

File No.: 04-1000-20-2018-597

December 6, 2018

s.22(1)

Dear s.22(1)

RE: Request for Access to Records under the Freedom of Information and Protection of Privacy Act (the "Act")

I am responding to your request of November 13, 2018 under the *Freedom of Information and Protection of Privacy Act* for:

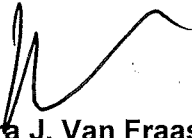
The Records Management Review Checklist for Gregor Robertson, Raymond Louie, Kerry Jang, Tim Stevenson, Andrea Reimer, Heather Deal, Elizabeth Ball, George Affleck and Hector Bremner.

We have completed the search for responsive records for this request. The City confirms the assistants of each of the Elected Officials in your request received an Off Boarding Memo containing a procedural checklist from the Access to Information and Privacy Office on September 5, 2018 (please see your former request FOI 2018-497). Each assistant has confirmed they followed the steps in the checklist, but the forms were not completed and signatures were not obtained from each Elected Official and therefore there are no responsive records.

Under section 52 of the Act, and within 30 business days of receipt of this letter, you may ask the Information & Privacy Commissioner to review any matter related to the City's response to your FOI request by writing to: Office of the Information & Privacy Commissioner, info@oipc.bc.ca or by phoning 250-387-5629.

If you request a review, please provide the Commissioner's office with: 1) the request number (#04-1000-20-2018-597); 2) a copy of this letter; 3) a copy of your original request; and 4) detailed reasons why you are seeking the review.

Yours truly,



Barbara J. Van Fraassen, BA
Director, Access to Information & Privacy

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*If you have any questions, please email us at foi@vancouver.ca and we will respond to you as soon as possible. Or you can call the FOI Case Manager at 604.871.6584.

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