

19	SUBJECT OF REQUEST	ANALYST	RECEIVED	RECORDS DUE	LEG. DUE DATE	Status
94528	<i>Records of any and all emails - excluding attachments – sent or received by Jackie Hendry/Jackie Allen. Email search is limited to the individual's outlook account. (Date Range for Record Search: From 03/01/2019 To 03/31/2019)</i>	Evan Swift	06-Aug-19	20-Aug-19	29-Oct-19	<ul style="list-style-type: none"> • "Sent" records sent to IAO • Remaining records sent to IAO

OOP FOI PREM:EX

From: Clements, Thomas <IAOCentralTeam@gov.bc.ca>
Sent: August 6, 2019 9:47 AM
To: OOP FOI PREM:EX
Subject: Call for Records OOP-2019-94528 Records Due August 20, 2019
Attachments: Integrated Call for Records Form - clean.pdf

Categories: Amanda working on

Hello,

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

Records of any and all emails - excluding attachments – sent or received by Jackie Hendry/Jackie Allen. (Date Range for Record Search: From 03/01/2019 To 03/31/2019) Date Format is MM/DD/YYYY

Applicant Type: Political Party
Records Due: August 20, 2019
Legislated Due Date: September 16, 2019
IAO Contact: Evan Swift

Please complete and return the attached Call for Records form to IAOCentralTeam@gov.bc.ca.

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

If search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, complete **only** Sections 1 & 2 of the Call for Records Form as we may be in a position to issue a fee estimate. Then, return the form to the IAO by the Fee Estimate Due date noted above. Please await further instruction from IAO as the records will not be required until the fee estimate process has been completed. Once fees have been paid or waived, IAO will contact you to continue the call for records process. IAO will advise you if the request is abandoned and closed.

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

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

Please do not hesitate to contact IAO to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- any other questions or concerns relating to this request.

Thank you for your assistance,

Evan Swift, FOI Analyst

OOP FOI PREM:EX

From: OOP FOI PREM:EX
Sent: August 6, 2019 12:50 PM
To: IAO CentralTeam CITZ:EX
Subject: OOP-2019-94528 Records
Attachments: CFR OOP-2019-94528.pdf; OOP-2019-94528 Records.pdf

Hello,

Please find attached the CFR and records for 94528.

Thank you,
-Amanda

OOP FOI PREM:EX

From: Allen, Jackie PREM:EX
Sent: August 14, 2019 1:03 PM
To: Wensink, Alison PREM:EX; Shortt, Amanda PREM:EX
Subject: FW: Updated wording required

The applicant has agreed to change the wording for the requests below. Can you please update the tracker?

Thanks
Jackie

From: Frelick, Melinda CITZ:EX
Sent: Wednesday, August 14, 2019 12:34 PM
To: Allen, Jackie PREM:EX
Subject: RE: Updated wording required

Hi Jackie,

The applicant has approved the clarification of : **"Email search is limited to the individual's outlook account"**. Let me know if you would like updated CFR's or if you are good to proceed with this confirmation.

Thanks,

Melinda

From: Allen, Jackie PREM:EX
Sent: August 14, 2019 11:50 AM
To: Frelick, Melinda CITZ:EX <Melinda.Frelick@gov.bc.ca>
Subject: Updated wording required

Hi Melinda,

Further to our conversation, the following requests will require the updated wording:

- 94474
- 94527
- 94528
- 94574
- 94575
- 94673
- 94674

Thank you,
Jackie

OOP FOI PREM:EX

From: OOP FOI PREM:EX
Sent: August 16, 2019 4:31 PM
To: IAO CentralTeam CITZ:EX
Subject: OOP-2019-94528 Additional Records
Attachments: OOP-2019-94528 Additional Records.pdf

Hello,

Please find the additional and last records for 94528.

Thank you,
-Amanda

OOP FOI PREM:EX

From: Swift, Evan <IAOCentralTeam@gov.bc.ca>
Sent: September 11, 2019 11:02 AM
To: OOP FOI PREM:EX
Subject: FOI Request OOP-2019-94528

Dear Office of the Premier:

Regarding

Records of any and all emails - excluding attachments – sent or received by Jackie Hendry/Jackie Allen. Email search is limited to the individual's outlook account. (Date Range for Record Search: From 03/01/2019 To 03/31/2019)

IAO has taken an extension as the request involves a large volume and/or search for records.

Therefore, the new legislated due date for this file is October 29, 2019.

Sincerely,

Evan Swift, FOI Analyst
Central Agency Team
Information Access Operations

OOP FOI PREM:EX

From: OOP FOI PREM:EX
Sent: October 15, 2019 4:32 PM
To: IAO CentralTeam CITZ:EX
Subject: OOP-2019-94528 - Fee Estimate
Attachments: OOP-2019-94528 - Fee Estimate.pdf

Hello,

Please see attached a fee estimate for OOP-2019-94528. This replaces the original call for records sent to you earlier.

Thank you,
Jackie

GENERAL REQUEST ☒

PERSONAL REQUEST ☐

Personal Request authorization received date: _____

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
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Political Party	August 1, 2019	Evan Swift		August 20, 2019
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REQUEST DETAILS:

Records of any and all emails - excluding attachments – sent or received by Jackie Hendry/Jackie Allen. (Date Range for Record Search: From 03/01/2019 To 03/31/2019)

Section 1: Initial Records Assessment

Do you hold responsive records? If no, please provide an explanation that can be given to the applicant (if applicable): **YES** ☒ **NO** ☐

Are you aware of other records that may be responsive to this request within your Ministry? **YES** ☐ **NO** ☒

Are you aware of other records that may be responsive to this request held by another public body? **YES** ☐ **NO** ☒

If yes, specify:

NO RECORDS RESPONSE APPROVAL:

Please forward to Ministry FOI Contact (if applicable) for Delegated Head's final public body approval if no records have been located.

Final Public Body Approval (Full name, Title)	Signature:	Date:

Section 2: Fee Estimate — General Request only (if this is a Personal Request skip to Section 3)

Please ensure that all reasonable efforts are made to generate as accurate an estimate as possible

Search

Locating/Retrieving

Tasks may include:

- Searching for hard & electronic files
- Reviewing box content lists
- Retrieving records from off site
- Retrieving email records (Outlook)

Estimated Hours

1

Actual Hours

Producing records

Tasks may include:

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

Estimated Hours

0

Actual Hours

Volume

Electronic files (in pages):

*Other refers to PDF, Word, Excel, photos and any other electronic file responsive to the request

Email without attachments:

Estimated Pages

785

Actual Pages

Email with attachments:

Estimated Pages

Actual Pages

***Other documents**

Estimated Pages

Actual Pages

Hardcopy files (in pages):

- Average file folder = 1" and holds approximately 200 pages (single sided)
- 1 Standard Records Centre Services Box:
 - If in legal sized folders - 1,800 pages
 - If in letter sized folders - 2,200 pages

Estimated Pages

Actual Pages

Preparation

Tasks may include :

- Photocopying/scanning records into electronic format (PDF)
- Ensuring completeness of responsive records
- Copying other types of media; if so please specify:

Estimated Hours

7.5

Actual Hours

Section 3: Search Summary and Program Area Recommendations

Please describe the search for records including what records were searched, (eg. files, email, databases, TRIM files, off site records, etc.), duration of search time, and who concluded the search for records.

Could release of any/all of the responsive records potentially cause harm?

YES ☐

NO ☐

***Harm** – Disclosure of the records would significantly harm the ministry's position, or a third party's interests on a given topic. The harms assessment allows FOI staff to better understand the context of the records and make informed severing recommendations based on potential harms. (Issues associated with possible disclosure through the FOI process that are unrelated to the harms assessment should be communicated to your ministry executive and/or Government Communications and Public Engagement office.)

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

- Please reference the applicable records and information of concern, the harms, and associated page numbers below.
- If any of these records have been prepared for, or used to inform, a decision of Cabinet or any of its committees, section 12 (Cabinet confidences) may apply. Please identify the applicable records and advise: (1) what is the status of the issue? and (2) has the decision been made public or implemented?

(GENERAL REQUEST ONLY)-

Unless specific exemption criteria apply, records provided to the applicant in response to this request will be published on the Government's Open Information Website. If you have any concerns about the publication of the responsive records please indicate here or discuss with your FOI Analyst.

Section 4: Contact Information

Who completed this form? (Full Name, Title):

Phone Number:

Date:

Jackie Allen Director, Executive Operations

250-952-0527

October 15, 2019

Harms assessment completed by (Full Name, Title)

Program Area:

Harms assessment approved by (Full Name, Title)