# File: 292-40/[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)

**Client: [ONBEHALFOF]**

I am writing further to your request received by the Ministry of Attorney General. Your request is for:

*[REQUESTDESCRIPTION]*

Although a thorough search was conducted, no records were located in response to your request.

Option 1: For Corrections DDA and CORNET only

A search of the BC Corrections Branch CORNET database was conducted. The CORNET system is an electronic database that identifies all persons who have been involved with, or under the supervision of, the BC Corrections Branch. I am enclosing a copy of your CORNET history that outlines your involvement with the BC Corrections Branch. Please note the Client History Report is not a criminal record.

Please be advised that the Ministry has found no additional records responsive to your request. The Ministry is unable to provide a portion of the requested records because they have been destroyed as per government’s record retention schedules.

Your file is now closed.

Option 2: Standard no records response

The Ministry did not locate records as provide explanation of search results if provided by the public body.

If you have any questions regarding your request, please contact me 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

Enclosures

# 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.