

File No.: 04-1000-20-2025-129

February 25, 2025

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 February 20, 2025 under the *Freedom of Information and Protection of Privacy Act* for:

Record of the City's current Records Management procedures, guidelines, and assigned responsibilities for the destruction of paper and electronic records. Date range: January 1, 2023 to February 19, 2025.

The record responsive to your request is publicly available on the City of Vancouver website. Please see the Corporate Records and Information Management policy at the following link: <https://policy.vancouver.ca/ADMIN009.pdf>.

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 (2025-129); 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,

[Signed by Cobi Falconer]

Cobi Falconer, MAS, MLIS, CIPP/C
Director, Access to Information & Privacy

If you have any questions, please email us at foi@vancouver.ca and we will respond to you as soon as possible. You may also contact 3-1-1 (604-873-7000) if you require accommodation or do not have access to email.

:lg