
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: 01-2018

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 Citizens' Services.

EFFECTIVE DATE: January 2, 2019

Minister of Citizens' Services

Directive to the Ministry of Citizens' Services 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, Jinny Jogindera Sims, Minister of Citizens' Services, 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 November 1, 2018 and December 10, 2018 must be posted to the Open Information website by January 9, 2019.
- (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 December 10, 2018.

These weekly updates must be posted to the Open Information website at least 30 calendar days after the requests included in each update were received.

- (3) A summary report of closed FOI Requests that were closed in the third quarter of the 2018 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 January 31, 2019.
- (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 request file number;
 - c) The applicant type;
 - d) The status of the request; and
 - e) 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.
- (7) A summary report of open FOI Requests posted to the Open Information website or a summary report of closed FOI requests registered in the BC Data Catalogue and made accessible as open data under the Open Government License of British Columbia pursuant to Directive 05-2016 is not affected by this directive.

This directive rescinds and replaces Directive 05-2016 issued on May 30, 2016.

This directive is effective as of January 2, 2019.

19th Dec. 2019
Date


Minister of Citizens' Services