

**From:** [BCPSA FOI Requests PSA:EX](#)  
**To:** [Atkinson, Gregory PSA:EX](#)  
**Cc:** [Brownlee, Sara PSA:EX](#)  
**Subject:** FW: Call for Records PSA-2019-90674 Due February 22, 2019  
**Date:** February 12, 2019 12:13:27 PM  
**Attachments:** [PSA-2019-90674- CFR form.pdf](#)

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Good morning:

Please complete the attached Call for Records document and *send all responsive documents to the BCPSA FOI Request mailbox.*

Please note the following:

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- *when submitting responsive records, please be sure to include any HARMS. If there are no HARMS, please indicate there are none so IAO knows you have no concerns with what was disclosed.*
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- *whenever possible please submit all your responsive records in one PDF file.*

Please let me know if I have missed anyone on this request that could provide additional records or if you are *not* the person responsible for providing the requested records.

Lori Pater, FOI Analyst  
Business Performance Division | BC Public Service Agency  
810 Blanshard Street | Victoria, BC | V8W 2H2 | 250-818-2261  
AskMyHR: [www.gov.bc.ca/myhr/contact](http://www.gov.bc.ca/myhr/contact)  
Phone: 250-952-6000 | Toll Free 1.877.277.0772

**From:** Frelick, Melinda [mailto:FOI.SocialTechTeam@gov.bc.ca]  
**Sent:** February 11, 2019 1:02 PM  
**To:** BCPSA FOI Requests PSA:EX  
**Cc:** Plan, Jakelene GCPE:EX  
**Subject:** Call for Records PSA-2019-90674 Due February 26, 2019

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

*All requisitions, posted in the BC Public Service recruitment system, for all internal and external jobs along with their advertisements, job profiles, and job/position descriptions. (Date Range for Record Search: From 07/11/2013 To 02/03/2014) Date Format: MM/DD/YYYY*

Please complete the attached Call for Records form and return to [FOI.SocialTechTeam@gov.bc.ca](mailto:FOI.SocialTechTeam@gov.bc.ca) by **February 26, 2019.**

Legislated due date March 18, 2019.

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 and 2 of the form as we may be in a position to issue a fee estimate.

- Return the form to IAO by February 15, 2019
- 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.

If no fees apply, complete the attached form and return it to IAO by **February 26, 2019**.

Send records via email in **PDF format**. Before you turn emails into PDFs, ensure that you have included all attachments.

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 your public body must defend the adequacy of its search to the Information and Privacy Commissioner (OIPC) at inquiry, those involved in searching for records may be required to sign affidavits confirming they have conducted an adequate search for relevant records.

Please do not hesitate to contact me to discuss:

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

Thank you for your assistance,

*Melinda Frelick, Senior FOI Analyst  
Social / Tech Team  
Information Access Operations*

GENERAL REQUEST ☐

PERSONAL REQUEST ☐

Personal Request authorization received date: \_\_\_\_\_

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Individual	01/17/2019	Melinda Frelick	02/15/2019	02/26/2019

**REQUEST DETAILS:**

All requisitions, posted in the BC Public Service recruitment system, for all internal and external jobs along with their advertisements, job profiles, and job/position descriptions. (Date Range for Record Search: From 07/11/2013 To 02/03/2014)

**Section 1: Initial Records Assessment**

Do you hold responsive records? <i>If no, please provide an explanation that can be given to the applicant (if applicable):</i>		YES <input type="radio"/>	NO <input type="radio"/>
Are you aware of other records that may be responsive to this request within your Ministry?		YES <input type="radio"/>	NO <input type="radio"/>
Are you aware of other records that may be responsive to this request held by another public body?		YES <input type="radio"/>	NO <input type="radio"/>
If yes, specify:			

**NO RECORDS RESPONSE APPROVAL:**

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

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

**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.

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:

Harms assessment completed by (Full Name, Title)

Program Area:

Harms assessment approved by (Full Name, Title)



**From:** [Atkinson, Gregory PSA:EX](#)  
**To:** [Brownlee, Sara PSA:EX](#)  
**Cc:** [Clausen, Chantel PSA:EX](#)  
**Subject:** RE: Call for Records PSA-2019-90674 Due February 22, 2019  
**Date:** February 12, 2019 3:55:40 PM

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Can do!

Greg Atkinson  
Branch Coordinator  
Recruitment and Practice Management | BC Public Service Agency  
Suite 100 -940 Blanshard Street | Victoria, BC | V8W 2H3 | 778.974.3534

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**From:** Brownlee, Sara PSA:EX  
**Sent:** February 12, 2019 3:55 PM  
**To:** Atkinson, Gregory PSA:EX <[Gregory.Atkinson@gov.bc.ca](mailto:Gregory.Atkinson@gov.bc.ca)>  
**Cc:** Clausen, Chantel PSA:EX <[Chantel.Clausen@gov.bc.ca](mailto:Chantel.Clausen@gov.bc.ca)>  
**Subject:** RE: Call for Records PSA-2019-90674 Due February 22, 2019

Oh yes, we're going to need to get on a call with our FOI folks before moving forward with even doing a fee estimate for this one. Can you please set it up for us and Lori Pater? Chantel, do you mind coming on the call just for context/background if needed?

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**From:** Atkinson, Gregory PSA:EX  
**Sent:** February 12, 2019 3:35 PM  
**To:** Brownlee, Sara PSA:EX <[Sara.Brownlee@gov.bc.ca](mailto:Sara.Brownlee@gov.bc.ca)>  
**Cc:** Clausen, Chantel PSA:EX <[Chantel.Clausen@gov.bc.ca](mailto:Chantel.Clausen@gov.bc.ca)>  
**Subject:** FW: Call for Records PSA-2019-90674 Due February 22, 2019

Hi Sara,

The following FOI is going to be a monumental task and we should definitely return a fee estimate before proceeding. I did an initial search of HR Analytics and found 2430 Reqs that were created within the date range. **s.13**

**s.13**

Wanted to run that by you before I fill out the estimate section and send to you for review. Does that sound reasonable? Am I missing something here? Chantel, you're cc'd here in case you have any advice.

Cheers!

Greg Atkinson  
Branch Coordinator

---

**From:** BCPSA FOI Requests PSA:EX  
**Sent:** February 12, 2019 12:13 PM  
**To:** Atkinson, Gregory PSA:EX <[Gregory.Atkinson@gov.bc.ca](mailto:Gregory.Atkinson@gov.bc.ca)>  
**Cc:** Brownlee, Sara PSA:EX <[Sara.Brownlee@gov.bc.ca](mailto:Sara.Brownlee@gov.bc.ca)>  
**Subject:** FW: Call for Records PSA-2019-90674 Due February 22, 2019

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**From:** Frelick, Melinda [<mailto:FOI.SocialTechTeam@gov.bc.ca>]  
**Sent:** February 11, 2019 1:02 PM  
**To:** BCPSA FOI Requests PSA:EX  
**Cc:** Plan, Jakelene GCPE:EX  
**Subject:** Call for Records PSA-2019-90674 Due February 26, 2019

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Thank you for your assistance,

*Melinda Frelick, Senior FOI Analyst  
Social / Tech Team  
Information Access Operations*



## Frelick, Melinda CITZ:EX

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**From:** Atkinson, Gregory PSA:EX  
**Sent:** February 12, 2019 3:35 PM  
**To:** Brownlee, Sara PSA:EX  
**Cc:** Clausen, Chantel PSA:EX  
**Subject:** FW: Call for Records PSA-2019-90674 Due February 22, 2019  
**Attachments:** PSA-2019-90674- CFR form.pdf; Copy of Detailed Req Filter Report.xlsx

Hi Sara,

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**s.13**

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Cheers!

Greg Atkinson  
Branch Coordinator  
Recruitment and Practice Management | BC Public Service Agency  
Suite 100 -940 Blanshard Street | Victoria, BC | V8W 2H3 | 778.974.3534

---

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**Sent:** February 12, 2019 12:13 PM  
**To:** Atkinson, Gregory PSA:EX  
**Cc:** Brownlee, Sara PSA:EX  
**Subject:** FW: Call for Records PSA-2019-90674 Due February 22, 2019

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Phone: 250-952-6000 | Toll Free 1.877.277.0772

**From:** Frelick, Melinda [<mailto:FOI.SocialTechTeam@gov.bc.ca>]  
**Sent:** February 11, 2019 1:02 PM  
**To:** BCPSA FOI Requests PSA:EX  
**Cc:** Plan, Jakelene GCPE:EX  
**Subject:** Call for Records PSA-2019-90674 Due February 26, 2019

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- and/or any other questions or concerns relating to this request.

Thank you for your assistance,

Melinda Frelick, Senior FOI Analyst  
Social / Tech Team  
Information Access Operations

**From:** [Brownlee, Sara PSA:EX](#)  
**To:** [Pater, Lori PSA:EX](#)  
**Cc:** [Atkinson, Gregory PSA:EX](#)  
**Subject:** RE: PSA-2019-90674  
**Date:** February 13, 2019 4:02:00 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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Hi Lori,

Our most conservative estimate is 203 hours to complete the request (there are well over 2000 requisitions in that timeframe). This assumes that job profiles will be readily available for all requisitions; however, based on the date range being over five years old, it's likely that we'll have to dig for some of those. A more realistic estimate is 285 hours.

Again, this is just for the job posting and profile. If we are to include any advertisements, that number will triple.

Thanks,

Sara

Sara Brownlee  
Manager, Recruitment Initiatives  
Recruitment and Practice Management | BC Public Service Agency  
100 - 940 Blanshard St. | Victoria, BC | V8W 9V1 | Phone 778 698-8142 | Cell 250-818-9132  
Ask MyHR: [www.gov.bc.ca/myhr/contact](http://www.gov.bc.ca/myhr/contact)  
Phone: 250.952.6000 | Toll Free 1.877.277.0772

-----Original Appointment-----

**From:** Atkinson, Gregory PSA:EX  
**Sent:** February 12, 2019 3:58 PM  
**To:** Atkinson, Gregory PSA:EX; Brownlee, Sara PSA:EX; Pater, Lori PSA:EX  
**Subject:** PSA-2019-90674  
**When:** February 13, 2019 12:00 PM-12:30 PM (UTC-08:00) Pacific Time (US & Canada).  
**Where:** Skype Meeting

Hi Lori,

Sara and I need some time to chat about FOI request PSA-2019-90674. Chantel Clausen may also be joining us.

Thanks!



- Greg Atkinson

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## → [Join Skype Meeting](#)

Trouble Joining? [Try Skype Web App](#)

### Join by phone

Local - Victoria: **s.15,s.17**

(BC, Canada)

English (United States)

Local - Vancouver: **s.15,s.17**

(BC, Canada)

English (United States)

Toll-Free: **s.15,s.17**

(BC, Canada)

English (United States)

[Find a local number](#)

Conference ID: **s.15,s.1**

[Forgot your dial-in PIN?](#) | [Help](#)

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**To:** [BCPSA FOI Requests PSA:EX](#)  
**Cc:** [Brownlee, Sara PSA:EX](#)  
**Subject:** RE: Call for Records PSA-2019-90674 Due February 22, 2019  
**Date:** February 15, 2019 9:19:12 AM  
**Attachments:** [PSA-2019-90674 - Fee Estimate.pdf](#)

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Hi there,

Please see the attached CFR with completed fee estimate.

Thanks!

Greg Atkinson  
Branch Coordinator  
Recruitment and Practice Management | BC Public Service Agency  
Suite 100 -940 Blanshard Street | Victoria, BC | V8W 2H3 | 778.974.3534

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*Melinda Frelick, Senior FOI Analyst  
Social / Tech Team  
Information Access Operations*



GENERAL REQUEST ☒

PERSONAL REQUEST ☐

Personal Request authorization received date: \_\_\_\_\_

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
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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:

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- 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:

Greg Atkinson, Branch Coordinator

778-974-3534

15-Feb-2019

Harms assessment completed by (Full Name, Title)

Program Area:

Harms assessment approved by (Full Name, Title)

**From:** [Brownlee, Sara PSA:EX](#)  
**To:** [Atkinson, Gregory PSA:EX](#)  
**Subject:** RE: Call for Records PSA-2019-90674 Due February 22, 2019  
**Date:** February 22, 2019 10:52:00 AM

---

Just wait!

---

**From:** Atkinson, Gregory PSA:EX  
**Sent:** February 22, 2019 10:40 AM  
**To:** Brownlee, Sara PSA:EX <[Sara.Brownlee@gov.bc.ca](mailto:Sara.Brownlee@gov.bc.ca)>  
**Subject:** FW: Call for Records PSA-2019-90674 Due February 22, 2019

Hi Sara,

This FOI is due today. I sent it off last week for a fee estimate but have not heard anything back. Should we be following up with this or just waiting to hear back from our FOI Analysts?

Thanks!

[Greg Atkinson](#)  
[Branch Coordinator](#)  
Recruitment and Practice Management | BC Public Service Agency  
Suite 100 -940 Blanshard Street | Victoria, BC | V8W 2H3 | 778.974.3534

---

**From:** Atkinson, Gregory PSA:EX  
**Sent:** February 15, 2019 9:19 AM  
**To:** BCPSA FOI Requests PSA:EX <[BCPSAFOIRequests@gov.bc.ca](mailto:BCPSAFOIRequests@gov.bc.ca)>  
**Cc:** Brownlee, Sara PSA:EX <[Sara.Brownlee@gov.bc.ca](mailto:Sara.Brownlee@gov.bc.ca)>  
**Subject:** RE: Call for Records PSA-2019-90674 Due February 22, 2019

Hi there,

Please see the attached CFR with completed fee estimate.

Thanks!

[Greg Atkinson](#)  
[Branch Coordinator](#)  
Recruitment and Practice Management | BC Public Service Agency  
Suite 100 -940 Blanshard Street | Victoria, BC | V8W 2H3 | 778.974.3534

---

**From:** BCPSA FOI Requests PSA:EX  
**Sent:** February 12, 2019 12:13 PM  
**To:** Atkinson, Gregory PSA:EX <[Gregory.Atkinson@gov.bc.ca](mailto:Gregory.Atkinson@gov.bc.ca)>  
**Cc:** Brownlee, Sara PSA:EX <[Sara.Brownlee@gov.bc.ca](mailto:Sara.Brownlee@gov.bc.ca)>  
**Subject:** FW: Call for Records PSA-2019-90674 Due February 22, 2019



Good morning:

Please complete the attached Call for Records document and *send all responsive documents to the BCPSA FOI Request mailbox.*

Please note the following:

- *if your branch searched for records but determined no records exist, the Call for Records document must be completed indicating no records found, who conducted the search and where you searched.*
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- *when submitting emails strings as responsive records, IAO has requested that only the final string be submitted as a responsive record*
- *whenever possible please submit all your responsive records in one PDF file.*

Please let me know if I have missed anyone on this request that could provide additional records or if you are *not* the person responsible for providing the requested records.

Lori Pater, FOI Analyst  
Business Performance Division | BC Public Service Agency  
810 Blanshard Street | Victoria, BC | V8W 2H2 | 250-818-2261  
AskMyHR: [www.gov.bc.ca/myhr/contact](http://www.gov.bc.ca/myhr/contact)  
Phone: 250-952-6000 | Toll Free 1.877.277.0772

**From:** Frelick, Melinda [<mailto:FOI.SocialTechTeam@gov.bc.ca>]  
**Sent:** February 11, 2019 1:02 PM  
**To:** BCPSA FOI Requests PSA:EX  
**Cc:** Plan, Jakelene GCPE:EX  
**Subject:** Call for Records PSA-2019-90674 Due February 26, 2019

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

*All requisitions, posted in the BC Public Service recruitment system, for all internal and external jobs along with their advertisements, job profiles, and job/position descriptions. (Date Range for Record Search: From 07/11/2013 To 02/03/2014) Date Format: MM/DD/YYYY*

Please complete the attached Call for Records form and return to [FOI.SocialTechTeam@gov.bc.ca](mailto:FOI.SocialTechTeam@gov.bc.ca) by **February 26, 2019.**

Legislated due date March 18, 2019.

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 and 2 of the form as we may be in a position to issue a fee estimate.

- Return the form to IAO by February 15, 2019
- 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.

If no fees apply, complete the attached form and return it to IAO by **February 26, 2019**.

Send records via email in **PDF format**. Before you turn emails into PDFs, ensure that you have included all attachments.

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 your public body must defend the adequacy of its search to the Information and Privacy Commissioner (OIPC) at inquiry, those involved in searching for records may be required to sign affidavits confirming they have conducted an adequate search for relevant records.

Please do not hesitate to contact me to discuss:

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

Thank you for your assistance,

*Melinda Frelick, Senior FOI Analyst  
Social / Tech Team  
Information Access Operations*

**From:** [Brownlee, Sara PSA:EX](#)  
**To:** [Atkinson, Gregory PSA:EX](#)  
**Subject:** RE: Call for Records PSA-2019-90674 Due February 22, 2019  
**Date:** February 27, 2019 2:48:00 PM

---

Hi – let me know when you have a sec...

---

**From:** Atkinson, Gregory PSA:EX  
**Sent:** February 27, 2019 12:04 PM  
**To:** Brownlee, Sara PSA:EX <[Sara.Brownlee@gov.bc.ca](mailto:Sara.Brownlee@gov.bc.ca)>  
**Subject:** FW: Call for Records PSA-2019-90674 Due February 22, 2019  
**Importance:** High

Hi Sara,

It looks as though the applicant has narrowed their request. I've attached the CFR and records for your review. <sup>s.13</sup>

s.13

Cheers!

Greg Atkinson  
Branch Coordinator  
Recruitment and Practice Management | BC Public Service Agency  
Suite 100 -940 Blanshard Street | Victoria, BC | V8W 2H3 | 778.974.3534

---

**From:** BCPSA FOI Requests PSA:EX  
**Sent:** February 27, 2019 10:49 AM  
**To:** Atkinson, Gregory PSA:EX <[Gregory.Atkinson@gov.bc.ca](mailto:Gregory.Atkinson@gov.bc.ca)>  
**Subject:** FW: Call for Records PSA-2019-90674 Due February 22, 2019  
**Importance:** High

Gregory,

Please see the message below from IAO in regard to this file.

Lori

---

**From:** Frelick, Melinda CITZ:EX  
**Sent:** February 27, 2019 10:37 AM  
**To:** BCPSA FOI Requests PSA:EX  
**Subject:** RE: Call for Records PSA-2019-90674 Due February 22, 2019  
**Importance:** High

Good morning,

The fee estimate has been submitted to the applicant and they have decided to narrow from:  
All requisitions, posted in the BC Public Service recruitment system, for all internal and external jobs along with their advertisements, job profiles, and job/position descriptions. (Date Range for Record Search: From 07/11/2013 To 02/03/2014) Date Format: MM/DD/YYYY

To limit it to:

I will agree to narrow the records to only a list of all job postings from 11Jul2013 to 03Feb2014

Can you let me know if this will eliminate the fee or if you need any other information.

Thank you,

**Melinda Frelick** | Senior FOI Analyst  
| Information Access Operations | Ministry of Citizens' Services  
**Ph:** 250-387-1027 | **e:** [FOI.SocialTechTeam@gov.bc.ca](mailto:FOI.SocialTechTeam@gov.bc.ca)  
**m:** PO Box 9569 Stn Prov Gov Victoria BC V8W 9K1

---

**From:** BCPSA FOI Requests PSA:EX  
**Sent:** February 22, 2019 9:12 AM  
**To:** FOI Social Tech Team CITZ:EX <[FOI.SocialTechTeam@gov.bc.ca](mailto:FOI.SocialTechTeam@gov.bc.ca)>  
**Subject:** RE: Call for Records PSA-2019-90674 Due February 22, 2019

Melinda,

Please find attached a fee estimate for this request.

Lori

---

**From:** BCPSA FOI Requests PSA:EX  
**Sent:** February 12, 2019 12:13 PM  
**To:** Atkinson, Gregory PSA:EX  
**Cc:** Brownlee, Sara PSA:EX  
**Subject:** FW: Call for Records PSA-2019-90674 Due February 22, 2019

Good morning:

Please complete the attached Call for Records document and *send all responsive documents to the BCPSA FOI Request mailbox.*

Please note the following:

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- final string be submitted as a responsive record*
- whenever possible please submit all your responsive records in one PDF file.*

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Lori Pater, FOI Analyst  
Business Performance Division | BC Public Service Agency  
810 Blanshard Street | Victoria, BC | V8W 2H2 | 250-818-2261  
AskMyHR: [www.gov.bc.ca/myhr/contact](http://www.gov.bc.ca/myhr/contact)  
Phone: 250-952-6000 | Toll Free 1.877.277.0772

**From:** Frelick, Melinda [<mailto:FOI.SocialTechTeam@gov.bc.ca>]  
**Sent:** February 11, 2019 1:02 PM  
**To:** BCPSA FOI Requests PSA:EX  
**Cc:** Plan, Jakelene GCPE:EX  
**Subject:** Call for Records PSA-2019-90674 Due February 26, 2019

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*All requisitions, posted in the BC Public Service recruitment system, for all internal and external jobs along with their advertisements, job profiles, and job/position descriptions. (Date Range for Record Search: From 07/11/2013 To 02/03/2014) Date Format: MM/DD/YYYY*

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Please do not hesitate to contact me to discuss:

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

Thank you for your assistance,

*Melinda Frelick, Senior FOI Analyst  
Social / Tech Team  
Information Access Operations*

**From:** [Brownlee, Sara PSA:EX](#)  
**To:** [Atkinson, Gregory PSA:EX](#)  
**Subject:** RE: Call for Records PSA-2019-90674 Due February 22, 2019  
**Date:** February 27, 2019 3:35:00 PM

---

Good to go.

---

**From:** Atkinson, Gregory PSA:EX  
**Sent:** February 27, 2019 3:07 PM  
**To:** Brownlee, Sara PSA:EX <[Sara.Brownlee@gov.bc.ca](mailto:Sara.Brownlee@gov.bc.ca)>  
**Subject:** FW: Call for Records PSA-2019-90674 Due February 22, 2019  
**Importance:** High

For your review

Greg Atkinson  
Branch Coordinator  
Recruitment and Practice Management | BC Public Service Agency  
Suite 100 -940 Blanshard Street | Victoria, BC | V8W 2H3 | 778.974.3534

---

**From:** BCPSA FOI Requests PSA:EX  
**Sent:** February 27, 2019 10:49 AM  
**To:** Atkinson, Gregory PSA:EX <[Gregory.Atkinson@gov.bc.ca](mailto:Gregory.Atkinson@gov.bc.ca)>  
**Subject:** FW: Call for Records PSA-2019-90674 Due February 22, 2019  
**Importance:** High

Gregory,

Please see the message below from IAO in regard to this file.

Lori

---

**From:** Frelick, Melinda CITZ:EX  
**Sent:** February 27, 2019 10:37 AM  
**To:** BCPSA FOI Requests PSA:EX  
**Subject:** RE: Call for Records PSA-2019-90674 Due February 22, 2019  
**Importance:** High

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To limit it to:

I will agree to narrow the records to only a list of all job postings from 11Jul2013 to 03Feb2014

Can you let me know if this will eliminate the fee or if you need any other information.

Thank you,

**Melinda Frelick** | Senior FOI Analyst  
| Information Access Operations | Ministry of Citizens' Services  
**Ph:** 250-387-1027 | **e:** [FOI.SocialTechTeam@gov.bc.ca](mailto:FOI.SocialTechTeam@gov.bc.ca)  
**m:** PO Box 9569 Stn Prov Gov Victoria BC V8W 9K1

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**Sent:** February 22, 2019 9:12 AM  
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Melinda,

Please find attached a fee estimate for this request.

Lori

---

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**To:** Atkinson, Gregory PSA:EX  
**Cc:** Brownlee, Sara PSA:EX  
**Subject:** FW: Call for Records PSA-2019-90674 Due February 22, 2019

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Lori Pater, FOI Analyst



Business Performance Division | BC Public Service Agency  
810 Blanshard Street | Victoria, BC | V8W 2H2 | 250-818-2261  
AskMyHR: [www.gov.bc.ca/myhr/contact](http://www.gov.bc.ca/myhr/contact)  
Phone: 250-952-6000 | Toll Free 1.877.277.0772

**From:** Frelick, Melinda [<mailto:FOI.SocialTechTeam@gov.bc.ca>]  
**Sent:** February 11, 2019 1:02 PM  
**To:** BCPSA FOI Requests PSA:EX  
**Cc:** Plan, Jakelene GCPE:EX  
**Subject:** Call for Records PSA-2019-90674 Due February 26, 2019

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Thank you for your assistance,

Melinda Frelick, Senior FOI Analyst

*Social / Tech Team*  
*Information Access Operations*

**From:** [Atkinson, Gregory PSA:EX](#)  
**To:** [BCPSA FOI Requests PSA:EX](#)  
**Cc:** [Brownlee, Sara PSA:EX](#)  
**Subject:** RE: Call for Records PSA-2019-90674 Due February 22, 2019  
**Date:** February 27, 2019 4:27:36 PM  
**Attachments:** [PSA-2019-90674 - CFR.pdf](#)  
[PSA-2019-90674 - Records.pdf](#)

---

Hi Lori,

Please see the attached CFR and Records.

Cheers!

Greg Atkinson  
Branch Coordinator  
Recruitment and Practice Management | BC Public Service Agency  
Suite 100 -940 Blanshard Street | Victoria, BC | V8W 2H3 | 778.974.3534

---

**From:** BCPSA FOI Requests PSA:EX  
**Sent:** February 27, 2019 10:49 AM  
**To:** Atkinson, Gregory PSA:EX <Gregory.Atkinson@gov.bc.ca>  
**Subject:** FW: Call for Records PSA-2019-90674 Due February 22, 2019  
**Importance:** High

Gregory,

Please see the message below from IAO in regard to this file.

Lori

---

**From:** Frelick, Melinda CITZ:EX  
**Sent:** February 27, 2019 10:37 AM  
**To:** BCPSA FOI Requests PSA:EX  
**Subject:** RE: Call for Records PSA-2019-90674 Due February 22, 2019  
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**Subject:** RE: Call for Records PSA-2019-90674 Due February 22, 2019

Melinda,

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Lori

---

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**Sent:** February 12, 2019 12:13 PM  
**To:** Atkinson, Gregory PSA:EX  
**Cc:** Brownlee, Sara PSA:EX  
**Subject:** FW: Call for Records PSA-2019-90674 Due February 22, 2019

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Lori Pater, FOI Analyst  
Business Performance Division | BC Public Service Agency  
810 Blanshard Street | Victoria, BC | V8W 2H2 | 250-818-2261  
AskMyHR: [www.gov.bc.ca/myhr/contact](http://www.gov.bc.ca/myhr/contact)



**From:** Frelick, Melinda [<mailto:FOI.SocialTechTeam@gov.bc.ca>]

**Sent:** February 11, 2019 1:02 PM

**To:** BCPSA FOI Requests PSA:EX

**Cc:** Plan, Jakelene GCPE:EX

**Subject:** Call for Records PSA-2019-90674 Due February 26, 2019

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*All requisitions, posted in the BC Public Service recruitment system, for all internal and external jobs along with their advertisements, job profiles, and job/position descriptions. (Date Range for Record Search: From 07/11/2013 To 02/03/2014) Date Format: MM/DD/YYYY*

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- and/or any other questions or concerns relating to this request.

Thank you for your assistance,

*Melinda Frelick, Senior FOI Analyst  
Social / Tech Team  
Information Access Operations*

GENERAL REQUEST ☒

PERSONAL REQUEST ☐

Personal Request authorization received date: \_\_\_\_\_

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Individual	01/17/2019	Melinda Frelick	02/15/2019	02/26/2019

REQUEST DETAILS:

All requisitions, posted in the BC Public Service recruitment system, for all internal and external jobs along with their advertisements, job profiles, and job/position descriptions. (Date Range for Record Search: From 07/11/2013 To 02/03/2014)

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:

Email with attachments:

\*Other documents

Estimated Pages  Actual Pages

Estimated Pages  Actual Pages

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.

Greg Atkinson conducted 15 minute search of HR Analytics.

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:

Greg Atkinson, Branch Coordinator

778-974-3534

2019-02-27

Harms assessment completed by (Full Name, Title)

Program Area:

Sara Brownlee, Manager - Recruitment Initiatives

Recruitment and Practice Management

Harms assessment approved by (Full Name, Title)