



**CAPITAL REGION NORTHEAST WATER SERVICES COMMISSION  
RECORDS MANAGEMENT FOIP POLICY 2022-003**

**POLICY:**

**The purpose of this policy is to ensure the Commission responds to FOIP requests fully within the 30-day period outlined in the ACT and suspends normal destruction practices to prevent loss of information.**

**DEFINITIONS:**

Affected CRNWS-C Personnel: means all CRNWS-C personnel who are in possession or control of records, which are the subject of a FOIP request.

Evidence: means all records, whether in electronic or paper form, created, received, or maintained in the transaction of CRNWS-C business, whether conducted at home or work. Such evidence may include, but is not limited to, paper records and electronic records stored on servers, desktop or laptop harddrives, tapes, flash drives, memory sticks, DVDs, or CD-ROMs; & multifunction copier hard drives.

Records refers to:

a.) Information: - Data and content recorded or stored in any way, including facts, events, ideas, processes, or concepts, that are specific and organized for a purpose, an increase understanding within a certain context and timeframe. Includes the submission of all documents of all documents, records, and data under the control of the Commission.

b.) Content: – unstructured information which does not adhere to an approved schema or a format. This is totality of all documents and files, including audio, images, and video, under the control of the Commission, in either electronic or paper format.

c.) Data: – Facts, figures and statistics objectively measured according to a standard or scale such as frequency or volumes or occurrences. The term shall include statistical or factual information about image files and geographical information system data.

CRNWS-C Personnel: means all employees, whether permanent, temporary, full-time or part-time employees

**PROCEDURES:**

1. FOIP requests are subject to the charges as set forth in the Fees and charges Bylaw.
2. CRNWS-C Personnel will not commence with the FOIP request until such time as the fee has processed and been paid in full.

### **Trigger Event and Response to a FOIP Request**

1. The CRNWSC Manager will receive the request and log the request as to date and requester. The coordinator will also set up a central FOIP office file.
2. The manager will identify the area(s) of CRNWSC that may have responsive records and discuss the request with the area(s).
3. The manager will identify if clarification from the applicant will be required to process the request and will consider if the request may need to be transferred to another government institution or local authority, in accordance with the Act.

### **Obligation to Identify, Locate, and Maintain Relevant Information**

1. The Manager will ensure that areas to be reviewed include all evidence.
2. The Manager will finalize which areas have responsive records.
3. The Manager will ensure that data owners retrieve records and forward originals to them. Consideration will be given for time extension if extensive records to be searched. The Manager will scan retrieved records - saving as pdfs and return originals to dataowners.
4. The Manager will review the request response and consider whether or not internal or third-party consultations may be necessary before releasing documentation.
5. The Manager will conduct a detailed line-by-line review of the records and apply exemptions and quote exemptions where reduction or severing must take place.

### **Completion of a FOIP Request**

1. The Manager will make any changes requested by Management.
2. The Manager will prepare records for delivery to the applicant in an appropriate format.
3. The Manager will send a final response letter to applicant with records if approved and without if denied.
4. The Manager will retain a copy of all documentation and file as a FOIP request case file within TRIM.

**Date Approved:** January 24, 2022

**Resolution #** 2022.01.24.09