

**Appendix “A”**  
**Instructions on How to Locate and Provide Records in Response to a FOIP Request  
from the Information & Privacy Office (“IPO”)**

**Preparing For The Search, and Providing Email Records**

1. If you are unclear about which records are within the scope or outside of the scope of the request, please contact the IPO to get clarity as soon as possible.
2. Remember to search for and provide all types of records (including hard copies, emails (including emails in your trash), text messages, audio recordings, photographs, and videos). To comply with the *FOIP Act*, all of these records must be provided to the IPO, unaltered, for review.
3. If you estimate it will take more than 6 hours for you to produce the records, please contact the IPO before you proceed any further. We can discuss whether to issue a fee estimate to the applicant, or speak to the applicant about narrowing the request.
4. We have prepared an instructional video, about 6 minutes long, which shows how to efficiently search for, label, copy and share email messages that are within the scope of a FOIP request. Essentially, once you have all of the relevant emails in one label, you can easily share everything in that label with the IPO, in about 15 minutes or less.

The video can be found at:

<https://drive.google.com/open?id=1AVWQa7YwoNAgK2KYSee10Vu2Jn9tWZ->

You may need to download the video to watch it.

Written instructions can also be found at:

<https://docs.google.com/document/d/1glXODGdlZMLM9Tf8RtR5TmJalxOWxnUocYNiZ2ofz4/edit?usp=sharing>

When you share the records with the IPO, please reference the IPO file number (e.g. 2021-G/P-XXXX).

**Important Notes:**

**Please remember to keep all of the email records in the label, even after you have shared everything in the label with the IPO, until you receive a closed file memo from the IPO.** As the file progresses, we may ask you to remove certain records from the label and to re-share the labelled records with the IPO.

### **Providing Records That Are Not Emails**

5. If you have records that are not email messages, please share them via Google Drive with [foip@ualberta.ca](mailto:foip@ualberta.ca). If you are not sure how to upload a folder on your computer or network drive onto Google Drive, please see the tutorial at this link:

<https://www.youtube.com/watch?v=pgdwQJqybQc>

6. When providing records and naming folders, please reference the IPO file number (e.g. 2021-G/P-XXXX).

### **Retaining The Records**

7. Please do not destroy any records provided to the IPO for this request until at least 1 year after the IPO advises your office that the IPO file on this request is closed.