

# Records, Requests and Responses What a FLO needs to know!

Quarterly FLO Meeting

April 12, 2022

*“uplifting the whole people”*

— HENRY MARSHALL TORY, FOUNDING PRESIDENT, 1908

## Key Principles – Freedom Of Information

- **Right of Access to Any Record:**
  - In the Custody of, or under the Control of, the University
  - Subject to certain exceptions
- **Records – could be:**
  - General (Business) records
  - Personal Information records

## Records are Information in Any Form or Format

- documents
- handwritten notes
- email
- voice mail
- drawings
- Post-it notes
- letters
- data bases
- calendars
- texts, chat sessions
- images (photos, AV)



**In Custody or Control of Public Body, i.e. in course of providing university programs and services**

## Requests and FLOs

FOIP Liaison Officer (FLO) will receive a memo outlining the scope of the request.

Always review the attached appendix for any updates on how to provide records.

Link below accesses the Document Search for Records form and the Index of Records spreadsheet (if necessary). Also, suggested wording to email.

<https://www.ualberta.ca/information-and-privacy-office/flo-resources.html>

## Responses from FOIP Liaison Officers

**Identify third parties, other contacts or other important information IPO should be aware of**

- **Review records for responsiveness (are the records in scope (date? Format?) and remove obvious duplicates**
- **Forward records & FOIP Submission form to IPO**
  - Using Google Takeout for email records; and
  - Via Google Drive for other documents

**REMEMBER – contact the IPO Officer assigned with any questions you may have**

## Opportunities for Active Disclosure

- **Upon receiving a request for records consider...**
  - Are the records already publicly available or will be made publicly available shortly?
  - Can the records be disclosed in their entirety?

**consult with IPO prior to disclosure**

# FLO Responsibilities

For those new to the position of FLO or for those that would like to review the responsibilities document – the link is provided below

<https://www.ualberta.ca/information-and-privacy-office/liaison-officers.html>

**Questions?**

**See:**

**[www.uab.ca/ipo](http://www.uab.ca/ipo)**

**Or contact us at:**

**Information and Privacy Office**

**[foip@ualberta.ca](mailto:foip@ualberta.ca)**

**780-492-9419**