

CONTACT: Geri Hinton, Director 952-1241

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 *Seniors Advisory Council Act* (RSBC 1996, c. 423) and subsequent legislation governing 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

1999/01/12
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

1999/01/12
Date

The undersigned endorses the appraisal recommendations:


Director, Information and Data Management Branch

Jan. 20, 99
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 standards approved by Information and Data Management Branch. For assistance in implementing ORCS, contact your Records Officer.

A SA FD

SENIORS' ISSUES AND PROJECT FILES

Records relating to issues which may affect seniors in general, or certain groups of seniors in particular, such as Native elders or women. These records relate to on-going issues as well as special research projects. Includes correspondence, reports, surveys, research material, and records of meetings of groups assigned to investigate issues.

Unless otherwise specified below, the ministry OPR (Office for Seniors) 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 | SO | 5y | FR |
| | | - <u>non-OPR</u> | <u>SO</u> | <u>nil</u> | <u>DE</u> |
| -01 | General | | | | |
| -20 | Seniors' issues case files (arrange alphabetically by subject) | | CY+2y | 2y | FR |

5y = This ensures that the operational requirements of the creating agency are met.

FR = The government archives will fully retain seniors' issues case files for their evidential and informational value. The document significant social issues for seniors.

(Continued on next page)

| | | |
|--|-----------------------|--------------------------------------|
| A = Active | CY = Calendar Year | SO = Superseded or Obsolete |
| SA = Semi-active | FY = Fiscal Year | DE = Destruction |
| FD = Final Disposition | NA = Not Applicable | SR = Selective Retention |
| PIB = Personal Information Bank | w = week m = month | FR = Full Retention |
| PUR = Public Use Records | y = year | FOI = Freedom of Information/Privacy |
| OPR = Office of Primary Responsibility | | VR = Vital Records |

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 standards approved by Information and Data Management Branch. For assistance in implementing ORCS, contact your Records Officer.

| | <u>A</u> | <u>SA</u> | <u>FD</u> |
|--|---|-----------|-----------|
| <u>SENIORS' ISSUES AND PROJECT FILES</u> (Continued) | | | |
| -30 | Special seniors' project case files (arrange alphabetically by subject) | SO+1y 6y | FR |
| SO = | when the project is completed or abandoned | | |
| 7y = | These records retain primary operational, fiscal, legal and audit values for a period of seven years. | | |
| FR = | The government archives will fully retain special seniors' project case files for their evidential and informational value. | | |

A = Active
SA = Semi-active
FD = Final Disposition
PIB = Personal Information Bank
PUR = Public Use Records
OPR = Office of Primary Responsibility

CY = Calendar Year
FY = Fiscal Year
NA = Not Applicable
w = week m = month
y = year

SO = Superseded or Obsolete
DE = Destruction
SR = Selective Retention
FR = Full Retention
FOI = Freedom of Information/Privacy
VR = Vital Records