

FW: Call for Records OOP-2017-74584 Due: January 15, 2018

From: Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>
To: Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>
Sent: January 18, 2018 1:33:27 PM PST
Attachments: Call for Records OOP-2017-74584.pdf, File List Capture Instructions.docx

From: Yonson, Neal CITZ:EX
Sent: Friday, December 29, 2017 2:01 PM
To: Hendry, Jackie PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: Call for Records OOP-2017-74584 Due: January 15, 2018

Hello,

Government (all Ministries) has received a FOI request for the following records.

A list of all file names and folder names located on the desktop, my downloads, my documents, and my favourites folders from all electronic devices used by the Premier/Minister/Minister of State

In the attached document, you will find instructions for how to create the requested records from your desktop and other electronic devices.

When the records have been created, please conduct a harms assessment and provide to IAO for processing.

I have been designated as the single point of contact/analyst for these requests, please reach out to me directly for any questions you might have. Please note that s.22 – please reach

out to Matthew Prodan (250-387-3411) s.22 if your question can not wait s.22

Thank you,

Neal Yonson | FOI Specialist

Central Team, Information Access Operations

neal.yonson@gov.bc.ca | 778-698-2378



GENERAL REQUEST ☒

PERSONAL REQUEST ☐

Personal Request authorization received date: _____

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Researcher	December 15, 2017	Neal Yonson		January 15, 2018

REQUEST DETAILS:

A list of all file names and folder names located on the desktop, my downloads, my documents, and my favourites folders from all electronic devices used by the Premier/Minister/Minister of State.

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

Actual Hours

Producing records

Tasks may include:

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

Estimated Hours

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 Actual Pages

Email with attachments:

Estimated Pages Actual Pages

*Other documents

Estimated Pages Actual Pages

Hardcopy files (in pages):

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

Estimated Pages Actual Pages

Preparation

Tasks may include :

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

Estimated Hours Actual Hours

Section 3: Search Summary and Program Area Recommendations

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

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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?

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(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.

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Section 4: Contact Information

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

Phone Number:

Date:

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Harms assessment completed by (Full Name, Title)

Program Area:

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Harms assessment approved by (Full Name, Title)

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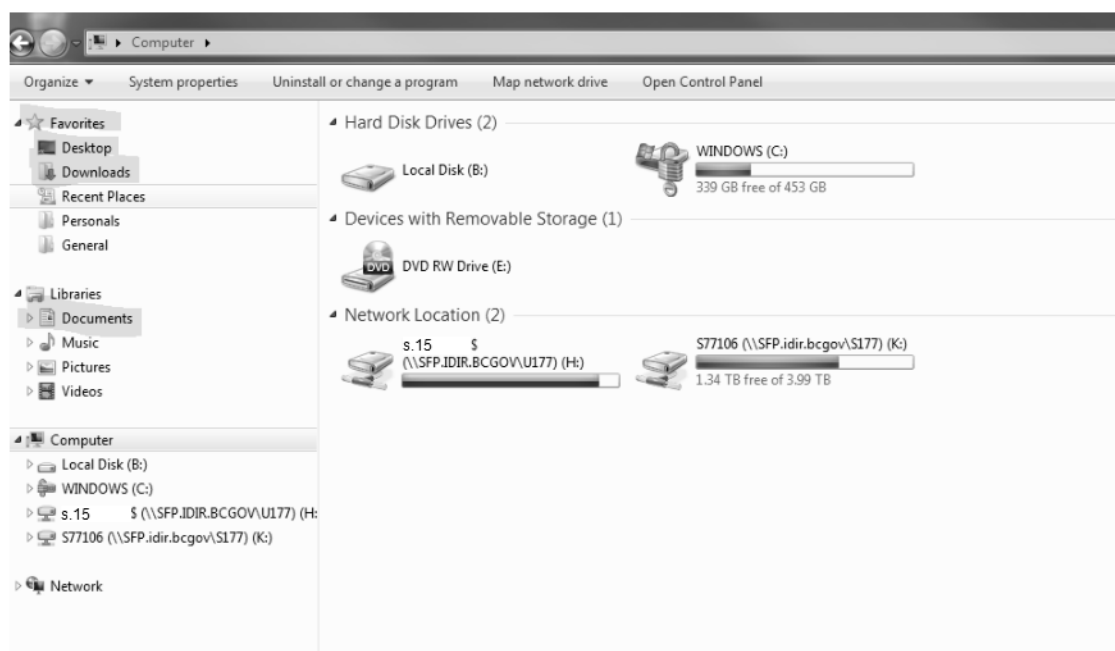
File List Capture Instructions

What you will need:

- 1) Determine which devices your Minister is currently using – you will need to capture the contents of the specified folders on each device including the desktop computer.
- 2) Microsoft Snipping Tool for easy desktop production of lists (If you're not sure where to find this – go to the start menu and start typing "Snipping Tool" into the search bar, it should show up as a program)

Instructions for capturing folder contents – Desktop Computers

- 1) Open Windows Explorer (My Computer) – The 4 folder's contents that you will need to screenshot are highlighted below*:



- a. To start – click on desktop to have your desktop show up in the windowed folder
- b. Using the "Snipping Tool" capture the portion of your folder that will show all of the files – if you have many files to capture, it may require multiple screenshots.
- c. After you've made your capture, it will show up in the snipping tool window. From here you can copy the screenshot, and paste it into a word document.
- d. Repeat the steps above for the "downloads" "documents" and "favourites" folder highlighted above.

****If Desktop or downloads are not visible as noted above (favourites and Documents library should be by default), you can find those folders by going to the following locations.

Desktop:

- Under My Computer – select the network drive that has your IDIR in front of it.
- From there, open the “Profile” folder
- You should see a “Desktop” folder – that will be the correct folder which will display your current desktop

Downloads

- Under My Computer – select the “Windows (C:)”
- Open the “Users” folder
- Find the folder that has the name of your IDIR and open it
- Open the “Downloads” folder, and capture its contents as noted above

Other Electronic Devices

Since devices will vary from office to office, IAO recommends a preliminary search is conducted on electronic devices used by the Minister. The applicant has requested file lists from the following folders “Desktop, My Documents, My Downloads, and Favourites”

It is recommended that **if these specific folders are present** on other devices, then screenshots should be taken of their contents. Instructions for producing a screenshot will vary from device to device:

Apple

Android

Windows Phone

Blackberry

Windows Surface/Tablets – these have a snipping tool built into it (follow instructions above for desktop)

As above, depending on how many files are found in each folder, this may require multiple screenshots.

After a screenshot is taken, the simplest way to produce it would be to attach it to an email to send to you. For most devices, a “share” option will come up after taking a screenshot which should allow you to easily send the screenshot to a mailbox of your choosing.

Consolidating all Screenshots

When all screenshots have been produced, you should be able to convert the records to PDF. Please provide to IAO one marked up copy with a harms assessment, and a clean copy for processing.

If you have any questions or concerns, please contact Neal Yonson, the analyst assigned to your request at 778-698-2378

FW: complaint to OIPC on x-gov request that my team processed on behalf of all public bodies

From: OOP FOI PREM:EX <OOP.FOI@gov.bc.ca>
To: Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>, Shortt, Amanda PREM:EX <Amanda.Shortt@gov.bc.ca>
Sent: July 26, 2018 2:53:01 PM PDT

Please file in OOP-2017-74584 – perhaps make a “complaint folder” within the main folder. Thanks.

From: Elbahir, Cindy CITZ:EX

Sent: Thursday, July 26, 2018 2:01 PM

To: CITZ FOI Requests CITZ:EX ; OOP FOI PREM:EX ; FOI Coordinator FIN:EX

Cc: Yonson, Neal CITZ:EX ; Courcy, Danny CITZ:EX

Subject: FW: complaint to OIPC on x-gov request that my team processed on behalf of all public bodies

Hi Jennifer, Jackie and Jessica (my J gals!). FYI - please see below – you will note that I haven't included the attachment referenced below as it identifies the applicant. Apologies for not writing to you ahead of the complaint appearing on your exec report.

Danny – please file this email **only on the complaint files for:** CTZ-2017-74572, OOP-2017-74584 and FIN-2017-74576. Thanks!!!!

CE

From: Elbahir, Cindy CITZ:EX

Sent: Thursday, July 26, 2018 1:46 PM

To: Vanzetta, Maxine CITZ:EX; Kane, Meghan M CITZ:EX; Bejcek, Ken CITZ:EX; Kukucska, Cindy L CITZ:EX; Onciul-Omelus, Jamie CITZ:EX

Cc: Hoskins, Chad CITZ:EX; Ghag, Kris CITZ:EX; Prodan, Matthew CITZ:EX; Yonson, Neal CITZ:EX

Subject: complaint to OIPC on x-gov request that my team processed on behalf of all public bodies

Hi everyone. You may have received questions from your clients about a complaint that appeared recently on their exec report. I apologize for not making you aware of it recently being entered into AXIS. The attached is a revised notice of complaint from the OIPC – **it includes all the file numbers.**

In short, this pertains to a x-gov (XGR-2017-74562) request received from a researcher back in December 2017. The request was for:

A list of all file names and folder names located on the desktop, my downloads, my documents, and my favourites folders from all electronic devices used by the Premier/Minister/Minister of State.

You may recall that Neal Yonson on my team processed all of the associated requests. On January 31, 2018 the applicant was advised that the records he requested cannot be created from a machine readable record in the custody or under the control of the public body using its normal computer hardware and software and technical expertise. Pursuant to section 6(2) of FOIPPA, the Ministry had fulfilled its duty to assist and is not required to create a record in response to his request. The file was closed.

Subsequently the applicant complained (s.6 duty complaint) about that response to the OIPC – they consider the complaints opened on March 27th however IAO did not receive written correspondence from the OIPC until May I believe. Neal then had some back and forth with the OIPC about a couple of matters and on July 20th we received the attached letter.

As an Investigator has now been assigned, we are awaiting contact from her. Please let me know if you have any questions. **Neal will continue to be the point person, handling these complaints x-gov.** We will keep you posted as things progress.

Cindy

FW: MIN Memo

From: Rochon, Jake PREM:EX <Jake.Rochon@gov.bc.ca>
To: OOP FOI PREM:EX <OOP.FOI@gov.bc.ca>
Sent: March 19, 2021 9:10:04 AM PDT
Attachments: MIN Memo - FOI Request for File Lists.docx

Hi folks! Not sure if you received this already, but sharing just in case. I'll also flag for the exec today as it came up in QP.

From: Minister, CITZ CITZ:EX <CITZ.Minister@gov.bc.ca>

Sent: March 18, 2021 3:16 PM

To: OfficeofthePremier, Office PREM:EX <Premier@gov.bc.ca>; Minister, AEST AEST:EX <AEST.Minister@gov.bc.ca>; Minister, AFF AFF:EX <AFF.Minister@gov.bc.ca>; Minister, AG AG:EX <AG.Minister@gov.bc.ca>; Minister, MCF MCF:EX <MCF.Minister@gov.bc.ca>; CC Minister MCF:EX <CC.Minister@gov.bc.ca>; Minister, EDUC EDUC:EX <EDUC.Minister@gov.bc.ca>; Minister, EMLI EMLI:EX <EMLI.Minister@gov.bc.ca>; Minister, ENV ENV:EX <ENV.Minister@gov.bc.ca>; Minister, FIN FIN:EX <FIN.Minister@gov.bc.ca>; Minister, FLNR FLNR:EX <FLNR.Minister@gov.bc.ca>; Health, HLTH HLTH:EX <HLTH.Health@gov.bc.ca>; Minister, IRR IRR:EX <IRR.Minister@gov.bc.ca>; Minister, JERI JERI:EX <JERI.Minister@gov.bc.ca>; Minister, TRD JERI:EX <trd.minister@gov.bc.ca>; Minister, LBR LBR:EX <LBR.Minister@gov.bc.ca>; Minister, MMHA MMHA:EX <MMHA.Minister@gov.bc.ca>; Minister, MUNI MUNI:EX <MUNI.Minister@gov.bc.ca>; Minister, PSSG PSSG:EX <PSSG.Minister@gov.bc.ca>; Minister, SDPR SDPR:EX <SDPR.Minister@gov.bc.ca>; Minister, TACS TACS:EX <TACS.Minister@gov.bc.ca>; Transportation, Minister TRAN:EX <Minister.Transportation@gov.bc.ca>

Cc: BCPSA Agency DMC List <PSADM@Victoria1.gov.bc.ca>; BCPSA Agency DMC Admin & Operational Support <PSADMAS@Victoria1.gov.bc.ca>

Subject: MIN Memo

Good afternoon,

Please find attached a letter from Minister Lisa Beare.

Thank you.

Honourable Lisa Beare's Office | Minister of Citizens' Services
Parliament Buildings
Ph: 250-387-9699

*As of May 4, 2020 amendments to the Lobbyists Transparency Act has come into force. **You must ensure that you are in compliance with the registration requirements under the Act.** The Office of the Registrar of Lobbyists can assist you to determine if you are in compliance, please contact the Office of the Registrar of Lobbyists at <https://www.lobbyistsregistrar.bc.ca/>*

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Memorandum

Ministry of Citizens' Services

Ref: 114829
Date: March 18, 2021
To: All Ministers
CC: All Deputy Ministers
Re: FOI Request for Ministers' File Folders

I am writing to provide you an update on a Freedom of Information (FOI) request for "*a list of all file names and folder names located on the desktop, my downloads, my documents, and my favourites folders from all electronic devices used by the Premier/Minister/Minister of State.*"

This request was received by government in 2017 and ministries originally responded that records did not exist and would not be created to respond to these requests. This was consistent with responses to several other similar requests.

On March 27, 2018, the applicant contacted the Office of the Information and Privacy Commissioner (OIPC). Mediation attempts were unsuccessful, and the matter proceeded to a formal Inquiry. The resulting OIPC order, issued February 17, 2021, requires all ministries to create the records requested by the applicant.

This work will require some technical effort, and as permitted under the *Freedom of Information and Protection of Privacy Act* (FOIPPA) a fee estimate has been issued to the applicant. The request will not proceed until the estimate has been paid, though the records must still be created to be compliant with the order.

In an effort to reduce the impact on individual offices, Citizens' Services will develop a process that will compile this information from the primary device for each Minister and Minister of State. This is consistent with the approach outlined in government's submission to the OIPC and the basis for the fee estimate sent to the applicant.

Should the request proceed, the records will be reviewed to ensure that confidential information, including personal information is withheld. There will be an opportunity for each ministry to review their records before they are released.

.../2

All Ministers
Page 2

I will keep you informed as this request proceeds and if you have any questions, please feel free to reach out Shauna Brouwer (Shauna.Brouwer@gov.bc.ca), Deputy Minister for Citizens' Services.

Thank you,

A handwritten signature in black ink, appearing to read "Lisa Beare". The signature is fluid and cursive, with the first name "Lisa" and last name "Beare" clearly distinguishable.

Lisa Beare
Minister

RE: Reminder: FOI Consultation - Ministerial file/folder lists - OOP

From: OOP.FOI@gov.bc.ca
To: IAO CentralTeam CITZ:EX <IAOCentralTeam@gov.bc.ca>
Sent: May 5, 2021 2:29:59 PM PDT

Hi Neal,

OOP has no concerns with the release of the attached with it's current severing.

Thank you,

Brittany

From: IAO CentralTeam CITZ:EX <IAOCentralTeam@gov.bc.ca>
Sent: May 3, 2021 11:00 AM
To: OOP FOI PREM:EX <OOP.FOI@gov.bc.ca>
Subject: Reminder: FOI Consultation - Ministerial file/folder lists - OOP

Good morning,

This is a reminder about an outstanding FOI consultation on records regarding Premier Horgan. Please provide a response as soon as possible.

Thanks,

Neal Yonson | Team Lead
Central Team, Information Access Operations
neal.yonson@gov.bc.ca | 778-698-2378

From: IAO CentralTeam CITZ:EX
Sent: April 19, 2021 2:23 PM
To: OOP FOI PREM:EX <OOP.FOI@gov.bc.ca>
Subject: FOI Consultation - Ministerial file/folder lists - OOP

Hello,

The Ministry of Citizens' Services is currently processing a FOI request on behalf of all ministries that is seeking: *"A list of all file names and folder names located on the desktop, my downloads, my documents, and my favourites folders from all electronic devices used by the Premier/Minister/Minister of State."*

Citizens' Services has generated responsive records for all Ministers across government; the records associated with the Premier are attached. IAO has already conducted an initial review of the records and made severing recommendations as shown by the red boxes on the records. Please review the records and indicate whether the ministry has any additional harms to identify.

While conducting the review please note that in most cases, Sections 12 and 13 of FOIPPA cannot appropriately be applied to file names.

- Section 12 (Cabinet Confidences) - When applying this section, it is not enough to say that the information is related to a cabinet submission. It must also reveal, or allow someone to accurately infer, some substance about what was discussed by the Executive Council. Both the OIPC and judicial reviews of OIPC orders on this topic have held that disclosing the mere topic of conversation does not amount to revealing the substance of deliberations.
- Section 13 (Advice/Recommendations) – Similar to above, although a file name may reveal the topic of discussion, it is unlikely to reveal substantive arguments or significant considerations about the topic and would therefore not meet the definition of advice or recommendations.

The deadline for your response is **April 30, 2021**. Please contact me directly if there are any questions.

Neal Yonson | Team Lead
Central Team, Information Access Operations
neal.yonson@gov.bc.ca | 778-698-2378