

RECORDS RETENTION AND DISPOSITION AUTHORITY

This is a recommendation to authorize an ongoing records schedule.

Title: Conversation on Health Records

Ministry of Health
Conversation on Health Project

Description and Purpose:

These records are created and received (maintained/duplicated) by the Assistant Deputy Minister, Conversation on Health.

They document the public consultation established by the Ministry of Health to engage British Columbians in a dialogue about health care and to generate ideas relating to the health system. This includes the approval, planning and evaluation of the Conversation on Health; the recording and categorizing of the inputs received from individuals, patients, health care workers, professional associations, health organizations, First Nations, academics, and other interested parties; and the reporting of the findings of the Conversation on Health.

These records consist of correspondence, reports, submissions, presentations, meeting minutes, notes, project charters, and plans.

For more information, see attached schedule.

Date range: 2006-08-28 ongoing

Physical format of records: see attached schedule

Annual accumulation: 0.29 cubic meters

Recommended retention and disposition: scheduled in accord with attached ongoing records schedule.

THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:

Sarah Shea July 15, 2008
Records Officer Sarah Shea Date
Craig Knight July 24, 2008
Executive Director/ADM CRAIG KNIGHT Date

Deputy Minister/Corporate Executive Date

THE SELECT STANDING COMMITTEE ON PUBLIC ACCOUNTS APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE:

J.T. June 9, 2010
Date

THE PUBLIC DOCUMENTS COMMITTEE CONCURS:

S. Mitchell 4 JUN 2009
Chair, PDC Date

APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY:

J.T. May 19, 2011
Date

OTHER STATUTORY APPROVALS:

Signature _____ Date _____ Signature _____ Date _____
Title: _____ Title: _____

CONTACT: Tracee Schmidt, Director, Corporate Monitoring, Review and Reporting Branch, 250-952-3335

RECORDS MANAGEMENT APPRAISAL:

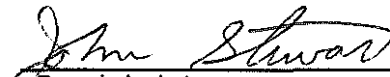
This appraisal documents the recommendation for active and semi-active retention periods.

These records are created and received under the authority of the Speech from the Throne on February 14, 2006 which established the operational responsibilities and functions of the creating agency.

Functional duplicates and microfilmed records are indicated under appropriate classification headings.

The retention and final disposition guidelines specified in the attached ongoing records schedule meet the creating agency's information requirements, ensure fiscal and audit control, protect government's legal rights and liabilities, and provide for effective management of the agency's operational functions. Upon expiry of the active and semi-active retention periods, the records covered by this recommendation will no longer be of any primary value to government.

The retention and final disposition guidelines have been established in consultation with the Records Officer and staff and managers.


Records Analyst

2008/07/03
Date

ARCHIVAL APPRAISAL:

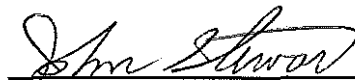
This appraisal documents the recommendation for final disposition.

The final disposition recommendations protect records considered to have significant evidential and historical values. The specific reasons for retaining certain records are stated within the ongoing records schedule.

Record series or groups of records which will be retained in their entirety are indicated by "Full Retention."

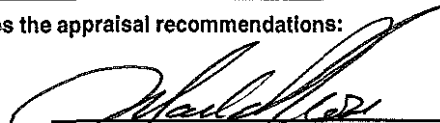
Record series or groups of records which will be retained in part are indicated by "Selective Retention." Selective retention means that portions of the record series will be retained by means of recognized archival selection criteria. For the meaning of selective retention with respect to a specific record series, see the attached schedule.

The definitions of both selective and full retention provide that records will be preserved in the government archives, and that unnecessary duplicates, transitory materials, and ephemera may be discarded.


Archivist

2008/07/03
Date

The undersigned endorses the appraisal recommendations:


Director, Corporate Information Management Branch

2008-07-03
Date

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to government policy and procedures. For assistance, contact your Records Officer.

A SA FD

SECTION 1

CONVERSATION ON HEALTH

PRIMARY NUMBERS

26500 - 26600

Section 1 covers records relating to the Conversation on Health (CoH), a public consultation established by the Ministry of Health to engage British Columbians in a dialogue about health care and to generate ideas relating to the health care system. This includes records relating to the approval, planning and evaluation of the CoH; the recording and categorizing (theming) of the inputs received from individuals, patients, health care workers, professional associations, health organizations, First Nations, academics, and other interested parties; and the reporting of the findings of the CoH. The CoH was originally proposed in the Speech from the Throne on February 14, 2006, and was later launched by the Premier and Minister of Health on September 28, 2006 at the BC Children's Hospital in Vancouver.

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SA = Semi-active
FD = Final Disposition
FOI = Freedom of Information/Privacy
PIB = Personal Information Bank
OPR = Office of Primary Responsibility

CY = Calendar Year
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SO = Superseded or Obsolete
DE = Destruction
SR = Selective Retention
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VR = Vital Records

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A SA FD

SECTION 1

26500 - CONVERSATION ON HEALTH - 26600

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26500	CONVERSATION ON HEALTH – GENERAL
26520	– INPUTS
26540	– PLANNING AND REPORTING

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26500 CONVERSATION ON HEALTH - GENERAL

Records not shown elsewhere in the Conversation on Health (CoH) section which relate generally to the administration of the CoH.

The Ministry of Health launched the CoH to engage British Columbians in a dialogue about health care and to generate ideas relating to the health care system. An Assistant Deputy Minister was appointed to lead the Conversation within the Ministry of Health and was allocated a specific budget for this task.

Record types include: correspondence and other types of records as indicated under the relevant secondaries.

For media relations, see *ARCS* primary 330.

For requests for proposals and contract management, see *ARCS* primaries 1060 to 1080.

For the Conversation on Health CLIFF Tracking System Information System Overview (ISO), see the ISO section.

For the Conversation on Health Oracle Reporting database ISO, see the ISO section.

Unless otherwise specified below, the ministry OPR (Conversation on Health) will retain these records for:

CY+1y 2y DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO nil DE

-00 Policy and procedures

- OPR
- non-OPR

SO 5y FR
SO nil DE

FR = The government archives will fully retain all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. These records have evidential value.

-01 General

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	<u>A</u>	<u>SA</u>	<u>FD</u>
26500 <u>CONVERSATION ON HEALTH – GENERAL</u> (continued)			
-02 Conversation on Health publications (includes the <i>Conversation on Health House Holders</i> , 11 <i>Conversation Starters</i> disseminated at the public forums, and other publications distributed in hardcopy as part of the public information campaign)	SO	nil	FR
FR = The government archives will fully retain Conversation on Health publications because they document the facilitation and engagement techniques used by the Ministry of Health during the CoH.			
NOTE: Copies of these publications have already been transferred to off-site storage.			
NOTE: The CoH final report is classified under secondary 26540-03. The E-Newsletters and Frequently Asked Questions are classified under secondary 26500-04.			
-03 Conversation on Health reference materials (includes articles, papers and reports)	SO	nil	DE
SO = when no longer required for reference purposes			
NOTE: This secondary covers resource materials used for research and reference and does not cover records generated by the CoH.			

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26500 CONVERSATION ON HEALTH – GENERAL (continued) A SA FD

-04 Conversation on Health website SO nil SR

SO = when the website is updated, redesigned or closed

SR = The government archives will selectively retain paper copies of designated pages from the CoH web site because they document the tools and techniques used by the Ministry of Health to engage British Columbians in a conversation about their health care system. A copy of each designated page will be printed prior to the close of the website.

Pages for retention include the following:

- Main/introductory page
- Frequently Asked Questions
- Transcripts of Your Questions Answered (question and answer sessions with the Minister of Health, George Abbott)
- Health Care Web Poll Results
- E-Newsletters
- Conversation on Health Weekly Reports

NOTE: All other records posted on this website may be deleted when no longer needed because they are copies of records classified under appropriate secondaries within this schedule or in *ARCS* (e.g. pamphlets and publications are classified under secondary 26500-02, forum inputs are classified under secondary 26520-05, CLIFF inputs are classified under secondary 26520-03, Electronic Written Submissions are classified under 26520-04, and proceedings of the International Symposium on Health Innovation are classified under 26520-05, etc).

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A SA FD

26500 CONVERSATION ON HEALTH – GENERAL (continued)

NOTE: Paper copies of the selected web pages have been printed and sent to off-site storage.

NOTE: The CoH web pages are accessed at (<http://www.bcconversationonhealth.ca/>). The web site was designed as a vehicle to share the various inputs gathered during the CoH, including the proceedings of the online discussion, transcripts of the forums, copies of the Electronic Written Submissions, symposium proceedings, video question and answer sessions with the Minister, and updated information on the status of the CoH.

Because this is a simple web site, an information system overview for the web site has not been developed.

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A SA FD

26520 CONVERSATION ON HEALTH – INPUTS

Records relating to the various inputs received from the public, patients, academics, health care professionals, First Nations groups, and other interested parties. Inputs were accepted between September 28, 2006 and September 31, 2007 via the following methods: phone, email, website, mail, fax, and at various regional forums and sessions.

Depending on the type of input, either the Conversation on Health CLIFF Tracking System or Excel spreadsheets were used to track and categorize (theme) the inputs received from the various participants in the CoH.

The Conversation on Health CLIFF Tracking System was used to track and categorize (theme) the inputs received via phone, email, website (excluding Electronic Written Submissions), mail, and fax. CLIFF was also used to register participants for the various forums held across the province.

Excel spreadsheets were used to track the Electronic Written Submissions and the proceedings of the various forums and sessions.

Electronic Written Submissions were received via the CoH website. To be accepted in this format, submissions had to be over five pages in length and contain an executive summary. Submissions were received in PDF or Word format and stored on the CoH LAN and in hard copy. Staff reviewed the submissions, identified the key ideas and themes, and entered these into the Electronic Written Submission Excel spreadsheet.

A variety of forums and sessions were held during the CoH, including all day public forums, patient focus groups, high-school student provincial level forums, First Nations community meetings, health professional workshops, focused workshops, and an International Symposium on Health Innovation. Flipcharts, audio recordings, transcripts, and photographs were used to document the forums and sessions. Staff then reviewed the transcripts of the proceedings, identified the key ideas and themes, and entered these into the Forum Excel spreadsheets.

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A SA FD

26520 CONVERSATION ON HEALTH – INPUTS

The Conversation on Health Oracle Reporting database was then developed to combine the inputs stored in CLIFF and in the Excel spreadsheets, and to facilitate the reporting of the themed data into the CoH final report, which was published on November 30, 2007.

Record types include: correspondence and other types of records as indicated under the relevant secondaries.

For requests for proposals and contracts relating to the CoH see *ARCS* primary 1070.

For the Conversation on Health CLIFF Tracking System Information System Overview (ISO), see the ISO section.

For the Conversation on Health Oracle Reporting Database ISO, see the ISO section.

Unless otherwise specified below, the ministry OPR (Conversation on Health) will retain these records for:

CY+1y 2y DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO nil DE

-00 Policy and procedures

- OPR
- non-OPR

SO 5y FR
SO nil DE

FR = The government archives will fully retain all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. These records have evidential value.

-01 General

-02 Conversation on Health administration

(includes templates, distribution lists, phone scripts, registration lists, contact cards, response letters, session evaluation forms, and equivalents)

SO nil DE

SO = when no longer required for the administration of the CoH

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A SA FD

26520 CONVERSATION ON HEALTH – INPUTS (continued)

NOTE: This secondary covers records relating to the administration of the 1-800 Phone Line, the registration of participants for the various forums and sessions, the administration of the International Symposium on Health Innovation, as well as the routine administration of other aspects of the CoH.

This secondary does not cover inputs received from participants of the CoH, which are classified under secondaries 26520-03 to 26520-05, CoH publications, which are classified under secondary 26500-02, or the proceedings of the International Symposium on Health Innovation, which are classified under 26520-05.

-03	Conversation on Health CLIFF Tracking System inputs (includes inputs received via mail, fax, email and the CoH website)	SO	nil	DE
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SO = when data entered into CLIFF and upon verification of the data integrity, and when no longer required for reference purposes

NOTE: This secondary covers inputs data entered into the Conversation on Health CLIFF Tracking System. All inputs were analyzed and the extracted ideas and themes recorded in CLIFF. All the CLIFF data were then imported into the Conversation on Health Oracle Database, with the exception of any attachments scanned into CLIFF. These attachments reside in CLIFF, in PDF format on the LAN, and in original hardcopy format.

NOTE: A separate stand alone instance of CLIFF was created for the CoH. CLIFF Tracking System data is classified under secondary 26520-20.
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	<u>A</u>	<u>SA</u>	<u>FD</u>
26520 <u>CONVERSATION ON HEALTH – INPUTS</u> (continued)			

-04	Conversation on Health electronic written submission inputs (includes Electronic Written Submissions and Excel spreadsheets)	SO	nil	FR
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SO = when imported into the Conversation on Health Oracle Reporting database and upon verification of data integrity, and when no longer required for reference purposes

FR = The government archives will fully retain written submission inputs because they document input from major health care stakeholders such as the British Columbia Medical Association, Vancouver Coastal Health (Advisory Committee), and the British Columbia College of Family Physicians. The submissions are directly referenced but not included in the *Summary of Input on the Conversation on Health*.

NOTE: Paper copies of the Electronic Written Submissions have been printed and transferred to off-site storage.

NOTE: Individuals and organizations were given the opportunity to submit Electronic Written Submissions via the CoH website. To be accepted in this format, submissions had to be over five pages in length and contain an executive summary. Submissions were received in PDF or word format and stored on the CoH LAN and in hardcopy format. Staff reviewed the submissions, identified the ideas and themes, and entered these into the Electronic Written Submission Excel spreadsheet.

NOTE: The Electronic Written Submission Excel spreadsheet can be destroyed according to the Transitory Electronic Data Processing (EDP) Records (schedule 102902) after it has been imported into the Conversation on Health Oracle Reporting Database.

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	<u>A</u>	<u>SA</u>	<u>FD</u>
26520	<u>CONVERSATION ON HEALTH – INPUTS</u> (continued)		

-05	Conversation on Health forum proceedings and inputs (includes transcripts of the proceedings, audio recordings in MP3 format, digital photos of participants of the forums and of the flip charts in JPG format, flip charts, speeches, speaking notes, reports, Excel spreadsheets and equivalents)	SO	nil	DE
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SO = when imported into the Conversation on Health Oracle Reporting Database and upon verification of data integrity, and when no longer required for reference purposes

NOTE: Flipcharts can be destroyed as transitory input documents under the Transitory Records (schedule 102901) after they have been transcribed and/or entered into the Forum Excel spreadsheets. Forum Excel spreadsheets can be destroyed according to the Transitory Electronic Data Processing (EDP) Records (schedule 102902) after they have been imported into the Conversation on Health Oracle Reporting Database.

-06	Symposium on health innovation submissions and presentations (covers records created by the International Symposium on Health Innovation, which was sponsored by the CoH and held June 19 th and 20 th , 2007 in Vancouver, B.C.)	SO	nil	SR
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SO = when no longer required for reference purposes

SR = The government archives will selectively retain records of the Symposium on Health Innovation by retaining symposium submissions and presentations. These records document input to an international symposium on innovation in health care provision sponsored by the CoH. Administrative records from the symposium will be destroyed.

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			<u>A</u>	<u>SA</u>	<u>FD</u>
26520	<u>CONVERSATION ON HEALTH – INPUTS</u> (continued)				
PIB	-20	Conversation on Health CLIFF Tracking System data (includes data stored on the Conversation on Health CLIFF Tracking System) (electronic records)	SO	nil	DE
		SO = when loaded to the Conversation on Health Oracle Reporting Database and upon verification of data integrity, and when no longer required for reference purposes			
		NOTE: All data residing in CLIFF were uploaded to the Oracle database with the exception of the scanned attachments. These attachments reside in CLIFF, and depending on the method of transmission, they may also be stored in email, hardcopy, and in the CoH LAN. The attachments stored in email, hardcopy and on the LAN are classified under secondary 26520-03.			
PIB	-30	Conversation on Health Oracle Reporting data (includes data stored on the Conversation on Health Oracle Reporting database) (electronic records)	SO	nil	DE
		SO = when no longer required for data analysis or research purposes			
		DE: The reporting data on the Oracle database can be destroyed when no longer required for operational purposes because the comments on it are sufficiently documented in the <i>Summary of Input</i> scheduled for full retention under secondary 26540-03.			
		NOTE: This data is currently stored on the Conversation on Health Oracle Reporting database. The database combines all of the CoH inputs (CLIFF data, Electronic Written Submission data and Forum data) into a single database where they can be related by the various CoH themes.			

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A SA FD

26540 CONVERSATION ON HEALTH – PLANNING AND REPORTING
(continued)

-03 *Summary of Input on the Conversation on Health* SO nil FR

SO = when released

FR = The government archives will fully retain the *Summary of Input on the Conversation on Health* because it provides a summary of the process used to engage British Columbians in the CoH and includes thematic summaries of the views and ideas expressed. As well, the government has stated it will use the input from the CoH to help make decisions on future health legislation, programs and services. The archives will retain a paper copy of the document

NOTE: A paper copy of the *Summary* has already been transferred to off-site storage.

NOTE: On November 30, 2007, a summary of the findings was published to the CoH Website. A limited number of hardcopies were also printed. The hardcopy version is 1466 pages in length.

-20 Conversation on Health project planning files SO 5y FR
(includes background materials, meeting minutes, speaking notes, project charters, briefing notes, master project plans, decision papers, actions plans, tactical plans, project updates, internal project evaluation final report and equivalent)

SO = when no longer required for project planning and evaluation purposes

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26540 CONVERSATION ON HEALTH – PLANNING AND REPORTING
(continued)

FR = The government archives will fully retain the CoH project planning files because they document the development, approval and evaluation of the tools used to engage British Columbians in the CoH. Records are also valuable for assessing the project against the stated deliverables.

NOTE: The project planning files have already been printed from the CoH LAN and sent to off-site storage.

NOTE: The CoH final report is classified under secondary 26540-03.

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INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Ministry of Health Services
Deputy Minister of Health
Conversation on Health

System Title

Conversation on Health Oracle Reporting Database

Purpose

The Oracle Reporting Database combines all of the CoH data (CLIFF data, Electronic Written Submissions data and Forum data) collected during the CoH into a single database where it can be related by the various CoH themes.

Information Content

The Oracle Reporting Database contains three types of source data: CLIFF data, Electronic Written Submission data and Forum data.

CLIFF

All data residing in CLIFF were imported into the Oracle Database, with the exception of any attachments scanned into CLIFF. These attachments reside in CLIFF, and depending on the method of transmission, they may also be stored in email, hardcopy, and on the CoH LAN. See the CLIFF Information System Overview for more information.

Electronic Written Submissions

Key data fields include: name of submitter (individual or organization), location of submission on the LAN, description of the idea, idea type, theme, and sub-theme.

Forums

Key data fields include: the type of forum, location of forum, description of the idea, idea type, theme, and sub-theme.

Inputs, Processes, and Outputs

Inputs & Processes

There are three data sources: CLIFF data, Electronic Written Submission data, and Forum data.

CLIFF

Inputs received via phone, email, website (with the exception of Electronic Written Submissions), mail, and fax were recorded and themed within CLIFF. See the CLIFF Information System Overview for more information.

The CLIFF data were imported on a weekly and ad-hoc basis to the Oracle Reporting Database.

Electronic Written Submissions

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Individuals and organizations were given the opportunity to submit Electronic Written Submissions via the CoH website. To be accepted in this format, submissions had to be over five pages in length, contain an executive summary, and abide by the general rules of conduct and terms and conditions (standard for all input received from the website). Submissions were received in PDF or Word format and stored on the CoH LAN and in hard-copy. Staff reviewed the Submissions, identified the ideas and themes, and entered these into the main Electronic Written Submission Excel file. Submissions that met the approved criteria were also posted on the CoH website. A total of 76 Submissions were received.

The Excel spreadsheet was imported into the Oracle Reporting Database.

Forums

A variety of forums and sessions were held during the CoH, including all day public forums, patient focus groups, high-school student provincial level forums, First Nations community meetings, health professional workshops, focused workshop, and an International Symposium on Health Innovation.

Following the forums, staff analyzed the transcripts of the proceedings and entered the ideas and themes into an Excel spreadsheets stored on the CoH LAN.

The Excel spreadsheets were imported to the Oracle Reporting Database.

Note: Discussions recorded at forums were not entered into CLIFF. However, if a forum participant telephoned to provide input following the forum or submitted input via one of the designated CLIFF methods, then that input would be recorded in CLIFF.

Outputs

Outputs consist of various ad-hoc reports and statistics.

Technical Maintenance

Electronic records are maintained on the system until their retention schedule is completed. In most cases, this parallels the schedule for the related paper records. The electronic records are then purged from the system. Any exceptions to this purge routine are noted under relevant secondaries.

Classification

Electronic System

The electronic system is not classified in the ORCS. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition".

Electronic Records

Secondary No.	Secondary Title
26520-30	Conversation on Health Oracle Reporting data

Inputs

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Secondary No.	Secondary Title
26520-04	Conversation on Health electronic written submission inputs
26520-05	Conversation on Health forum proceedings and inputs
26520-20	Conversation on Health CLIFF Tracking System data

Outputs

Secondary No.	Secondary Title
26540-02	Conversation on Health ad-hoc reports and statistics
26540-03	<i>Summary of Input on the Conversation on Health</i>

Other Related Records

- For transitory electronic data processing (EDP) records, see special schedule 102902 in the *ARCS* manual.
- For computer system backup records, see special schedule 112910 in the *ARCS* manual.
- For administrative records relating to the system, see *ARCS* section 6 and other relevant primaries.
- For information relating to the Conversation on Health CLIFF Tracking System, see the Information System Overview (ISO).

System Scheduling and Disposition

The system will be destroyed when all data has been migrated to a new system performing the same function, or when the function it supports is no longer performed by the provincial government, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Ministry of Health Services
Deputy Minister of Health
Conversation on Health

System Title

Conversation on Health CLIFF Tracking System

Purpose

CLIFF was used to track, record and categorize (theme) Conversation on Health (CoH) inputs received via the phone, fax, mail, e-mail, website (with the exception of the Electronic Written Submissions). The system was also used to register participants for regional public forums.

NOTE: The CoH utilized a separate instance of CLIFF to record, track, and theme the inputs.

Information Content

Information collected from participants varied depending on the purpose of the interaction.

Forum registrants were asked to provide more detailed personal information, including first name, last name, residential address, full postal code, email address, phone number, organization (for healthcare professionals and other interested parties only), special needs (e.g. dietary and physical accommodations), and willingness to travel (for those attending the forums only).

Non-forum participants were not required to provide personal information in order to participate in the CoH. However, if demographic information was provided it was recorded in CLIFF.

CLIFF also recorded the input provided by participants, as well as the theme assigned to the input by CoH Staff.

Inputs, Processes, and Outputs**Inputs**

Inputs were received via various methods: phone, email, website, mail, and fax.

1. Phone method: CoH staff manually typed the input during the conversation. Phone calls were not recorded.

2. Email and website method: inputs were received via email and stored in the CoH email system. For each email received, a corresponding CLIFF record was generated. Email attachments received via email may also have been scanned and stored in CLIFF and on the CoH LAN.

3. Mail and fax method: inputs were received in hardcopy and stored in filing cabinets. For each mail and fax input received, a corresponding CLIFF record was generated. Depending on

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the length of the input, it was either scanned and attached to the CLIFF record or transcribed into the CLIFF record. Scanned PDFs of these inputs may also be stored on the CoH LAN.

Processes

Staff entered inputs into CLIFF and assigned a CLIFF tracking number. Each input was also categorized or (themed) according to a set of criteria established by the CoH, and the theme recorded within the CLIFF record. For example, input relating to a housing issue would be categorized as "E3 – Housing and Homelessness."

Outputs

Extracts of the CLIFF data were migrated to the CoH Oracle Reporting Database on regularly scheduled intervals.

Outputs also consist of various ad-hoc reports and statistics.

Technical Maintenance

Electronic records are maintained on the system until their retention schedule is completed. In most cases, this parallels the schedule for the related paper records. The electronic records are then purged from the system. Any exceptions to this purge routine are noted under relevant secondaries.

Classification

Electronic System

The electronic system is not classified in the ORCS. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition".

Electronic Records

Secondary No.	Secondary Title
26520-20	Conversation on Health CLIFF Tracking System data

Inputs

Secondary No.	Secondary Title
26520-03	Conversation on Health CLIFF Tracking System inputs

Outputs

Secondary No.	Secondary Title
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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26500-04	Conversation on Health website
26520-02	Conversation on Health administration
26520-30	Conversation on Health Oracle Reporting data
26540-02	Conversation on Health ad-hoc reports and statistics

Other Related Records

- For transitory electronic data processing (EDP) records, see special schedule 102902 in the *ARCS* manual.
- For computer system backup records, see special schedule 112910 in the *ARCS* manual.
- For administrative records relating to the system, see *ARCS* section 6 and other relevant primaries.
- For information relating to the Conversation on Health Oracle Reporting Database, see the Information System Overview (ISO).

System Scheduling and Disposition

The system will be destroyed when all data has been migrated to a new system performing the same function, or when the function it supports is no longer performed by the provincial government, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere.