

FOI Request – Feb 14th, 2018

Search Parameters

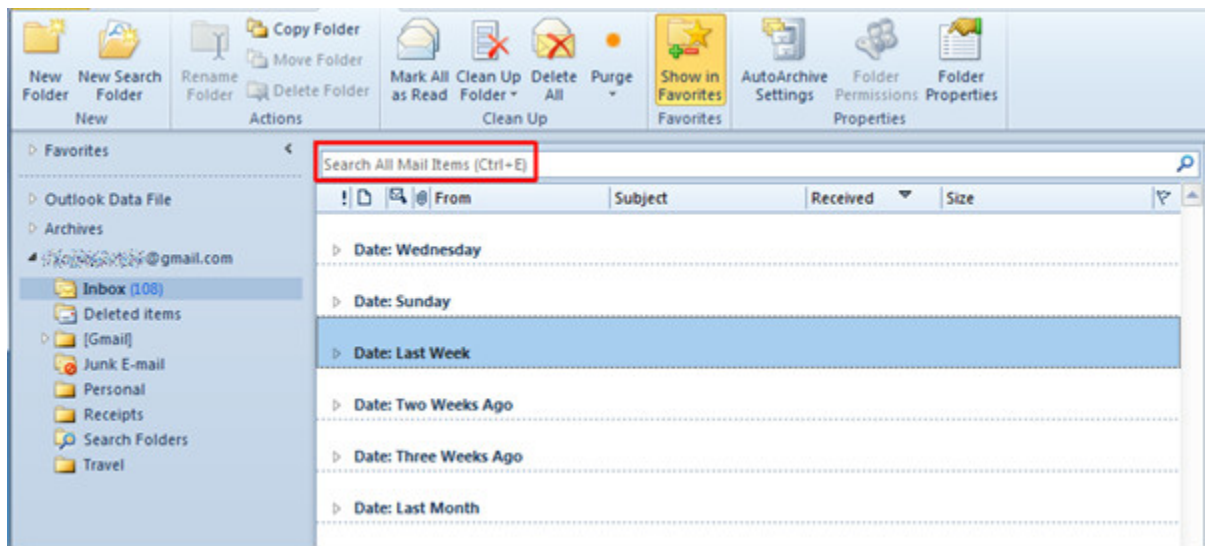
Request:

For the period October 18, 2017 to October 25, 2017, all briefing notes prepared for the Premier, her Chief of Staff or the Secretary of the Cabinet regarding the October 18, 2017 letter (attached) from Alykhan Velshi to Steve Orsini.

Step 1: Outlook (e-mail) Searches

(includes calendar, email accounts, personal folders, etc.)

1. In the “inbox” screen click in the search window.
 2. A search tab will appear in the upper left corner of the screen. Select “all outlook items”.
 3. Enter the search word or phrase. A phrase should be entered with quotes (e.g. “Alykhan Velshi” OR “Fair Hydro Plan Letter”)
 4. The search results will then be displayed by each folder searched.
- **TIP:** if you wish to search several words and phrases at the same time you may enter them as follows: “Alykhan Velshi” OR “Fair Hydro Plan Letter”



Note: The e-mails retrieved will also include attachments (if any). It is possible that the keyword will not appear in the e-mail. In these instances the keyword will be found in the attachment.

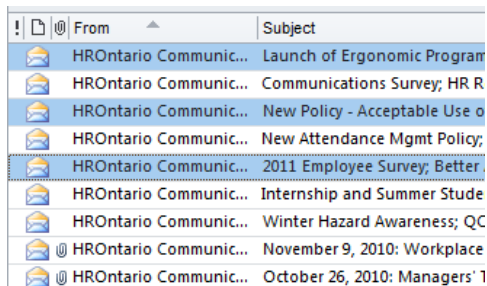
Step 2 - Saving Outlook Records

The results of the Outlook search may be printed off, or the search results may be saved in electronic form in a new folder.

There are three ways to save Outlook items into a new folder. In each case, the Outlook search results will be saved in an **.msg** format.

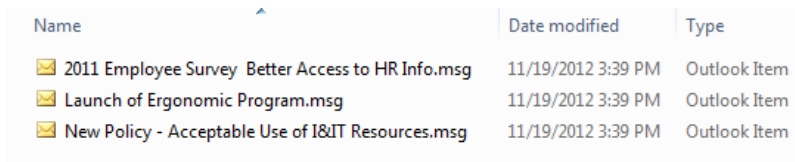
Option 1 Drag and Drop

Create a new folder on your desktop and simply select multiple e-mails from Outlook (ctrl+left mouse click)



From	Subject
HROntario Communic...	Launch of Ergonomic Program
HROntario Communic...	Communications Survey; HR R
HROntario Communic...	New Policy - Acceptable Use o
HROntario Communic...	New Attendance Mgmt Policy;
HROntario Communic...	2011 Employee Survey; Better
HROntario Communic...	Internship and Summer Stude
HROntario Communic...	Winter Hazard Awareness; QC
@ HROntario Communic...	November 9, 2010: Workplace
@ HROntario Communic...	October 26, 2010: Managers' 1

...and drag those e-mails to that folder. This will create discrete **.msg** files for each e-mail selected.



Name	Date modified	Type
2011 Employee Survey Better Access to HR Info.msg	11/19/2012 3:39 PM	Outlook Item
Launch of Ergonomic Program.msg	11/19/2012 3:39 PM	Outlook Item
New Policy - Acceptable Use of I&IT Resources.msg	11/19/2012 3:39 PM	Outlook Item

Option 2: Select and Copy

Again, select multiple e-mails from Outlook (ctrl+left mouse click), then right mouse click and select **Copy** from the menu. Then open the folder and right mouse click and select **Paste**.

Step 3 - Searching and Saving Electronic Records

- This search will capture non-outlook files.
- Search all folders on the drives accessible to you.

For Office 2010

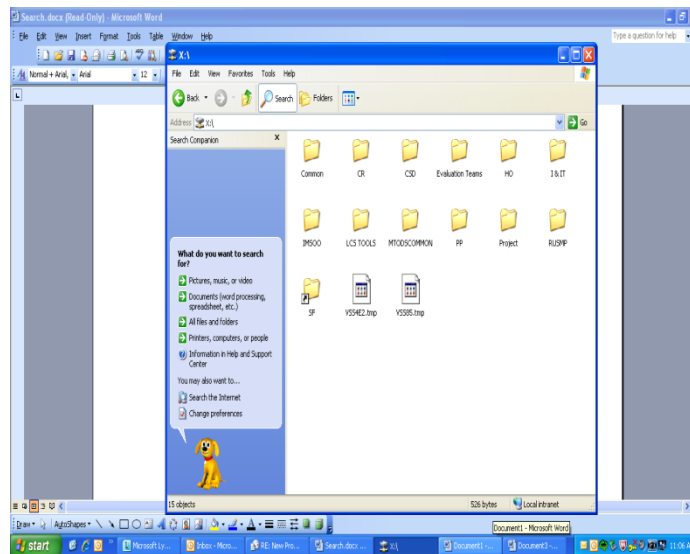
Step 1: Using the key words, use *search programs and files* in the start button menu. This will return results from both Outlook and the local hard drive of the computer. To search other drives accessible to you, left click on the start button. Click “computer” and select and search each of the network folders that appear on your screen. Enter the word or phrase into the search box in the upper right corner of your screen. When entering a phrase, insert the phrase in quotes (e.g. “Alykhan Velshi” OR “Fair Hydro Plan Letter”)

Step 2: The computer will then prompt you to ‘search again in’. Select ‘File Contents’

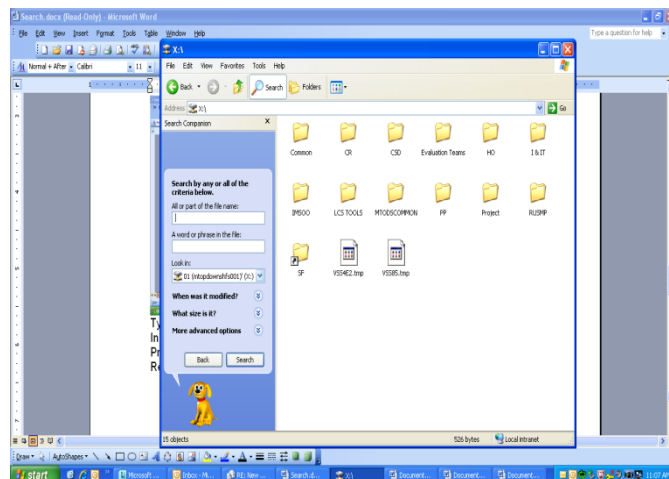
- Save all Electronic Records, in their original format, to the desktop folder.
- **TIP:** if you wish to search several words and phrases at the same time you may enter them as follows: “Alykhan Velshi” OR “Fair Hydro Plan Letter”

For Office 2003

- Right click on start
- Choose Explore
- Click on search tab from top bar
- Select All files and folders



- Type in key words or phrase



- In "look in" drop down menu, select the drive you wish to search
- Press search
- Repeat steps for each drive that is accessible to you.
- Save all Electronic Records, in their original format, to the desktop folder.

Step 4 – Printing Records

- Once the search results of Outlook items and other Electronic Records are saved, please print all records one-sided.

Step 5 – Searching and Preparing Paper and other Hard Copy Records

- Manually search paper and other hard copy files including hand-written notes maintained in notebooks.
- Supply one-sided photocopies of paper and hard copy records.

Key Words

The following search terms (key words) have been prepared to assist you in conducting your search.

"Alykhan Velshi"
"Fair Hydro Plan Letter"