# File: 292-40/[REQUESTNUMBER]

# Your File: [CUSTOMFIELD59]

# [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 Attorney General on [RECEIVEDDATE]. You requested: *[REQUESTDESCRIPTION]*.

Please be advised that the requested records fall under the *Youth Criminal Justice Act*. As such, Information Access Operations has no authority to release these records under FOIPPA. We have forwarded your request to the Manager of the Ministry’s Document Disclosure and Management team (Phone: 250 952‑6809, Fax: 250 953‑4815) for direct response. This file, opened with Information Access Operations, is now closed.

If you have any questions regarding your request, please contact Information Access Operations 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.

Sincerely,

Information Access Operations

Enclosures

cc: Manager, Document Disclosure and Management, Ministry of Children and Family Development

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*, 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 the *Freedom of Information and Protection of Privacy Act*.

**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 for British Columbia

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 Information and Privacy 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.

***Freedom of Information and Protection of Privacy Act***

**11 Transferring a request**

(1) Within 20 days after a request for access to a record is received by a public body, the head of the public body may transfer the request and, if necessary, the record to another public body if

(a) the head of the public body is satisfied that the request meets the requirements of section 5 (1), and

(b) one or more of the following applies:

(i) the record was produced by or for the other public body;

(ii) the other public body was the first to obtain the record;

(iii) the record is in the custody or under the control of the other public body.

(2) If a request is transferred under subsection (1), the head of the public body who transferred the request must notify the applicant of the transfer.

(3) If the head of the public body to which a request is transferred under subsection (1) is satisfied that the request meets the requirements of section 5 (1) (a) and (b), the head of the public body must respond to the applicant

(a) in accordance with section 8, and

(b) not later than 30 days after the request is received by that public body, unless this time limit is extended under section 10.