# Ministry of Transportation and Infrastructure FOI Life Cycle - Example using TPP Department

## Ministry FOI Coordinator (MTIFOI)

- Receives new FOI request from IAO
- Forwards electronic package the Manager Director Operations (MDO) for the appropriate branch(es)



# Manager Director Operations (MDO)

- •Receives new FOI request from MTIFOI
- · Reviews request wording and, if needed asks for additional information or clarification
- Searches for records.
- •Identifies and sends to applicable Executive Director
- Tracks request documenting topics and timelines, notifiying ADM



# Executive Director (ED)

- •Receives new FOI request from MDO
- •Reviews request wording and, if needed asks for additional information or clarification
- Searches for records
- •Provides fee estimate where applicable (by day 5) or records when no fee applies (by day 12)
- Provides harms review, strategic overview of request, ensuring records package is complete



## IAO (FOI Analyst)

- •Receives either fee estimate by day 5 of the FOI request or electronic package of responsive records by day 12 from Ministry FOI Coordinator
- Adds FOIPPA severing (redbox) to supportable severing as recommended by ministry
- Prepares package for review and approval by ministry (redline records, sign form, response letter



## Ministry FOI Coordinator (MTIFOI)

- •Received and reviews records package and harms
- •Follows up with DMO on questions, concerns
- •Sends minstry response to IAO



# Manager Director of Operations (MDO)

- •Receives and reviews replies from department, combines fees and or records into one response.
- •Discusses strategy, concerns, questions with ED or
- •Provides fee estimate (by day 5) or responsive records (by day 12) on behalf of department to Ministry FOI Coordinator (MTIFOI)



#### Ministry FOI Coordinator (MTIFOI)

- · Received and reviews redline package (redline records and sign form) from IAO
- · Follows up with IAO on questions, concerns
- Sends redline package to MDO for program area review and final approval (non sensitive)
- · Sends redline package to Director of Executive Operations (DEO) for Deputy Minister review and



# Manager Director of Operations (MDO)

- · Receives and reviews redline package
- · Sends redline package to ED for review and final approval
- · Receives final approval signature from ED, discusses with ADM where appropriate, escalates signature approval as needed



# **Director Executive Operations (DEO)**

- Receives and reviews redline package
- · Sends redline package to MDO to begin approval process chain ED, ADM, DM
- Follows up on timelines, assigning turnaround based on DM availablilty



- · Receives, if required, requests for changes to redline from MDO or DEO and ensures completed in a timely manner by IAO/FOI Analyst
- Receives signed approval from MDO or DEO
- Sends signed approval to IAO



## IAO (FOI Analyst)

- · Receives signed approval from Ministry FOI Coordinator
- Prepares package for release to applicant
- Sends records to applicant
- · Closes FOI file