To all faculty and staff,

The university has received a FOIP request for records within our faculty or unit that fit the following description:

[INSERT]

between the dates **XXX to XXX**.

As the FOIP Liaison Officer, I am coordinating the search for records, and the response to the university’s Information and Privacy Office (“**IPO**”). Please let me know no later than **XXX**, if you have any records that fit within the scope of the request.

If you do have records, can you please contact me so I can come and discuss with you what is required? The IPO has asked that we follow the attached guidelines when providing records to them. I can help you do this.

If you have concerns about possible harms that could result if the records you have are disclosed, please let me know. I can put together a statement of the faculty’s/unit’s concerns to give to the Information & Privacy Office.

If you need more time or have any questions regarding this request, please let me know. I can also contact the University's Information and Privacy Office on your behalf as required.

Thank you.

**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**

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. Have you or someone in your office exchanged a number of emails or other correspondence on this matter (e.g. more than 5 email messages) with another University of Alberta employee? If so, please advise the IPO as soon as possible so that we can develop a search query together to minimize duplication.
5. We have prepared an instructional video of 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/1glLXODGdlZMLM9Tf8RtR5TmJalxOWxnUocYNiZ2ofz4/edit?usp=sharing>

**OPTIONAL** **Building Your Search Query**

1. In order to find relevant email messages in your Gmail account, we recommend that you use the following search query:

[after:INSERT before:INSERT add keywords and Boolean connectors as necessary]

OPTIONAL FOR PERSONAL REQUESTS:

If you would have emails that refer to the applicant using some other name, please add "OR [that other name]" to the end of the search query.

**Providing The Records**

1. **Please review and ensure that all email messages are shared with the IPO using this process described in the instructions above. It can save you, and the IPO, many hours of work.**
2. If you have records that are not email messages, please share them via Google Drive with foipp@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?annotation_id=annotation_3887985737&feature=iv&src_vid=39xpupSNcV4&v=Ls3vUOzVA9o>

**Retaining The Records**

1. It is important to remember that if a record falls within the scope of this request, you cannot destroy it until at least 6 months after the IPO advises your office that the IPO file on this request is closed. It is an offence under the FOIP Act to destroy any records that are the subject of a FOIP access request, with the intent to evade the FOIP access request.