

FREEDOM OF INFORMATION (FOI) REQUESTS

DIRECTIVE RESPECTING RECORDS AVAILABLE TO THE PUBLIC WITHOUT A REQUEST
UNDER THE *FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT*

DIRECTIVE: 05-2016

SUBJECT: **Disclosure of Summaries of Open and Closed Freedom of Information (FOI) Requests**

AUTHORITY: This directive is issued under section 71.1 of the *Freedom of Information and Protection of Privacy Act*.

APPLICATION: This directive applies to the Ministry of Finance.

EFFECTIVE DATE: May 30, 2016

Minister of Finance

Directive to the Ministry of Finance issued under section 71.1 of the *Freedom of Information and Protection of Privacy Act*

Under section 71.1 (1) of the *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996, c. 165 (FOIPPA), I, Michael de Jong, Q.C., Minister of Finance, establish the following as a category of records available to the public without a request under that Act:

Summaries of open and closed FOI Requests, where an FOI Request is a request made under FOIPPA for access to a record. Summaries must not include personal information which if disclosed would constitute an unreasonable invasion of an individual's privacy.

Under section 71.1 (4) and (5) of FOIPPA, the summaries must contain the following information and must be disclosed in the manner and by the timelines set out below:

- (1) A summary report of open FOI Requests received between April 1, 2016 and May 7, 2016 must be posted to the Open Information website by June 8, 2016.
- (2) Once posted, the summary report referred to in (1), above, must be updated on a weekly basis to include summaries of FOI Requests received after May 7, 2016.

These weekly updates must be posted to the Open Information website at least 30 calendar days and not more than 60 calendar days after the requests included in each update were received.

- (3) A summary report of closed FOI Requests that were closed in the first quarter of the 2016 fiscal year must be registered in the BC Data Catalogue and made accessible as open data under the Open Government Licence of British Columbia by July 31, 2016.
- (4) The summary report referred to in (3), above, must be updated on a quarterly basis, to include summaries of FOI Requests closed in subsequent quarters.


These quarterly updates must occur not later than 30 calendar days after the end of each quarter.

- (5) Each of the summaries of open FOI Requests must include, at a minimum, the following information for each FOI Request:
 - a) The date the request was opened;
 - b) The ministry or ministries to which the request is made;

- c) A description of the request;
 - d) The request file number;
 - e) The applicant type;
 - f) The status of the request; and
 - g) The date by which the ministry or ministries must respond.
- (6) Each of the summaries of closed FOI Requests must include, at a minimum, the following information for each FOI Request:
- a) The date the request was opened;
 - b) The ministry or ministries to which the request is made;
 - c) A description of the request;
 - d) The request file number;
 - e) The applicant type;
 - f) The final disposition of the request;
 - g) The date on which the request was closed; and
 - h) Whether the response to the request was posted on the Open Information website and, if not, the rationale for not posting.

This Directive is effective as of May 30, 2016.

JUNE 7, 2016
Date


Minister of Finance

