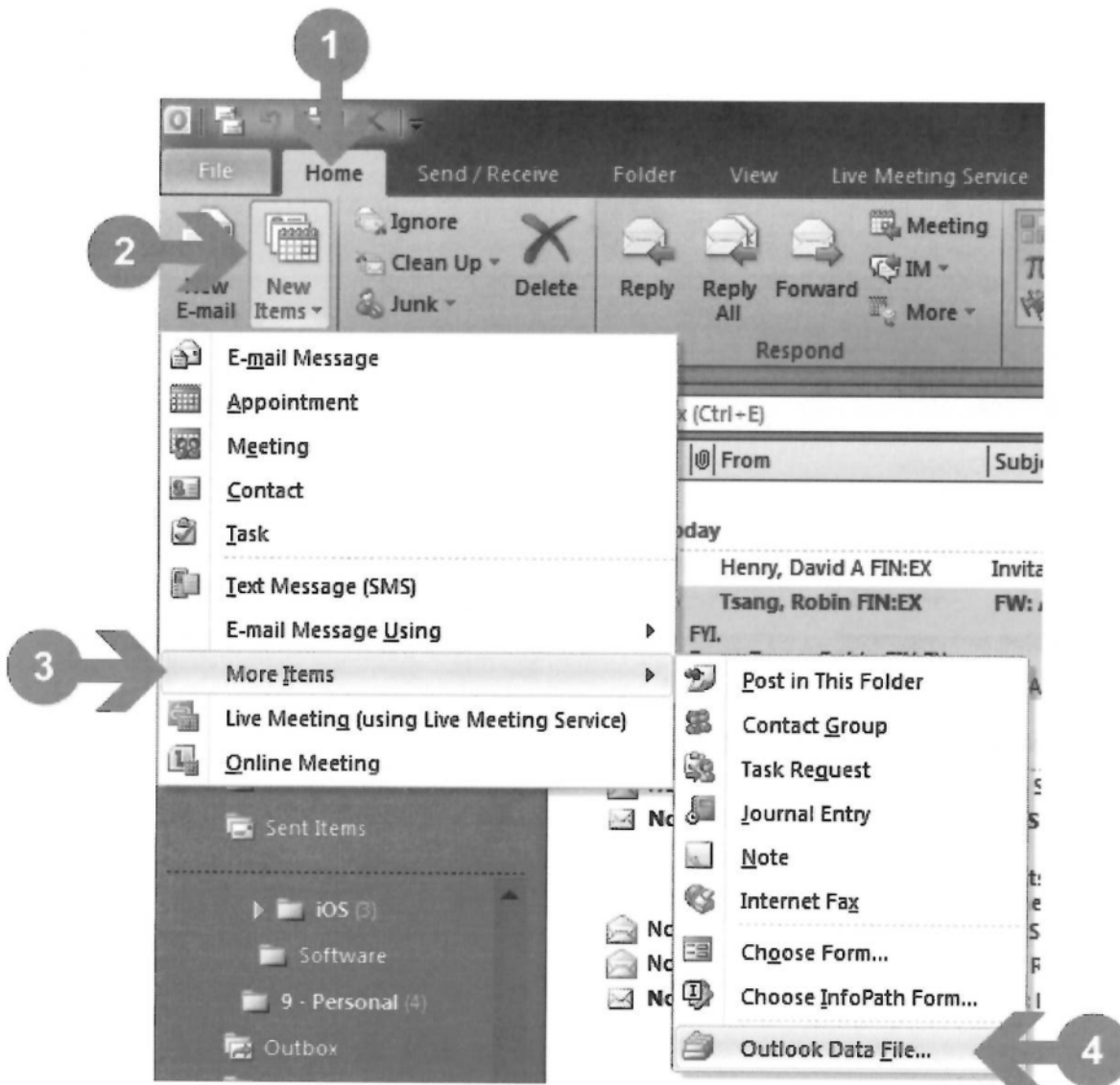
**From:** Henry, David A FIN:EX  
**Sent:** Friday, June 30, 2017 11:00 AM  
**To:** Leamy, Michelle T PREM:EX  
**Subject:** .PST Outlook folders for storing email/calendar/contacts etc.

Good morning Michelle, as discussed.

To create a Personal folder for email (.PST file):

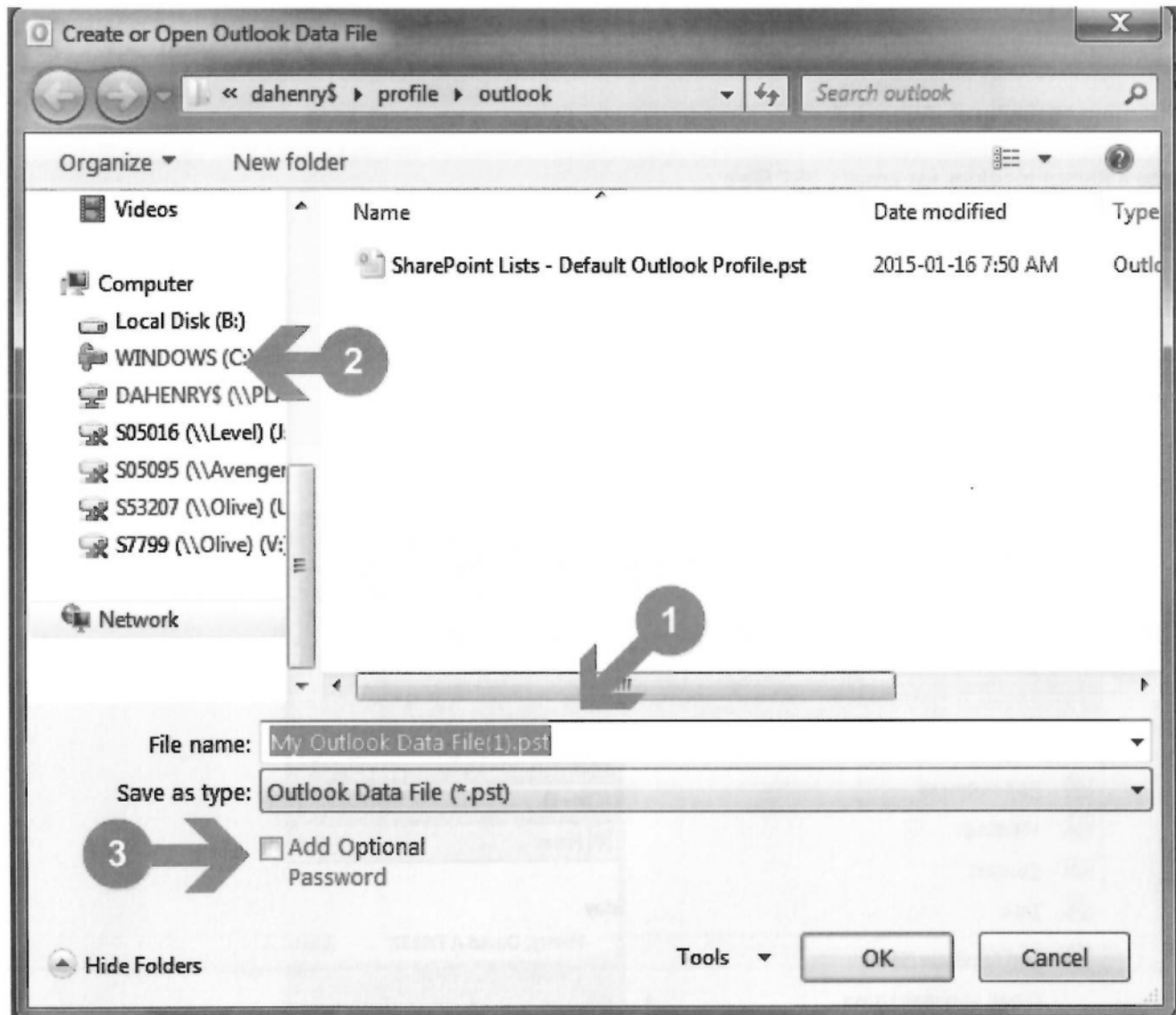
Open Outlook

1. Click <Home>
2. Click <New Items>
3. Click <More Items>
4. Click <Outlook Data file>

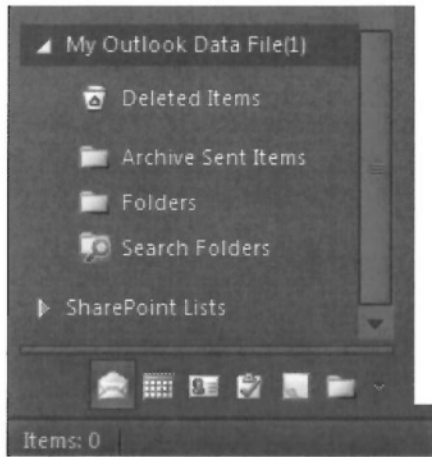


This will create a Personal data file (.PST)

1. Name the file as you wish.
2. Decide where to have it i.e. on network drive best option – H: OR Flashdrive



File will be created. Mine as below is called **My Outlook Data File(1)**



I created a few sub-folders as above.

Any questions let me know.  
David

**Hendry, Jackie PREM:EX**

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**From:** Curtis, David FIN:EX  
**Sent:** Friday, July 14, 2017 2:03 PM  
**To:** Leamy, Michelle T PREM:EX  
**Subject:** Transitional Management of Electronic Information 0.9.2.docx  
**Attachments:** Transitional Management of Electronic Information 0.9.2.docx

Hi Michelle,

Please find the amended version attached. Let me know if you would like to discuss.

Regards,

David

## Draft Staff Workflow Concerning Transitional Management of Electronic Information

### Note:

- The Deputy Minister to the Premier is identified as the “owner” of all Office of the Premier records noted below.
- The following workflow is specific to transition and does not encompass normal service request processes associated with routine staffing actions.

### OFFICE OF THE PREMIER

Activity	Service Delivery Agency	Contact
<p><b>Retirement of the existing Office of the Premier's SharePoint site</b></p> <p>Deletion of the pre-July 18, 2017 SharePoint site, which hosts Ministers Offices' transitory records libraries (iPad transfers) and all associated content.</p> <p>Information contained within the SharePoint site will be confirmed as exclusively transitory in nature (e.g. duplicate/convenience copies) encompassing records that have been retained within the Office of Primary Responsibility consistent with information schedules and retention policies.</p> <p><b>Responsible Lead: Michelle Leamy</b></p>	<p>Information Management Branch (IMB), Ministry of Finance</p>	<p>VIP Services Ministry of Finance (Team Lead: David Henry) 250-953-5151 <a href="mailto:VIP.Services@gov.bc.ca">mailto:VIP.Services@gov.bc.ca</a></p>
<p><b>Archiving email accounts for the Premier, Ministers, Political Staff and Office of the Premier's staff</b></p> <p>Collection and migration of all pre-July 18, 2017 email folders and associated content.</p> <p>Premier, Ministers, Political Staff and Office of the Premier's staff email is saved in (.PST) format to a secure network share drive.</p> <p><b>Responsible Lead: Michelle Leamy</b></p>	<p>Information Management Branch (IMB), Ministry of Finance</p>	<p>VIP Services Ministry of Finance (Team Lead: David Henry) 250-953-5151 <a href="mailto:VIP.Services@gov.bc.ca">mailto:VIP.Services@gov.bc.ca</a></p>

Activity	Service Delivery Agency	Contact
<p><b>Isolation and distribution of copies of the existing Ministers Offices' LAN Shares to the newly appointed Deputy Ministers with related portfolio responsibilities</b></p> <p>Isolation of all pre-July 18, 2017 Minister's Offices LAN Shares and any associated content. Access to copies of the drive content will be made available upon request to the newly appointed Deputy Ministers to support specific operational requirements (e.g. program requirements, FOI, or litigation). Given the potential for a reallocation of portfolio responsibilities, individual LAN Shares may have to be disseminated to and/or concurrent access provided to other responsible Deputy Minister(s).</p> <p>Each DM request for materials will identify the purpose for the access. Once accessed and the operational requirement is complete, the copied drive contents must be deleted and notification provided to VIP services that the preceding steps have concluded.</p> <p>Note that the post-July 18, 2017 Ministers Offices' LAN Shares will be established as new LAN Shares.</p> <p><b>Responsible Lead: Don Wright or alternate</b></p>	<p>Information Management Branch (IMB), Ministry of Finance</p>	<p>VIP Services Ministry of Finance (Team Lead: David Henry) 250-953-5151 <a href="mailto:VIP.Services@gov.bc.ca">mailto:VIP.Services@gov.bc.ca</a></p>
<p><b>Distribution of email accounts for the Premier, Ministers, Political Staff and Office of the Premier's staff to the newly appointed Deputy Ministers with related portfolio responsibilities</b></p> <p>In response to specific operational requirements, the newly appointed Deputy Ministers may request copies of the pre-July 18, 2017 email accounts of the Premier, Ministers, Political Staff and Office of the Premier's staff saved on the secure network share drive. Given the potential for a reallocation of portfolio responsibilities, individual emails may have to be disseminated to and/or concurrent access provided to other responsible Deputy Minister(s).</p> <p>The Deputy Minister to the Premier will, upon request, have access to emails from the Premier and all Premier's Office staff.</p>	<p>Information Management Branch (IMB), Ministry of Finance</p>	<p>VIP Services Ministry of Finance (Team Lead: David Henry) 250-953-5151 <a href="mailto:VIP.Services@gov.bc.ca">mailto:VIP.Services@gov.bc.ca</a></p>

<p>As with the LAN drive contents, each DM request for materials will identify the purpose for the access. Once accessed and the operational requirement is complete, the copy email materials must be deleted and notification provided to VIP services that the preceding steps have concluded.</p> <p><b>Responsible Lead: Don Wright or alternate</b></p>		
Activity	Service Delivery Agency	Contact
<p><b>New office infrastructure</b></p> <p>Establishment of new LAN structure and access, iDIR accounts, Email and other SharePoint sites as required.</p> <p>Note that new Ministers Offices' LAN Shares will be established.</p> <p><b>Responsible Lead: Don Wright or alternate</b></p>	<p>Information Management Branch (IMB), Ministry of Finance</p> <p>Additional Resource: Government Records Service, Ministry of Finance</p>	<p>VIP Services Ministry of Finance (Team Lead: David Henry) 250-953-5151 <a href="mailto:VIP.Services@gov.bc.ca">mailto:VIP.Services@gov.bc.ca</a></p> <p>Trevor Youdale 250 356-0845 <a href="mailto:Trevor.Youdale@gov.bc.ca">Trevor.Youdale@gov.bc.ca</a></p>

#### DEPUTY MINISTERS' OFFICES

Activity	Service Delivery Agency	Contact
<p><b>New office infrastructure</b></p> <p>Establishment of new LAN structure and access, iDIR accounts, Email and other SharePoint sites as required.</p> <p><b>Responsible Lead: Newly Appointed Deputy Minister or alternate</b></p>	<p>Ministry of Technology, Innovation and Citizens Services</p>	<p>iStore request as per the standard processes defined within each Ministry.</p>
<p><b>Access to previous Deputy Ministers Email accounts (as required)</b></p> <p>This information is retained and may be accessed for operational use only (e.g. program requirements, FOI, or litigation).</p> <p>Incoming Deputy Ministers may request access for themselves and one DMO alternate. Once accessed and the requirement is complete, the copy of the email folders and contents must be deleted.</p>	<p>Information Security Branch, Office of the Chief Information Officer</p>	<p>Ken Prosser 250 387-5931 <a href="mailto:ken.prosser@gov.bc.ca">ken.prosser@gov.bc.ca</a></p>

<p>Please note given the potential for a reallocation of portfolio responsibilities, individual emails may have to be disseminated to and/or concurrent access provided to other responsible Deputy Minister(s).</p> <p><b>Responsible Lead: Newly Appointed Deputy Minister or alternate</b></p>		
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## **Hendry, Jackie PREM:EX**

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**From:** Leamy, Michelle T PREM:EX  
**Sent:** Wednesday, July 12, 2017 2:20 PM  
**To:** LP Administrative Coordinators  
**Cc:** LP Chief of Staff  
**Subject:** Minister Office SharePoint

Good Afternoon All!

Further to our meeting and the distribution of records management materials there is one more area to check . . . The Minister Office SharePoint libraries s.15 that have been used to send documents to a Minister's iPad require final cleanup.

As SharePoint is a transitory medium please ensure that all files on the SharePoint site are properly saved on your LAN drive as part of the final cleanup in the Minister's office.

The SharePoint Libraries will be deleted on July 18, 2017 after the swearing in of the new Executive Council.

This same procedure was in place for our writ period management of records so you may have already done this!

VIP Services is available to assist if required.

Please contact VIP Services at:

**TEL #: 250-953-5151**

**Email: [VIP.Services@gov.bc.ca](mailto:VIP.Services@gov.bc.ca)**

Thx.

m

## **Hendry, Jackie PREM:EX**

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**From:** Laidlaw, Susan FIN:EX  
**Sent:** Monday, July 10, 2017 12:33 PM  
**To:** Hendry, Jackie PREM:EX  
**Subject:** FW: Information Management Resource  
**Attachments:** Procedures for Managing Confidential Records during and after Government....docx

Hello Jackie,

I just learned that Cheryl sent out the attached document on Friday to select DMs. s.22  
s.22 I'm told it is a pared-down version of what Charlotte has previously seen. The timelines were quite tight on Friday (i.e. same day turn-around) and so consultation on this version was minimal. Please let me know if you have any concerns.

The two page document I spoke about on the phone does not reference Cabinet Operations or Cabinet Records. Nonetheless, I will send you a draft copy when its available.

**Susan Laidlaw**  
**t:** 778-698-2900 **c:** 778-678-2097

# **Procedures for Managing Confidential Records during and after Government Transition**

## **Overview: Protecting Confidential Information in Government's Custody or under its Control**

This document provides direction on managing confidential records in the event of a transition in government. It builds upon and clarifies the direction provided in the guide Managing Records During an Election.

Government information received, created and used by Cabinet Ministers, their staff, and Ministry employees is a valuable public asset and must be managed in a manner consistent with legislation, policy, information schedules and the Standards of Conduct, as well as established Constitutional conventions.

Government is the steward of a considerable amount of confidential information, including Cabinet records, Cabinet-related records and personal information. It is vital that this information be protected at a level that is commensurate with its sensitivity and value.

Under the Standards of Conduct and their oath of employment public service employees are non-partisan and have a duty of loyalty to the government as their employer and must act honestly and in good faith, serving the government of the day to the best of their ability; as such, they must follow these procedures, rules and conventions.

Compliance with legislation, policy, information schedules and the Standards of Conduct is subject to review and audit by the Chief Records Officer and may, in some cases, be investigated by the Information and Privacy Commissioner or other independent officers of the Legislature.

The following requirements apply **at all times**:

### **Requirements for Retention of Government Information**

The Information Management Act (IMA) requires all government information to be held, transferred, archived or disposed of only in accordance with an approved information schedule.

### **Requirements for Protecting All Confidential Information**

The Appropriate Use Policy sets out the requirements for employees to follow in order to ensure that the confidential information they are working with is protected. This includes restricting access to confidential information to employees who require it to carry out their duties, and only disclosing confidential information to those who are authorized to view it.

### **Requirements for Protecting Personal Information**

The Freedom of Information and Protection of Privacy Act (FOIPPA) sets out the legal requirements for protecting personal information. Ministries may only collect, use, and disclose personal information if authorized by FOIPPA. The unauthorized disclosure of personal information is an offence under FOIPPA. Other enactments may also apply that further limit the collection, use and disclosure of certain types of information.

The following additional requirements apply in the period following a general election<sup>1</sup>.

**Requirements for Protecting Records that may Reveal the Substance of Deliberations of a Former Cabinet or Cabinet Committees**

Established Constitutional convention requires that all records which may reveal the substance of deliberations of Cabinet or its committees are treated as privileged information of the government of the day. This means an incoming administration (i.e., incoming Ministers and political staff) does not have access to these documents without the consent of the former administration.

Such records may only be shared with the new Executive Council on an exceptional basis with the express consent of the previous Executive Council, which is sought during and after the transition period from the former Premier or their delegate.

- **Cabinet Records** are those that have been prepared for submission to, or circulated for consideration by Cabinet or a Cabinet Committee. Cabinet records can include agendas, minutes, final versions of Cabinet and Cabinet Committee submissions, decision letters of Cabinet and its committees, staff analysis, draft legislation, regulations and Orders in Council circulated for consideration by Cabinet, presentation decks and papers.
- **Cabinet-Related Records** are records held by public bodies that are created or received by the public body, which may reveal the substance of deliberations of Cabinet or a Cabinet Committee, including: correspondence (including email correspondence), briefing notes, drafts of Cabinet or Treasury Board submissions, draft regulations and Orders in Council, financial impact assessments, and memoranda regarding confidential work for the consideration of Cabinet.

**Government information must be retained in accordance with legislation, policy and information schedules. Government information also must be protected using security measures commensurate with its sensitivity and confidential information may be accessed only by those who need the information to perform their duties.**

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<sup>1</sup> The period following Election Day until a new Cabinet is sworn in is referred to as "transition".

## Key Practices Prior to Transition

### 1. **Manage government information separately from non-government information.**

Government policy permits the limited personal use of information and technology resources. Therefore, some of the information that government employees receive, create, and retain on the government system for reasons that are not related to their work may be confidential because, for example, it contains their own personal information or the personal information of others.

This type of information is not government information. Employees should regularly review their paper files, email and voicemail accounts, and any digital records stored on personal or shared drives, for non-government information, such as family photos and personal (i.e., not related to government business) emails.

Employees are required by policy to limit the amount of non-government information they store on government systems, and should regularly delete/dispose of this type of information.

### 2. **Dispose of transitory information unless it is responsive to an FOI request or litigation search.**

Employees should also regularly review their physical and digital environments (e.g., portable storage devices, filing cabinets, desk drawers, email and employee drives) for transitory information and they should dispose of it as appropriate. Employees should delete or otherwise securely destroy redundant copies, working materials no longer needed, ephemeral emails, and other transitory information that may have been retained for reference purposes. For more information, see the [Transitory Records Guide](#) and the [Email Decision Diagram](#) available on the [Records Management website](#).

Transitory information that is responsive to an open FOI request or active litigation **must not** be destroyed.

### 3. **Ensure official records are sent to the appropriate responsibility centre or filed appropriately.**

Government information must be retained according to information schedules and continue to be available to serve the ongoing needs of the ministry. Departing employees must not retain copies of government information. Employees must not password-protect individual documents or folders. Ensure records subject to Cabinet confidence are appropriately secured.

### 4. **Save email records appropriately.**

In general, an email inbox should not be used to store government information, other than transitory records, for example, convenience copies of messages. Important emails should be saved in an office recordkeeping system, or the information in the email should be summarized in another document. Employees must not password-protect individual messages or folders. Ensure records subject to Cabinet confidence are appropriately secured.

### 5. **Prepare to follow the Constitutional convention whereby ministers of an incoming Executive Council may not see the Cabinet records and Cabinet-related records of a former Executive Council.**

Procedures for managing Cabinet records and Cabinet-related records during and after the election period respect the Constitutional convention that records prepared for consideration by Cabinet are considered to be privileged information of the Executive Council of the day. With rare exceptions

and only following review and consultation, a succeeding Executive Council does not have access to these records without the consent of the former Premier or their delegate. This protects the confidentiality of the collective decision-making process of parliamentary democracy.

Before the transition period, Cabinet records and Cabinet-related records must be identified, labelled and managed to ensure access is limited to those who “need to know”. Prior to the interregnum, the Deputy Minister’s Office (DMO) will ensure that any Cabinet records or Cabinet-related records are removed from their Minister’s Office and placed in a secure location controlled by the DMO. The Deputy Minister’s Office must create an inventory of physical and digital locations where Cabinet and Cabinet-related records are located within the Ministry, including who has access to these locations.

Where the Cabinet record or Cabinet-related record is an integral part of ministry business files, a copy may be retained in the relevant operational/business unit files.

Appropriate security and access measures must be in place for these records, whether in physical or digital storage (e.g., EDRMS, LAN/shared drive, SharePoint, Email, or CLIFF).

For assistance in limiting access to records via TRIM/EDRMS or CLIFF, contact a Ministry Records Officer.

For assistance in limiting access to records in SharePoint, a LAN or shared drive contact 77000@gov.bc.ca, or dial 7-7000.

## Key Practices Post Transition

### 6. Follow appropriate procedures for transferring or departing employees.

When an employee transitions out of the Public Service, they must not have access to their government email account or any information stored in government systems.

Former employees should not leave the Public Service with any copies of government information in their possession, with limited exceptions. Departing or transferring employees may, on occasion, be permitted to take a copy of non-sensitive government records (e.g., work samples or information relevant to the employee’s knowledge base).

It is important that the confidentiality, integrity and availability of all government information is maintained when an employee transfers to another office or leaves the public service. When an employee leaves government or transfers to another office, his or her records must be managed by the originating office and retained according to approved information schedules (i.e. ARCS and ORCS). Managing all digital and physical records appropriately should be part of regular office practice.

For more information, please refer to Government Records Service’s Departing or Transferring Employees Guide.

**7. Continue to secure and manage access to Cabinet records and Cabinet-related records in accordance with legislation, Constitutional convention, government policy, protocols and good practices.**

After the transition, particular care must be given to protecting Cabinet records and Cabinet-related records.

Cabinet Operations holds the final versions of Cabinet records and Cabinet-related records, other than Treasury Board records, which are held by Treasury Board Staff. The ministry responsibility centre (i.e., the Office of Primary Responsibility [OPR]) is the DMO.

Where the Cabinet record or Cabinet-related record is an integral part of ministry business files, a copy may be retained in the relevant operational/business unit files. The ministry copies of Cabinet submissions and draft submissions must be kept secure to ensure no unauthorized access.

Where records contain information subject to Cabinet Confidence, Constitutional convention requires that those records **not** be shared with the incoming Minister or political staff. These records also must only be accessed by members of the public service on a need-to-know basis.

Although a new administration is precluded from viewing the *records* of a previous administration, it is generally permissible for a new administration to obtain *information* about decisions made by a previous administration, particularly where the information is necessary to ensure that government business will be carried out effectively. For this reason, after a change in administration occurs, in responding to requests of the new government, the proper procedure is to prepare new reports and submissions, rather than simply providing copies of old ones. Previous Cabinet submissions and records used in their preparation may continue to be used as resource documents by Public Service staff preparing new submissions, where authorized by the Deputy Minister. In providing advice to the new Executive Council, where the continuity of administration requires reference to records prepared for previous Executive Councils, it may be appropriate to paraphrase the contents of those materials, provided that the paraphrasing is essential to explain a point of policy affecting the future operations of government.

However, in preparing new records or paraphrasing information about the decisions made by a prior administration, employees must take care to continue to protect information about the options presented to the Executive Council in making the decision and any information related to the opinions, discussions or deliberations among Ministers at the time of the decision.

**8. Continue to follow established legislation, Constitutional Convention, government policies, protocols and good practices when sharing Cabinet records and Cabinet-related records with external parties.**

In the absence of an express statutory provision or Court Order requiring or prohibiting disclosure, the longstanding constitutional convention is that the former Premier or their designated representatives decide whether or not to disclose Cabinet records and Cabinet-related records prepared when that Premier presided over Cabinet. This convention is recognized among Canadian jurisdictions.

In the case of requests to share information from or about Cabinet records or Cabinet-related records of the previous administration with independent officers of the Legislature, there exist



standard conventions and government policies, which must be followed (the Ministry responsible for the legislation establishing the function of an Officer of the Legislature can provide copies of agreements entered into with each Officer, as well as details of any government policies and protocols for sharing of information).

Such agreements typically contain provisions with respect to restrictions on copying and dissemination of the records, and disposal of records at the conclusion of the engagement. They also address who may access the records, for what purpose.

Government has a legal obligation to identify relevant documents in the context of legal proceedings or in response to a summons or subpoena. However, these documents may be privileged or protected from disclosure by public interest immunity. The Constitutional convention does not create any special exemption from the requirement to disclose Cabinet records or Cabinet-related records of a prior administration in the context of legal proceedings or when the production of such records is otherwise required at law.

When sharing Cabinet records or Cabinet-related records with third parties, consideration must be given to assertion of public interest immunity<sup>2</sup> and solicitor client privilege (where applicable). This consideration should include applicable government policy, advice from legal counsel and consultation with Cabinet Operations as appropriate.

Where records of a previous administration have been identified as forming part of the government's disclosure package, convention is for the Cabinet Secretary to request approval from the previous administration (the former Premier or their delegate). This is generally done as part of the decision making process before any final decision is made on disclosure. Care is taken during this process to respect the terms of the Constitutional convention until a final decision on disclosure has been made.

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<sup>2</sup> The test to determine if public interest immunity applies to a document is whether the public interest in withholding the document outweighs the public interest in disclosing it. At common law, Cabinet documents are protected in recognition of the fact that democratic governance works best when Cabinet discussions can be conducted with unreserved candour, and any documents revealing the subject of Cabinet deliberations are therefore protected from disclosure. However, the common law also recognizes this protection must be balanced against the public interest in disclosure, for example, preserving the integrity of the justice system or enabling an officer of the legislature to fulfill his or her statutory mandate.

This balancing occurs by the decision maker weighing the public interest in maintaining confidentiality and the specific public interest in disclosing the information (e.g. disclosing documents in particular litigation or allowing the Auditor General to disclose in a report). It is important to note that considerations with respect to the gain or loss of tactical advantage in the context of the particular litigation have no role in this process. If the public interest in maintaining confidentiality outweighs the public interest in disclosure, it is irrelevant whether there are advantages or disadvantages to a party to the litigation in their disclosure.

When balancing the interests, the decision maker must also consider where there are any appropriate conditions or restrictions that would result in disclosure being in the public interest. As an example, sometimes the public interest supports disclosing Cabinet records in litigation as long as there is a court order setting out appropriate confidentiality terms. The Legal Services Branch assists with negotiating and drafting any confidentiality terms.

It is important to note that this balancing may take place at different times for different types of disclosure. In the litigation context, the balancing occurs prior to any production of documents, but for the Office of the Auditor General, the balancing occurs when the OAG provides government with notice that it intends to include information from such documents in a public report.



Government's responsibility to respond in a timely manner is essential with respect to responding to requests for information from independent officers of the Legislature.

**9. Consider who should have access to those records only retained within an email account.**

By following the practices set out above respecting records management before the transition, key records should be located in the office record keeping system. Therefore, access to a former staff member's email records should only be necessary in extraordinary circumstances where it was not possible to dispose of transitory records and/or save email records appropriately. In some cases, however, it may be reasonable for incoming staff to access their predecessor's email account for an operational reason, or for Information Access Operations to view records retrieved from a departed staff's email account for the purpose of responding to a request for access to information under FOIPPA.

Since an email account may contain personal and other sensitive information, access to the email account and any individual emails contained therein should be granted only on a "need to know" basis, disclosing only the minimum information that is necessary for an individual to perform the operational task. After the task is completed, the access should be rescinded and any additional copies of emails destroyed unless there is an ongoing operational need to retain them.

**10. Special procedures respecting an outgoing Minister's or Minister's Office Staff email account**

Cabinet records and Cabinet-related records should have been removed from a Minister's Office prior to an election. In some cases, this may not be possible. For example, because Ministers and their staff were directed by the Premier to retain all sent email effective October 2015, Cabinet and Cabinet-related records may exist in the email accounts of outgoing Ministers and political staff.

Other highly confidential government information may also exist in these accounts. Additionally, confidential information that is not government information may also exist in these accounts, such as the personal information of constituents, or other information confidential to their political or other activities.

For this reason, the entire contents of these email accounts should be considered to be highly confidential. Accordingly, incoming Ministers and Ministers' Office staff should not be granted access to their predecessor's email accounts. Access to these accounts must be controlled by the Deputy Minister's office. Any access to, or search of, these information holdings must comply with legal, Constitutional, and policy requirements, and be based on the principles of "need-to-know"<sup>3</sup> and "least privilege"<sup>4</sup>, as well as an identified operational need.

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<sup>3</sup> A principle established in government's "Appropriate Use of Government Information and Information Technology Resources Policy" where access is restricted to authorized employees that require it to carry out their work. Employees are not entitled to access information merely because of status, rank, or office.

<sup>4</sup> A principle established in government's "Appropriate Use of Government Information and Information Technology Resources Policy" requiring that each subject in a system be granted the most restrictive set of privileges (lowest clearance) needed to perform their employment duties. The application of this principle limits the damage that can result from accident, error or unauthorized use.

**11. FOI: Continue to follow Constitutional convention respecting Cabinet confidential records where there is a request for Access to Information under FOI.**

It is possible that copies of Cabinet records and Cabinet-related records prepared for a former administration will be collected in response to a Freedom of Information (FOI) request. Employees must continue to take care to ensure that the Constitutional convention is followed, whereby ministers of an incoming administration may not see, or otherwise obtain information about the contents of the Cabinet records and Cabinet-related records of a former administration.

While FOIPPA prohibits the disclosure of information that would reveal the substance of deliberations of the Executive Council or any of its committees, including any advice, recommendations, policy considerations or draft legislation or regulations submitted or prepared for submission to the Executive Council or any of its committees, there are limited circumstances where this prohibition does not apply:

1. Where the record has been in existence for over 15 years.
2. Where the information is in a record of a decision made by the Executive Council or any of its committees on an appeal under an Act.
3. Information in a record the purpose of which is to present background explanations or analysis to the Executive Council or any of its committees for its consideration in making a decision if;
  - a. the decision has been made public,
  - b. the decision has been implemented, or
  - c. 5 or more years have passed since the decision was made or considered.

When one of the above exceptions might apply and therefore a decision is required on the potential disclosure of Cabinet confidential information under this section of the Freedom of Information and Protection of Privacy Act, and the records are those of a previous administration, the current Deputy Minister is accountable for making the determination, but should consult the former Premier or delegate through the Cabinet Secretary.

**12. FOI: Continue to follow policy and legislative requirements with respect to other types of confidential information where there is a request for Access to Information under FOI.**

In addition, when responding to an FOI request, employees are bound by government policy and law to maintain the confidentiality of other types of sensitive information, including personal information and information subject to solicitor-client privilege.

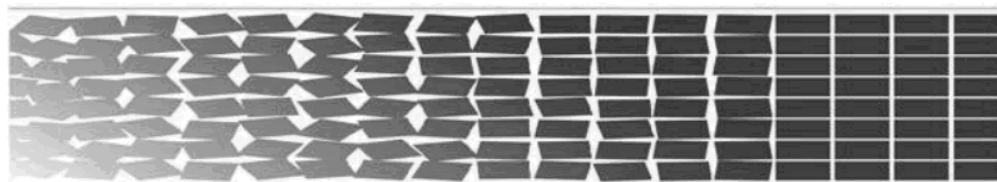
Some recommended best practices for protecting personal and other confidential information in redlined copies of FOI response packages include:

- Identifying who should have access to redlined copies of response packages, based on the principles of “need to know” and “least privilege” as defined in the Appropriate Use Policy.
- Limiting the printing of redlined copies of response packages so that there are not multiple copies to keep track of and account for.
- Providing general briefings without compromising personal information to other employees impacted by an FOI request rather than sharing or distributing redline copies of response packages.
- Ensuring employees are informed of their responsibilities regarding the protection of personal and other confidential information.

For more information on appropriate records management practices, please see:

- *Managing Records During an Election*
- *Departing or Transferring Employees*
- *Employee Exit Checklist*
- *Managing Minister's Office Records*

**From:** Doyle, Rowena A FIN:EX  
**Sent:** Friday, June 23, 2017 8:27 AM  
**To:** Hendry, Jackie PREM:EX  
**Subject:** 60 Day Notices - 963189(3)



## **60-Day Notice of Final Disposition Action – TIME SENSITIVE**

You are receiving this notice because boxes in offsite storage linked to your branch will be appropriately and legally destroyed after this 60-day period of notice has expired. The earliest date these records will be destroyed or transferred to archival custody in accordance with the approved final disposition is **after June, 2017**. Below is a summary of the records eligible for destruction:

<b>Accession:</b>	<b>963189</b>
<b>Application:</b>	<b>209746</b>
<b>Box Range:</b>	<b>9-9</b>
<b>Creating Office:</b>	<b>Deputy Ministers' Policy Secretariat</b>
<b>Current Legal Custodian:</b>	<b>Cabinet Operations</b>
<b>Schedule:</b>	<b>881099</b>
<b>Approved Final Disposition:</b>	<b>DE</b>
<b>Eligible Destruction Date:</b>	<b>2012-01-01</b>
<b>Description:</b>	<b>Cabinet secretary advisory files</b>
<b>Appraisal Notes (if any):</b>	<b>The deputy minister cabinet-related committee files in boxes 12 to 17 will be fully retained because they</b>

**document the deliberations of high level committees. The committee records classified as 200-20 and scheduled for selective retention in box 19 have been appraised for full retention. These records provide evidence of committees and planning meetings relating to aboriginal issues.**

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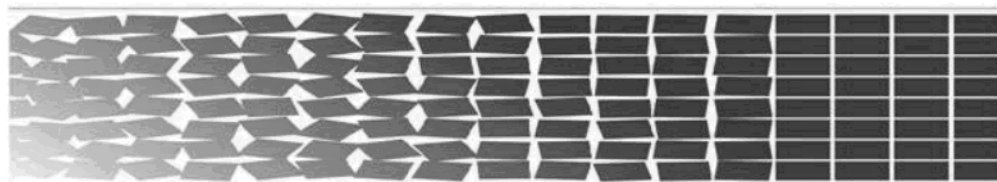
If there is any need to halt the destruction (such as audit, litigation, or due to significant ARCS retention changes (see [website](#) for amendment summary)), or if your branch is not the appropriate custodian of these records please contact your Records Officer team at [RMHelp.CentralSocialOPS@gov.bc.ca](mailto:RMHelp.CentralSocialOPS@gov.bc.ca).

**Disposition will proceed as scheduled unless notification is given.**

Thank you for your attention to this matter,

Richelle Wright  
Records Officer

**From:** Doyle, Rowena A FIN:EX  
**Sent:** Friday, June 23, 2017 8:27 AM  
**To:** Hendry, Jackie PREM:EX  
**Subject:** 60 Day Notices - 963189(4)



## **60-Day Notice of Final Disposition Action – TIME SENSITIVE**

You are receiving this notice because boxes in offsite storage linked to your branch will be appropriately and legally destroyed after this 60-day period of notice has expired. The earliest date these records will be destroyed or transferred to archival custody in accordance with the approved final disposition is **after June, 2017**. Below is a summary of the records eligible for destruction:

<b>Accession:</b>	<b>963189</b>
<b>Application:</b>	<b>209746</b>
<b>Box Range:</b>	<b>2-2</b>
<b>Creating Office:</b>	<b>Deputy Ministers' Policy Secretariat</b>
<b>Current Legal Custodian:</b>	<b>Cabinet Operations</b>
<b>Schedule:</b>	<b>881099</b>
<b>Approved Final Disposition:</b>	<b>DE</b>
<b>Eligible Destruction Date:</b>	<b>2006-05-01</b>
<b>Description:</b>	<b>Cabinet secretary advisory files</b>
<b>Appraisal Notes (if any):</b>	<b>The deputy minister cabinet-related committee files in boxes 12 to 17 will be fully retained because they</b>

**document the deliberations of high level committees. The committee records classified as 200-20 and scheduled for selective retention in box 19 have been appraised for full retention. These records provide evidence of committees and planning meetings relating to aboriginal issues.**

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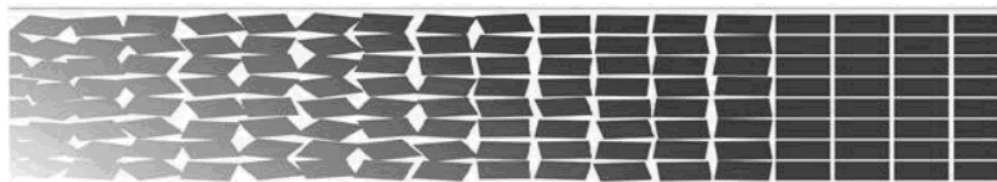
If there is any need to halt the destruction (such as audit, litigation, or due to significant ARCS retention changes (see [website](#) for amendment summary)), or if your branch is not the appropriate custodian of these records please contact your Records Officer team at [RMHelp.CentralSocialOPS@gov.bc.ca](mailto:RMHelp.CentralSocialOPS@gov.bc.ca).

**Disposition will proceed as scheduled unless notification is given.**

Thank you for your attention to this matter,

Richelle Wright  
Records Officer

**From:** Doyle, Rowena A FIN:EX  
**Sent:** Friday, June 23, 2017 8:27 AM  
**To:** Hendry, Jackie PREM:EX  
**Subject:** 60 Day Notices - 963189(5)



## **60-Day Notice of Final Disposition Action – TIME SENSITIVE**

You are receiving this notice because boxes in offsite storage linked to your branch will be appropriately and legally destroyed after this 60-day period of notice has expired. The earliest date these records will be destroyed or transferred to archival custody in accordance with the approved final disposition is **after June, 2017**. Below is a summary of the records eligible for destruction:

<b>Accession:</b>	<b>963189</b>
<b>Application:</b>	<b>209746</b>
<b>Box Range:</b>	<b>3-3</b>
<b>Creating Office:</b>	<b>Deputy Ministers' Policy Secretariat</b>
<b>Current Legal Custodian:</b>	<b>Cabinet Operations</b>
<b>Schedule:</b>	<b>881099</b>
<b>Approved Final Disposition:</b>	<b>DE</b>
<b>Eligible Destruction Date:</b>	<b>2010-04-01</b>
<b>Description:</b>	<b>Cabinet secretary advisory files</b>
<b>Appraisal Notes (if any):</b>	<b>The deputy minister cabinet-related committee files in boxes 12 to 17 will be fully retained because they</b>



**document the deliberations of high level committees. The committee records classified as 200-20 and scheduled for selective retention in box 19 have been appraised for full retention. These records provide evidence of committees and planning meetings relating to aboriginal issues.**

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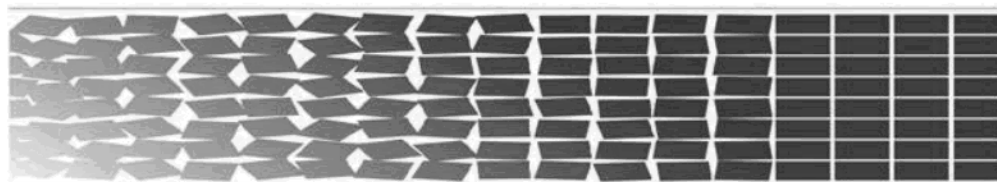
If there is any need to halt the destruction (such as audit, litigation, or due to significant ARCS retention changes (see [website](#) for amendment summary)), or if your branch is not the appropriate custodian of these records please contact your Records Officer team at [RMHelp.CentralSocialOPS@gov.bc.ca](mailto:RMHelp.CentralSocialOPS@gov.bc.ca).

**Disposition will proceed as scheduled unless notification is given.**

Thank you for your attention to this matter,

Richelle Wright  
Records Officer

**From:** Doyle, Rowena A FIN:EX  
**Sent:** Friday, June 23, 2017 8:27 AM  
**To:** Hendry, Jackie PREM:EX  
**Subject:** 60 Day Notices - 963189(6)



## **60-Day Notice of Final Disposition Action – TIME SENSITIVE**

You are receiving this notice because boxes in offsite storage linked to your branch will be appropriately and legally destroyed after this 60-day period of notice has expired. The earliest date these records will be destroyed or transferred to archival custody in accordance with the approved final disposition is **after June, 2017**. Below is a summary of the records eligible for destruction:

<b>Accession:</b>	<b>963189</b>
<b>Application:</b>	<b>209746</b>
<b>Box Range:</b>	<b>9-9</b>
<b>Creating Office:</b>	<b>Deputy Ministers' Policy Secretariat</b>
<b>Current Legal Custodian:</b>	<b>Cabinet Operations</b>
<b>Schedule:</b>	<b>881099</b>
<b>Approved Final Disposition:</b>	<b>DE</b>
<b>Eligible Destruction Date:</b>	<b>2012-01-01</b>
<b>Description:</b>	<b>Cabinet secretary advisory files</b>
<b>Appraisal Notes (if any):</b>	<b>The deputy minister cabinet-related committee files in boxes 12 to 17 will be fully retained because they</b>

**document the deliberations of high level committees. The committee records classified as 200-20 and scheduled for selective retention in box 19 have been appraised for full retention. These records provide evidence of committees and planning meetings relating to aboriginal issues.**

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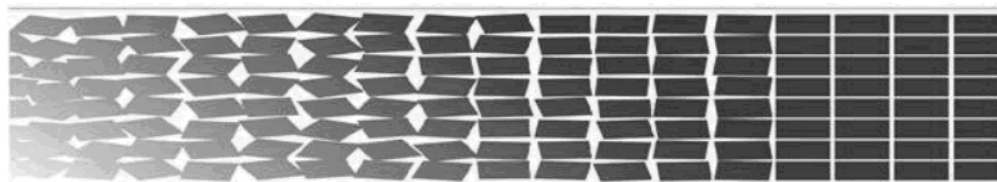
If there is any need to halt the destruction (such as audit, litigation, or due to significant ARCS retention changes (see [website](#) for amendment summary)), or if your branch is not the appropriate custodian of these records please contact your Records Officer team at [RMHelp.CentralSocialOPS@gov.bc.ca](mailto:RMHelp.CentralSocialOPS@gov.bc.ca).

**Disposition will proceed as scheduled unless notification is given.**

Thank you for your attention to this matter,

Richelle Wright  
Records Officer

**From:** Doyle, Rowena A FIN:EX  
**Sent:** Friday, June 23, 2017 8:27 AM  
**To:** Hendry, Jackie PREM:EX  
**Subject:** 60 Day Notices - 963189(7)



## **60-Day Notice of Final Disposition Action – TIME SENSITIVE**

You are receiving this notice because boxes in offsite storage linked to your branch will be appropriately and legally destroyed after this 60-day period of notice has expired. The earliest date these records will be destroyed or transferred to archival custody in accordance with the approved final disposition is **after June, 2017**. Below is a summary of the records eligible for destruction:

<b>Accession:</b>	<b>963189</b>
<b>Application:</b>	<b>209746</b>
<b>Box Range:</b>	<b>1-1</b>
<b>Creating Office:</b>	<b>Deputy Ministers' Policy Secretariat</b>
<b>Current Legal Custodian:</b>	<b>Cabinet Operations</b>
<b>Schedule:</b>	<b>881099</b>
<b>Approved Final Disposition:</b>	<b>DE</b>
<b>Eligible Destruction Date:</b>	<b>2009-06-01</b>
<b>Description:</b>	<b>Cabinet secretary advisory files</b>
<b>Appraisal Notes (if any):</b>	<b>The deputy minister cabinet-related committee files in boxes 12 to 17 will be fully retained because they</b>

**document the deliberations of high level committees. The committee records classified as 200-20 and scheduled for selective retention in box 19 have been appraised for full retention. These records provide evidence of committees and planning meetings relating to aboriginal issues.**

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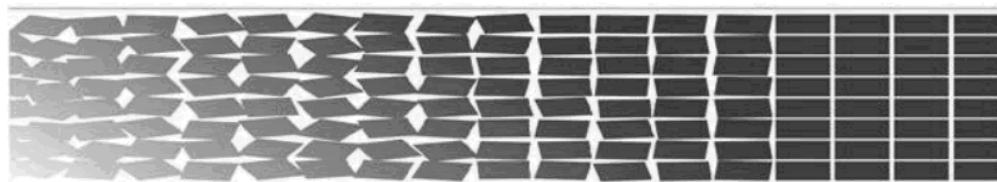
If there is any need to halt the destruction (such as audit, litigation, or due to significant ARCS retention changes (see [website](#) for amendment summary)), or if your branch is not the appropriate custodian of these records please contact your Records Officer team at [RMHelp.CentralSocialOPS@gov.bc.ca](mailto:RMHelp.CentralSocialOPS@gov.bc.ca).

**Disposition will proceed as scheduled unless notification is given.**

Thank you for your attention to this matter,

Richelle Wright  
Records Officer

**From:** Doyle, Rowena A FIN:EX  
**Sent:** Friday, June 23, 2017 8:27 AM  
**To:** Hendry, Jackie PREM:EX  
**Subject:** 60 Day Notices - 963189



## **60-Day Notice of Final Disposition Action – TIME SENSITIVE**

You are receiving this notice because boxes in offsite storage linked to your branch will be appropriately and legally destroyed after this 60-day period of notice has expired. The earliest date these records will be destroyed or transferred to archival custody in accordance with the approved final disposition is **after June, 2017**. Below is a summary of the records eligible for destruction:

<b>Accession:</b>	<b>963189</b>
<b>Application:</b>	<b>209746</b>
<b>Box Range:</b>	<b>1-1</b>
<b>Creating Office:</b>	<b>Deputy Ministers' Policy Secretariat</b>
<b>Current Legal Custodian:</b>	<b>Cabinet Operations</b>
<b>Schedule:</b>	<b>881099</b>
<b>Approved Final Disposition:</b>	<b>DE</b>
<b>Eligible Destruction Date:</b>	<b>2009-06-01</b>
<b>Description:</b>	<b>Cabinet secretary advisory files</b>
<b>Appraisal Notes (if any):</b>	<b>The deputy minister cabinet-related committee files in boxes 12 to 17 will be fully retained because they</b>

**document the deliberations of high level committees. The committee records classified as 200-20 and scheduled for selective retention in box 19 have been appraised for full retention. These records provide evidence of committees and planning meetings relating to aboriginal issues.**

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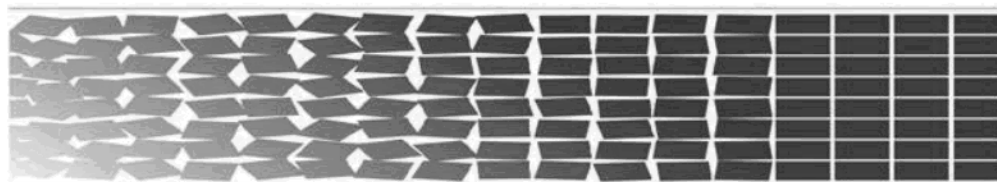
If there is any need to halt the destruction (such as audit, litigation, or due to significant ARCS retention changes (see [website](#) for amendment summary)), or if your branch is not the appropriate custodian of these records please contact your Records Officer team at [RMHelp.CentralSocialOPS@gov.bc.ca](mailto:RMHelp.CentralSocialOPS@gov.bc.ca).

**Disposition will proceed as scheduled unless notification is given.**

Thank you for your attention to this matter,

Richelle Wright  
Records Officer

**From:** Doyle, Rowena A FIN:EX  
**Sent:** Friday, June 23, 2017 8:27 AM  
**To:** Hendry, Jackie PREM:EX  
**Subject:** 60 Day Notices - 963189(1)



## **60-Day Notice of Final Disposition Action – TIME SENSITIVE**

You are receiving this notice because boxes in offsite storage linked to your branch will be appropriately and legally destroyed after this 60-day period of notice has expired. The earliest date these records will be destroyed or transferred to archival custody in accordance with the approved final disposition is **after June, 2017**. Below is a summary of the records eligible for destruction:

<b>Accession:</b>	<b>963189</b>
<b>Application:</b>	<b>209746</b>
<b>Box Range:</b>	<b>2-2</b>
<b>Creating Office:</b>	<b>Deputy Ministers' Policy Secretariat</b>
<b>Current Legal Custodian:</b>	<b>Cabinet Operations</b>
<b>Schedule:</b>	<b>881099</b>
<b>Approved Final Disposition:</b>	<b>DE</b>
<b>Eligible Destruction Date:</b>	<b>2006-05-01</b>
<b>Description:</b>	<b>Cabinet secretary advisory files</b>
<b>Appraisal Notes (if any):</b>	<b>The deputy minister cabinet-related committee files in boxes 12 to 17 will be fully retained because they</b>



**document the deliberations of high level committees. The committee records classified as 200-20 and scheduled for selective retention in box 19 have been appraised for full retention. These records provide evidence of committees and planning meetings relating to aboriginal issues.**

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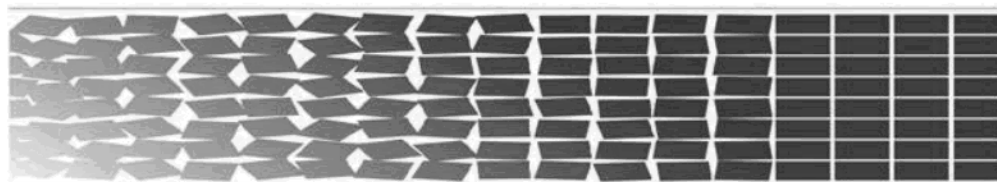
If there is any need to halt the destruction (such as audit, litigation, or due to significant ARCS retention changes (see [website](#) for amendment summary)), or if your branch is not the appropriate custodian of these records please contact your Records Officer team at [RMHelp.CentralSocialOPS@gov.bc.ca](mailto:RMHelp.CentralSocialOPS@gov.bc.ca).

**Disposition will proceed as scheduled unless notification is given.**

Thank you for your attention to this matter,

Richelle Wright  
Records Officer

**From:** Doyle, Rowena A FIN:EX  
**Sent:** Friday, June 23, 2017 8:27 AM  
**To:** Hendry, Jackie PREM:EX  
**Subject:** 60 Day Notices - 963189(2)



## **60-Day Notice of Final Disposition Action – TIME SENSITIVE**

You are receiving this notice because boxes in offsite storage linked to your branch will be appropriately and legally destroyed after this 60-day period of notice has expired. The earliest date these records will be destroyed or transferred to archival custody in accordance with the approved final disposition is **after June, 2017**. Below is a summary of the records eligible for destruction:

<b>Accession:</b>	<b>963189</b>
<b>Application:</b>	<b>209746</b>
<b>Box Range:</b>	<b>3-3</b>
<b>Creating Office:</b>	<b>Deputy Ministers' Policy Secretariat</b>
<b>Current Legal Custodian:</b>	<b>Cabinet Operations</b>
<b>Schedule:</b>	<b>881099</b>
<b>Approved Final Disposition:</b>	<b>DE</b>
<b>Eligible Destruction Date:</b>	<b>2010-04-01</b>
<b>Description:</b>	<b>Cabinet secretary advisory files</b>
<b>Appraisal Notes (if any):</b>	<b>The deputy minister cabinet-related committee files in boxes 12 to 17 will be fully retained because they</b>

**document the deliberations of high level committees. The committee records classified as 200-20 and scheduled for selective retention in box 19 have been appraised for full retention. These records provide evidence of committees and planning meetings relating to aboriginal issues.**

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If there is any need to halt the destruction (such as audit, litigation, or due to significant ARCS retention changes (see [website](#) for amendment summary)), or if your branch is not the appropriate custodian of these records please contact your Records Officer team at [RMHelp.CentralSocialOPS@gov.bc.ca](mailto:RMHelp.CentralSocialOPS@gov.bc.ca).

**Disposition will proceed as scheduled unless notification is given.**

Thank you for your attention to this matter,

Richelle Wright  
Records Officer

## McCartney, Angela PREM:EX

---

**From:** Kinnear, Lindsay PREM:EX  
**Sent:** Monday, June 12, 2017 10:18 AM  
**To:** Shortt, Amanda PREM:EX  
**Subject:** RE: Shred-it Invoice # 8100134245 Apr 02,2017

Hi Amanda,

I spoke to Mary at Secure payments and updated the credit card information and she will send an email to our account manager to make sure future invoices are sent to my email.

Thanks,  
Lindsay

*Lindsay Kinnear*

Cabinet Operations | Office of the Premier  
Room 033 | 617 Government Street, Victoria, B.C. | V8W 9V1  
Ph: 250.387.5553 | Cell: 250.217.1983

---

**From:** Shortt, Amanda PREM:EX  
**Sent:** Wednesday, June 7, 2017 8:09 AM  
**To:** Kinnear, Lindsay PREM:EX  
**Subject:** FW: Shred-it Invoice # 8100134245 Apr 02,2017

Here is the shred -it form to fill out for billing

---

**From:** SCS - Omaha Billing [<mailto:SCS-OmahaBilling@STERICYCLE.com>]  
**Sent:** Wednesday, June 7, 2017 7:12 AM  
**To:** Shortt, Amanda PREM:EX  
**Subject:** RE: Shred-it Invoice # 8100134245 Apr 02,2017

Hello,  
I have attached a PCI credit card form for you , please fill it out, sign it and fax back to the number on top of the form.

Thank you

**\*\*Please do not respond to this email, for further assistance please forward to [Shreditcare@Stericycle.com](mailto:Shreditcare@Stericycle.com)\*\*\***

---

**From:** Shortt, Amanda PREM:EX [<mailto:Amanda.Shortt@gov.bc.ca>]  
**Sent:** Tuesday, June 06, 2017 6:33 PM  
**To:** SCS - Shred-it Billings <[ShreditBillings@STERICYCLE.com](mailto:ShreditBillings@STERICYCLE.com)>  
**Cc:** Kinnear, Lindsay PREM:EX <[Lindsay.Kinnear@gov.bc.ca](mailto:Lindsay.Kinnear@gov.bc.ca)>  
**Subject:** RE: Shred-it Invoice # 8100134245 Apr 02,2017

Hello,

Please note that Lindsay Kinnear (250-387-5553) will now be taking over as the main account contact for our bill. Please let us know the best way for her to transfer billing information to her card.

Thank you,

-Amanda

**From:** Shred-it Billings [<mailto:ShreditBillings@shredit.com>]  
**Sent:** Tuesday, April 4, 2017 10:01 PM  
**To:** Shortt, Amanda PREM:EX  
**Subject:** Shred-it Invoice # 8100134245 Apr 02,2017

## **McCartney, Angela PREM:EX**

---

**From:** Kinnear, Lindsay PREM:EX  
**Sent:** Tuesday, June 20, 2017 11:28 AM  
**To:** Kinnear, Lindsay PREM:EX; Hendry, Jackie PREM:EX  
**Subject:** Client Service Agreement  
**Attachments:** CSA\_20170620\_at\_112755.pdf



# CLIENT SERVICE AGREEMENT

Client Name:

Address:

Billing Address:

Zip/Postal Code:

Phone:

Fax:

Unit/Suite:

Zip/Postal Code:

Contact 1:

Contact 2:

A/P Contact:

Title:

Title:

Fax:

Phone & Ext:

Phone & Ext:

Phone & Ext:

## AUTOMATIC SERVICE

Recommended number of security consoles

Cost of security consoles

Estimated collection & shredding time

Cost of recycling & disposal

Cost of travel to and from your location

Billing Rate

Estimated cost of service

Recommended frequency of service

Minimum charge

From \_\_\_\_\_ to \_\_\_\_\_

FREE

From \_\_\_\_\_ to \_\_\_\_\_

FREE

FREE

\$ \_\_\_\_\_ per minute

\$ \_\_\_\_\_ to \$ \_\_\_\_\_

Every \_\_\_\_\_ week(s)

\$ \_\_\_\_\_

Start date of agreement:

## PURGE

Banker Boxes (regular):

File Boxes:

Pallets:

Lever Arch Files:

Estimated collection & shredding time

Estimated cost for shredding

Cubic feet:

Other:

From: \_\_\_\_\_ to \_\_\_\_\_

\$ \_\_\_\_\_

## NOTES

The parties have agreed to this Agreement (Terms and Conditions, on reverse) on the date written above.

Shred-it

Signed

Print Name

Position

Client

Signed

Print Name

Position

new ☐ existing ☐ change ☐ Sales Rep:

Account #:

## McCartney, Angela PREM:EX

**From:** Shredit <echosign@echosign.com>  
**Sent:** Tuesday, July 11, 2017 2:13 PM  
**To:** Martha Hooker; Kinnear, Lindsay PREM:EX  
**Subject:** Shredit Agreement For Office Of The Premier (Cab Ops) between Shredit, Martha Hooker and LindsayKinnear is Signed and Filed!  
**Attachments:** Shredit Agreement For Office Of The Premier (Cab Ops) - signed.pdf



**Shred-it**  
**CUSTOMER SERVICE AGREEMENT**  
**PURGE SERVICE**

Branch Address:  
Toronto, 3500 Steeles Avenue, North York, ON M2H 4T7, Canada

Client Information

Sold To Location:  
Company Name: Office Of The Premier (Cab Ops)  
Address: 311 Government Street  
City: Ottawa  
State/Province: ON  
Zip: K1S 0H1

Purge Service:

Minimum Type	Minimum Period	Unit Price
Shred Size 10"	ON 1015 PURGE - Standard/Custom Box	\$25.00

Service Type: On Site  
Notes: please note an extra charge

Collection Type: Full  
Fuel/Service Charge: No

Pricing Per Unit

Description	Collection Type	Quantity	Unit Price
Shred	Standard/Custom Box	10	\$25.00
Shred	Standard/Custom Box	10	\$25.00
Shred	Standard/Custom Box	10	\$25.00

Payment Details

Payment Method: Check  
Bill Requested: No  
Invoice Due: No

(We will collect credit card information, however will follow up)

(Check and attach multiple)

(We will collect credit card information, however will follow up)

(Check and attach multiple)

I have read and agree to the Terms and Conditions on the following page(s): 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 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2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2





## CUSTOMER SERVICE AGREEMENT PURGE SERVICE

Branch Address:  
Vancouver, 2520 Davies Avenue, Vancouver, BC, V3C 4T7, Canada

### Client Information

Sold To Location:

Company Name: Office Of The Premier (Cab Ops)  
Address: 617 Government Street

Tel: 250-387-5553

Fax: 250-387-0740

City: Victoria

State/Province: BC

Zip: V8W 9V1

### Purge Service

Minimum Type	Minimum Product	Unit Price
Greater than (or)	ON-SITE PURGE - Bankers/Archive Box	\$50.50

Service Type: On-Site Collection Type: Floor  
Notes: please leave an extra 6 bags

Fuel/Env. Surcharge: No

### Pricing Per Unit

Description	Container Type	Quantity	Unit Price
Paper	Bankers/Archive Box		\$3.00
Paper	Binder Box		\$6.00
Paper	Blue Bag	19	\$5.00
Paper	File Drawer		\$6.00

### Payment Details

Payment Method: Check

(do not collect credit card information, branch will follow up)

PO# Required: No

PO#:

Blanket:

Liable for Tax: Yes

(check and attach certificate)

Shred-it guarantees to deliver the highest quality shredding service at all times. Any complaints about the quality of service which have not been resolved in the normal course of business must be sent by registered letter to the local Shred-it District Operations Manager. If Shred-it then fails to resolve any material complaint in a reasonable period of time, Customer may terminate this Agreement provided all containers are paid for at the then current replacement values or returned to Shred-it in good and usable condition.

I have read and agree to the Terms and Conditions on the following page: ☒ I agree.

Shred-it International ULC ("Shred-it")

Company: Office Of The Premier (Cab Ops)

Signed: Martha Hooker  
Martha Hooker (Jul 11, 2017)

Print Name: Martha Hooker

Position: Inside Sales Executive

Date: Jul 11, 2017

Signed (Authorized Signature): Lindsay Kinnear  
Lindsay Kinnear (Jul 11, 2017)

Print Name: Lindsay Kinnear

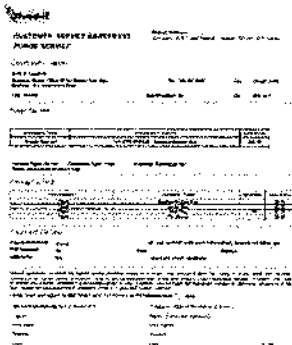
Position: Document Processing C

Date: Jul 11, 2017

V2 08/ /

## Terms & Conditions of Shred-it Customer Service Agreement

1. **Sole Terms.** All services provided by Shred-it to Customer are subject solely to the terms contained herein and any addenda agreed to by the parties in writing and attached hereto and the then-current Schedule of Ancillary Charges at [www.shredit.com](http://www.shredit.com) ("Schedule"). No term or condition on Customer's purchase order or any other instrument, agreement or Understanding shall be binding upon Shred-it unless agreed to by the parties in writing, provided, however, that if a federal, state or local government and agency thereof, or its representative is a party to this Agreement, then any proposed modification, amendment or supplement must be in a writing signed by the President or Executive Vice President of Shred-it. All typographical and clerical errors are subject to correction.
2. **Shred-it Services.** Shred-it will provide the following services to Customer:
  - (a) Shred-it will: (i) collect Customer's paper and other agreed upon materials ("Customer Confidential Materials" or "CCM") on a mutually agreed basis and (ii) destroy the CCM using a mechanical shredding device (the Destruction Process).
  - (b) Within a reasonable time following completion of the Destruction Process, Shred-it will provide Customer with a Certificate of Destruction.
  - (c) An authorized representative of Customer may, at any time, inspect the Destruction Process.
  - (d) Shred-it will recycle or otherwise dispose of the CCM.
3. **Shred-it Equipment.** Any containers ("Equipment") provided to Customer by Shred-it are the property of Shred-it. Customer will not file any lien, nor allow to be filed any lien, against any such Equipment. Customer will keep all Equipment in good working order, normal wear and tear excepted. For any Equipment which are moved, damaged, stolen or lost while at Customer's location, Customer shall pay a replacement charge pursuant to the Schedule.
4. **Service Fee.** Customer will pay a "Service Fee" to Shred-it as set forth on the cover page or applicable Statement of Work. Notwithstanding anything to the contrary, Customer shall pay the Minimum Charge if Customer declines or cancels the shredding service after Shred-it has arrived at Customer's location on the scheduled shredding date and time or if the Customer's offices are closed on the scheduled shredding date.
5. **Payment Terms.** Customer agrees to pay the Service Fee and all other amounts due immediately upon completion of the Services and in any event no later than five (5) days thereafter. Any payments not received by Shred-it when due will be subject to an interest charge on the unpaid balance of 1.0% per month (or the maximum amount allowed by law). All payments must be in immediately available Canadian funds. The amount of any and all applicable taxes shall be added to the price and paid by Customer unless Customer has provided Shred-it with exemption certificates acceptable to the taxing authorities.
6. **Ancillary Charges.** Customer agrees to pay ancillary charges according to the Schedule for services performed by Shred-it. The Schedule is incorporated by reference as if fully set forth herein and is subject to change from time to time in Shred-it's discretion.
7. **Term of the Agreement.** This Agreement shall remain in force until terminated by either Party upon thirty (30) days written notice. Requests for additional services may be made under this Agreement by the Parties' executing a Statement of Work setting out the fees for the service and the particulars of the service. Unless otherwise specified in the Statement of Work, the services shall be provided in accordance with the terms and conditions set out in this Agreement.
8. **Excused Performance.** In the event either party is prevented, hindered or delayed from the performance of any act required hereunder by reason of strike, lock-out, acts of God, legal process, failure of power or any other similar reason not directly the fault of such party, or by reason of the other party or its agents, then performance of such act shall be excused for the period of delay and the period for the performance of any such act shall be extended for a period equivalent to the period of such delay.
9. **Limitation of Liability.** Shred-it is not liable for any loss or damage to or for the repair, replacement or restoration of any CCM or other property of Customer. Shred-it's aggregate liability, if any, arising under this Agreement or the provision of services to Customer is limited to the amount of the Service Fees received by Shred-it from Customer for the particular service. Notwithstanding the foregoing, in no event will Shred-it be liable for any special, indirect, incidental, consequential, exemplary, or punitive damages, loss of profits or revenue, or loss of use even if informed of the possibility of such damages. To the extent permitted by applicable law, these exclusions and limitations will apply regardless of whether liability arises from breach of contract, warranty, tort (including but not limited to negligence), by operation of law, or otherwise.
10. **Setoff.** Customer will not set off invoiced amounts or any portion thereof against sums that are due or may become due from Shred-it to Customer, its parent, affiliates, subsidiaries or other divisions or units.
11. **Prohibited Acts / Compliance with Law.** Customer shall: (a) not store in any Equipment any CCM considered to be highly flammable, explosive, toxic, biohazards, medical waste, or radioactive, or any other materials which are otherwise illegal, dangerous and/or unsafe, and (b) comply with all laws, rules and regulations, including but not limited to, all environmental laws and laws governing the confidentiality, retention and disposition of any CCM.
12. **Indemnification, Attorney Fees & Collection Costs.** Customer shall indemnify Shred-it and its parents, subsidiaries, affiliates, successors and assigns, and each of their respective shareholders, members, officers, and directors, from all losses, liabilities, damages, claims, penalties, fees, expenses, judgments and costs (including reasonable attorney's fees and costs) (collectively, "Damages"), as a result of Customer's actual or threatened breach of this Agreement (including, without limitation, any Damages relating to the Equipment, any Damages relating to the CCM, and any Damages relating to the destruction, removal or disclosure of such CCM). In addition to all other legal and equitable remedies, in the event it becomes necessary for Shred-it to enforce the terms of this agreement, including but not limited to any action to collect sums due hereunder, Shred-it shall be entitled to an award of its reasonable attorney's fees, litigation expenses and costs of collection.
13. **Miscellaneous.** This Agreement, any addenda attached hereto and agreed to by the parties in writing and the Schedule constitute the entire agreement between the parties, and supersede any and all prior agreements and arrangements, whether oral or written, between the parties. No modification of this Agreement shall be binding unless in writing, attached hereto, and signed by both parties. Any dispute or matter arising in connection with or relating to this Agreement shall be resolved by binding and final arbitration before the International Centre for Dispute Resolution ("ICDR"). The arbitration shall be conducted pursuant to applicable provincial or federal arbitration law. Any such dispute shall be determined on an individual basis, shall be considered unique as to its facts, and shall not be consolidated in any arbitration or other proceeding with any claim or controversy of any other party. The exclusive jurisdiction and forum for resolution of any such dispute shall lie in the state where the Customer is located at the closest ICDR office. All words and phrases in this Agreement shall be construed to include the singular or plural number, and the masculine, feminine or neuter gender, as the context requires. The failure of either party to insist upon the performance of any provision of this Agreement, or to exercise any right or privilege granted to that party under this Agreement, will not be construed as waiving that provision or any other provision, and the provision will continue in full force and effect. If any provision is found to be illegal, invalid, or otherwise unenforceable by any judicial or administrative body, the other provisions will not be affected and will remain in full force and effect. Provisions herein which by their very nature are intended to survive termination or cancellation of this Agreement will survive such termination or cancellation. Any notices to be given by one party to the other will be considered properly given if deposited in the Canadian Postal system, postage prepaid, "Registered Mail, Mailing Receipt Requested," sent to the Customer at its Head Office identified on the cover page, and if to Shred-it, to the respective Shred-it branch with whom the original contract was signed unless notice of a new address is given and received in accordance with this Section. Customer represents that Shred-it is in no way infringing upon any existing contract between Customer and another service provider.









# Shredit Agreement For Office Of The Premier (Cab Ops)

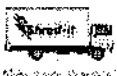
Adobe Sign Document History

07/11/2017

Created:	07/11/2017
By:	Martha Hooker (Martha.Hooker@STERICYCLE.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAABbeKih67kEbEb2bBkEWHGwKxJ7IZsFh5

## "Shredit Agreement For Office Of The Premier (Cab Ops)" History

-  Document created by Martha Hooker (Martha.Hooker@STERICYCLE.com)  
07/11/2017 - 1:47:51 PM PDT - IP address: 136.146.210.8
-  Document e-signed by Martha Hooker (Martha.Hooker@STERICYCLE.com)  
Signature Date: 07/11/2017 - 1:48:11 PM PDT - Time Source: server- IP address: 108.172.29.1
-  Document emailed to LindsayKinnear (lindsay.kinnear@gov.bc.ca) for signature  
07/11/2017 - 1:48:12 PM PDT
-  Document viewed by LindsayKinnear (lindsay.kinnear@gov.bc.ca)  
07/11/2017 - 1:51:18 PM PDT - IP address: 209.52.88.131
-  Document e-signed by LindsayKinnear (lindsay.kinnear@gov.bc.ca)  
Signature Date: 07/11/2017 - 2:13:28 PM PDT - Time Source: server- IP address: 142.36.206.187
-  Signed document emailed to Martha Hooker (Martha.Hooker@STERICYCLE.com) and LindsayKinnear (lindsay.kinnear@gov.bc.ca)  
07/11/2017 - 2:13:28 PM PDT



Adobe Sign

## McCartney, Angela PREM:EX

**From:** Martha Hooker <echosign@echosign.com>  
**Sent:** Tuesday, July 11, 2017 1:48 PM  
**To:** Kinnear, Lindsay PREM:EX  
**Subject:** Please sign Shredit Agreement For Office Of The Premier (Cab Ops)



Making sure it's secure.™

POWERED BY  
Adobe Sign

## Martha Hooker Has Sent You Shredit Agreement For Office Of The Premier (Cab Ops) to Sign

Martha Hooker (Shredit) says:  
*"Thank you for your time today."*

*As discussed, please find attached the service agreement for your shredding work. Once we receive your signed service agreement you will receive a call from your local service center to arrange a suitable date to conduct your shredding work. If you need anything further before that time please do not hesitate to get in touch.*

*Thank you; we appreciate your business."*

Click here to review and sign Shredit Agreement For Office Of The Premier (Cab Ops).

If you need to delegate this document to an authorized party for signature, please do not forward this email. Instead, click here to delegate.

**Shred-it**  
CUSTOMER SERVICE AGREEMENT  
PURGE SERVICE

**Client Information**  
Client Name: Office Of The Premier (Cab Ops)  
Address: 911 Government Street  
City: Victoria  
State/Province: BC  
Zip: V8W 0A1  
Phone: (250) 681-0000  
Fax: (250) 681-0100

**Service Type**  
Service Type: On-Site  
Collection Type: Visit  
Frequency: Monthly  
Quantity: 10  
Unit Price: \$10.00  
Total Price: \$100.00

**Pricing**  
Description: On-Site Purge  
Quantity: 10  
Unit Price: \$10.00  
Total Price: \$100.00

**Payment Details**  
Payment Method: Credit Card  
Card Type: Visa  
Card Number: 1234 5678 9010 1112  
Expiration Date: 12/17 - 12/18  
Cardholder Name: John Doe  
Billing Address: 123 Main Street, Victoria, BC V8W 0A1  
Company: Office Of The Premier (Cab Ops)  
Signed (Authorized Signature):  
Print Name: John Doe  
Phone:  
Email:  
Date: 07/11/2017

To ensure that you continue receiving our emails, please add echosign@echosign.com to your address book or safe list.

## McCartney, Angela PREM:EX

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**From:** Hooker, Marti <Martha.Hooker@STERICYCLE.com>  
**Sent:** Friday, July 14, 2017 3:19 PM  
**To:** Kinnear, Lindsay PREM:EX  
**Subject:** RE: Shredit Agreement For Office Of The Premier (Cab Ops) between Shredit, Martha Hooker and LindsayKinnear is Signed and Filed!

Hi Lindsay

I am sorry, I know they have been super busy

You can try to reach him through the main office line 604-444-4044..I will also send him an email

**Marti Hooker | Sales Executive**  
Stericycle, Inc. | British Columbia  
O: 250-765-9866 | M: 250-864-1883 | [Martha.Hooker@STERICYCLE.com](mailto:Martha.Hooker@STERICYCLE.com)  
[www.Stericycle.com](http://www.Stericycle.com) | [www.Shredit.com](http://www.Shredit.com)

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**From:** Kinnear, Lindsay PREM:EX [mailto:Lindsay.Kinnear@gov.bc.ca]  
**Sent:** July 14, 2017 3:16 PM  
**To:** Hooker, Marti  
**Subject:** RE: Shredit Agreement For Office Of The Premier (Cab Ops) between Shredit, Martha Hooker and LindsayKinnear is Signed and Filed!

Hi Martha,

I still have yet to receive a call from Colin to set up a time. We would like the bags picked up ASAP.

Can you please provide me with Colin's number and I will call him so we can have the bags picked up on Monday?

Thank you,  
Lindsay

**Lindsay Kinnear**  
Cabinet Operations | Office of the Premier  
Room 033| 617 Government Street, Victoria, B.C. | V8W 9V1  
Ph: 250.387.5553 | Cell: 250.217.1983

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**From:** Hooker, Marti [mailto:Martha.Hooker@STERICYCLE.com]  
**Sent:** Friday, July 14, 2017 10:56 AM  
**To:** Kinnear, Lindsay PREM:EX  
**Subject:** RE: Shredit Agreement For Office Of The Premier (Cab Ops) between Shredit, Martha Hooker and LindsayKinnear is Signed and Filed!

I am sorry for the confusion regarding the date..my fault I did not see the date request info on the form...Colin will be calling you today to set this up

**Marti Hooker | Sales Executive**

Stericycle, Inc. | British Columbia  
O: 250-765-9866 | M: 250-864-1883 | [Martha.Hooker@STERICYCLE.com](mailto:Martha.Hooker@STERICYCLE.com)  
[www.Stericycle.com](http://www.Stericycle.com) | [www.Shredit.com](http://www.Shredit.com)

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**From:** Kinnear, Lindsay PREM:EX [mailto:Lindsay.Kinnear@gov.bc.ca]  
**Sent:** July 14, 2017 10:44 AM  
**To:** Hooker, Marti <[Martha.Hooker@STERICYCLE.com](mailto:Martha.Hooker@STERICYCLE.com)>  
**Subject:** RE: Shredit Agreement For Office Of The Premier (Cab Ops) between Shredit, Martha Hooker and LindsayKinnear is Signed and Filed!

Hi Martha,

I had entered on the form the requested date of service where it indicated a pick up date and time. Thanks for looking into this.

Lindsay

**Lindsay Kinnear**  
Cabinet Operations | Office of the Premier  
Room 033| 617 Government Street, Victoria, B.C. | V8W 9V1  
Ph: 250.387.5553 | Cell: 250.217.1983

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**From:** Hooker, Marti [mailto:[Martha.Hooker@STERICYCLE.com](mailto:Martha.Hooker@STERICYCLE.com)]  
**Sent:** Friday, July 14, 2017 10:22 AM  
**To:** Kinnear, Lindsay PREM:EX  
**Subject:** RE: Shredit Agreement For Office Of The Premier (Cab Ops) between Shredit, Martha Hooker and LindsayKinnear is Signed and Filed!

Hi Lindsey

I am sorry I was not aware of a date request you had in mind, I had only entered it as asap..I will see what I can find out for you

Thanks

**Marti Hooker | Sales Executive**  
Stericycle, Inc. | British Columbia  
O: 250-765-9866 | M: 250-864-1883 | [Martha.Hooker@STERICYCLE.com](mailto:Martha.Hooker@STERICYCLE.com)  
[www.Stericycle.com](http://www.Stericycle.com) | [www.Shredit.com](http://www.Shredit.com)

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**From:** Kinnear, Lindsay PREM:EX [mailto:Lindsay.Kinnear@gov.bc.ca]  
**Sent:** July 14, 2017 10:00 AM  
**To:** Hooker, Marti <[Martha.Hooker@STERICYCLE.com](mailto:Martha.Hooker@STERICYCLE.com)>  
**Subject:** FW: Shredit Agreement For Office Of The Premier (Cab Ops) between Shredit, Martha Hooker and LindsayKinnear is Signed and Filed!  
**Importance:** High

Good Morning Martha,

I wanted to follow up as I had submitted this CSA and requested the pickup of our 19 Blue Shred it Bags and 5 bags to be left behind for us to fill for Thursday July 13<sup>th</sup> at 2:30 p.m. but nobody showed up?

Can you please follow up on this and ensure they come today as we are in desperate need for these bags to be picked up.

Thank you,  
Lindsay

**Lindsay Kinnear**  
Cabinet Operations | Office of the Premier  
Room 033| 617 Government Street, Victoria, B.C. | V8W 9V1  
Ph: 250.387.5553 | Cell: 250.217.1983

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**From:** Shredit [mailto:echosign@echosign.com]  
**Sent:** Tuesday, July 11, 2017 2:13 PM  
**To:** Martha Hooker; Kinnear, Lindsay PREM:EX  
**Subject:** Shredit Agreement For Office Of The Premier (Cab Ops) between Shredit, Martha Hooker and LindsayKinnear is Signed and Filed!



Shredit Agreement For Office  
Of The Premier (Cab Ops)  
between Shredit, Martha  
Hooker and LindsayKinnear is  
Signed and Filed!

**From: Martha Hooker (Shredit)**  
**To:** Martha Hooker and LindsayKinnear

Attached is a final copy of **Shredit Agreement  
For Office Of The Premier (Cab Ops)**.

You can view **the document** in your online  
account.

To ensure that you continue receiving our emails, please add echosign@echosign.com to your address book or safe list.

## **Hendry, Jackie PREM:EX**

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**From:** Leamy, Michelle T PREM:EX  
**Sent:** Tuesday, July 11, 2017 11:49 AM  
**To:** LP Administrative Coordinators  
**Subject:** FW: iPhone/iPad reset how-to

Please share with your CoS, MA and EA as we need to ensure that they have signed out of iTunes/iCloud before they leave their devices. David has also provided instructions if they wish to wipe their equipment themselves.

David's team will checking each device to ensure all devices are cleared.

thx.

m

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**From:** Henry, David A FIN:EX  
**Sent:** Tuesday, July 11, 2017 11:39 AM  
**To:** Leamy, Michelle T PREM:EX  
**Cc:** VIP Services; Trimble, Brett ISMC:EX  
**Subject:** iPhone/iPad reset how-to

Good morning Michelle, thanks to the team and Brett for compiling this document.

Thanks,  
David

\*\*\*\*\*

### **Sign out of iTunes/iCloud on iPhone/iPad**

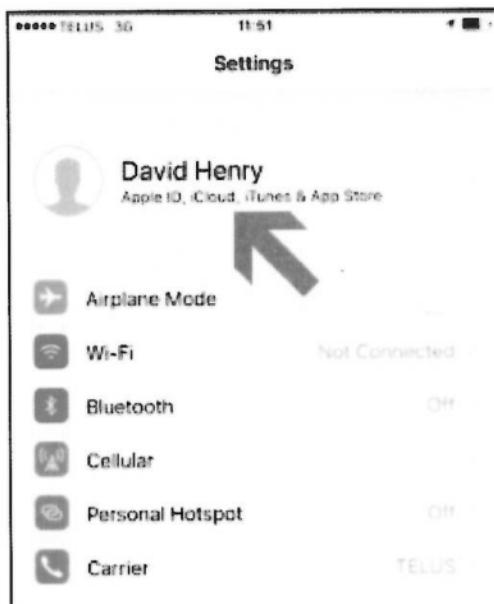


On device got to Settings:

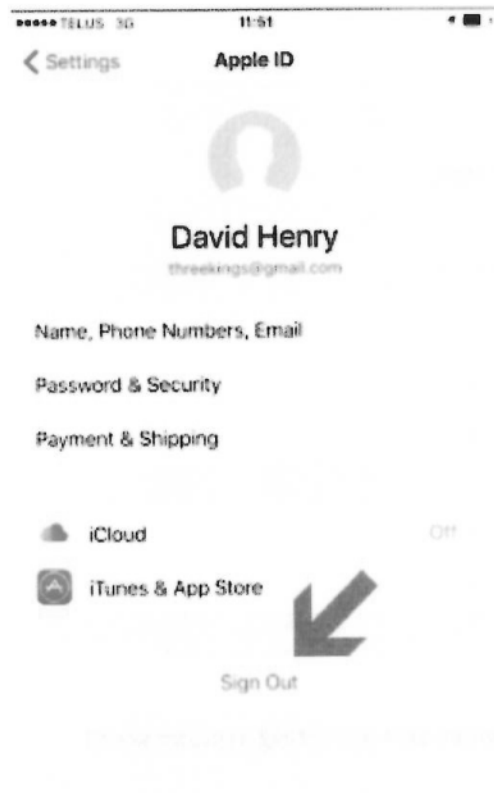
You should see at the top of the screen your account listed. (**Older version devices and operating system:** scroll down to look for **iCloud**)

- Tap on the Account name.





Tap on Sign Out



Older version devices and operating systems tap on **iCloud**:

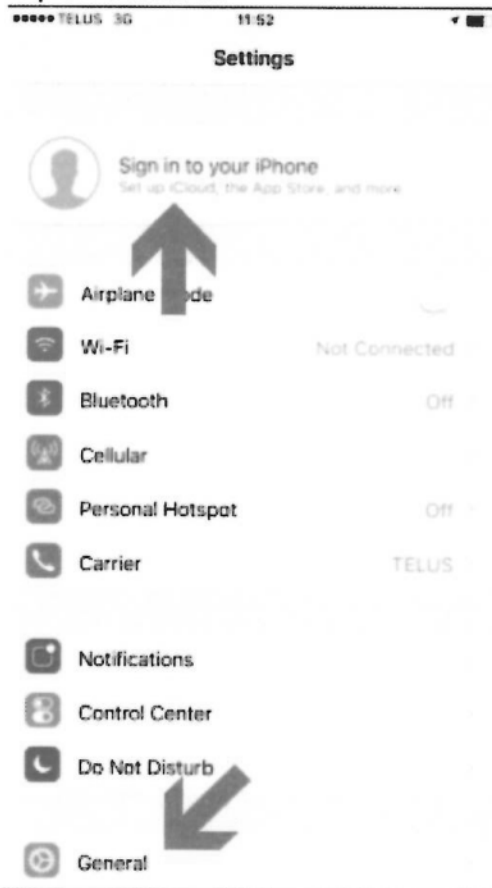


a **Delete Account** option.. choose that)

You should now see no account signed in.  
**DONE.**

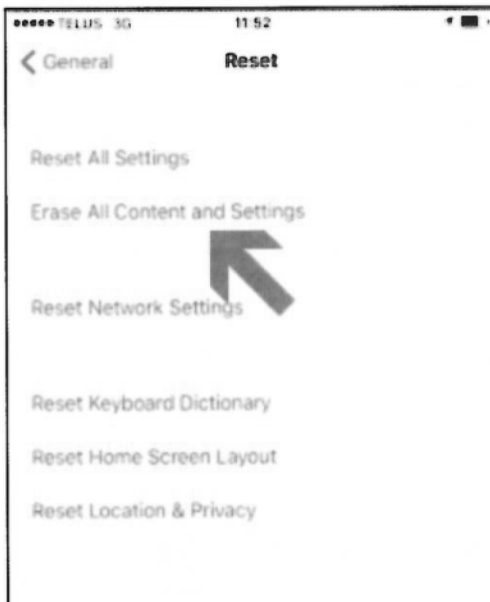
## To WIPE the device

Tap on **General**



Scroll down to **Reset**

Tap on **Erase All Content and Settings**



You will be prompted for unlock code and asked if you are sure. Follow prompts.



Once done the device will wipe itself and reset.  
Done!

Any questions/issues or assistance required don't hesitate to contact.

**David Henry**

**VIP Services**

TEL #: 250-953-5151

Email: [VIP.Services@gov.bc.ca](mailto:VIP.Services@gov.bc.ca)

## Hendry, Jackie PREM:EX

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**From:** Henry, David A FIN:EX  
**Sent:** Sunday, July 9, 2017 11:06 AM  
**To:** Leamy, Michelle T PREM:EX  
**Subject:** GOV PCs Reimage date

Hi Michelle, here is the email.

So the swearing in for the new Premier is Tuesday July 18<sup>th</sup>.

I am hoping we can queue up the reimage of all PCs starting later this week? Perhaps by Thursday or Friday? Then we can ensure over the weekend all are ready, and they will be ready for the Monday/Tuesday, final patches and such.

Do we know of any staff whom are staying in the various offices? I was thinking those PCs could stay with them? Will that work?

With the inventory being done today for the LP, we should have an idea of how many PCs in Victoria. With Tuesday, the much smaller # in Vancouver being inventoried.

Thanks,  
David

## Hendry, Jackie PREM:EX

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**From:** Leamy, Michelle T PREM:EX  
**Sent:** Wednesday, July 12, 2017 2:20 PM  
**To:** LP Administrative Coordinators  
**Cc:** LP Chief of Staff  
**Subject:** Minister Office SharePoint

Good Afternoon All!

Further to our meeting and the distribution of records management materials there is one more area to check . . . The Minister Office SharePoint libraries<sup>s.15</sup> that have been used to send documents to a Minister's iPad require final cleanup.

As SharePoint is a transitory medium please ensure that all files on the SharePoint site are properly saved on your LAN drive as part of the final cleanup in the Minister's office.

The SharePoint Libraries will be deleted on July 18, 2017 after the swearing in of the new Executive Council.

This same procedure was in place for our writ period management of records so you may have already done this!

VIP Services is available to assist if required.

Please contact VIP Services at:

**TEL #: 250-953-5151**

**Email: [VIP.Services@gov.bc.ca](mailto:VIP.Services@gov.bc.ca)**

Thx.

m

## **Hendry, Jackie PREM:EX**

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**From:** Curtis, David FIN:EX  
**Sent:** Friday, July 14, 2017 2:03 PM  
**To:** Leamy, Michelle T PREM:EX  
**Subject:** Transitional Management of Electronic Information 0.9.2.docx  
**Attachments:** Transitional Management of Electronic Information 0.9.2.docx

Hi Michelle,

Please find the amended version attached. Let me know if you would like to discuss.

Regards,

David

## Draft Staff Workflow Concerning Transitional Management of Electronic Information

### Note:

- The Deputy Minister to the Premier is identified as the “owner” of all Office of the Premier records noted below.
- The following workflow is specific to transition and does not encompass normal service request processes associated with routine staffing actions.

### OFFICE OF THE PREMIER

Activity	Service Delivery Agency	Contact
<p><b>Retirement of the existing Office of the Premier’s SharePoint site</b></p> <p>Deletion of the pre-July 18, 2017 SharePoint site, which hosts Ministers Offices’ transitory records libraries (iPad transfers) and all associated content.</p> <p>Information contained within the SharePoint site will be confirmed as exclusively transitory in nature (e.g. duplicate/convenience copies) encompassing records that have been retained within the Office of Primary Responsibility consistent with information schedules and retention policies.</p> <p><b>Responsible Lead: Michelle Leamy</b></p>	<p>Information Management Branch (IMB), Ministry of Finance</p>	<p>VIP Services Ministry of Finance (Team Lead: David Henry) 250-953-5151 <a href="mailto:VIP.Services@gov.bc.ca">mailto:VIP.Services@gov.bc.ca</a></p>
<p><b>Archiving email accounts for the Premier, Ministers, Political Staff and Office of the Premier’s staff</b></p> <p>Collection and migration of all pre-July 18, 2017 email folders and associated content.</p> <p>Premier, Ministers, Political Staff and Office of the Premier’s staff email is saved in (.PST) format to a secure network share drive.</p> <p><b>Responsible Lead: Michelle Leamy</b></p>	<p>Information Management Branch (IMB), Ministry of Finance</p>	<p>VIP Services Ministry of Finance (Team Lead: David Henry) 250-953-5151 <a href="mailto:VIP.Services@gov.bc.ca">mailto:VIP.Services@gov.bc.ca</a></p>

Activity	Service Delivery Agency	Contact
<p><b>Isolation and distribution of copies of the existing Ministers Offices' LAN Shares to the newly appointed Deputy Ministers with related portfolio responsibilities</b></p> <p>Isolation of all pre-July 18, 2017 Minister's Offices LAN Shares and any associated content. Access to copies of the drive content will be made available upon request to the newly appointed Deputy Ministers to support specific operational requirements (e.g. program requirements, FOI, or litigation). Given the potential for a reallocation of portfolio responsibilities, individual LAN Shares may have to be disseminated to and/or concurrent access provided to other responsible Deputy Minister(s).</p> <p>Each DM request for materials will identify the purpose for the access. Once accessed and the operational requirement is complete, the copied drive contents must be deleted and notification provided to VIP services that the preceding steps have concluded.</p> <p>Note that the post-July 18, 2017 Ministers Offices' LAN Shares will be established as new LAN Shares.</p> <p><b>Responsible Lead: Don Wright or alternate</b></p>	<p>Information Management Branch (IMB), Ministry of Finance</p>	<p>VIP Services Ministry of Finance (Team Lead: David Henry) 250-953-5151 <a href="mailto:VIP.Services@gov.bc.ca">mailto:VIP.Services@gov.bc.ca</a></p>
<p><b>Distribution of email accounts for the Premier, Ministers, Political Staff and Office of the Premier's staff to the newly appointed Deputy Ministers with related portfolio responsibilities</b></p> <p>In response to specific operational requirements, the newly appointed Deputy Ministers may request copies of the pre-July 18, 2017 email accounts of the Premier, Ministers, Political Staff and Office of the Premier's staff saved on the secure network share drive. Given the potential for a reallocation of portfolio responsibilities, individual emails may have to be disseminated to and/or concurrent access provided to other responsible Deputy Minister(s).</p> <p>The Deputy Minister to the Premier will, upon request, have access to emails from the Premier and all Premier's Office staff.</p>	<p>Information Management Branch (IMB), Ministry of Finance</p>	<p>VIP Services Ministry of Finance (Team Lead: David Henry) 250-953-5151 <a href="mailto:VIP.Services@gov.bc.ca">mailto:VIP.Services@gov.bc.ca</a></p>



As with the LAN drive contents, each DM request for materials will identify the purpose for the access. Once accessed and the operational requirement is complete, the copy email materials must be deleted and notification provided to VIP services that the preceding steps have concluded.			
<b>Responsible Lead: Don Wright or alternate</b>			
<b>Activity</b>	<b>Service Delivery Agency</b>	<b>Contact</b>	
<b>New office infrastructure</b>	Information Management Branch (IMB), Ministry of Finance	VIP Services Ministry of Finance (Team Lead: David Henry) 250-953-5151 <a href="mailto:VIP.Services@gov.bc.ca">mailto:VIP.Services@gov.bc.ca</a>	
Establishment of new LAN structure and access, iDIR accounts, Email and other SharePoint sites as required.			
Note that new Ministers Offices' LAN Shares will be established.	Additional Resource: Government Records Service, Ministry of Finance	Trevor Youdale 250 356-0845 <a href="mailto:Trevor.Youdale@gov.bc.ca">Trevor.Youdale@gov.bc.ca</a>	
<b>Responsible Lead: Don Wright or alternate</b>			

#### DEPUTY MINISTERS' OFFICES

<b>Activity</b>	<b>Service Delivery Agency</b>	<b>Contact</b>
<b>New office infrastructure</b> Establishment of new LAN structure and access, iDIR accounts, Email and other SharePoint sites as required.	Ministry of Technology, Innovation and Citizens Services	iStore request as per the standard processes defined within each Ministry.
<b>Responsible Lead: Newly Appointed Deputy Minister or alternate</b>		
<b>Access to previous Deputy Ministers Email accounts (as required)</b> This information is retained and may be accessed for operational use only (e.g. program requirements, FOI, or litigation).  Incoming Deputy Ministers may request access for themselves and one DMO alternate. Once accessed and the requirement is complete, the copy of the email folders and contents must be deleted.	Information Security Branch, Office of the Chief Information Officer	Ken Prosser 250 387-5931 <a href="mailto:ken.prosser@gov.bc.ca">ken.prosser@gov.bc.ca</a>

<p>Please note given the potential for a reallocation of portfolio responsibilities, individual emails may have to be disseminated to and/or concurrent access provided to other responsible Deputy Minister(s).</p> <p><b>Responsible Lead: Newly Appointed Deputy Minister or alternate</b></p>		
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