



Government
— of —
Saskatchewan

Ministry of Social Services

17th Floor, 1920 Broad Street
REGINA, CANADA S4P 3V6

Phone: 306-787-0227
Fax: 306-787-3650

November 3, 2017

Geoff Leo
2440 Broad Street
REGINA SK S4V 0R8

Dear Mr. Leo:

RE: Access to Information Request MSS298 & 299/17-18G

Thank you for your access to information requests received in this office on October 4, 2017, requesting access to electronic correspondence.

You have requested access to records that requires recovery of electronic data by Central Services, Information Technology Division (ITD) at a considerable cost. In order to process your access request, the fees (outlined on the attached form) total \$96,000.00. These fees have been calculated pursuant to section 6(3) of *The Freedom of Information and Protection of Privacy Regulations*, a copy of which has been enclosed for your information. This section authorizes the collection of a fee for the actual cost for the search and retrieval.

MSS has been advised that due to the age of the data being requested ITD will need to engage a third party company that specializes in this type of work. All current backups utilize physical tapes which deteriorate and breakdown over time. The current condition of these tapes is unknown and there may be no viable tapes available for the time period.

We have not included any additional costs allowed within Regulations (Ministry search time, processing of records, photocopy costs). However, should the actual costs fall below the estimate, you will only be responsible for paying the lesser amount. We have issued a single estimate for both requests, as the cost is based on the search and recovery for electronic records regardless of the volume or subject.

...2/

If you wish to proceed with your access request, our office will require a deposit of \$48,000.00. To proceed, please forward your deposit cheque, made payable to "The Minister of Finance," to:

Karri Kempf, Privacy Officer
Legislation and Information Management
Ministry of Social Services
17th floor, 1920 Broad Street
REGINA, SK S4P 3V6

Please quote your file number when you forward your deposit cheque. We will continue to process your access request once this is received.

Your application will be placed on hold until the Ministry has received a response from you. The file will be closed after three months if no response has been received.

If you would like to exercise your right to request a review of this notice under the provisions of clause 49(1)(a) of *The Freedom of Information and Protection of Privacy Act*, you may do so by completing a request for review form and forwarding it to the Saskatchewan Information and Privacy Commissioner within one year of this notice.

If you have any questions, please feel free to contact me at 306-787-1482.

Sincerely,



Karri Kempf
Privacy Officer

**FREEDOM OF INFORMATION APPLICATION NUMBER MSS 298/17-18G and MSS 299/17-18G
ESTIMATE OF COSTS**

LOCATING RESPONSIVE RECORD (s. 6(2) of the FOIP Regulations)			
Description of Search	Estimated time required to complete the search		Total Cost
			\$0.00
PREPARING RECORD FOR DISCLOSURE (s. 6(2) of the FOIP Regulations)			
			\$0.00
MINUS 2 HOURS PROVIDED FREE OF CHARGE TO SEARCH FOR THE RECORD AND/OR PREPARE THE RECORD FOR DISCLOSURE (\$15/half hour x 2 hours free, s. 6(2) of the FOIP Regulations)			
			\$0.00
PHOTOCOPYING / REPRODUCTION COSTS (s. 6(1) of the FOIP Regulations)			
Number of pages to photocopy x \$0.25/page			\$0.00
			\$0.00
ELECTRONIC DATA SEARCH AND RETRIEVAL COSTS (s. 6(3) of the FOIP Regulations)			
Approximately 150 tapes catalogued and restored by third party \$90,000.00 ITD conversion of restored data to Exchange 2003 environment \$3,000.00 Shipping costs and disk drives for restored data \$3,000.00			\$96,000.00
TOTAL ESTIMATE OF COSTS			\$96,000.00
DEPOSIT REQUIRED – 50% OF TOTAL ESTIMATE OF COSTS			\$48,000.00

(d) in the case of a corporation sole prescribed as a government institution pursuant to clause 3(a), the individual that constitutes the corporation sole is prescribed as the head of that government institution.

10 Apr 92 cF-22.01 Reg 1 s4; 9 Jly 2004 SR
52/2004 s3; 4 Mar 2016 SR 23/2016 s3.

Applications

5 For the purposes of clause 6(1)(a) of the Act, Form A of Part II of the Appendix is the form prescribed for applications for access to records.

10 Apr 92 cF-22.01 Reg 1 s5.

Fees

6(1) Where access to a record or part of a record is given by providing the applicant with a copy of the record, the following fees are payable at the time when access is given:

- (a) for a photocopy, \$0.25 per page;
- (b) for a computer printout, \$0.25 per page;
- (c) for a paper print from microfilm, \$0.50 per page;
- (d) for 16 millimetre microfilm duplication, non-silver, \$32 per 30.5 metre reel;
- (e) for 35 millimetre microfilm duplication, non-silver, \$35 per 30.5 metre reel;
- (f) for microfiche duplication, non-silver, \$0.50 per fiche;
- (g) for a print of a photograph or slide:
 - (i) \$3 per 3 1/2" x 5" black and white print;
 - (i.1) \$6 per 3 1/2" x 5" colour print;
 - (i.2) \$5 per 4" x 6" black and white print;
 - (i.3) \$8 per 4" x 6" colour print;
 - (i.4) \$7 per 5" x 7" black and white print;
 - (ii) \$10 per 5" x 7" colour print;
 - (iii) \$9 per 8" x 10" black and white print;
 - (iv) \$12 per 8" x 10" colour print;
 - (v) \$18 per 11" x 14" black and white print;
 - (vi) \$21 per 11" x 14" colour print;

FREEDOM OF INFORMATION AND
PROTECTION OF PRIVACY

F-22.01 REG 1

- (h) for a print mentioned in clause (g) for which a negative must be made:
 - (i) \$9 per 3 1/2" x 5" black and white print;
 - (i.1) \$12 per 3 1/2" x 5" colour print;
 - (i.2) \$11 per 4" x 6" black and white print;
 - (i.3) \$14 per 4" x 6" colour print;
 - (i.4) \$13 per 5" x 7" black and white print;
 - (ii) \$16 per 5" x 7" colour print;
 - (iii) \$15 per 8" x 10" black and white print;
 - (iv) \$18 per 8" x 10" colour print;
 - (v) \$24 per 11" x 14" black and white print;
 - (vi) \$27 per 11" x 14" colour print;
- (i) for an audio cassette, \$15 for each hour or portion of an hour;
- (j) for a one-half inch video cassette, \$35 for each hour or portion of an hour;
- (k) for a floppy disk, \$10;
- (l) for a form of record not mentioned in clauses (a) to (k), the actual cost of copying the record.

(2) Where time in excess of two hours is spent in searching for a record requested by an applicant or in preparing it for disclosure, a fee of \$15 for each half-hour or portion of a half-hour of that excess time is payable at the time when access is given.

(3) Where a search and retrieval of electronic data is required to give access to a record requested by an applicant, a fee equal to the actual cost of the search and retrieval, including machinery and operator costs, is payable at the time when access is given.

10 Apr 92 cF-22.01 Reg 1 s6; 23 Oct 92 SR
108/92 s3; 12 Feb 93 SR 8/93 s3.

Estimate

7(1) For the purposes of subsection 9(2) of the Act, \$50 is prescribed as the amount of fees beyond which an estimate must be given by the head.

(2) Where the amount of an estimate exceeds the actual amount of fees determined pursuant to section 6, the actual amount of fees is the amount payable by the applicant.

10 Apr 92 cF-22.01 Reg 1 s7.

Fees where access refused

8(1) No fees are payable where access to a record is refused.

(2) Where a deposit has been paid pursuant to subsection 9(4) of the Act and access to the record requested is refused, the deposit is to be refunded to the applicant.

10 Apr 92 cF-22.01 Reg 1 s8.