# File: 292-50/[REQUESTNUMBER]

OIPC File: [OIPCNUMBER]

Your File: [CUSTOMFIELD60]

# [TODAYDATE]

# Sent via email: [RQREMAIL]

[ADDRESS]

Dear [RFNAME] [RLNAME]:

# Re: Request for Access to Records

# *Freedom of Information and Protection of Privacy Act* (FOIPPA)

I am writing further to your request received by the Ministry of [MINISTRYOFXX]. Your request is for:

*[REQUESTDESCRIPTION]*

**OPTION 1 – Use for Reconsideration of Severing during Mediation**

You requested a review of the public body’s severing decisions with the Office of the Information and Privacy Commissioner (OIPC). Due to the passage of time during mediation, the public body has reconsidered previously withheld information pursuant to section(s) 14 (Legal advice), 14 (Legal advice), 14 (Legal advice), 14 (Legal advice), and 14 (Legal advice) of FOIPPA from the records provided to you on Date.

Note to analysts: if appropriate, elaborate on the severing differences between the original request and the reconsidered request.

**OPTION 2 – Use for Adequacy of Search**

You filed a complaint concerning the adequacy of search for responsive records. Additional records were found.

A portion of these records are withheld pursuant to section(s) 14 (Legal advice), 14 (Legal advice), 14 (Legal advice), 14 (Legal advice), and 14 (Legal advice) of FOIPPA. Copies of these sections of FOIPPA are provided for your reference. A complete copy of FOIPPA is available online at:

<http://www.bclaws.ca/civix/document/id/complete/statreg/96165_00>

**OPTION 3 – Use when Complying with an Order**

In compliance with [OIPCORDERNUMBER], the public body is releasing previously withheld information pursuant to section(s) 14 (Legal advice), 14 (Legal advice), 14 (Legal advice), 14 (Legal advice), and 14 (Legal advice) of FOIPPA.

A portion of these records are withheld pursuant to section(s) 14 (Legal advice), 14 (Legal advice), 14 (Legal advice), 14 (Legal advice), and 14 (Legal advice) of FOIPPA. Copies of these sections of FOIPPA are provided for your reference. A complete copy of FOIPPA is available online at:

<http://www.bclaws.ca/civix/document/id/complete/statreg/96165_00>

Note to analysts: if appropriate, elaborate on the severing differences between the original request and the reconsidered request and/or if there is still existing severing.

Optional explanation of exceptions applied or additional information as required. For example sections 15 and 22 may require more details. If information has been *removed* (not withheld or severed) under section 3 see [Blurbs to add to AXIS Letters](onenote://K:/General/FOI%20Templates%20and%20Forms/AXIS%20Support/AXIS%20Support/Stages%20of%20an%20FOI%20Request.one#Blurbs%20to%20add%20to%20AXIS%20Letters&section-id={E175FC8D-949C-414C-803E-B23A0B85216A}&page-id={731C9662-BEF9-41ED-93E8-11101A739DE5}&end). In certain situations, you may contact the applicant directly to seek their consent to withhold information that clearly doesn’t respond to the subject/purpose of their request. If you have received applicant consent, use this sentence: As per your agreement with [ANALYST] on [DATE], certain information has been removed as ‘not responsive’ or ‘NR.’ We have provided you with the best available copy, although you may find that some pages are in poor condition. Your file is now closed.

**Use if records responsive to the request are available on the Open Information site**

Additional records responsive to your request are available publicly on the Open Information website here: insert URL/link that directs applicant to that response package on OI website.

DELETE ALL OPTIONS THAT ARE NOT APPLICABLE

**Choose Publication Status with matching option below**

These records will be published on the BC Government's Open Information website a minimum of ten business days after release. To find out more about Open Information, please access the Open Information website at: [www.gov.bc.ca/openinformation](http://www.gov.bc.ca/openinformation)

**Option 1: (response package is mailed)**

Please find enclosed a copy of the records located in response to your request.

**Option 2: (response package to be published)**

The records located in response to your request will be delivered through the BC Secure File Transfer Service. Separate emails will follow from the BC SFT Notification Service directing you how to set up an account and where to obtain your records. A guide for using the SFTS is available by clicking [here](https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/initiatives-plans-strategies/open-government/open-information/sfts_guide_-_revised_-_final.docx).

**Option 3: (response package exempt from publication with password)**

The records located in response to your request will be delivered through the BC Secure File Transfer Service. Separate emails will follow from the BC SFT Notification Service directing you how to set up an account and where to obtain your records. A guide for using the SFTS is available by clicking [here](https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/initiatives-plans-strategies/open-government/open-information/sfts_guide_-_revised_-_final.docx).

Due to the sensitive nature of the records, they have been encrypted with a password for an extra level of protection. Please save this letter with the password for your records for future reference. Once you have downloaded the records from the Secure File Transfer Service, you will need to:

**Use this password to open the records: Password**

If you have any questions regarding your request, please contact [PRIMARYUSERNAME], the analyst assigned to your request, at [PRIMARYUSERPHONE]. This number can also be reached toll-free at 1 833 283-8200.

Sincerely,

[PRIMARYUSERNAME], [PRIMARYUSERTITLE]

Information Access Operations / Children and Family Access Services

Please ensure final response to applicant is copied to OIPC.