

PUBLIC DOCUMENTS COMMITTEE
Meeting Questions, Answers and Decisions
Package 1: 2013

PACKAGE DATE: April 23, 2013

APPROVAL DATE: August 29, 2013

COMMITTEE: Gary A. Mitchell (Chair)
Fiona Gow
Stuart Newton

SECRETARY: Lynne Tibbitt

Questions raised by the Public Documents Committee on the six records schedules submitted on 23 April 2013, and the responses to those questions provided by the Government Records Service staff.

List of submitted records schedules:

1. Banking and Cash Management ORCS amendment
2. Justice Institute of British Columbia ORCS
3. Emergency Management Services ORCS amendment
4. Income Taxation ORCS amendment
5. Medical Services Plan ORCS amendment
6. Screening Mammography ORS

Issue: Citation of Limitation Act – Status: RESOLVED

The Committee noted that both Banking and Cash Management ORCS amendment and the new Justice Institute of BC ORCS cite the 6 year retention period required under the former Limitation Act.

Question 1: Is it branch policy to review **all** *Limitation Act* citations in a schedule whenever a schedule is being send up to PDC?

Answer: Mary McIntosh, Senior Archivist, GRS:

The short answer is yes, GRS will review *all Limitation Act* citations in a schedule being sent to PDC.

Decision options:

- Approval = PDC endorses the draft schedule
- Pending = PDC questions/comments must be addressed and draft schedule updated
- Denied = PDC does not endorse the draft schedule

The two ORCS you referenced were both developed by contractors, and both have been ready for PDC review for some time, so it was an oversight on our part not to double check them before they were presented to the Committee.

I don't anticipate that this will happen again, as GRS ORCS developers are aware of the new *Limitation Act* and are citing it appropriately. GRS Archivists will make a special note to check the citations in any contractor-developed ORCS that are submitted for review.

Linda Nobrega (GRS Archivist) is following up to determine if any changes need to be made to the retention periods, or if the reference to the act can be removed.

PDC Secretary: Issue of citation of Limitation Act resolved. Details are included under individual entries for JIBC ORCS and B&CM ORCS.

1. Justice Institute or British Columbia (JIBC) ORCS - Status: APPROVED

PDC Secretary: Distributed the revised copy of the JIBC ORCS with PDC requested changes relating to Limitation Act citations highlighted. Changes were accepted and no further questions raised by Committee members.

Follow-up: Linda Nobrega, GRS Archivist

After consultation with JIBC it was determined that the references to the *Limitation Act* could be removed. The explanatory notes in the JIBC ORCS have been revised and the client has ensured that the retention period continues to meet their needs.

Question 2: The PDC Chair has a question around the issue of linkages between JIBC which was created as a provincial body in 1978 and the previous institution (see Executive Summary -1). How are the 1970 records within our scope? Were the records formally transferred from the previous institution?

Answer: Linda Nobrega, GRS Archivist

Yes, according to the Records Officer JIBC was created in 1978 but after some review of records in off-site storage it was discovered that they have records that pre-date that. I did have a conversation with the ORCS Developer and the Records Officer about this and they provided the following information:

- Emergency Health Services provided training (Emergency Health Service Academy) until the JIBC was formed in 1978.
- Court Services training was launched in 1978. Training was done on the job until 1974 when the Vancouver Police and County of Vancouver Sheriffs began training.

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As to whether there was a formal transfer I cannot say, but considering this may have taken place in the 1970s and with such a small volume I suspect not.

2. Banking & Cash Management (B&CM) ORCS Amendment - Status: APPROVED

PDC Secretary: Distributed the revised copy of the B&CM ORCS amendment with PDC requested changes to Limitation Act citations highlighted. Changes were accepted and no further questions raised by Committee members.

Follow-up: Linda Nobrega, GRS Archivist

The B&CM schedule that was presented was an amendment to an existing ORCS and prepared by a private ORCS contractor. The explanatory notes in the B&CM ORCS have been revised and the client has ensured that the retention periods continue to meet their needs.

3. Emergency Management Services ORCS Amendment - Status: APPROVED

No questions

4. Income Taxation (ITAX) ORCS amendment - Status: APPROVED

Question: Relating to the citation of Probate Fee Act in Section 1-1 of the ORCS. Why was the 1960 version of the Act cited in the ORCS? The Act is listed in RSBC 1979, c. 338 Probate Fee Act; a new act was passed SBC 1999, c. 4; a review of the 1979 RSBC version does not seem to see much alteration.

Answer: Sharon Larade, GRS ORCS Developer/Archivist

The references to the legislation are correct for the time period of the records to which the original ORCs relates – specifically 1972-1979. This primary – 43580 - was not impacted by the amendment, so it was not included in the amendment package we prepared.

The 1960 legislation citation was part of the 2005 ORCS package that submitted to PDC for approval. As nothing in the 2013 ORCS amendment has changed this primary, I do not believe the legislative citation needs to be updated to reflect the current legislation. If I have missed something and you want me to explore further, I am happy to do so.

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Edits/Corrections: Executive Summary p. 3 - 3rd paragraph and Primary 43450 – Change HST sentence to reflect current situation, i.e., its death on 1 April 2013.

Fix typo in Content -1 – Harmonized Salex Tax.

Consistent use: matrixes or matrices. Primary 43450 – use of matrixes over matrices in the Banking and Cash Management ORCS primary 80100 matrices is used

Done: All editorial comments/corrections were addressed by the ORCS Developer/Archivist. Decision to use 'matrices' not 'matrixes'.

5. Medical Services Plan ORCS amendment - Status: APPROVED

No Questions

6. Screening Mammography ORS – Status: APPROVED

Question: A client returns for a test after 1 Jun 2013, will the client questionnaire from her first visit (housed in 39900-20) be brought forward? OR will 39900-30 handle the coordination between -20 and -25? PDC Chair is concerned around the ease of access.

Answer: David Coppard, GRS ORCS Developer/Archivist

The short answer is that the hard copy of the first visit questionnaire filed in 39900-20 would not be brought forward into 39900-25 if the client came in for a second visit after 1 June 2013. The first visit questionnaire would be disposed of with the other records of that first screen. As suggested, 39900-30 ensures continuity between -20 and -25. Regardless of whether the screen takes place before or after 1 June 2013, the information from the questionnaire gets entered in the registry as data, and that registry data is used as the primary reference until no longer required for client tracking or statistical reporting. This is the current practice.

CONTEXT: The client fills out the first visit questionnaire, on a purely voluntary basis, the very first time she comes in for screening. She fills out the return visit questionnaire, which includes almost all the same questions, at the start of each subsequent visit (again, only if she wants to). The answers from each completed questionnaire are entered into the registry as data on the day of the visit or as soon as possible after it. The immediate uses of the data are to determine the woman's risk profile, and to ensure adequate follow-up in case the mammogram is abnormal. Over the longer term, the data is used to generate statistics, both for program evaluation and cancer research purposes. The first visit and return questionnaires also include a question asking if the client consents to be contacted for breast cancer research studies in the future, and the answer to that is also recorded in the registry.

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APPLICATION: Regarding the hard copy of the first visit questionnaire, it is managed as a set with the other records of that first screen. So if the client comes in for a second visit after 1 June 2013 and then never comes in again, then the records of that first screen, including the first visit questionnaire, could be sent offsite after seven years and destroyed three years later, in keeping with the SO statement in -20. Conversely, all the records of that second visit would have to be retained for 15 years in accordance with -25.

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