# File: 292-30/[REQUESTNUMBER]

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)

The Ministry of Agriculture and Food received your request for access to information under FOIPPA on [RECEIVEDDATE]. We understand your request to be for:

**[REQUESTDESCRIPTION]**

FOIPPA allows 30 business days for public bodies to respond unless the nature of the request requires an extension per section 10 of FOIPPA. We will make every effort to respond to your request by **[DUEDATE]**. We will notify you as soon as possible if there is a need to extend the time limit for responding to your request.

Include only IF more than one file is being opened:

You have submitted your request to multiple public bodies and will receive responses under each of the file references noted. Please be aware that records may not exist within each of the bodies you have selected. We ask that you await responses from each public body before considering your request complete.

Please note that this is an acknowledgement of your request and that an assessment of potential fees specific to your request has not been made at this time. FOIPPA allows that we may charge a fee for certain limited costs of providing you with the requested information, such as locating, retrieving and copying a large volume of records. In the event that there is a fee associated with your request, you will be contacted at a later date with a fee estimate.

Fee Blurb:

You have requested that the Ministry waive the fees in this matter. Should a fee be assessed on your request, we will discuss options, including waiving fees, at that time.

Please also be advised that the response to your request (subject to limited exemptions) will be published on the BC Government’s Open Information website after its release to you. Your identity will be protected in the response. To find out more about Open Information please access the Open Information website at: <http://www.openinfo.gov.bc.ca/>.

You submitted your request outside of our online process. For future reference, you can submit both personal and general requests at: <https://www2.gov.bc.ca/gov/content/governments/about-the-bc-government/open-government/open-information/freedom-of-information>. Using the online process is a fast, easy and secure way to submit your Freedom of Information (FOI) request. It also ensures that we receive the information required to open your request. The webpage also includes frequently asked questions, additional information regarding the FOI process, and links to previously completed FOI requests and proactively released government records.

Should you have any questions now or during the processing of your request, please contact our office at 250 387-1321 and ask to speak with the analyst assigned to your request. This number can also be reached toll-free at 1 833 283-8200. Please quote the file number(s) identified at the top of this letter.

Regards,

[PRIMARYUSERNAME]

Consolidated Intake

Information Access Operations