# File: 292- 30/[REQUESTNUMBER]

Your File: [CUSTOMFIELD60]

# [TODAYDATE]

# Sent via email: [RQREMAIL]

[RFNAME] [RLNAME]

[COMPANY]

[STREET1]

[STREET2]

[CITY] [STATE/PROVINCESHORT] [ZIP/POSTALCODE]

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 Agriculture and Food. You narrowed your request on Date through conversation and/or email with ANALYST. Your request is for:

*[REQUESTDESCRIPTION]*

The Ministry of Agriculture and Food conducted a thorough search and located no records in response to your request. The Ministry did not locate records as,... provide explanation of search results if provided by the public body.

Your file with the Ministry of Agriculture and Food is now closed.

OPTION 1 – YOU ARE THE FIRST PUBLIC BODY (PB) TO RESPOND AND CANNOT CONFIRM THAT ANOTHER PB HAS RECORDS AT THIS TIME

You directed your request to multiple public bodies which may have records responsive to your request. As you have already directed an identically worded request across government ministries, they will respond under separate cover. Please await responses to each of your requests before considering government's response to be complete.

OPTION 2 – YOU ARE NOT THE LAST PB TO RESPOND

You directed your request to multiple public bodies. The Ministry has been advised that the Ministry of Agriculture and Food may have records responsive to your request. As you have already directed an identically worded request to that public body, they will respond under separate cover, XXX-XXXX-XXXXX, XXX-XXXX-XXXXX, and XXX-XXXX-XXXXX. Please await responses to each of your requests before considering government's response to be complete.

OPTION 3 – YOU ARE THE LAST PB TO RESPOND

You directed your request to multiple public bodies. All public bodies have now responded.

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. Please provide the FOI request number, found at the top right of the first page of this letter, in any communications.

You have the right to ask the Information and Privacy Commissioner to review this decision. I have enclosed information on the review and complaint process.

Sincerely,

[PRIMARYUSERNAME], [PRIMARYUSERTITLE]

Information Access Operations

Enclosure

# How to Request a Review with the

# Office of the Information and Privacy Commissioner

If you have any questions regarding your request please contact the analyst assigned to your file. The analyst’s name and telephone number are listed in the attached letter.

Pursuant to section 52 of the *Freedom of Information and Protection of Privacy Act* (FOIPPA), you may ask the Office of the Information and Privacy Commissioner to review any decision, act, or failure to act with regard to your request under FOIPPA.

A complete copy of FOIPPA is available online at:

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

**Please note that you have 30 business days to file your review with the Office of the Information and Privacy Commissioner. In order to request a review please write to:**

Information and Privacy Commissioner

PO Box 9038 Stn Prov Govt

4th Floor, 947 Fort Street

Victoria BC V8W 9A4

Telephone 250 387-5629 Fax 250 387-1696

If you request a review, please provide the Commissioner's Office with:

1. A copy of your original request;
2. A copy of our response; and
3. The reasons or grounds upon which you are requesting the review.