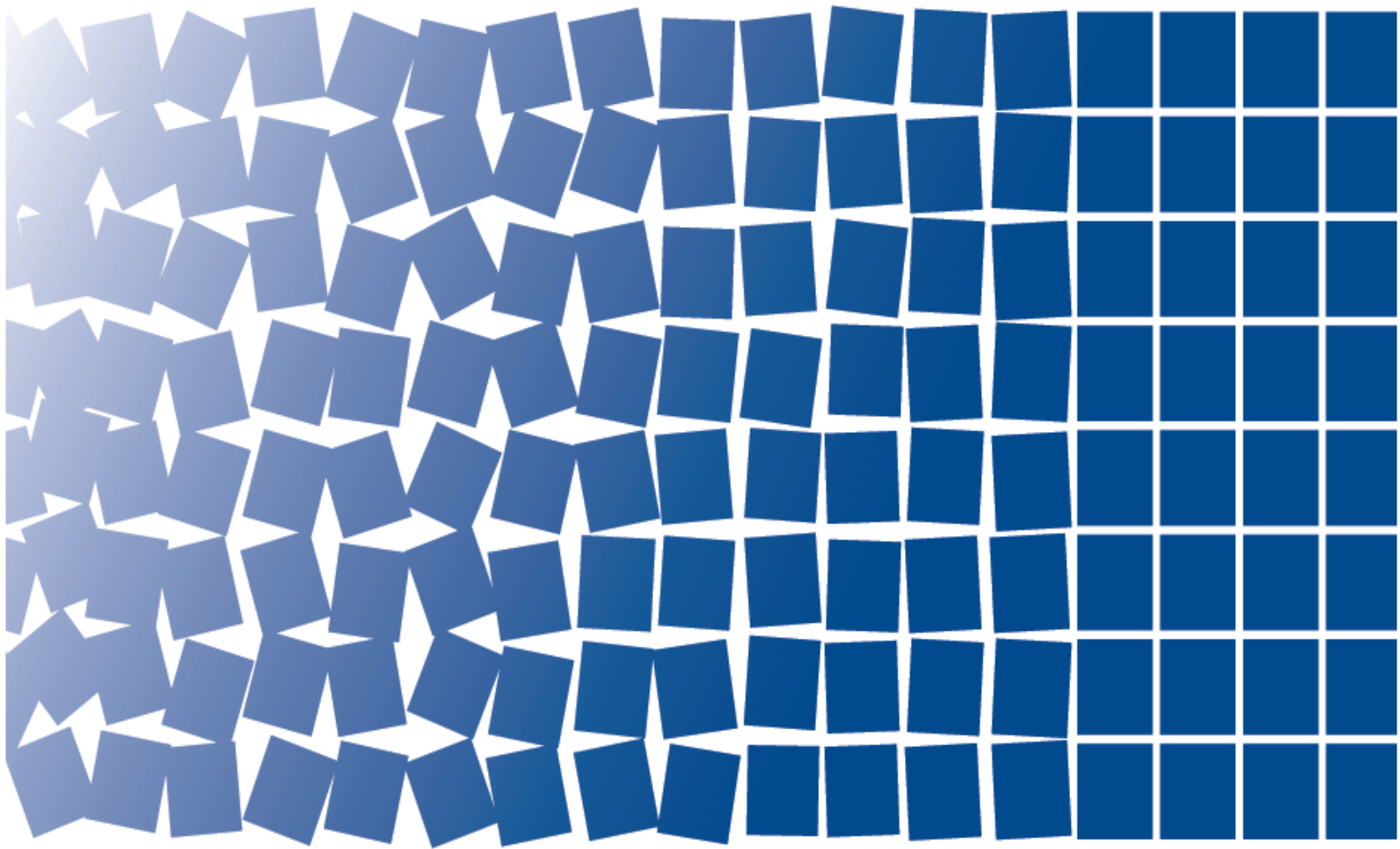


BC PROSECUTION SERVICE

OPERATIONAL RECORDS

CLASSIFICATION SYSTEM



GOVERNMENT RECORDS SERVICE



Schedule No: 201915

INFORMATION SCHEDULE APPROVAL

Title: *BC Prosecution Service Operational Records Classification System (ORCS) – replaces Criminal Justice ORCS*

Ministry of Attorney General
BC Prosecution Service

Scope of Schedule:

This Operational Records Classification System covers records generated by the following responsibilities assigned to the BC Prosecution Service (referred to in legislation as the 'Criminal Justice Branch' or 'the Branch') under the *Crown Counsel Act* (RSBC 1997, c. 87): the approval and conduct of all prosecutions and appeals in British Columbia; the development of policies and procedures in respect of the administration of criminal justice in British Columbia; advising the government on criminal law matters; liaison with the media and affected members of the public on all matters respecting approval and conduct of prosecutions of offences or related appeals; and other functions or responsibilities assigned to the BC Prosecution Service by the Attorney General such as the High-Risk Offender Identification Program, the informer witness registry and the Post-Conviction Review Committee.

The retention periods specified in this schedule meet all operational, fiscal, legal, and audit requirements. For more information, see the attached schedule.

Earliest date of records covered by this amendment: 1974

The government body endorses this schedule and its implementation.

Executive Director – Business Operations
Brian Anderson

July 30/19
Date

The Information Management Advisory Committee recommends this schedule for approval.

Dec 5, 2019
Date

APPROVED BY THE CHIEF RECORDS OFFICER:

Name: Kerry Pridmore

Dec 18/19
Date

The attached schedule was developed in consultation with staff and managers who conduct the operational functions in the creating agency. It has also been reviewed by appropriate Government Records Service staff to ensure it meets scheduling and appraisal standards, and reflects sound recordkeeping practices.

Schedule Developer: Daniel Collins

Endorsed by Director, Government Records Service.

Name: Emma Wright

Date October 28, 2019

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

BC PROSECUTION SERVICE

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

USEFUL INFORMATION

Key to Information Schedule Codes and Acronyms:

Information Schedule titles: <i>System</i> <i>Classification System</i>	ARCS = <i>Administrative Records Classification</i> ORCS = <i>Operational Records</i>
Office information:	OPR = Office of Primary Responsibility
Records life cycle:	A = Active SA = Semi-active FD = Final Disposition
Active and semi-active period codes:	CY = Calendar Year FY = Fiscal Year NA = Not Applicable SO = Superseded or Obsolete w = week m = month y = year
Final disposition categories:	DE = Destruction FR = Full Retention SR = Selective Retention OD = Other Disposition NA = Not Applicable
Special flags:	FOI = Freedom of Information/Protection of Privacy PIB = Personal Information Bank VR = Vital Records

The following links provide additional resources for managing your information:

- [ARCS and ORCS User Guide](#).
- [Special schedules for records that are not covered by ARCS and ORCS](#).
- [Legislation, policies, and standards for managing records in the BC Government](#).
- [Tips, guides, and FAQs on related topics](#).
- [Records Officer contact information](#).

[Key to ARCS/ORCS Codes and Acronyms](#)

PROSECUTION SERVICE ORCS

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

EXECUTIVE SUMMARY

This *Operational Records Classification System (ORCS)* establishes a classification system and retention and disposition schedule for the operational records created by the BC Prosecution Service or the "Criminal Justice Branch" of the Ministry of the Attorney General as defined in the [Crown Counsel Act \(RSBC 1996, c. 87\)](#).

These records document the following functions assigned to the Prosecution Service under the [Crown Counsel Act \(RSBC 1996, c. 87\)](#): the approval and conduct of all prosecutions and appeals in British Columbia; the conduct of any appeal or other proceeding in respect of a prosecution in which the BC Government is named as a respondent; the development of policies and procedures in respect of the administration of criminal justice in BC; advising the government on criminal law matters; liaison with the media and affected members of the public on all matters respecting approval and conduct of prosecutions of offences or related appeals; and other functions or responsibilities assigned to the branch by the Attorney General such as the High-Risk Offender Identification Program (HROIP), the informer witness registry and the Post-Conviction Review Committee (PCRC).

This new classification system and retention and disposition schedule reflects a variety of business process changes undertaken by the BC Prosecution Service. New responsibilities include the identification and tracking of high-risk offenders, the tracking of informer witnesses, post-conviction reviews, and other changes. The ORCS provides a revised classification and retention structure for records relating to the approval and conduct of prosecutions and appeals; it creates separate classifications for young people prosecuted under the [Youth Criminal Justice Act \(SC 2002, c. 1\)](#); and classifies records relating to the appointment of special prosecutors.

This ORCS will supersede the *Criminal Justice ORCS* (schedule 880699). Files closed prior to the approval of the *BC Prosecution Service ORCS* (schedule 201915) will continue to be managed through their lifecycle in accordance with the retentions and dispositions in the *Criminal Justice ORCS*. Files that are active and those opened on or after the approval date will be managed in accordance with the retentions and dispositions specified in this ORCS.

The active and semi-active retention periods specified in the schedule meet all operational, administrative, legal, fiscal, and audit requirements. The final dispositions have been reviewed to ensure that records having enduring evidential and historical values are preserved.

The following summary describes the records covered in this ORCS and identifies their retention periods and final dispositions. Secondaries with a final disposition of destruction and a retention period of less than seven years are not described. In this summary, record types are linked to the ORCS by primary and secondary numbers. Please consult relevant secondaries for further information.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

- | | |
|--|-------------------|
| 1) <u>Adult and Youth prosecutions - precedent setting, major interest</u>
(secondary 55005-35) | SO 90y FR |
| <p>These records document the approval and conduct of prosecutions and appeals that are precedent setting or of major interest to the province. The government archives will fully retain these records because of their significant evidential and informational value. The prosecution case file is the most thorough and comprehensive record of a case as it proceeds through the criminal justice system from police investigations, charge assessment, prosecution, appeal, through to disposition.</p> <p>These records will be transferred to the archives 90 years after the prosecution has concluded and the statutory limitations on appeals have expired. This time period is intended to allow Crown Counsel to demonstrate that they conducted their work in a fair and impartial manner and that each prosecution was free from political or other external influence. It also allows the perpetrators of crime and their victims their full lifetime to hold the office of primary responsibility accountable for carrying out its duties under legislation. This retention period is based on a standard 90 year life expectancy calculation.</p> | |
| 2) <u>Appointment of special prosecutors</u>
(secondary 55030-10) | SO 30y FR |
| <p>These records document decisions made by the Assistant Deputy Attorney General (ADAG) and Senior Crown Counsel when appointing a special prosecutor to initiate and conduct prosecutions and appeals in British Columbia. A special prosecutor is a lawyer who is not employed in the Ministry of Justice. The need to maintain public confidence in the administration of criminal justice is the paramount consideration in deciding whether the appointment of a Special Prosecutor is required in the public interest.</p> <p>Special prosecutors are appointed where there is a significant potential for a perceived or real improper influence in prosecutorial decision making in a given case. Given the importance of demonstrating the prosecutorial independence of the prosecution service of British Columbia, records documenting decisions with respect to the appointment of special prosecutors will be fully retained in the government archives. They will be transferred 30 years after the prosecution and subsequent appeals have concluded. This retention period allows sufficient time to allow the ADAG to review decisions made with respect to the appointment of special prosecutors.</p> | |
| 3) <u>Crown Counsel policy and procedures</u>
(secondary 55010-00) | SO 5y FR |
| <p>These records document final operational policies, including the Crown Counsel Policy Manual, practices bulletins and directives, information</p> | |
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[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

sheets, procedures, guidelines, manuals, and memoranda created by the BC prosecution service. Policy in the BC Prosecution Service provides both general and situation-specific guidance to Crown Counsel in the exercise of their duties, including on fundamental prosecution considerations such as charge assessment, alternative measures, and resolution discussions. As public documents, they also help to explain how prosecution services are delivered and how prosecutors exercise their constitutional independence in the public interest on individual cases. Interpretation and consideration documentation provides contextual support to the approved policies and document how Prosecution policy and practice have evolved over time.

Final policies will be transferred to the government archives 5 years after the policy is replaced or becomes irrelevant, or in the case of policy consideration and interpretation files, when the policy interpretation is no longer required for operational or reference purposes.

4) Media statements

(secondary 55020-05)

CY+5y nil FR

These records document the BC Prosecution Service' liaison with the media on all matters respecting approval and conduct of prosecutions of offenses or related appeals and the administration of criminal justice in British Columbia. The government archives will fully retain media statements released by the BC Prosecution Service because they document the communication of issues deemed to be in the public interest. Decisions on issues and matters central to the prosecution service are documented in these statements and their availability as public documents is important in maintaining transparency in the criminal justice process and in highlighting the independence of Crown Counsel. These records will be transferred to the government archives 6 years after publication. This allows sufficient time for reference.

5) Post-conviction reviews

(secondary 55040-10)

SO 90y SR

These records document the decisions of the post-conviction review committee in response to requests for information or assistance on claims of wrongful conviction. The government archives will fully retain post-conviction review records when a review results in the granting of an application for a remedy by the Minister of Justice. In such cases there is often a reasonable basis to conclude that a miscarriage of justice occurred at some point in the criminal justice process. Given that such cases are rare and unique, the government archives will retain post-conviction review records for which a remedy has been granted.

These records will be sent to the government archives 90 years after a final decision has been made by the Minister of Justice. This time period is intended to allow Crown Counsel to demonstrate that they conducted their work in a fair and impartial manner and that each prosecution was free from political or other external influence.

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

6) Adult and youth prosecutions - sexual offences, serious personal injury offences, manslaughter, first and second degree murder

(secondary 55005-30)

SO 90y DE

(secondary 55005-60)

SO 90y DE

These records document the approval and conduct of the prosecution and appeals of serious personal injury offences, manslaughter, first and second degree murder, excluding those cases that set a legal precedent or are of major interest to the province. It also covers records relating to support and advice given by Crown Counsel who aren't responsible for conducting the prosecution to the prosecuting Crown Counsel and the investigative agency on case-specific issues, records generated by the prosecution support unit, resource Crown Counsel, and specialized litigation counsel. This may also cover extradition requests and outgoing mutual legal assistance requests relating to prosecutions and appeals in British Columbia.

These records have been appraised for destruction because the facts of the case will be available in final orders and reasons for judgement which are to be fully retained under the [Court Services ORCS \(Schedule 100152\)](#). These records will be destroyed 90 years after the prosecution has concluded and the statutory limitations on appeals has expired. This time period is intended to allow Crown Counsel to demonstrate that they conducted their work in a fair and impartial manner and that each prosecution was free from political or other external influence. It also allows the perpetrators of crime and their victims their full lifetime to hold the office of primary responsibility accountable for carrying out its duties under legislation. This retention period is consistent with the similar case files and case data held by other government bodies and is based on a standard 90 year life expectancy calculation.

7) Civil Litigation Support - decisions concerning crimes of a sexual nature and decisions concerning the health, well-being, or safety of a child

(secondary 55020-30)

SO 90y DE

(secondary 55020-40)

SO 90y DE

These records document support to a case of civil litigation or other proceeding where the Crown is named as a respondent, particularly cases that arose as a result of sexual offences as defined in the [Criminal Code \(RSC 1985, c. C-46\)](#) or decisions concerning the health, well-being, or safety of a child. Litigation support records are scheduled for destruction at the end of their retention periods as precedent-setting cases will be adequately documented in the orders and reasons for judgement of the BC Supreme Court, and in the civil case files of the BC Court of Appeal; the latter include the case files themselves, appeal books, factums, and transcripts in addition to orders and judgements. These records are all scheduled for full retention in the [Court Services ORCS \(Schedule 100152\)](#).

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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These records will be destroyed 90 years after the litigation. This time period is intended to allow an individual their whole lifetime to hold government accountable for decisions it made. This retention period is consistent with the similar case files and case data held by other government bodies and is based on a standard 90 year life expectancy calculation.

8) Inter-jurisdictional transfers
(secondary 55030-35)

SO 90y DE

These records document requests for consent to transfer or receive people in custody who have been declared not criminally responsible on account of a mental disorder (NCRMD accused). An NCRMD accused may be transferred to any place in Canada when the Review Board of the province recommends the transfer and the Attorneys General give their consent. These records document the requests for that consent, and the review and evaluation of the request.

These records will be destroyed 90 years after the transfer has been completed or when the request for the transfer is denied or withdrawn. This time period is intended to allow an individual their whole lifetime to hold government accountable for decisions it made. This retention period is consistent with the records of the BC Review Board, scheduled under primary 95740 in the [British Columbia Review Board ORCS 116357](#)

9) Adult and youth prosecutions - violent summary conviction offences and indictable offences
(secondary 55005-25)
(secondary 55005-55)

SO 30y DE
SO 30y DE

These records document the approval and conduct of the prosecution and appeals of violent summary conviction offences and indictable offences excluding sexual offenses, serious personal injury offences, manslaughter, first and second degree murder. It also covers records relating to support and advice given by Crown Counsel to the prosecuting Crown Counsel and the investigative agency on case-specific issues, records generated by the prosecution support unit, resource crown counsel, and specialized litigation counsel. This may also cover extradition requests and outgoing mutual legal assistance requests relating to prosecutions and appeals in British Columbia.

These records have been appraised for destruction because the facts of the case will be available in final orders and reasons for judgement which are to be fully retained under the [Court Services ORCS \(Schedule 100152\)](#). The records will be destroyed 30 years after the conclusion of the prosecution by Crown Counsel and expiry of statutory limitations on appeals. This period allows the Prosecution Service access to the criminal history of the offender, including recidivism patterns, which may be required by Crown Counsel in subsequent prosecutions (e.g., if the offender re-offends) and when completing Dangerous Offender (DO) or Long-term Offenders (LTO) applications.

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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- | | | | | |
|--|---|----------|----------|----------|
| 10) | <u>Civil Litigation Support - general</u>
(secondary 55020-20) | SO | 21y | DE |
| <p>These records document support to a case of civil litigation or other proceeding where the Crown is named as a respondent, and covers all cases that don't meet the criteria for classification as a case concerning a child or a case concerning crimes of a sexual nature.</p> <p>Litigation support records are scheduled for destruction at the end of their retention periods as precedent-setting cases will be adequately documented in the orders and reasons for judgement of the BC Supreme Court, and in the civil case files of the BC Court of Appeal; the latter include the case files themselves, appeal books, factums, and transcripts in addition to orders and judgements. These records are all scheduled for full retention in the Court Services ORCS (Schedule 100152). These records can be destroyed 21 years after the responsible lawyer determines that the litigation has ended. This retention period includes the maximum 19 years that would be required for a minor associated with a case to reach the age of majority and have their claim thereby "discovered" under the Limitation Act (SBC 2012, c. 13), plus the basic two years the Act provides to launch a proceeding in respect of a claim once it has been discovered.</p> | | | | |
| 11) | <u>Advice - General</u>
(secondary 55010-02) | SO | 10y | DE |
| <p>These records document advice given to federal and provincial government agencies, police and other investigative agencies on criminal law matters. This advice is not specific to a particular prosecution but relates to criminal justice matters generally. The prosecution service will destroy all advice given to Government and other agencies 10 years after the request for advice has concluded and when the records are no-longer needed to provide consistent advice. The advice given by Prosecution Service staff will be reflected in policy and procedure development files of the branch, the policy and procedure files of other government branches, in the records of committees and working groups on justice reform, and in the development of federal statutes that address Criminal Justice matters.</p> | | | | |
| 12) | <u>Adult and Youth Prosecutions - minor summary conviction offences</u>
(secondary 55005-20)
(secondary 55005-50) | SO
SO | 8y
8y | DE
DE |
| <p>These records document the approval and conduct of the prosecution and appeals minor summary conviction offences, excluding any violent or sexual offences covered in other secondaries. It also covers records relating to support and advice given by Crown Counsel to the prosecuting Crown Counsel and the investigative agency on case-specific issues, records generated by the prosecution support unit, resource crown counsel, and specialized litigation counsel. This may also cover</p> | | | | |

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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extradition requests and outgoing mutual legal assistance requests relating to prosecutions and appeals in British Columbia.

These records have been appraised for destruction because the facts of the case will be available in final orders and reasons for judgement which are to be fully retained under the [Court Services ORCS \(Schedule 100152\)](#). The records will be destroyed 8 years after the conclusion of the prosecution by Crown Counsel and expiry of statutory limitations on appeals. This period allows the Prosecution Service access to the criminal history of the offender, including recidivism patterns, which may be required by Crown Counsel in subsequent prosecutions (e.g., if the offender re-offends).

13) Systems

SO nil DE

The Systems Section provides descriptions of electronic systems and classifications for the records residing on them. The data on the systems are described under the appropriate primary and secondary classifications.

Unless otherwise noted, each system will be destroyed when the records/data on it have been migrated to a new system performing the same function, or when the relevant retention schedules have elapsed, or the information has been preserved elsewhere.

14) All Other Records

DE

All other records are destroyed at the end of their semi-active retention periods. The retention of these records varies depending on the nature of the records and the function performed, but does not exceed seven years. Any information from these records that has ongoing value is adequately documented under secondaries with longer retentions and/or full or selective retention appraisals within the ORCS or in ARCS. These records have no enduring value to government at the end of their scheduled retention period.

END OF EXECUTIVE SUMMARY

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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SECTION 1

PROSECUTION SERVICES

PRIMARY NUMBERS

55000 – 55099

Section 1 covers records relating to the approval and conduct of prosecutions and appeals in British Columbia; the development of policies and procedures in respect of the administration of criminal justice ; advising the government on criminal law matters; liaison with the media and affected members of the public on matters respecting approval and conduct of prosecutions of offences or related appeals; and related activities such as the High-Risk Offender Identification Program, the informer witness registry and the post-conviction reviews pursuant to the [Crown Counsel Act \(RSBC 1997, c. 87\)](#), the [Criminal Code \(RSC 1985, c. C-46\)](#) and the [Youth Criminal Justice Act \(SC 2002, c. 1\)](#) and provincial statutes.

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

55000 PROSECUTION SERVICES

Records not shown elsewhere in the BC Prosecution Service ORCS that relate generally to the approval and conduct of prosecutions and appeals in British Columbia; the development of policies and procedures in respect of the administration of criminal justice ; advising the government on criminal law matters; liaison with the media and affected members of the public on matters respecting approval and conduct of prosecutions of offences or related appeals

For reference material/topical files, see ARCS secondary 358-20.

The ministry OPR is the BC Prosecution Service unless otherwise noted below. See specific secondaries for OPR retention schedules.

55000	PROSECUTION SERVICES	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-00	Policy and Procedures (covers final/approved versions of policies, procedures, standards, and guidelines pertaining to this section/)	SO	5y	FR
	SO: when the policy, procedure becomes superseded or obsolete			
-01	General	CY+1y	nil	DE
	NOTE: Throughout this section, this secondary covers miscellaneous records that relate to the primary but do not document decisions and actions, and are related to topics that warrant specific classifications.			

END OF PRIMARY

55005 APPROVAL AND CONDUCT OF PROSECUTIONS AND APPEALS

Records relating to prosecutions and appeals conducted by Crown Counsel in the Provincial Court of BC, BC Supreme Court, BC Court of Appeal and Supreme Court of Canada. This includes charge assessment, the prosecution of offences, and the conduct of any appeals or other proceeding in respect of a prosecution or appeal. It covers case-specific records relating to support and advice given by Crown Counsel to the prosecuting Crown Counsel and the investigative agency, records generated by the prosecution support unit, resource Crown Counsel, and specialized litigation counsel. This may also cover extradition requests and outgoing mutual legal assistance requests relating to prosecutions and appeals in British Columbia.

When a possible offence has been committed, the police will investigate and decide whether the incident warrants forwarding a Report to Crown Counsel (RCC). Crown Counsel conduct a charge assessment in relation to offences under the federal [Criminal Code \(RSC 1985, c. C-46\)](#), the [Youth Criminal Justice Act \(SC 2002, c. 1\)](#) or under provincial statutes. If they decide not to prosecute, correspondence, notes and reasons for those decisions are retained by Crown Counsel and classified according to the recommended charges laid out in secondary 55005-20. The RCC and related evidence is returned to the investigating agency. If there is a decision to prosecute, Crown Counsel then conducts the prosecution and all appeals on behalf of society in all levels of the BC courts and the Supreme Court of Canada. All information and related evidence on the case is classified as part of the prosecution case file identified in primary 55005.

Crown Counsel classify prosecution case-files based on the severity of the charges, regardless of the outcome of the case. The [Youth Criminal Justice Act \(SC 2002, c. 114-129\)](#) lays out specific provisions for access to youth records and they are maintained separately from records relating to adults. All information relating to case files will be tracked in JUSTIN (Justice Information System).

Records may include the RCC, Informations or Indictments laid, statements of victims, witnesses and the accused, legal research, legal opinions and arguments, caution letters, psychiatric reports, criminal records sheets, memoranda of law, correspondence, witness notification letters, photocopies of paper exhibits, copies of digital evidence, copies of transcripts, pre-sentence reports, subpoenas, bail notifications, consent forms signed by the Assistant Deputy Attorney General, court ordered and expert assessments, extradition records, dangerous and long-term offender applications, communication interception notifications, probation orders, court orders, disclosure packages, and other documents produced by police agencies, investigators, the accused, Crown Counsel, Defense Counsel, probation officers, courts, etc. The case file can consist of records in physical and electronic format (shared drives, JUSTIN, Ringtail, etc.) related to the case, except for secondary 55005-10 which is used to classify data relating to the accused person's criminal history.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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For civil litigation where the BC Prosecution Service is named as a respondent, see primary 55020

For a detailed overview of the systems used in the administration of prosecutions and appeals see the System Section.

For the High-Risk Offender Identification Registry, see secondary 55020-40

For the Informer Witness Registry, see secondary 55020-50

For other civil litigation, see the *Barrister and Solicitor Services ORCS (schedule 164437)*

For policies and procedures for Crown Counsel, including the Crown Counsel prosecution manual, see secondary 55010-00

For reference materials/topical files that aren't integral to a record that can be classified under an existing secondary in this ORCS, see [ARCS secondary 358-20](#).

For services to victims of crime see relevant secondaries in the *Victim Services and Crime Prevention ORCS (schedule 201301)*

The ministry OPR is the BC Prosecution Service unless otherwise noted below. See specific secondaries for OPR retention schedules.

55005	APPROVAL AND CONDUCT OF PROSECUTIONS AND APPEALS	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
PIB	-10 Accused criminal history data (covers tombstone data maintained in JUSTIN for the purposes tracking the criminal history of accused persons and their previous interactions with the criminal justice system. This data is gathered as a result of previous investigations or cases described elsewhere in this primary) SO: when the information is no longer needed for reference purposes	SO	nil	DE
PIB	-20 Adult prosecutions - minor summary conviction offences (covers case files of minor summary conviction offences, excluding violent offences, weapons offences, sexual offences or any offence where the maximum sentence is life in prison. These can include both straight summary conviction offences and hybrid offences where the Crown elects to proceed summarily.) SO: upon conclusion of the prosecution by Crown Counsel and expiry of statutory limitations on appeals 8y: The semi-active retention period covers the maximum custodial sentence for this type of offence (1.5 years for summary elections) plus an additional 6.5 years for reference purposes. This allows Crown	SO	8y	DE

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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55005	APPROVAL AND CONDUCT OF PROSECUTIONS AND APPEALS	A	SA	FD
	Counsel adequate time to reference past prosecutions, should the offender reoffend. This period also meets the minimum requirements recommended by the Law Society of British Columbia for the retention of prosecution records. Given the nature of the offences covered under this secondary, the reference value in assisting with subsequent prosecutions diminishes after 8 years.			
PIB	-25 Adult prosecutions - violent summary conviction offences and indictable offences (covers case files of violent summary conviction offences or indictable offences, excluding sexual crime, manslaughter, first and second degree murder or any offence where the maximum sentence is life in prison. They include, but are not limited to: weapons offences, serious property offences, violent offences, etc.) SO: upon conclusion of the prosecution by Crown Counsel and expiry of statutory limitations on appeals 30y: This retention allows sufficient time for reference in the case of subsequent prosecutions. Given the serious nature of the crimes covered under this secondary, Crown Counsel requires access to these files for a substantial period. Access to the criminal history of the offender, including recidivism patterns, is required by Crown Counsel in subsequent prosecutions (e.g., if the offender re-offends) and when completing Dangerous Offender (DO) or Long-term Offenders (LTO) applications.	SO	30y	DE
PIB	-30 Adult prosecutions - sexual offences, serious personal injury offences, manslaughter, first and second degree murder (covers case files of sexual offences, serious personal injury offences (SPIO), manslaughter, first and second degree murder or any offence where the maximum sentence is life in prison) SO: upon conclusion of the prosecution by Crown Counsel and expiry of statutory limitations on appeals 90y: Given the serious nature of these crimes and the long-term impact they can have on victims and society at-large, this semi-active retention period ensures that the records will remain available for the	SO	90y	DE

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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55005	APPROVAL AND CONDUCT OF PROSECUTIONS AND APPEALS	A	SA	FD
	lifetime of the youngest person affected by the offence or the prosecution of it. Ninety years is intended to allow Crown Counsel to demonstrate that they conducted their work in a fair and impartial manner and that each prosecution was free from political or other external influence. It also allows the perpetrators of crime and their victims their full lifetime to hold the government accountable for carrying out its duties under legislation.			
	DE: Records classified under this secondary have been appraised for destruction because the facts of the case will be available in final orders and reasons for judgement which are fully retained under the Court Services ORCS (Schedule 100152) , and the Court of Appeal ORCS (Schedule 158561) . Case files that document prosecutions defined as precedent-setting or of major interest will be fully retained under secondary 55005-35			
PIB	-35 Prosecutions - precedent setting, major interest (covers case files of precedent setting and major interest cases as determined by Crown Counsel.)	SO	90y	FR
	SO: upon conclusion of the prosecution by Crown Counsel and expiry of statutory limitations on appeals			
	90y: Given the nature of these crimes and the long-term impact they can have on victims and society at-large, this semi-active retention period ensures that the records will remain available for the lifetime of the youngest person affected by the offence or the prosecution of it. Ninety years is intended to allow Crown Counsel to demonstrate that they conducted their work in a fair and impartial manner and that each prosecution was free from political or other external influence. It also allows the perpetrators of crime and their victims their full lifetime to hold the government accountable for carrying out its duties under legislation.			
	FR: These prosecution case files have been appraised for full retention in the government archives because they set a legal precedent and are of significant interest to the province. The prosecution case file is the most thorough and comprehensive record of a			

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

55005	APPROVAL AND CONDUCT OF PROSECUTIONS AND APPEALS	A	SA	FD
	case as it proceeds through the criminal justice system to conclusion.			
PIB	-50 Youth prosecutions - minor summary conviction offences (covers case files of youth minor summary conviction offences, excluding violent, weapons or sexual offences or any offence where the maximum sentence is life in prison. These can include both straight summary conviction offences and hybrid offences where the Crown elects to proceed summarily.) SO: upon conclusion of the prosecution by Crown Counsel and expiry of statutory limitations on appeals 8y: The semi-active retention period covers the maximum custodial sentence for this type of offence (1.5 years for summary elections) plus an additional 6.5 years for reference purposes. Access to the criminal history of the offender may be required by Crown Counsel in the event of subsequent prosecutions. NOTE: For youths, access restrictions pursuant to Youth Criminal Justice Act (SC 2002, c. 119) apply. If the person commits a further offence as a youth, the retention period will be recalculated based on the later offence. If the person commits a further offence as an adult, the records will be reclassified as that of an adult. If the youth receives an adult sentence, the case file is classified according to the appropriate secondary for the adult offense.	SO	8y	DE
PIB	-55 Youth prosecutions - violent summary conviction offences and indictable offences (covers case files of youth violent summary conviction offences or indictable offences, excluding sexual crime, manslaughter, first and second degree murder or any offence where the maximum sentence is life in prison.) SO: upon conclusion of the prosecution by Crown Counsel and expiry of statutory limitations on appeals 30y: This retention allows sufficient time for reference in the case of subsequent prosecutions. Given the serious nature of the crimes covered under this secondary, Crown Counsel may require access to	SO	30y	DE

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55005	APPROVAL AND CONDUCT OF PROSECUTIONS AND APPEALS	A	SA	FD
	<p>these files for a substantial period. Access to the criminal history of the offender may be required by Crown Counsel in the event of subsequent prosecutions (e.g., if the offender re-offends) and when completing Dangerous Offender (DO) or Long-term Offenders (LTO) applications.</p> <p>DE: Records classified under this secondary have been appraised for destruction because the facts of the case will be available in final orders and reasons for judgement which are fully retained under the Court Services ORCS (Schedule 100152), and the Court of Appeal ORCS (Schedule 158561). Case files that document prosecutions defined as precedent-setting or of major interest will be fully retained under secondary 55005-35</p> <p>NOTE: For youths, access restrictions pursuant to Youth Criminal Justice Act (SC 2002, c. 119) apply. If the person commits a further offence as a youth, the retention period will be recalculated based on the later offence. If the person commits a further offence as an adult, the records will be reclassified as that of an adult and will be subject to longer retention periods. If the youth receives an adult sentence, the case file will be classified according to the appropriate secondary for the adult offense.</p>			
PIB	<p>-60 Youth prosecutions - sexual offences, serious personal injury offences, manslaughter, first and second degree murder</p> <p>(covers case files of youth sexual offences, serious personal injury offences (SPIO), manslaughter, first and second degree murder or any offence where the maximum sentence is life in prison)</p> <p>SO: upon conclusion of the prosecution by Crown Counsel and expiry of statutory limitations on appeals</p> <p>90y: Given the serious nature of these crimes and the long-term impact they can have on victims and society at-large, this semi-active retention period ensures that the records will remain available for the lifetime of the youngest person affected by the offence or the prosecution of it. Ninety years is intended to allow Crown Counsel to demonstrate that</p>	SO	90y	DE

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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55005	APPROVAL AND CONDUCT OF PROSECUTIONS AND APPEALS	A	SA	FD
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they conducted their work in a fair and impartial manner and that each prosecution was free from political or other external influence. It also allows the perpetrators of crime and their victims their full lifetime to hold the government accountable for carrying out its duties under legislation.

DE: Records classified under this secondary have been appraised for destruction because the facts of the case will be available in final orders and reasons for judgement which are to be fully retained under the [Court Services ORCS \(Schedule 100152\)](#), and the [Court of Appeal ORCS \(Schedule 158561\)](#). Case files that document prosecutions defined as precedent-setting or of major interest will be fully retained under secondary 55005-35

NOTE: For youths, access restrictions pursuant to [Youth Criminal Justice Act \(SC 2002, c. 119\)](#) apply. If the youth receives an adult sentence, the case file is classified according to the appropriate secondary for the adult offense.

END OF PRIMARY

[Key to ARCS/ORCS Codes and Acronyms](#)

55010 POLICY, POLICY DEVELOPMENT AND ADVICE

Records relating to the development of policies, procedures and practices in respect of the administration of criminal justice in British Columbia and to advising the government on all criminal law matters, as laid out in the [Crown Counsel Act \(RSBC 1997, c. 87\)](#).

The purpose of policy within the BC Prosecution Service, is to assist Crown Counsel in their decision-making on criminal justice issues and to assist the public in understanding how prosecutorial services are provided in the public interest. Policies and specific criminal justice issues may require Crown Counsel to consider specific public interest factors or require that specified senior members of the Prosecution Service are consulted or give approval in certain situations. These records are also covered under this primary.

Records relating to advising the government on all criminal law matters, as outlined in the [Crown Counsel Act \(RSBC 1997, c. 87\)](#). This does not include advice given to police or other agencies on specific prosecutions but covers general advice on the application of the [Criminal Code \(RSC 1985, c. C-46\)](#), the [Youth Criminal Justice Act \(SC, 2002, c. 1\)](#) or other statutes. This includes the process of advising the Provincial Government, the Federal Government, the police, the courts and other institutions on criminal justice matters such as:

- Advice given to the Federal Government when it is considering changes to the [Criminal Code \(RSC 1985, c. C-46\)](#), the [Youth Criminal Justice Act \(SC, 2002, c. 1\)](#) or other federal statutes related to criminal justice;
- Advice to ministries and branches on how to address criminal justice matters in the development and application of their policies and procedures;
- Advice to police and other investigative agencies on general investigative practices which are not specific to a particular prosecution but are likely to affect the admissibility of evidence in future prosecutions.

For all other civil litigation, see the *Barrister and Solicitor Services ORCS (schedule 164437)*

For reference material that isn't integral to a record that can be classified under an existing secondary in this ORCS, see [ARCS secondary 358-20](#)

For services to victims of crime see relevant secondaries in the *Victim Services and Crime Prevention ORCS (schedule 201301)*

For specialized litigation in criminal cases, see primary 55005

For strategic planning, business planning, standards development, and the review of programs, see [ARCS primary 400](#)

For summary reports and statistics not covered elsewhere, [ARCS secondary 440-20](#)

For system descriptions, see the System Section.

For web site pages, see [ARCS secondary 340-30](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

The ministry OPR is the BC Prosecution Service unless otherwise noted below.
See specific secondaries for OPR retention schedules.

55010	POLICY, POLICY DEVELOPMENT AND ADVICE	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-00	Crown Counsel policy and procedures (covers the final, approved version of the Crown Counsel policy, practice bulletins, information sheets, and memoranda and interpretation and consideration documentation) (arrange by policy code) SO: when the policy, procedure or information sheet becomes superceded or obsolete FR: The government archives will fully retain final, approved versions of operational policies, practice bulletins and information sheets because they explain how prosecution services are delivered and how prosecutors exercise their constitutional independence in the public interest on individual cases. Interpretation and consideration documentation which provide contextual support to the approved policies and how they have evolved over time will also be retained.	SO	5y	FR
-02	Advice - general (covers advice given to federal and provincial government agencies, police and other investigative agencies on criminal law matters. This advice is not specific to a particular prosecution but relates to criminal justice matters generally) (includes correspondence, notes, reports, memoranda, drafts of legislation, legal opinions, briefing notes and other records created for the purpose of, or used as a basis for, providing the advice) SO: when the responsible Crown Counsel determines that the request for advice has concluded, and that government is unlikely to need the records to provide consistent advice 10y: The retention allows sufficient time for reference and to review decisions and changes in prosecution service policy with respect to advice given to government over time.	SO	10y	DE
-10	Crown Counsel policy and procedures development (covers the development of operational policies, procedures,	SO+5y	nil	DE

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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55010	POLICY, POLICY DEVELOPMENT AND ADVICE	A	SA	FD
	standards, and guidelines that guide and direct the administration of criminal justice in British Columbia) (includes legal research, legal opinions and arguments, memoranda, briefing notes, correspondence, draft policies, procedures and legislation)			
	SO: when the policy, procedure or information sheet becomes irrelevant, or work on the policy, procedure or information sheet is completed or abandoned			
	DE: These records have been appraised for destruction because final policies are fully retained under 55010-00			

END OF PRIMARY

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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55020 SUPPORT, COORDINATION AND LIAISON

Records relating to providing liaison with the media and affected members of the public on all matters respecting approval and conduct of prosecutions of offences or related appeals as outlined in the [Crown Counsel Act \(RSBC 1997, c. 87\)](#). This includes media statements released to the public.

This primary also covers records relating to the conduct appeal or other proceeding in respect of a prosecution of an offence, in which the government is named as a respondent.

This primary also includes support services such as the high-risk offender identification program and the informer witness registry which are used to support the functions outlined in primary 55005.

For the administration of Part VI of the Criminal Code, see primary 55005
For advice given to Crown Counsel and investigative agencies on case-specific issues, see primary 55005

For civil litigation records created by civil litigation counsel, see the *Barrister and Solicitor Services ORCS (schedule 164437)*

For dangerous and long-term offender applications, see secondary 55030-20

For data contained in JUSTIN, see secondary 55005-10

For a description of JUSTIN, see the System Section

For direct indictment consents, see secondary 55030-30

For extradition and mutual legal assistance, see

For freedom of information requests relating to prosecutions and appeals, see [ARCS secondary 292](#)

For Not Criminally Responsible on account of a Mental Disorder (NCRMD) inter-jurisdictional transfers, see secondary 55030-20

For operational policy, see secondary 55010-00

For preventative recognizance or section 810 applications, see secondary 55030-15

For records of specialized prosecution support, see primary 55005

For reference material/topical files, see [ARCS secondary 358-20](#).

For requests for BC Prosecution Service records from litigation counsel and professional bodies, see [ARCS secondary 352](#)

The ministry OPR is the BC Prosecution Service unless otherwise noted below.
See specific secondaries for OPR retention schedules.

55020	SUPPORT, COORDINATION AND LIAISON	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE
-05	Media statements (includes a copy of the media statement and general correspondence)	CY+5y	nil	FR

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

55020	SUPPORT, COORDINATION AND LIAISON	A	SA	FD
	(arrange in chronological order)			
	FR: The government archives will fully retain media statements released by the BC Prosecution Service because they document the communication of issues deemed to be in the public interest. Decisions on issues and matters central to the BC Prosecution Service are descriptively documented in these statements and their availability as public documents is important in maintaining transparency in the criminal justice process and in highlighting the independence of Crown Counsel.			
PIB	-20 Civil litigation support - general (covers litigation support where the Government of British Columbia is named as a respondent and the case does not concern a child or crimes of a sexual nature) (includes correspondence, memoranda, background materials, lawyer's notes, transcripts, reports, instructions and authorizations, court documents, legal research and opinions)	SO	21y	DE
	SO: when the responsible lawyer determines that the litigation, including the fulfilment of any discrete requirements imposed as the result of a settlement or judgement, has concluded			
	21y: This retention period includes the maximum 19 years that would be required for a minor associated with a case to reach the age of majority and have their claim thereby "discovered" under the Limitation Act (SBC 2012, c. 13) , plus the basic two years the Act provides to launch a proceeding in respect of a claim once it has been discovered.			
	DE: Civil litigation support records may be destroyed as precedent-setting cases will be adequately documented in the orders and reasons for judgement of the BC Supreme Court, and in the civil case files of the BC Court of Appeal; the latter include the case files themselves, appeal books, factums, and transcripts in addition to orders and judgements. These records are all scheduled for full retention in the Court Services ORCS (Schedule 100152) and the Court of Appeal ORCS (Schedule 158561) .			
	NOTE: The Crown Counsel Act (RSBC 1997, c. 87) describes this function as: "to conduct, on behalf of			

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

55020	SUPPORT, COORDINATION AND LIAISON	A	SA	FD
	the Crown, any appeal or other proceeding in respect of a prosecution of an offence, where the BC Prosecution Service is named as a respondent". This includes cases where the crown is named as a respondent in civil litigation, resulting from a criminal proceeding. Litigation begins when the Attorney General receives a service of process notification. Civil litigation will generally be conducted by barristers and solicitors from the Legal Services Branch. When the Government of British Columbia is named as a respondent in the litigation, a staff members from the Prosecution Service will work with Legal Services throughout the period of the litigation.			
PIB	-25 Civil Litigation Support - decisions concerning crimes of a sexual nature (covers civil litigation or other proceeding where the BC Prosecution is named as a respondent, in cases of alleged sexual offences as defined in the Crown Counsel Act (RSBC 1997, c. 87) but does not include crimes against children which are covered in secondary 55020-30) (includes correspondence, notes, reports, and other records created for the purpose of, or used as a basis for, providing the advice) SO: when the responsible lawyer determines that the litigation, including the fulfilment of any discrete requirements imposed as the result of a settlement or judgement, has ended 90y: The retention period is based on the life expectancy at birth of a British Columbian, and is intended to allow an individual their whole lifetime to hold government accountable for decisions it made. It is also necessary to retain this information to support long-term and dangerous offender designation as they relate to specific individuals charged with sexual offences. DE: Civil litigation support records are scheduled for destruction at the end of their retention periods as precedent-setting cases will be adequately documented in the orders and reasons for judgement of the BC Supreme Court, and in the civil case files of the BC Court of Appeal; the latter include the case files themselves, appeal books, factums, and transcripts in addition to orders and judgements. These records are all scheduled for full retention in	SO	90y	DE

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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55020	SUPPORT, COORDINATION AND LIAISON	A	SA	FD
	the Court Services ORCS (Schedule 100152) , and the Court of Appeal ORCS (Schedule 158561) .			
PIB	-30 Civil litigation support - decision concerning the health, well-being, or safety of a child (covers support to a case of civil litigation or other proceeding where the BC Prosecution Service is named as a respondent, particularly cases that directly address claims that government action or inaction with respect to a child has significantly affected, or has significant potential to affect, a child's physical or mental health, well-being, or safety. This includes sexual crime.) (includes correspondence, memoranda, background materials, lawyer's notes, transcripts, reports, instructions and authorizations, court documents, legal research and opinions) SO: when the responsible lawyer determines that the litigation, including the fulfilment of any discrete requirements imposed as the result of a settlement or judgement, has ended 90y: The retention period is based on the life expectancy at birth of a British Columbian, and is intended to allow an individual their whole lifetime to hold government accountable for decisions it made that affected the individual's health, well-being, or safety while they were a child. DE: Litigation support records are scheduled for destruction at the end of their retention periods as precedent-setting cases will be adequately documented in the orders and reasons for judgement of the BC Supreme Court, and in the civil case files of the BC Court of Appeal; the latter include the case files themselves, appeal books, factums, and transcripts in addition to orders and judgements. These records are all scheduled for full retention in the Court Services ORCS (Schedule 100152) , and the Court of Appeal ORCS (Schedule 158561) .	SO	90y	DE
PIB	-40 High risk offender identification (covers information relating to the offender's criminal history, to ensure that persons identified as high-risk are tracked throughout the justice system) (includes reports to Crown Counsel, reasons for judgment and sentence, pre-sentence reports, psychological/psychiatric assessments, Parole Board of Canada decisions, correctional programming reports, and other records relating to the criminal	SO	nil	DE

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55020	SUPPORT, COORDINATION AND LIAISON	A	SA	FD
	history of the offender) (arrange by name of the offender)			
	SO: upon notification from the police that the offender is deceased			
	NOTE: Given the serious nature of the crimes these offenders may commit, the file will be maintained for the life-time of the offender in order to protect the community.			
PIB	-50 Informer Witness Registry (covers records used to track informer witnesses to assess their reliability in future investigations) (includes correspondence, immunity agreements, transcripts and other records relating to the witness' interaction with the justice system) (arrange by name of the informer witness)	SO	nil	DE
	SO: upon notification from the police that the informer witness is deceased			
	NOTE: The BC Prosecution Service will maintain these records for the lifetime of the informer so that they can be used to determine his/her reliability in the event that they offer further information to authorities			

END OF PRIMARY

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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55030 CONSENT OF THE ATTORNEY GENERAL

Records relating to the consent of the Attorney General of British Columbia or one of his/her lawful deputies in circumstances where the [Criminal Code \(RSC 1985, c. C-46\)](#) requires consent to pursue certain criminal charges and criminal designations. This includes records relating to cases where the Deputy Attorney General (DAG) or the Assistant Deputy Attorney General (ADAG), acting as a lawful deputy of the Attorney General, is required to provide this consent in writing. Such cases include dangerous offender and long-term offender designations, preventative recognizances applications for high-risk accused, and the inter provincial transfer of accused persons declared not criminally responsible on account of a mental disorder (NCRMD).

Originals of the request for consent and the consent itself will be maintained by the prosecuting Crown Counsel and constitute part of the prosecution case file. Copies of records relating to gaining the consent will be maintained by the Office of the ADAG in order to demonstrate that the office carried out its duties under legislation in a fair and impartial manner.

This primary also covers records relating to the appointment of special prosecutors to conduct prosecutions or appeals on behalf of the Crown. Special Prosecutors are experienced lawyers who are not employed by government in the role of Crown Counsel. Special Prosecutors are appointed where it is considered in the public interest to have legal advice provided to investigators, or decisions made on a prosecution file, by someone who is at arm's length from the Ministry of the Attorney General.

For dangerous and long-term offender designation consents, see primary 55005

For the High Risk Offender Identification Program records, see secondary 55020-40

For the informer witness registry, see secondary 55020-50

For operational policy and related practice bulletin, see secondary 55010-00

For other records generated by the ADAG see [Executive Records 102906](#).

For part VI administration records, see primary 55005

For the prosecution case file relating to the functions described in this primary, see primary 55005

For the records of the British Columbia Review Board, see primary 95740 in the [British Columbia Review Board ORCS \(schedule 116357\)](#)

For reference material/topical files, see [ARCS secondary 358-20](#).

For victim notification services relating to high risk offenders and recognizances, see primary 38930 in the [Victim Services and Crime Prevention ORCS \(schedule 201301\)](#)

The ministry OPR is the BC Prosecution Service unless otherwise noted below. See specific secondaries for OPR retention schedules.

55030	CONSENT OF THE ATTORNEY GENERAL	A	SA	FD
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

55030	CONSENT OF THE ATTORNEY GENERAL	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
	-01 General	CY+1y	nil	DE
PIB	-10 Appointment of special prosecutors (covers records created or received by the ADAG and senior Crown Counsel in the decision to appoint a special prosecutor) (includes correspondence, memoranda, Reports to Crown Counsel, and other information generated by the investigating agency relating to the accused and the recommended charges)	SO	30y	FR
	SO: When the prosecution and subsequent appeals have concluded and no further action is expected on the case			
	30y: The retention allows sufficient time for reference and to allow the ADAG to review decisions made with respect to the appointment of special prosecutors. Given the important role of special prosecutors in the BC criminal justice system, these records need to be available in order to highlight measures taken to mitigate any significant potential for real or perceived improper influence in the administration of criminal justice.			
	FR: The government archives will fully retain records generated in the appointment of special prosecutors. The ADAG considers the need to maintain public confidence in the administration of criminal justice as the paramount consideration in deciding whether the appointment of a special prosecutor is required in the public interest. Given the importance of demonstrating the prosecutorial independence of the BC Prosecution Service, these records will be fully retained.			
	-15 Consent of the Attorney General (covers records created or received by the ADAG and senior Crown Counsel in gaining the consent of the Attorney General for acts or charges not listed elsewhere in this primary) (includes a copy of the information, copy of the Report to Crown Counsel, legal opinions, memoranda, drafts and signed copies of the consent, and other records related to gaining the consent of the Attorney General)	SO	10y	DE
	SO: when the consent has been signed			

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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55030	CONSENT OF THE ATTORNEY GENERAL	A	SA	FD
10y:	The retention allows sufficient time for reference and to allow the ADAG to review decisions made with respect to giving consent to certain charges and acts under the Criminal Code (RSC 1985, c. C-46)			
DE:	The BC Prosecution Service will destroy requests for consent of the Attorney General. Any precedent setting information will be captured in the substantive prosecution case-file and may be fully retained in secondary 55005-35			
-20	Dangerous Offenders and Long-term Offender Designations (covers records created or received by the ADAG and senior Crown Counsel when consenting to a long-term or dangerous offender application) (arrange by name of the accused) (includes indexes, memoranda, court-ordered and other reports and assessments and a signed copy of the consent form)	SO	nil	DE
SO:	upon notification from police that the accused is deceased			
DE:	The BC Prosecution Service will destroy dangerous and long-term offender applications. Any precedent setting information will be captured in the substantive prosecution case-file and may be fully retained in secondary 55005-35			
NOTE:	When an accused is convicted of a serious offence, the responsible Crown may advise the court that the Prosecution intends to seek an application under Criminal Code (RSC 1985, c. C-46, s. 752.1(1)) . The court may not hear an application made under this Part unless the Attorney General has consented to the application. These records document that consent.			
-30	Direct Indictments (covers requests for consent of the Attorney General to proceed by direct indictment) (includes a copy of the information, copy of the Report to Crown Counsel, a trial plan, memoranda, legal opinions, drafts and signed copies of the indictment, and other records related to the consent)	SO	nil	DE

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55030	CONSENT OF THE ATTORNEY GENERAL	A	SA	FD
	(arrange by name of the accused)			
	SO: upon notification from police that the accused is deceased			
	DE: The BC Prosecution Service will destroy consents for direct indictment. Any precedent setting information will be captured in the prosecution case-file and retained in secondary 55005-35			
PIB	-35 Inter-jurisdictional transfers	SO	90y	DE
	(covers requests for consent to transfer or receive people in custody who have been declared not criminally responsible on account of a mental disorder (NCRMD accused)) (includes a copy of the Information, reports to Crown Counsel, reasons for judgment and sentence, pre-sentence reports, psychological/psychiatric assessments, Parole Board of Canada decisions, correctional programming reports, and other records relating to the criminal history of the accused) (arrange by name of the accused)			
	SO: if approved, when transfer is complete; or when request is denied or withdrawn			
	90y: This semi-active retention period ensures that the records will remain available for the lifetime of the accused. This retention period is consistent with the records of the BC Review Board who make decisions on the custody and community release of accused persons found by the courts to be either not criminally responsible on account of mental disorder or unfit to stand trial. For the records of the British Columbia Review Board, see primary 95740 in the British Columbia Review Board ORCS 116357			

END OF PRIMARY

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55040 POST-CONVICTION REVIEW

Records relating to the review claims of wrongful conviction. A conviction may be reviewed when an offender or an organization acting on their behalf makes a request for information in support of a potential application for ministerial review or for leave to appeal; the federal Minister for justice has initiated a review and requested information; or the BC Prosecution Service initiates its own review. These requests for assistance are reviewed by the Post-Conviction Review Committee (PCRC) and, in cases where there is a reasonable basis to conclude that a miscarriage of justice may have occurred, the committee will advise and consult with the Assistant Deputy Attorney General and take the necessary steps to remedy the matter.

For operational policy, see secondary primary 55010

For the prosecution case files, see primary 55005

For reference material/topical files, see [ARCS secondary 358-20](#).

The ministry OPR is BC Prosecution Service unless otherwise noted below.
See specific secondaries for OPR retention schedules.

55040	POST-CONVICTION REVIEW	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
	-01 General	CY+1y	nil	DE
PIB	-10 Post-conviction reviews (includes correspondence, reports to Crown Counsel, reasons for judgment and sentence, and all other relevant information relating to the accused) (arrange by name of the accused)	SO	90y	SR
	SO: when all trials, hearings and appeals in respect of the review have concluded and no further action is expected on the case			
	90y: Given that most post-conviction reviews relate to crimes of a serious nature, this semi-active retention period ensures that the records will remain available for the life expectancy of the youngest person affected by the offence or the prosecution of it. Ninety years is intended to allow Crown Counsel to demonstrate that they conducted their work in a fair and impartial manner and that each prosecution was free from political or other external influence. It also allows the convicted and the victims of crime their full lifetime to hold the government accountable for carrying out its duties under legislation.			

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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55040	POST-CONVICTION REVIEW	A	SA	FD
	SR: The government archives will selectively retain post-conviction review records. When an application for a remedy is granted by the Minister of Justice, there is often a reasonable basis to conclude that a miscarriage of justice occurred at some point in the criminal justice process. Given that such cases are rare and unique, the government archives will retain post-conviction review records for which a remedy has been granted. The BC Prosecution Service will identify and separate files for which a remedy has been granted. These will be transferred to the government archives when the retention period has elapsed. All other records will be destroyed.			

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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55050 DATA REPORTING, ANALYTICS AND SCHEDULING

Records relating to the use of data and research to support data enabled strategic and operational decision making, program delivery and evaluation.

Reporting and analytics projects generally fall into three categories: Routine Reporting; Ad-hoc Reporting; and legislation reviews. JUSTIN is the primary data source for analysis and reporting functions. JUSTIN is the case-management system maintained by the BC Prosecution Service to support charge approval and conduct of prosecutions in British Columbia. The File Closing Survey (FCS) is the secondary data source. The FCS is an online survey filled out by Crown or administrative staff when a file has concluded and no further action is expected. The purpose of the FCS is to collect data relating to the outcomes of files. In collecting this data, the BC Prosecution Service aims to develop a stronger corporate understanding of file management decisions made by Crown Counsel and their informing factors. All data used for reporting and analytics (JUSTIN data and FCS data) are compiled in a data warehouse called the Criminal Justice Branch Management Information System (CJBMIS).

This primary also covers records relating to scheduling Crown Counsel for trial and other commitments. Crown Counsel scheduling data is pulled from JUSTIN and Crown calendars and maintained in the Crown Counsel Scheduling System (CCSS). The CCSS is designed to support Crown File Ownership and improve timely and effective scheduling of court appearances.

For a description of JUSTIN, see the Systems Section

For a description of CCSS, see the Systems Section

For a description of CJBMIS, see the Systems Section

For operational policy, see secondary 55010-00

For reference material/topical files, see [ARCS 358-20](#)

The ministry OPR is the BC Prosecution Service unless otherwise noted below. See specific secondaries for OPR retention schedules.

55050	DATA REPORTING, ANALYTICS AND SCHEDULING	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE
-05	Criminal Justice Branch Management Information System (CJBMIS) data (covers data in CJBMIS; this data is used for reporting and statistical analysis to support various functions throughout the BC Prosecution Service)	SO	nil	DE
	SO: when the information is no longer needed for reference purposes			

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

55050	DATA REPORTING, ANALYTICS AND SCHEDULING	A	SA	FD
NOTE: See the Systems Section for information on CJB MIS				
-10	File closing survey (covers both physical and electronic file closing surveys completed by Crown Counsel, ad-hoc counsel and special prosecutors)	SO	nil	DE
SO: when the data has been entered into CJB MIS				
-20	Data reporting and analytics - reports (covers routine reporting, ad-hoc reporting and evaluation reporting) (includes correspondence, notes, queries, report templates, legislation, and final reports)	SO	nil	DE
SO:				
<ul style="list-style-type: none"> when the data is no longer current. Reports are generated and updated on a regular reporting cycle; or when the request for data and analytics has been completed and the information is no longer needed for reference purposes 				
DE: The BC Prosecution Service will destroy reporting and analytics projects because the results will be reflected in BC Prosecution Service policies and procedures, fully retained under secondary 55010-00 and annual reports and strategic plans, fully retained under ARCS Primary 400				
-30	Scheduling and support data (covers data in CCSS and JUSTIN used for scheduling police, Crown Counsel, BC Corrections, Youth Justice staff, and Crown witnesses for court dates and other commitments. Also covers legal precedents in JUSTIN)	SO	nil	DE
SO: when the data is no longer needed to support scheduling or is overwritten in the system as happens on a routine basis				

END OF PRIMARY

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

PROSECUTION SERVICE ORCS

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

SYSTEMS SECTION TABLE OF CONTENTS

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SYSTEM SECTION: COMMON SYSTEM NOTES

Retention Schedules for the Systems

The data on the systems is classified under appropriate secondaries in the *ORCS* and in *Administrative Records Classification System (ARCS)*, as indicated in the following descriptions. The systems themselves are all scheduled as follows:

Active	SO:	The system becomes superseded and obsolete when all data has been migrated to another system or documented elsewhere, or when all applicable retention schedules for the data have expired; see relevant classifications.
Semi-Active	nil:	There is no semi-active retention period assigned to systems.
Final Disposition	DE:	Each system will be destroyed when all data has been migrated to another system performing the same function, schedules covering the data have elapsed, or the data has been preserved elsewhere. For data retention details, see the applicable system overview.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

SIMPLE SYSTEMS LIST

This table provides a comprehensive list of simple information systems that contain data covered by this ORCS, but which do not warrant detailed systems overviews. Please note that simple web sites are classified under [ARCS secondary 340-30](#) and are not mentioned here.

Systems and web sites that warrant more detailed descriptions are not included in this list; see the Systems Section table of contents.

System Title	System Overview		Retention Schedule		
			A	SA	FD
Crown Counsel Scheduling System (CCSS)	The CCSS is a custom built, web-based portal developed by the BC Prosecution Service to allow Crown Counsel to post and update their availability for trial and other court commitments. The CCSS is designed to support Crown File Ownership and improve timely and effective scheduling of court appearances. The CCSS draws information about which Crown Counsel have been assigned to specific cases from JUSTIN. It draws dates and times of their availability from individual users' Outlook calendars. This information is then accessed by Judicial Case Managers within the Provincial Court Scheduling System (PCSS) who schedule court dates. Informational content will include the names of Crown Counsel, names of the accused, calendars of Crown Counsel, case tracking numbers, courtroom numbers and calendars. Electronic notes can also be added by users.				
Data:	55005-10	Accused criminal history data	SO	nil	DE
Inputs:	55005-20	Adult prosecutions - minor summary conviction offences	SO	8y	DE
	55005-25	Adult prosecutions - violent summary conviction offences and indictable offences	SO	30y	DE
	55005-30	Adult prosecutions - sexual offences, serious personal injury offences, manslaughter, first and second degree murder	SO	90y	DE
	55005-35	Adult prosecutions - precedent setting, major interest	SO	90y	FR

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

System Title	System Overview		Retention Schedule		
			A	SA	FD
Outputs:	55005-50	Youth prosecutions - minor summary conviction offences	SO	8y	DE
	55005-55	Youth prosecutions - violent summary conviction offences and indictable offences	SO	30y	DE
	55005-60	Youth prosecutions - sexual offences, serious personal injury offences, manslaughter, first and second degree murder	SO	90y	DE
	55005-20	Adult prosecutions - minor summary conviction offences	SO	8y	DE
	55005-25	Adult prosecutions - violent summary conviction offences and indictable offences	SO	30y	DE
	55005-30	Adult prosecutions - sexual offences, serious personal injury offences, manslaughter, first and second degree murder	SO	90y	DE
	55005-35	Adult prosecutions - precedent setting, major interest	SO	90y	FR
	55005-50	Youth prosecutions - minor summary conviction offences	SO	8y	DE
	55005-55	Youth prosecutions - violent summary conviction offences and indictable offences	SO	30y	DE
	55005-60	Youth prosecutions - sexual offences, serious personal injury offences, manslaughter, first and second degree murder	SO	90y	DE

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

END OF SIMPLE SYSTEMS LIST

System Title	System Overview		Retention Schedule		
			A	SA	FD
Criminal Justice Branch Management Information System (CJBMIS)	CJBMIS is a custom built, SQL database developed by the BC Prosecution Service to compile data on Prosecution Service operations and the criminal justice process in BC. The system allows the BC Prosecution Service to gather data, perform queries and conduct analytics to enable strategic and operational decision making, program delivery and evaluation. CJBMIS draws data from two sources: JUSTIN and the File Closing Survey (FCS). JUSTIN is the primary data source for analysis and reporting functions. JUSTIN is the case-management system maintained by the Prosecution Service to support charge approval and conduct of prosecutions in British Columbia. The FCS is the secondary data source. The FCS is an online survey filled out by Crown or administrative staff when a case has concluded and no further action is expected. The purpose of the FCS is to collect data relating to the progress and outcomes of cases initiated by the investigative agency. In collecting this data, the Prosecution Service aims to develop a stronger corporate understanding of file management decisions made by Crown Counsel and their informing factors.				
Data:	55050-05	Criminal Justice Branch Management Information System (CJBMIS) data	SO	nil	DE
Inputs:	55050-10	File closing survey	SO	nil	DE
	55005-20	Adult prosecutions - minor summary conviction offences	SO	8y	DE
	55005-25	Adult prosecutions - violent summary conviction offences and indictable offences	SO	30y	DE
	55005-30	Adult prosecutions - sexual offences, serious personal injury offences, manslaughter, first and second degree murder	SO	90y	DE
	55005-35	Adult prosecutions - precedent setting, major interest	SO	90y	FR
	55005-50	Youth prosecutions - minor summary conviction offences	SO	8y	DE
	55005-55	Youth prosecutions - violent summary conviction offences and indictable offences	SO	30y	DE

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

System Title	System Overview		Retention Schedule		
			A	SA	FD
	55005-60	Youth prosecutions - sexual offences, serious personal injury offences, manslaughter, first and second degree murder	SO	90y	DE
Outputs:	55050-20	Data reporting and analytics - reports	SO	nil	DE

END OF SIMPLE SYSTEMS LIST

[Key to ARCS/ORCS Codes and Acronyms](#)

JUSTIN

SYSTEM OVERVIEW

Creating Agency

Ministry of the Attorney General, BC Prosecution Service

System Title

JUSTIN (Justice information system)

Purpose

JUSTIN is an integrated case management system that supports the administration of criminal justice cases in British Columbia. JUSTIN acts as a repository for information on criminal cases from police initiation, to crown assessment, through the court process to disposition. Information is shared and used by a number of bodies with different roles at various stages in the provision of Criminal Justice in British Columbia. These bodies may include:

- Law enforcement agencies that investigate crimes and recommend charges;
- Crown Counsel who approve charges and prosecute offenders;
- The Provincial Judiciary who schedule and try cases;
- Court Services who maintain the court registry and manage court documents; and
- BC Corrections who provide community and custody based supervision of adults, and
- Youth Justice who provide community and custody based supervision of youth

JUSTIN interacts with other systems:

- PRIME-BC - Police Records Information Management Environment for British Columbia system connects every municipal department and RCMP detachment throughout the province. Police submit information to the BC Prosecution Service via the JUSTIN-PRIME interface.
- CORNET - Corrections Network System is an offender information and case management system for both adult and youth offenders in provincial corrections programs. CORNET is connected to the JUSTIN database, linking information on offenders in custody and in the community with court documents, events and reports in JUSTIN. The connection allows the staff responsible for offender supervision to receive electronic notifications and alerts in real-time concerning new court orders, scheduled appearance dates and the arrival of new offenders resulting from court decisions.
- CCSS - Crown Counsel Scheduling System allows Crown Counsel to post and update their availability for trial and other court commitments.
- CSO - Court Services Online is an electronic service, accessible from the Internet, allowing public viewing of court files, daily court lists and electronic filing of civil documents. It interacts with the user via a web front-end, displaying information from JUSTIN based on user requests.
- PCSS - Provincial Court Scheduling System which supports trial scheduling in the Provincial Court of British Columbia, and
- CJB MIS - Criminal Justice Branch Management Information System which allows the BC Prosecution Service to gather data, perform queries and conduct analytics to enable strategic and operational decision making, program delivery and evaluation.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

The JUSTIN application is comprised of a suite of modules that follow the operational workflow of the criminal justice process. The main modules include:

- RCC Module - used by the police for submission of investigations in the form of Reports to Crown Counsel (RCCs) and by ministry users for security assessments and other analysis;
- Crown Module - accesses the RCC and is used by Crown Counsel for charge assessments;
- Courts Module - used for preparing documents and tracking cases through the court system;
- Trial Scheduling Module - used for scheduling courtrooms, judges, police officers and Crown witnesses;
- Law Enforcement Availability Module - used by the police, Crown and corrections personnel to enter their availability for trial scheduling purposes; and the
- Justice Administration System Module - used by systems support staff for data administration, housekeeping and data quality purposes.

JUSTIN is a custom coded, web-based application running on a Solaris operating system, using an Oracle database. It is physically located in two data centres.

Information Content

Crown initiate proceedings against an accused when the police submit a Report to Crown Counsel (RCC) through the JUSTIN - PRIME interface in the RCC module. The RCC will provide the basis upon which Crown can assess if charges should be laid against the accused. The RCC should contain a detailed statement of the available evidence in a particular case so that Crown Counsel can apply the charge assessment standard. The following are the basic requirements for every RCC provided by the investigative agency through the RCC module:

- A comprehensive description of the evidence supporting each element of the suggested charge(s);
- Where the evidence of a civilian witness is necessary to prove an essential element of the charge (except for minor offences), a copy of that person's written statement;
- Necessary evidence check sheets;
- Copies of all documents required to prove the charge(s);
- A detailed summary or written copy of the accused's statement(s), if any;
- The accused's criminal record, if any; and
- An indexed and organized report for complex cases.

The RCC module will also include correspondence between Crown Counsel and the investigative agency and/or Corrections services staff. There will be detailed information added for each individual associated with the investigation including: the accused, victims, witnesses, investigating officers, etc. Types of identifying information added to the system will include: names, aliases, dates of birth, addresses, phone numbers, drivers license numbers, associations, etc. There will also be detailed reports related to the alleged crimes to allow Crown to apply the charge assessment standard.

The Crown Module is used by Crown Counsel in assessing the RCC, applying the charge assessment standard and in creating documents required under law when laying charges. The primary documents created in this module is called an Information or Indictment, depending on the seriousness of the charge. These documents commence proceedings against the accused. The Information or Indictment will contain information relating to the alleged offence, precedents, charges, informants, consents, etc.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

Other documents generated by the module include caution letters, extra-judicial sanctions/alternative measures, the accused history report, etc.

The Courts module is used by Crown Counsel in preparing court documents and tracking cases through the court system. It interacts with Court Services Online (CSO) database and the Provincial Court Scheduling System (PCSS) and CORNET. Through courts module, Crown can view a history of the accused's involvement with the criminal justice system. BC Prosecution Service staff can generate and view summary documentation, court documentation, information relating to participants in the trial, charges being laid, appearance dates, sentences/dispositions, judges decisions, pre-sentence reports, breaches of bail, breaches of recognizance, release information, and other information related to the accused' interaction with the criminal justice system. All documents prepared in the Courts Module are linked to the case file.

The Trial Scheduling Module is used to schedule courtrooms, judges, police officers and Crown witnesses for court appearances. This module interacts with Court Services Online (CSO), the Provincial Court Scheduling System (PCSS). Informational content will include the names of the accused, the dates and location of court proceedings, charges, sentences/dispositions, releases, court documents that have been submitted. This information is also linked to the case file.

The Law Enforcement Availability Module is used by the police, Crown and corrections personnel to enter their availability for trial scheduling purposes. Informational content will include the names of police, Crown Counsel, corrections personnel, and dates they are available for court appearances. This information is updated regularly and overwritten on a routine basis.

Justice Administration System Module used by systems support staff for data administration, housekeeping and data quality purposes. The informational content will include legal precedents for charges in the Criminal Code, user roles, system user audit trails.

Inputs, Processes, and Outputs

Inputs:

Much of the data maintained in JUSTIN is linked to the case file which is initiated when the investigative agency sends a report to Crown Counsel (RCC) via the PRIME/JUSTIN interface or when an RCC is manually entered via the RCC Module. The majority of information is sent electronically and entered automatically but some information may be entered manually by Prosecution Service staff if required. Prosecution Service staff review the RCC and confirm that it meets the minimum requirements and that all essential information is included. When the RCC is formally received it will have a police file number which is the main identifier of the case. Individuals also receive a unique identifier and they can be associated with the case. When a file is approved to court it will also receive a court file number.

JUSTIN also gathers information via other systems involved at various stages of the criminal justice process. This information is also linked to the case file. These include PRIME, Court Services Online (CSO), the Provincial Court Scheduling System (PCSS) and CORNET. PRIME - receiving the RCC, attachments, correspondence, notes, etc. CSO - court documents, appearances, results, judges recommendations, conditions. PCSS - court dates, times, locations. CORNET - accused criminal history, convictions, alternative measures, probation orders, bail supervision and detention history.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

Processes

There are three main components in JUSTIN: RCC Review Component; Documents Component; Inquiry Component

The RCC Review Component can be broken down into four sections:

- Incoming RCC section is used to review the RCC for completeness, assigning Crown and accepting the RCC;
- The New RCC section allows Crown to manually enter an RCC;
- The Charge Assessment section allows Crown to review the RCC and approve charges;
- EJS / Alternative Measures section allows Crown to refer the accused to extra judicial sanctions or alternative measures to court proceedings.

The Documents Component can be broken down into five sections:

- Court Incoming section allows staff to receive, view and print court documents;
- Information / Indictment section allows Crown to review informations or indictments that have been submitted to court;
- Witness Notification section provides direct access to the Notification List to view the witness list or notify witnesses for a trial;
- Waiver / Transfers section provides a list of all waivers and transfers to and from the users location;
- Notices section which allows Crown to create notices such as a Notice to Seek an Adult Sentence.

The Inquiry Component can be broken down into four sections:

- Court Inquiry section allows Crown to search for files that have been approved to court;
- Personnel Inquiry section allows Crown to search the locations of Law enforcement and other JUSTIN users;
- Communications section allows Crown to receive communications from Law Enforcement, Corrections, Federal Crown Counsel, etc.;
- Reports section allows Crown to run a wide range of queries and print reports.

The JUSTIN Records Management Module provides the functionality to process files in JUSTIN for destruction and/or off-site storage and retrieval. Each physical case file will be tracked from initiation to disposition by the records management module. JUSTIN is used to manage the case file records in both electronic and physical format. The Records Management Module provides functionality to process files in JUSTIN for destruction and/or off-site storage and retrieval. JUSTIN will notify staff when a case file is due for destruction, after which both the physical and electronic material related to the case will be destroyed in accordance with the schedule. Tombstone data will remain in JUSTIN for the purpose of tracking the criminal history of the accused.

Outputs

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

Outputs from JUSTIN include the submission of the Information or Indictment to the Courts to initiate proceedings against an accused. The Crown Module can also produce caution letters or letters to refer an accused to EJS/Alternative Measures. The RCC must also be disclosed to the accused or their Counsel. Through JUSTIN, the Crown Counsel can prepare the Defense RCC and combine them with various reports and supplementals, to create a disclosure package for the accused and Defense Counsel. This can then be exported from JUSTIN.

Witness and victim lists can be printed. Notification letters and subpoenas can be prepared and printed.

A range of reports can also be printed from JUSTIN. Comments can also be added to these reports.

Interactions with other systems also result in a range of outputs from JUSTIN. These include:

- communications to investigative agencies via PRIME-BC. Communications generally related to charge assessment decisions.
- court documents sent to the judiciary via Court Services Online (CSO). Court documents include Court Orders, Warrants, Probation Orders, Conditional Sentence Orders, Firearms Prohibition Orders, scheduling video conferencing, Stay of Proceedings letters, Psychiatric Assessments / NCRMD, referrals for psych assessments, Admission of Facts, etc.
- notifications sent to Law Enforcement personell via LENS (Law Enforcement Notification System) requiring their attendance in court and other proceedings
- documents and data are sent to CORNET to allow corrections staff to receive electronic notifications and alerts in real-time concerning new court orders, scheduled appearance dates and the arrival of new offenders
- dates, times and other scheduling information sent to PCSS and CCSS for the purposes for scheduling court rooms and personell.
- case data sent to CJB MIS for analytics and statistical purposes

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

JUSTIN**Classification of Records that Relate to the System**

Schedule Code	Secondary No.	Secondary Title	Retention A	Schedule SA	FD
Data in the System					
PROS	55005-10	Accused criminal history data	SO	nil	DE
PROS	55005-20	Adult prosecutions - minor summary conviction offences	SO	8y	DE
PROS	55005-25	Adult prosecutions - violent summary conviction offences and indictable offences	SO	30y	DE
PROS	55005-30	Adult prosecutions - sexual offences, serious personal injury offences, manslaughter, first and second degree murder	SO	90y	DE
PROS	55005-35	Adult prosecutions - precedent setting, major interest	SO	90y	FR
PROS	55005-50	Youth prosecutions - minor summary conviction offences	SO	8y	DE
PROS	55005-55	Youth prosecutions - violent summary conviction offences and indictable offences	SO	30y	DE
PROS	55005-60	Youth prosecutions - sexual offences, serious personal injury offences, manslaughter, first and second degree murder	SO	90y	DE
PROS	55050-30	Scheduling and support data	SO	nil	DE
Inputs					
PROS	55005-20	Adult prosecutions - minor summary conviction offences	SO	8y	DE
PROS	55005-25	Adult prosecutions - violent summary conviction offences and indictable offences	SO	30y	DE
PROS	55005-30	Adult prosecutions - sexual offences, serious personal injury offences, manslaughter, first and second degree murder	SO	90y	DE
PROS	55005-35	Adult prosecutions - precedent setting, major interest	SO	90y	FR
PROS	55005-50	Youth prosecutions - minor summary conviction offences	SO	8y	DE
PROS	55005-55	Youth prosecutions - violent summary conviction offences and indictable offences	SO	30y	DE
PROS	55005-60	Youth prosecutions - sexual offences, serious personal injury offences, manslaughter, first and second degree murder	SO	90y	DE

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

Outputs

<i>PROS</i>	55005-20	Adult prosecutions - minor summary conviction offences	SO	8y	DE
<i>PROS</i>	55005-25	Adult prosecutions - violent summary conviction offences and indictable offences	SO	30y	DE
<i>PROS</i>	55005-30	Adult prosecutions - sexual offences, serious personal injury offences, manslaughter, first and second degree murder	SO	90y	DE
<i>PROS</i>	55005-35	Adult prosecutions - precedent setting, major interest	SO	90y	FR
<i>PROS</i>	55005-50	Youth prosecutions - minor summary conviction offences	SO	8y	DE
<i>PROS</i>	55005-55	Youth prosecutions - violent summary conviction offences and indictable offences	SO	30y	DE
<i>PROS</i>	55005-60	Youth prosecutions - sexual offences, serious personal injury offences, manslaughter, first and second degree murder	SO	90y	DE
<i>PROS</i>	55020-20	Civil Litigation Support - general	SO	21y	DE
<i>PROS</i>	55020-25	Civil Litigation Support - decisions concerning crimes of a sexual nature	SO	90y	DE
<i>PROS</i>	55020-30	Civil Litigation Support - decision concerning the health, well-being, or safety of a child	SO	90y	DE
<i>PROS</i>	55020-40	High Risk Offender Identification	SO	nil	DE
<i>PROS</i>	55020-50	Informer Witness Registry	SO	nil	DE
<i>PROS</i>	55030-10	Appointment of special prosecutors	SO	30y	FR
<i>PROS</i>	55030-15	Consent of the Attorney General	SO	10y	DE
<i>PROS</i>	55040-10	Post-Conviction Reviews	SO	90y	SR
<i>PROS</i>	55050-05	Criminal Justice Branch Management Information System (CJBMIS) data	SO	nil	DE
<i>PROS</i>	55050-30	Scheduling and support data	SO	nil	DE

Other Related Records

<i>ARCS</i>	6820-05	Back-up data	SO	nil	DE
<i>ARCS</i> Section 6 102902	see appropriate secondaries	INFORMATION TECHNOLOGY Transitory Electronic Data Processing (EDP) Records	SO	nil	DE

Schedule Code Key: *ARCS* = *Administrative Records Classification System*, schedule 100001
ORCS = *Prosecution Service*, schedule

END OF OVERVIEW

[Key to ARCS/ORCS Codes and Acronyms](#)

DOCUMENT REVIEW DATABASE

SYSTEM OVERVIEW

Creating Agency

Ministry of the Attorney General, BC Prosecution Service

System Title

Document review database - Ringtail

Purpose

The document review database is a proprietary software application called Ringtail. It runs on a Windows operating system, using a SQL database and a web server.

Ringtail is an off-the shelf e-discovery and document review software designed for legal teams. It is used by Crown Counsel in cases where there are large quantities of electronic evidence; not all cases in JUSTIN will have a corresponding case file in Ringtail. As the investigative agency, police are responsible for collecting evidence relating to potential crimes. Electronic evidence can take many forms including videos, audio, photographs, documents, metadata, etc. Police send this evidence to the BC Prosecution Service on hard-drives where it is processed and ingested into Ringtail. Ringtail software is used by Crown Counsel to analyze the evidence to support the laying of charges against the accused. Ringtail's sophisticated analytics and search functionality is used throughout the pre-trial and trial period to assist Crown in the administration of justice. It is also used to redact certain classes of information before the evidence is catalogued, packaged and disclosed to the accused, opposing counsel and the courts.

Information Content

The database contains information and electronic evidence relating to the alleged crimes committed under the [Criminal Code \(RSC 1985, c. C-46\)](#), the [Youth Criminal Justice Act \(SC 2002, c. 1\)](#), and provincial statutes. It will contain information about victims, the accused, witnesses, investigators, etc. Each case will contain identifying information relating to each individual (e.g., names, addresses, phone numbers, driving license numbers, etc.). It also hosts the electronic evidence gathered by law enforcement relating to those crimes. The informational content of the evidence will be highly varied and is likely to be different depending on the nature of the case. Cases that require the use of a document review database are often major cases containing vast quantities of electronic evidence - often numbering in the millions of documents.

Inputs, Processes, and Outputs

Inputs

The BC Prosecution Service receives the Report to Crown Counsel (RCC) from the investigative agency. The RCC contains all information related to the alleged crime and copies of the evidence in electronic form. Electronic evidence and its associated metadata is delivered on secure, portable harddrives. The evidence files come in their original formats which can vary widely. Before the evidence is ingested into the database the files are converted to Ringtail compatible formats (images are converted to JPEG or BMP; video is converted to MP4; audio is converted to MP3; documents are converted to PDF, etc.) All conversions are documented in detail. Care is taken to ensure that any compression or other alteration undertaken on these files does not compromise the evidential value.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

Metadata relating to the evidence is received in XML format. The XML data is parsed and converted to a Ringtail readable format and ingested into the system.

Processes

The evidence and its associated metadata will be reviewed by Crown Counsel to determine what charges should be laid. The evidence will be vetted for its suitability for disclosure to the courts, the accused and opposing counsel. Certain classes of information will be redacted such as personal information, privileged information, information irrelevant to the case, police information, in accordance with the Crown Counsel disclosure policy.

Outputs

Ringtail outputs are called productions. Productions are classes of files that have undergone redaction and annotation. These productions are exported from Ringtail with an associated index and catalogue. The index is used to classify and search the evidence. The evidence is then used by Crown Counsel during the course of the trial in the administration of justice. The redacted evidence is disclosed to the accused and to opposing counsel in accordance with the Prosecution Service disclosure policy. Ringtail also outputs a checklist of all conversion processes carried out on the evidence files so that every manipulation is documented and defensible during the trial.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

RINGTAIL**Classification of Records that Relate to the System**

Schedule Code	Secondary No.	Secondary Title	Retention A	Schedule SA	FD
Data in the System					
<i>PROS</i>	55005-10	Accused criminal history data	SO	nil	DE
Inputs					
<i>PROS</i>	55005-20	Adult prosecutions - minor summary conviction offences	SO	8y	DE
<i>PROS</i>	55005-25	Adult prosecutions - violent summary conviction offences and indictable offences	SO	30y	DE
<i>PROS</i>	55005-30	Adult prosecutions - sexual offences, serious personal injury offences, manslaughter, first and second degree murder	SO	90y	DE
<i>PROS</i>	55005-35	Adult prosecutions - precedent setting, major interest	SO	90y	FR
<i>PROS</i>	55005-50	Youth prosecutions - minor summary conviction offences	SO	8y	DE
<i>PROS</i>	55005-55	Youth prosecutions - violent summary conviction offences and indictable offences	SO	30y	DE
<i>PROS</i>	55005-60	Youth prosecutions - sexual offences, serious personal injury offences, manslaughter, first and second degree murder	SO	90y	DE
Outputs					
<i>PROS</i>	55005-20	Adult prosecutions - minor summary conviction offences	SO	8y	DE
<i>PROS</i>	55005-25	Adult prosecutions - violent summary conviction offences and indictable offences	SO	30y	DE
<i>PROS</i>	55005-30	Adult prosecutions - sexual offences, serious personal injury offences, manslaughter, first and second degree murder	SO	90y	DE
<i>PROS</i>	55005-35	Adult prosecutions - precedent setting, major interest	SO	90y	FR
<i>PROS</i>	55005-50	Youth prosecutions - minor summary conviction offences	SO	8y	DE
<i>PROS</i>	55005-55	Youth prosecutions - violent summary conviction offences and indictable offences	SO	30y	DE
<i>PROS</i>	55005-60	Youth prosecutions - sexual offences, serious personal injury offences, manslaughter, first and second degree murder	SO	90y	DE

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Other Related Records

ARCS	6820-05	Back-up data	SO	nil	DE
ARCS	see appropriate	INFORMATION TECHNOLOGY			
Section 6	secondaries				
102902		Transitory Electronic Data Processing (EDP) Records	SO	nil	DE

Schedule Code Key: ARCS = *Administrative Records Classification System*, schedule 100001
ORCS = *Prosecution Service*, schedule

END OF OVERVIEW

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APPENDIX A – SUMMARY OF CHANGES

This table identifies the relationships between original (old) classifications from the Criminal Justice ORCS (Schedule 880699) to the new classification structure in the Prosecution Service ORCS (Schedule 201915).

It is intended as a general guide for transition between the two ORCS. The new classifications and retentions are to be applied to all relevant digital and physical operational records, both in the office and in storage.

Criminal Justice ORCS classification #	Criminal Justice ORCS Classification Title	Old Retention	Prosecution Service ORCS Classification #	Prosecution Service ORCS Classification Title	New Retention
55000	CRIMINAL JUSTICE - GENERAL				
55000-00	Policy and Procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
55000-01	General	CY+2y 7y SR	55010-01	Prosecution Services - General	Cy+1 nil DE
55000-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
55040	ABUSE OF PROCESS				
55040-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
55040-01	General	CY+1y nil DE	55010-00	Policy and procedures	SO 5y FR
55040-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
55040-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55040-04	Legal Opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
55040-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55040-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
55060	APPEARANCE BY ACCUSED				
55060-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
55060-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
55060-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
55060-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55060-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
55060-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE

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Criminal Justice ORCS classification #	Criminal Justice ORCS Classification Title	Old Retention	Prosecution Service ORCS Classification #	Prosecution Service ORCS Classification Title	New Retention
55060-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
55060-10	Arrest warrants	CY+2y 7y SR	55005	Relevant Prosecution casefile	
55060-11	Notice to appear	CY+2y 7y SR	55005	Relevant Prosecution casefile	
55060-12	Promise to appear	CY+2y 7y SR	55005	Relevant Prosecution casefile	
55060-13	Summons	CY+2y 7y SR	55005	Relevant Prosecution casefile	
55100	CHARGE APPROVAL				
55100-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
55100-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
55100-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
55100-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55100-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
55100-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55100-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
55200	CORRECTIONAL INSTITUTIONS - GENERAL				
55200-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
55200-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
55200-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
55200-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55200-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
55200-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55200-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
55220	CORRECTIONAL INSTITUTIONS - ADMISSIONS				
55220-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
55220-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
55220-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
55220-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55220-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE

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55220-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55220-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
55220-10	Medical certificates	CY+2y 7y SR	55005	Relevant Prosecution casefile	
55220-11	Warrants of committal	CY+2y 7y SR	55005	Relevant Prosecution casefile	
55240	CORRECTIONAL INSTITUTIONS - CONTRABAND CONTROL				
55240-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
55240-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
55240-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
55240-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55240-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
55240-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55240-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
55240-10	Body crevice searches	CY+2y 7y SR	55005	Relevant Prosecution casefile	
55260	CORRECTIONAL INSTITUTIONS - EMERGENCIES				
55260-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
55260-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
55260-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
55260-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55260-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
55260-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55260-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
55260-30	Emergency case files	CY+2y 7y SR	55005	Relevant Prosecution casefile	
55300	COURTS				
55300-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
55300-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
55300-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE

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55300-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55300-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
55300-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55300-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
55300-10	Sheriffs	CY+2y 7y SR	55005	Relevant Prosecution casefile	
55340	DISCLOSURE				
55340-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
55340-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
55340-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
55340-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55340-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
55340-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55340-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
55360	DIVERSION				
55360-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
55360-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
55360-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
55360-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55360-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
55360-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55360-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
55360-30	Diversion case files	SO 7y SR	55005	Relevant Prosecution casefile	
55380	DUAL OFFENCE PROCEDURE				
55380-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
55380-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
55380-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
55380-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE

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55380-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
55380-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55380-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
55480	EVIDENCE				
55480-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
55480-01	General	CY+1y nil DE	55010-00	Policy and procedures	SO 5y FR
55480-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
55480-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55480-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
55480-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55480-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
55480-10	Exhibits	CY+2y 7y SR	55005	Relevant Prosecution casefile	
55500	EXTRADITION				
55500-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
55500-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
55500-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
55500-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55500-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
55500-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55500-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
55500-30	Extradition case files	CY+2y 7y SR	55005	Relevant Prosecution casefile	
55560	IDENTIFICATION OF CRIMINALS				
55560-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
55560-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
55560-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
55560-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55560-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE

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55560-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55560-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
55560-10	Fingerprints	CY+2y 7y SR	55005	Relevant Prosecution casefile	
55560-11	Photographs	CY+2y 7y SR	55005	Relevant Prosecution casefile	
55560-12	Voice prints	CY+2y 7y SR	55005	Relevant Prosecution casefile	
55560-13	DNA genetic typing	CY+2y 7y SR	55005	Relevant Prosecution casefile	
55580	IMMUNITY FROM PROSECUTION				
55580-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
55580-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
55580-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
55580-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55580-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
55580-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55580-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
55580-10	Crown council	CY+2y 7y SR	55005	Relevant Prosecution casefile	
55580-11	Diplomats	CY+2y 7y SR	55005	Relevant Prosecution casefile	
55580-12	Police informers	CY+2y 7y SR	55020-50	Informer Witness Registry	SO nil DE
55600	INDICTMENTS - GENERAL				
55600-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
55600-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
55600-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
55600-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55600-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
55600-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55600-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
55620	INDICTMENTS - DIRECT				
55620-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR

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55620-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
55620-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
55620-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55620-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
55620-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55620-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
55640	INQUIRIES AND INQUESTS				
55640-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
55640-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
55640-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
55640-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55640-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
55640-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55640-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
55680	JUDICIAL INTERIM RELEASE				
55680-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
55680-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
55680-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
55680-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55680-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
55680-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55680-10	Bail estreatments	CY+2y 7y SR	55005	Relevant Prosecution casefile	
55680-11	Remand	CY+2y 7y SR	55005	Relevant Prosecution casefile	
55680-12	Televideo	CY+2y 7y SR	55005	Relevant Prosecution casefile	
55680-13	Trial delay	CY+2y 7y SR	55005	Relevant Prosecution casefile	
55690	JUSTICE REFORM IMPLEMENTATION				
55690-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR

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55690-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
55690-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
55690-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55690-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
55690-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55690-30	Case files	SO 7y SR	55005	Relevant Prosecution casefile	
55700	LEGAL AID				
55700-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
55700-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
55700-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
55700-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55700-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
55700-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55740	MUTUAL LEGAL ASSISTANCE				
55740-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
55740-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
55740-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
55740-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55740-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
55740-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55760	PARDONS				
55760-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
55760-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
55760-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
55760-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55760-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
55760-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE

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55760-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
55780	PAROLE				
55780-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
55780-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
55780-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
55780-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55780-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
55780-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55780-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
55780-10	Day parole	CY+2y 7y SR	55005	Relevant Prosecution casefile	
55780-11	Mandatory supervision	CY+2y 7y SR	55005	Relevant Prosecution casefile	
55800	PLEA BARGAINING				
55800-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
55800-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
55800-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
55800-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55800-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
55800-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55800-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
55820	POLICE				
55820-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
55820-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
55820-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
55820-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55820-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
55820-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55820-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR

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55820-10	Canadian Police Information Centre (CPIC)	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
55820-11	Canadian Security Intelligence Service (CSIS)	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
55820-12	Co-ordinated Law Enforcement Unit (CLEU)	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
55820-13	Municipal police forces	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
55820-14	Royal Canadian Mounted Police (RCMP)	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
55820-15	Police conduct investigations	SO 7y SR	55005	Relevant Prosecution casefile	
55820-16	Use of deadly force	CY+2y 7y SR	55005	Relevant Prosecution casefile	
55840	POLYGRAPH				
55840-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
55840-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
55840-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
55840-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55840-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
55840-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55840-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
55860	PRIVACY				
55860-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
55860-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
55860-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
55860-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55860-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
55860-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE

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55860-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
55860-10	Electronic surveillance	CY+2y 7y SR	55005	Relevant Prosecution casefile	
55860-11	Video surveillance	CY+2y 7y SR	55005	Relevant Prosecution casefile	
55860-30	Wiretap authorizations	CY+2y 7y SR	55005	Relevant Prosecution casefile	
55880	PROFESSIONAL ORGANIZATIONS				
55880-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
55880-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
55880-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
55880-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55880-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
55880-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55880-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
55880-10	Accountants	CY+2y 7y SR	ARCS 352-20	Legal requests for records	SO+1y nil DE
55880-11	Dentists	CY+2y 7y SR	ARCS 352-20	Legal requests for records	SO+1y nil DE
55880-12	Doctors	CY+2y 7y SR	ARCS 352-20	Legal requests for records	SO+1y nil DE
55880-13	Lawyers	CY+2y 7y SR	ARCS 352-20	Legal requests for records	SO+1y nil DE
55880-14	Teachers	CY+2y 7y SR	ARCS 352-20	Legal requests for records	SO+1y nil DE
55920	REGIONAL CROWN COUNCIL ISSUES				
55920-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
55920-01	General	CY+2y 7y SR	55000-01	Prosecution Services - General	Cy+1 nil DE
55920-30	Regional Crown office files	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
55960	SEARCH AND SEIZURE				
55960-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
55960-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
55960-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
55960-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55960-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE

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55960-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55960-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
55960-10	Lawyers' offices	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
55960-11	Psychiatric records	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
55980	SECURITY INDUSTRY				
55980-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
55980-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
55980-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
55980-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55980-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
55980-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
55980-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
56000	SENTENCES - GENERAL				
56000-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
56000-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
56000-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
56000-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56000-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
56000-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56000-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
56000-10	Remission	CY+2y 7y SR	55005	Relevant Prosecution casefile	
56010	SENTENCES - APPEALS				
56010-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
56010-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
56010-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
56010-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56010-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE

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56010-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56010-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
56020	SENTENCES - CAPITAL PUNISHMENT				
56020-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
56020-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
56020-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
56020-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56020-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
56020-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56020-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
56030	SENTENCES - COMPENSATION AND RESTITUTION				
56030-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
56030-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
56030-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
56030-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56030-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
56030-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56030-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
56040	SENTENCES - CONCURRENT AND CONSECUTIVE				
56040-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
56040-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
56040-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
56040-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56040-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
56040-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE

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56040-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
56080	SENTENCES - FINES				
56080-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
56080-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
56080-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
56080-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56080-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
56080-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56080-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
56080-10	Fine options	CY+2y 7y SR	55005	Relevant Prosecution casefile	
56100	SENTENCES - INTERMITTENT				
56100-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
56100-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
56100-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
56100-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56100-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
56100-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56100-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
56120	SENTENCES - LIFE				
56120-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
56120-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
56120-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
56120-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56120-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
56120-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56120-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
56120-10	Judicial review	CY+2y 7y SR	55005	Relevant Prosecution casefile	

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56140	SENTENCES - PRE-SENTENCE REPORTS				
56140-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
56140-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
56140-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
56140-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56140-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
56140-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56140-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
56160	SENTENCES - PROBATION				
56160-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
56160-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
56160-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
56160-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56160-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
56160-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56160-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
56180	SENTENCES - SUSPENDED				
56180-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
56180-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
56180-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
56180-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56180-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
56180-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56180-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
56220	STAYS OF PROCEEDINGS				
56220-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
56220-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR

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56220-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
56220-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56220-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
56220-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56220-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
56240	TICKETS				
56240-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
56240-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
56240-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
56240-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56240-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
56240-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56240-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
56300	TRIALS - GENERAL				
56300-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
56300-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
56300-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
56300-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56300-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
56300-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56300-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
56320	TRIALS - BILINGUAL				
56320-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
56320-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
56320-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
56320-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56320-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE

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56320-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56320-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
56340	TRIALS - MEDIA COVERAGE				
56340-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
56340-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
56340-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
56340-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56340-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
56340-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56340-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
56380	VICTIMS				
56380-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
56380-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
56380-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
56380-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56380-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
56380-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56380-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
56380-10	Compensation	CY+2y 7y SR	55005	Relevant Prosecution casefile	
56380-11	Compensation applications	CY nil DE	55005	Relevant Prosecution casefile	
56380-12	Victim assistance programs	CY+2y 7y SR	55005	Relevant Prosecution casefile	
56380-13	Victim impact statements	CY+2y 7y SR	55005	Relevant Prosecution casefile	
56400	WAIVER OF CRIMINAL CHARGES - GENERAL				
56400-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
56400-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
56420	WAIVER OF CRIMINAL CHARGES - BRITISH COLUMBIA				

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56420-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
56420-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
56420-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
56420-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56420-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
56420-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56420-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
56420-30	Waiver of charges case files	SO+1y nil DE	55005	Relevant Prosecution casefile	
56460	WAIVER OF CRIMINAL CHARGES - INTERPROVINCIAL				
56460-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
56460-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
56460-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
56460-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56460-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
56460-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56460-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
56460-30	Waiver of charges case files	SO+1y nil DE	55005	Relevant Prosecution casefile	
56480	WITNESSES				
56480-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
56480-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
56480-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
56480-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56480-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
56480-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56480-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
56480-10	Mentally handicapped	CY+2y 7y SR	55005	Relevant Prosecution casefile	

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56480-11	Notification	CY+2y 7y SR	55005	Relevant Prosecution casefile	
56480-12	Protection	CY+2y 7y SR	55005	Relevant Prosecution casefile	

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Secondary list for the *OFFENCES SECTION*

Criminal Justice ORCS classification #	Criminal Justice ORCS Classification Title	Old Retention	Prosecution Service ORCS Classification #	Prosecution Service ORCS Classification Title	New Retention
56500	OFFENSES – GENERAL				
56500-00	Policy and Procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
56500-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
56500-20	Offenses case files	CY+2y 7y SR	55005	Relevant Prosecution casefile	
56540	ABDUCTION – GENERAL				
56540-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
56540-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
56560	ABDUCTION – CHILDREN				
56560-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
56560-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
56560-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
56560-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56560-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
56560-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56560-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
56560-20	Offenses case files	SO 7y SR	55005	Relevant Prosecution casefile	
56560-30	Monitoring files	CY+2y 7y SR	55005	Relevant Prosecution casefile	
56580	ABORTION				
56580-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
56580-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
56580-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
56580-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56580-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
56580-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56580-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
56580-20	Offenses	SO 7y SR	55005	Relevant Prosecution casefile	

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56600	ASSAULT/ABUSE – GENERAL				
56600-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
56600-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
56600-06	Training	CY+2y 7y SR	ARCS 1300-06	Human Resources Topical Files	SO nil DE
56600-10	Ritual abuse	CY+2y 7y SR	55005	Relevant Prosecution casefile	
56620	ASSAULT/ABUSE – CHILDREN				
56620-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
56620-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
56620-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
56620-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56620-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
56620-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56620-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
56620-10	Evidence	CY+2y 7y SR	55005	Relevant Prosecution casefile	
56620-20	Offenses case files	SO 7y SR	55005	Relevant Prosecution casefile	
56640	ASSAULT/ABUSE – ELDERLY				
56640-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
56640-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
56640-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
56640-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56640-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
56640-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56640-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
56640-10	Evidence	CY+2y 7y SR	55005	Relevant Prosecution casefile	
56640-15	Vulnerable witnesses	CY+2y 7y SR	55005	Relevant Prosecution casefile	
56640-20	Offenses case files	SO 7y SR	55005	Relevant Prosecution casefile	
56660	ASSAULT/ABUSE – SEXUAL – GENERAL				

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56660-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
56660-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
56660-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
56660-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56660-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
56660-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56660-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
56660-10	Counselling of victims	CY+2y 7y SR	55005	Relevant Prosecution casefile	
56660-11	Evidence	CY+2y 7y SR	55005	Relevant Prosecution casefile	
56660-12	Prevention	CY+2y 7y SR	55005	Relevant Prosecution casefile	
56660-13	Handicapped	CY+2y 7y SR	55005	Relevant Prosecution casefile	
56660-20	Offenses case files	SO 7y SR	55005	Relevant Prosecution casefile	
56670	ASSAULT/ABUSE – SEXUAL – CHILDREN				
56670-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
56670-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
56670-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
56670-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56670-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
56670-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56670-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
56670-10	Counselling of victims	CY+2y 7y SR	55005	Relevant Prosecution casefile	
56670-11	Evidence	CY+2y 7y SR	55005	Relevant Prosecution casefile	
56670-12	Prevention	CY+2y 7y SR	55005	Relevant Prosecution casefile	
56670-13	Multi-victims		55005	Relevant Prosecution casefile	
56670-14	Public awareness	CY+2y 7y SR	55005	Relevant Prosecution casefile	
56670-15	Vulnerable witnesses	CY+2y 7y SR	55005	Relevant Prosecution casefile	
56670-20	Offenses case files	SO 7y SR	55005	Relevant Prosecution casefile	

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56680	ASSAULT/ABUSE – SPOUSAL				
56680-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
56680-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
56680-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
56680-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56680-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
56680-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56680-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
56680-12	Prevention	CY+2y 7y SR	55005	Relevant Prosecution casefile	
56680-14	Public awareness	CY+2y 7y SR	55005	Relevant Prosecution casefile	
56680-20	Offenses case files	SO 7y SR	55005	Relevant Prosecution casefile	
56700	AUTOMOBILE MASTER KEY				
56700-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
56700-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
56700-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
56700-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56700-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
56700-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56700-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
56700-20	Offenses case files	SO 7y SR	55005	Relevant Prosecution casefile	
56740	CIVIL DISOBEDIENCE				
56740-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
56740-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
56740-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
56740-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56740-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
56740-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56740-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR

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56740-10	Tree spiking	CY+2y 7y SR	55005	Relevant Prosecution casefile	
56740-11	Riots	CY+2y 7y SR	55005	Relevant Prosecution casefile	
56740-20	Offenses case files	SO 7y SR	55005	Relevant Prosecution casefile	
56760	CRUELTY TO ANIMALS				
56760-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
56760-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
56760-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
56760-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56760-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
56760-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56760-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
56760-20	Offenses case files	SO 7y SR	55005	Relevant Prosecution casefile	
56800	DRUGS AND DRUG PARAPHERNALIA				
56800-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
56800-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
56800-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
56800-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56800-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
56800-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56800-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
56860	ENVIRONMENTAL OFFENSES				
56860-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
56860-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
56860-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
56860-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56860-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
56860-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE

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56860-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
56860-10	Smoke pollution	CY+2y 7y SR	55005	Relevant Prosecution casefile	
56860-20	Offenses case files	SO 7y SR	55005	Relevant Prosecution casefile	
56880	EUTHANASIA				
56880-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
56880-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
56880-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
56880-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56880-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
56880-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56880-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
56880-20	Offenses case files	SO 7y SR	55005	Relevant Prosecution casefile	
56900	FAMILY OFFENSES				
56900-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
56900-01	General	CY+2y 7y SR	55010-00	Policy and procedures	SO 5y FR
56900-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
56900-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56900-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
56900-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56900-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
56900-10	Custody orders	CY+2y 7y SR	55005	Relevant Prosecution casefile	
56900-11	Maintenance orders	CY+2y 7y SR	55005	Relevant Prosecution casefile	
56900-20	Offenses case files	SO 7y SR	55005	Relevant Prosecution casefile	
56920	FILM OFFENSES				
56920-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
56920-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
56920-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
56920-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE

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56920-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
56920-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56920-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
56920-10	Business requirements	CY+2y 7y SR	55005	Relevant Prosecution casefile	
56920-11	Film review and classification	CY+2y 7y SR	55005	Relevant Prosecution casefile	
56920-20	Offenses case files	SO 7y SR	55005	Relevant Prosecution casefile	
56940	FISHING AND HUNTING OFFENSES				
56940-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
56940-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
56940-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
56940-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56940-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
56940-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56940-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
56940-11	Oyster beds	CY+2y 7y SR	55005	Relevant Prosecution casefile	
56940-20	Offenses case files	SO 7y SR	55005	Relevant Prosecution casefile	
56960	FRAUD				
56960-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
56960-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
56960-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
56960-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56960-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
56960-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
56960-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
56960-10	Welfare fraud	CY+2y 7y SR	55005	Relevant Prosecution casefile	
56960-11	Insurance fraud	CY+2y 7y SR	55005	Relevant Prosecution casefile	
56960-12	Breach of trust	CY+2y 7y SR	55005	Relevant Prosecution casefile	

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56960-20	Offenses case files	SO 7y SR	55005	Relevant Prosecution casefile	
57000	GAMBLING – GENERAL				
57000-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
57000-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57000-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57010	GAMBLING – CASINOS				
57010-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
57010-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57010-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
57010-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57010-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
57010-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57010-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57010-10	Cruise ships	CY+2y 7y SR	55005	Relevant Prosecution casefile	
57010-20	Offenses case files	SO 7y SR	55005	Relevant Prosecution casefile	
57020	GAMBLING – HORSE RACING				
57020-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
57020-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57020-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
57020-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57020-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
57020-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57020-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57020-20	Offenses case files	SO 7y SR	55005	Relevant Prosecution casefile	
57040	GAMBLING – LOTTERIES				
57040-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
57040-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57040-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE

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57040-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57040-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
57040-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57040-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57040-10	Bingo	CY+2y 7y SR	55005	Relevant Prosecution casefile	
57040-11	Fishing derbies, turkey-shoots, etc.	CY+2y 7y SR	55005	Relevant Prosecution casefile	
57040-12	Pyramids	CY+2y 7y SR	55005	Relevant Prosecution casefile	
57040-13	Sale of lottery tickets outside Canada	CY+2y 7y SR	55005	Relevant Prosecution casefile	
57040-20	Offenses case files	SO 7y SR	55005	Relevant Prosecution casefile	
57060	GAMBLING – SOCIAL CLUBS				
57060-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
57060-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57060-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
57060-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57060-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
57060-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57060-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57060-20	Offenses case files	SO 7y SR	55005	Relevant Prosecution casefile	
57100	HATE PROPAGANDA				
57100-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
57100-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57100-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
57100-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57100-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
57100-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57100-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR

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57100-10	Ku Klux Klan	CY+2y 7y SR	55005	Relevant Prosecution casefile	
57100-20	Offenses case files	SO 7y SR	55005	Relevant Prosecution casefile	
57120	HEALTH OFFENSES – GENERAL				
57120-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
57120-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57120-10	Genetic engineering	CY+2y 7y nil SR	55005	Relevant Prosecution casefile	
57140	HEALTH OFFENSES – COMMUNICABLE DISEASES				
57140-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
57140-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57140-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
57140-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57140-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
57140-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57140-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57140-20	Offenses case files	SO 7y SR	55005	Relevant Prosecution casefile	
57160	HOLIDAY SHOPPING				
57160-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
57160-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57160-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
57160-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57160-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
57160-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57160-20	Offenses case files	SO 7y SR	55005	Relevant Prosecution casefile	
57180	HUMAN RIGHTS OFFENSES				
57180-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
57180-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57180-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE

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57180-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57180-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
57180-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57180-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57180-10	Crimes against humanity	CY+2y 7y SR	55005	Relevant Prosecution casefile	
57180-11	Discrimination	CY+2y 7y SR	55005	Relevant Prosecution casefile	
57180-20	Offenses case files	SO 7y SR	55005	Relevant Prosecution casefile	
57200	IMPAIRED DRIVING – GENERAL				
57200-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
57200-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57200-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
57200-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57200-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
57200-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57200-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57200-10	CourtnerAttack	CY+2y 7y SR	55005	Relevant Prosecution casefile	
57200-20	Offenses case files	SO 7y SR	55005	Relevant Prosecution casefile	
57220	IMPAIRED DRIVING – BLOOD TESTS				
57220-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
57220-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57220-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
57220-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57220-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
57220-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57220-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57220-10	Blood sample analysts and	CY+2y 7y SR	55005	Relevant Prosecution casefile	

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	technicians				
57220-20	Offenses case files	SO 7y SR	55005	Relevant Prosecution casefile	
57230	IMPAIRED DRIVING – BREATHALYSER				
57230-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
57230-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57230-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
57230-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57230-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
57230-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57230-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57230-10	Breathalyser analysts	CY+2y 7y SR	55005	Relevant Prosecution casefile	
57230-11	Breathalyser certificates	CY+2y 7y SR	55005	Relevant Prosecution casefile	
57230-12	Breathalyser technicians	CY+2y 7y SR	55005	Relevant Prosecution casefile	
57230-20	Offenses case files	SO 7y SR	55005	Relevant Prosecution casefile	
57240	IMPAIRED DRIVING – COMMUNITY ORGANIZATIONS				
57240-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
57240-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57240-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
57240-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57240-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
57240-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57240-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57240-30	Community organization case files	CY+2y 7y SR	55005	Relevant Prosecution casefile	
57250	IMPAIRED DRIVING –				

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	CURATIVE TREATMENT				
57250-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
57250-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57250-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
57250-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57250-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
57250-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57250-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57260	IMPAIRED DRIVING – ENFORCEMENT OPTIONS				
57260-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
57260-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57260-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
57260-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57260-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
57260-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57260-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57270	IMPAIRED DRIVING – FATALITIES				
57270-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
57270-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57270-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
57270-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57270-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
57270-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57270-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57270-20	Offenses case files	SO 7y SR	55005	Relevant Prosecution casefile	
57280	IMPAIRED DRIVING – NOTICE				

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	TO SEEK GREATER PUNISHMENT				
57280-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
57280-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57280-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
57280-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57280-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
57280-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57280-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57300	INTEREST RATE OFFENSES				
57300-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
57300-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57300-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
57300-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57300-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
57300-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57300-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57300-20	Offenses case files	SO 7y SR	55005	Relevant Prosecution casefile	
57360	LABOUR DISPUTES				
57360-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
57360-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57360-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
57360-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57360-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
57360-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57360-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57360-20	Offenses case files	SO 7y SR	55005	Relevant Prosecution casefile	
57380	MATRIMONIAL OFFENSES				

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57380-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
57380-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57380-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
57380-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57380-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
57380-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57380-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57380-10	Bigamy	CY+2y 7y SR	55005	Relevant Prosecution casefile	
57380-11	Polygamy	CY+2y 7y SR	55005	Relevant Prosecution casefile	
57380-20	Offenses case files	SO 7y SR	55005	Relevant Prosecution casefile	
57400	MOTOR VEHICLE OFFENSES - GENERAL				
57400-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
57400-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57400-10	Fatalities	CY+2y 7y SR	55005	Relevant Prosecution casefile	
57400-11	Federal property	CY+2y 7y SR	55005	Relevant Prosecution casefile	
57400-12	Over-weight vehicles	CY+2y 7y SR	55005	Relevant Prosecution casefile	
57420	MOTOR VEHICLE OFFENSES – MOTORCYCLE HELMETS				
57420-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
57420-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57420-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
57420-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57420-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
57420-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57420-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57420-20	Offenses case files	SO 7y SR	55005	Relevant Prosecution casefile	
57440	MOTOR VEHICLE OFFENSES –				

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	POLICE PURSUIT				
57440-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
57440-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57440-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
57440-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57440-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
57440-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57440-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57440-20	Offenses case files	SO 7y SR	55005	Relevant Prosecution casefile	
57450	MOTOR VEHICLE OFFENSES – PROHIBITION FROM DRIVING				
57450-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
57450-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57450-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
57450-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57450-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
57450-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57450-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57450-20	Offenses case files	SO 7y SR	55005	Relevant Prosecution casefile	
57460	MOTOR VEHICLE OFFENSES – SEAT BELTS				
57460-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
57460-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57460-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
57460-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57460-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
57460-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57460-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR

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57460-20	Offenses case files	SO 7y SR	55005	Relevant Prosecution casefile	
57470	MOTOR VEHICLE OFFENSES – SPEEDING				
57470-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
57470-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57470-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
57470-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57470-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
57470-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57470-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57470-20	Offenses case files	SO 7y SR	55005	Relevant Prosecution casefile	
57480	MOTOR VEHICLE OFFENSES – TRAFFIC VIOLATION RULES (TVR)				
57480-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
57480-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57480-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
57480-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57480-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
57480-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57480-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57480-20	Offenses case files	SO 7y SR	55005	Relevant Prosecution casefile	
57520	MURDER				
57520-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
57520-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57520-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
57520-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57520-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE

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57520-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57520-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57520-10	Constructive murder	CY+2y 7y SR	55005	Relevant Prosecution casefile	
57520-20	Offenses case files	SO 7y SR	55005	Relevant Prosecution casefile	
57560	NUDITY				
57560-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
57560-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57560-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
57560-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57560-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
57560-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57560-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57560-20	Offenses case files	SO 7y SR	55005	Relevant Prosecution casefile	
57600	PORNOGRAPHY/OBSCENITY				
57600-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
57600-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57600-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
57600-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57600-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
57600-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57600-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57600-10	Periodicals	CY+2y 7y SR	55005	Relevant Prosecution casefile	
57600-20	Offenses case files	SO 7y SR	55005	Relevant Prosecution casefile	
57640	PRIZE FIGHTS				
57640-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
57640-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57640-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
57640-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE

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57640-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
57640-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57640-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57640-20	Offenses case files	SO 7y SR	55005	Relevant Prosecution casefile	
57650	PROCEEDS OF CRIME				
57650-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
57650-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57650-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
57650-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57650-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
57650-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57650-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57650-20	Offenses case files	SO 7y SR	55005	Relevant Prosecution casefile	
57660	PROSTITUTION				
57660-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
57660-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57660-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
57660-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57660-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
57660-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57660-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57660-10	Escort services	CY+2y 7y SR	55005	Relevant Prosecution casefile	
57660-11	Massage parlours	CY+2y 7y SR	55005	Relevant Prosecution casefile	
57660-20	Offenses case files	SO 7y SR	55005	Relevant Prosecution casefile	
57800	THEFT				
57800-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
57800-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57800-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE

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57800-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57800-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
57800-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57800-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57800-10	Cattle theft	CY+2y 7y SR	55005	Relevant Prosecution casefile	
57800-11	Intellectual property	CY+2y 7y SR	55005	Relevant Prosecution casefile	
57800-12	Shoplifting	CY+2y 7y SR	55005	Relevant Prosecution casefile	
57800-20	Offenses case files	SO 7y SR	55005	Relevant Prosecution casefile	
57840	THREATS				
57840-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
57840-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57840-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
57840-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57840-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
57840-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57840-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57840-20	Offenses case files	SO 7y SR	55005	Relevant Prosecution casefile	
57960	WEAPONS				
57960-00	Policy and procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
57960-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57960-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
57960-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57960-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
57960-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
57960-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
57960-10	Firearms	CY+2y 7y SR	55005	Relevant Prosecution casefile	
57960-11	Knives	CY+2y 7y SR	55005	Relevant Prosecution casefile	
57960-12	Military equipment	CY+2y 7y SR	55005	Relevant Prosecution casefile	

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57960-20	Offenses case files	SO 7y SR	55005	Relevant Prosecution casefile	

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Secondary list for the *OFFENDERS SECTION*

Criminal Justice ORCS classification #	Criminal Justice ORCS Classification Title	Old Retention	Prosecution Service ORCS Classification #	Prosecution Service ORCS Classification Title	New Retention
58000	OFFENDERS – GENERAL				
58000-00	Policy and Procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
58000-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
58000-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
58000-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58000-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
58000-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58000-30	Offender case files	CY+2y 7y SR	55005	Relevant Prosecution casefile	
58020	ABORIGINALS				
58020-00	Policy and Procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
58020-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
58020-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
58020-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58020-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
58020-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58020-10	Prosecution alternatives	CY+2y 7y SR	55005	Relevant Prosecution casefile	
58020-30	Aboriginal case files	CY+2y 7y SR	55005	Relevant Prosecution casefile	
58040	COMMERCIAL CRIMINALS				
58040-00	Policy and Procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
58040-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
58040-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
58040-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58040-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
58040-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58040-30	Aboriginal case files	CY+2y 7y SR	55005	Relevant Prosecution casefile	
58100	DANGEROUS OFFENDERS/CAREER CRIMINALS				

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58100-00	Policy and Procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
58100-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
58100-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
58100-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58100-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
58100-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58100-30	Unsuccessful dangerous offender/career criminal case files	SO nil DE	55005	Relevant Prosecution casefile	
58100-40	Successful dangerous offender applications	SO nil DE	55005	Relevant Prosecution casefile	
58160	IMMIGRANTS				
58160-00	Policy and Procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
58160-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
58160-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
58160-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58160-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
58160-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58160-30	Immigrant case files	SO nil DE	55005	Relevant Prosecution casefile	
58200	INMATES – GENERAL				
58200-00	Policy and Procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
58200-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
58200-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
58200-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58200-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
58200-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58200-10	Court attendance	CY+2y 7y SR	55005	Relevant Prosecution casefile	
58200-11	Fasting	CY+2y 7y SR	55005	Relevant Prosecution casefile	

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58200-12	Permission to marry	CY+2y 7y SR	55005	Relevant Prosecution casefile	
58240	INMATES – TEMPORARY ABSENCE				
58240-00	Policy and Procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
58240-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
58240-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
58240-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58240-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
58240-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58260	INMATES - TRANSFER				
58260-00	Policy and Procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
58260-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
58260-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
58260-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58260-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
58260-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58260-10	Federal/Provincial	CY+2y 7y SR	55030-35	Interjurisdictional Transfers	SO 90y DE
58260-11	Hospital	CY+2y 7y SR	55030-35	Interjurisdictional Transfers	SO 90y DE
58260-12	International	CY+2y 7y SR	55030-35	Interjurisdictional Transfers	SO 90y DE
58260-13	Interprovincial	CY+2y 7y SR	55030-35	Interjurisdictional Transfers	SO 90y DE
58280	INMATES – UNLAWFULLY AT LARGE				
58280-00	Policy and Procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
58280-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
58280-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
58280-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58280-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
58280-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58300	MENTALLY DISORDERED OFFENDERS				
58300-00	Policy and Procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR

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58300-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
58300-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
58300-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58300-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
58300-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58300-10	Civil commitment	CY+2y 7y SR	55005	Relevant Prosecution casefile	
58300-11	Order in council patients	CY+2y 7y SR	55005	Relevant Prosecution casefile	
58300-30	Mentally disordered offenders case files	SO 7y SR	55005	Relevant Prosecution casefile	
58340	MIDWIVES				
58340-00	Policy and Procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
58340-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
58340-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
58340-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58340-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
58340-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58340-30	Midwives case files	SO 7y SR	55005	Relevant Prosecution casefile	
58360	MILITARY PERSONNEL – GENERAL				
58360-00	Policy and Procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
58360-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
58360-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
58360-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58360-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
58360-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58380	MILITARY PERSONNEL – VISITING				
58380-00	Policy and Procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
58380-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
58380-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE

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58380-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58380-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
58380-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58380-30	Visiting military personnel case files	SO 7y SR	55005	Relevant Prosecution casefile	
58420	ORGANIZED CRIMINAL GROUPS				
58420-00	Policy and Procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
58420-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
58420-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
58420-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58420-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
58420-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58420-30	Organized criminal group case files	SO 7y SR	55005	Relevant Prosecution casefile	
58460	RELIGIOUS GROUPS				
58460-00	Policy and Procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
58460-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
58460-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
58460-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58460-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
58460-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58460-30	Religious group case files	SO 7y SR	55005	Relevant Prosecution casefile	
58480	TERRORISTS				
58480-00	Policy and Procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
58480-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
58480-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
58480-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58480-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE

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58480-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58480-30	Terrorist case files	SO 7y SR	55005	Relevant Prosecution casefile	
58490	WRONGFULLY CONVICTED OFFENDERS				
58490-00	Policy and Procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
58490-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
58490-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
58490-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58490-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
58490-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58490-30	Wrongfully convicted offender case files	SO 7y SR	55040-10	Post-Conviction Reviews	SO 90y SR
58500	YOUNG OFFENDERS – GENERAL				
58500-00	Policy and Procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
58500-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
58500-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
58500-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58500-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
58500-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58500-10	Federal prosecutions	CY+2y 7y SR	55005	Relevant Prosecution casefile	
58500-30	Young offender case files	SO 7y SR	55005	Relevant Prosecution casefile	
58540	YOUNG OFFENDERS – ALTERNATIVE MEASURES				
58540-00	Policy and Procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
58540-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
58540-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
58540-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58540-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
58540-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58560	YOUNG OFFENDERS – CHILDREN UNDER 12				

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Criminal Justice ORCS classification #	Criminal Justice ORCS Classification Title	Old Retention	Prosecution Service ORCS Classification #	Prosecution Service ORCS Classification Title	New Retention
58560-00	Policy and Procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
58560-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
58560-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
58560-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58560-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
58560-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58520	YOUNG OFFENDERS – CHILDREN UNDER 12				
58520-00	Policy and Procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
58520-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
58520-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
58520-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58520-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
58520-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58590	YOUNG OFFENDERS – CONTAINMENT				
58590-00	Policy and Procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
58590-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
58590-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
58590-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58590-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
58590-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58590-10	Adult correctional institutions	CY+2y 7y SR	55005	Relevant Prosecution casefile	
58590-11	Segregated from adults	CY+2y 7y SR	55005	Relevant Prosecution casefile	
58590-12	Temporary absence and escape	CY+2y 7y SR	55005	Relevant Prosecution casefile	
58600	YOUNG OFFENDERS – DISPOSITIONS – GENERAL				
58600-00	Policy and Procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
58600-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
58600-10	Crown Counsel Registry system input documents	CY+2y 7y SR	55005	Relevant Prosecution casefile	

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Criminal Justice ORCS classification #	Criminal Justice ORCS Classification Title	Old Retention	Prosecution Service ORCS Classification #	Prosecution Service ORCS Classification Title	New Retention
58620	YOUNG OFFENDERS – DISPOSITIONS – APPEALS/REVIEWS				
58620-00	Policy and Procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
58620-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
58620-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
58620-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58620-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
58620-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58640	YOUNG OFFENDERS – DISPOSITIONS – COMMUNITY SERVICE				
58640-00	Policy and Procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
58640-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
58640-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
58640-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58640-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
58640-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58660	YOUNG OFFENDERS – DISPOSITIONS – COMPENSATION AND RESTITUTION				
58660-00	Policy and Procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
58660-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
58660-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
58660-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58660-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
58660-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58680	YOUNG OFFENDERS – DISPOSITIONS – CONCURRENT AND CONSECUTIVE				
58680-00	Policy and Procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
58680-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR

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Criminal Justice ORCS classification #	Criminal Justice ORCS Classification Title	Old Retention	Prosecution Service ORCS Classification #	Prosecution Service ORCS Classification Title	New Retention
58680-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
58680-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58680-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
58680-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58700	YOUNG OFFENDERS – DISPOSITIONS – DISCHARGE/FORFEITURE				
58700-00	Policy and Procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
58700-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
58700-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
58700-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58700-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
58700-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58720	YOUNG OFFENDERS – DISPOSITIONS – FINES				
58720-00	Policy and Procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
58720-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
58720-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
58720-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58720-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
58720-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58740	YOUNG OFFENDERS – DISPOSITIONS – INTERMITTENT				
58740-00	Policy and Procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
58740-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
58740-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
58740-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58740-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
58740-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58760	YOUNG OFFENDERS – DISPOSITIONS –				

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Criminal Justice ORCS classification #	Criminal Justice ORCS Classification Title	Old Retention	Prosecution Service ORCS Classification #	Prosecution Service ORCS Classification Title	New Retention
	PRE-DISPOSITION REPORTS				
58760-00	Policy and Procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
58760-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
58760-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
58760-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58760-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
58760-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58780	YOUNG OFFENDERS – DISPOSITIONS – PROBATION				
58780-00	Policy and Procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
58780-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
58780-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
58780-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58780-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
58780-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58800	YOUNG OFFENDERS – DISPOSITIONS – SUSPENDED				
58800-00	Policy and Procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
58800-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
58800-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
58800-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58800-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
58800-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58820	YOUNG OFFENDERS – DISPOSITIONS – TREATMENT				
58820-00	Policy and Procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
58820-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
58820-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE

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Criminal Justice ORCS classification #	Criminal Justice ORCS Classification Title	Old Retention	Prosecution Service ORCS Classification #	Prosecution Service ORCS Classification Title	New Retention
58820-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58820-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
58820-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58840	YOUNG OFFENDERS – DISPOSITIONS – TREATMENT				
58840-00	Policy and Procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
58840-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
58840-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
58840-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58840-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
58840-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58880	YOUNG OFFENDERS – SEX OFFENDERS				
58880-00	Policy and Procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
58880-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
58880-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
58880-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58880-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
58880-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58900	YOUNG OFFENDERS – TRANSFER – GENERAL				
58900-00	Policy and Procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
58900-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
58920	YOUNG OFFENDERS – TRANSFER – ADULT COURT				
58920-00	Policy and Procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
58920-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
58920-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
58920-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58920-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
58920-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE

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Criminal Justice ORCS classification #	Criminal Justice ORCS Classification Title	Old Retention	Prosecution Service ORCS Classification #	Prosecution Service ORCS Classification Title	New Retention
58960	YOUNG OFFENDERS – TRANSFER – INTERPROVINCIAL				
58960-00	Policy and Procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
58960-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
58960-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
58960-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
58960-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
58960-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE

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Secondary list for the *PROSECUTIONS SECTION*

Criminal Justice ORCS classification #	Criminal Justice ORCS Classification Title	Old Retention	Prosecution Service ORCS Classification #	Prosecution Service ORCS Classification Title	New Retention
59000	PROSECUTIONS - GENERAL				
59000-00	Policy and Procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
59000-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
59100	AUTOMATED SYSTEMS - GENERAL				
59100-00	Policy and Procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
59100-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
59120	AUTOMATED SYSTEMS - CROWN CENTRAL REGISTRY (CCR)				
59120-00	Policy and Procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
59120-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
59120-20	Input documents - reports to Crown counsel		55005	Accused Criminal History Data	SO nil DE
59120-25	Input documents - young offender statistics	SO nil DE	55005	Accused Criminal History Data	SO nil DE
59120-30	Electronic records - Crown Central Registry system	SO nil DE	55005	Accused Criminal History Data	SO nil DE
59120-40	Output documents - list of convictions by court location	SO nil DE	55005	Accused Criminal History Data	SO nil DE
59120-42	Output documents - number of records in each table used in the CCR system	SO nil DE	55005	Accused Criminal History Data	SO nil DE
59120-44	Output documents - young offenders transferred to ordinary court	SO nil DE	55005	Accused Criminal History Data	SO nil DE
59130	AUTOMATED SYSTEMS - CROWN COUNSEL INDEX (CCI)				

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Criminal Justice ORCS classification #	Criminal Justice ORCS Classification Title	Old Retention	Prosecution Service ORCS Classification #	Prosecution Service ORCS Classification Title	New Retention
59130-00	Policy and Procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
59130-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
59130-20	Input documents - reports to Crown counsel	NA NA NA	55005	Accused Criminal History Data	SO nil DE
59130-30	Electronic records - Crown Counsel Index system	SO nil DE	55005	Accused Criminal History Data	SO nil DE
59130-40	Output documents - statistical reports	SO nil DE	55005	Accused Criminal History Data	SO nil DE
59150	AUTOMATED SYSTEMS - WITNESS COSTING				
59150-00	Policy and Procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
59150-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
59150-20	Input documents - witness costing files	FY+1y nil DE	55005	Accused Criminal History Data	SO nil DE
59150-30	Electronic records - Crown Counsel Index system	SO nil DE	55005	Accused Criminal History Data	SO nil DE
59160	AUTOMATED SYSTEMS - WITNESS NOTIFICATION				
59160-00	Policy and Procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
59160-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
59160-20	Input documents - witness notification case files	FY+1y nil DE	55005	Accused Criminal History Data	SO nil DE
59160-30	Electronic records - Crown Counsel Index system	SO nil DE	55005	Accused Criminal History Data	SO nil DE
59200	CROWN COUNSEL PROSECUTIONS				
59200-00	Policy and Procedures	SO 5y FR	55010-00	Policy and procedures	SO 5y FR
59200-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
59200-20	Prosecutions not approved	SO NA NA	55005	Relevant Prosecution casefile	
59200-30	Prosecutions concluded in the Provincial Court of British	SO 3y SR	55005	Relevant Prosecution casefile	

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Criminal Justice ORCS classification #	Criminal Justice ORCS Classification Title	Old Retention	Prosecution Service ORCS Classification #	Prosecution Service ORCS Classification Title	New Retention
	Columbia				
59200-40	Prosecutions concluded in County Court	SO 3y SR	55005	Relevant Prosecution casefile	
59200-50	Prosecutions concluded in the Supreme Court of British Columbia	SO 3y SR	55005	Relevant Prosecution casefile	
59200-60	Prosecutions concluded in the British Columbia Court of Appeal	SO 3y SR	55005	Relevant Prosecution casefile	
59200-70	Prosecutions concluded in the Supreme Court of British Columbia	SO 3y SR	55005	Relevant Prosecution casefile	
59200-75	Prosecutions concluded in the Supreme Court of British Columbia	SO 3y SR	55005	Relevant Prosecution casefile	
59200-80	Prosecution files relating to life sentences subject to judicial review	SO 75y SR	55005	Relevant Prosecution casefile	
59200-85	Victim witness service case files	SO 3y SR	55005	Relevant Prosecution casefile	
59300	MUNICIPAL BYLAW PROSECUTIONS				
59300-			55010-00	Policy and procedures	SO 5y FR
59300-01	General	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR
59300-02	Complaints and inquiries	SO nil DE	ARCS 320-30	General Inquiries	CY+1y nil DE
59300-03	Charter of rights issues	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
59300-04	Legal opinions	CY+2y 7y SR	55010-02	Advice	SO 10y DE
59300-05	Legislative research	CY+2y 7y SR	55010-10	Policy and procedures development	SO 5y DE
59300-06	Aboriginal issues	CY+2y 7y SR	55010-10	POLICY AND PROCEDURES	SO 5Y FR

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APPENDIX B – RETENTION LIST

BC Prosecution Service ORCS – Retentions

Class #	Classification Title	Retention
55000	PROSECUTION SERVICES	
55000-00	Policy and Procedures	Retain for 5 years after the policy becomes obsolete then ARCHIVE
55000-01	Policy and Procedures – General	Retain for 2 calendar years then destroy
55005	APPROVAL AND CONDUCT OF PROSECUTIONS AND APPEALS	
55005-10	Accused criminal history data (JUSTIN data)	Retain until the information is no longer needed for reference purposes then DESTROY
55005-20	Adult prosecutions - minor summary conviction offences	Retain for 8 years after the conclusion of the prosecution and expiry of statutory limitations on appeals then DESTROY
55005-25	Adult prosecutions - violent summary conviction offences and indictable offences	Retain for 30 years after the conclusion of the prosecution and expiry of statutory limitations on appeals then DESTROY
55005-30	Adult prosecutions - sexual offences, serious personal injury offences, manslaughter, first and second degree murder	Retain for 90 years after the conclusion of the prosecution and expiry of statutory limitations on appeals then DESTROY
55005-35	Adult prosecutions - precedent setting, major interest	Retain for 90 years after the conclusion of the prosecution and expiry of statutory limitations on appeals then ARCHIVE
55005-50	Youth prosecutions - minor summary conviction offences	Retain for 8 years after the conclusion of the prosecution and expiry of statutory limitations on appeals then DESTROY
55005-55	Youth prosecutions - violent summary conviction offences and indictable offences	Retain for 30 years after the conclusion of the prosecution and expiry of statutory limitations on appeals then DESTROY
55005-60	Youth prosecutions - sexual offences, serious personal injury offences, manslaughter, first and second degree murder	Retain for 90 years after the conclusion of the prosecution and expiry of statutory limitations on appeals then DESTROY
55010	POLICY DEVELOPMENT AND ADVICE	
55010-00	Crown Counsel policy and procedures	Retain for 5 years after the policy, procedure or information sheet becomes obsolete then ARCHIVE
55010-02	Advice - General	Retain for 10 years after the responsible Crown determines that the request for advice has concluded then DESTROY
55010-10	Crown Counsel policy and procedures development	Retain for 5 years after the policy, procedure or information sheet becomes obsolete, or work on the policy, procedure or information sheet is completed

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This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

Class #	Classification Title	Retention
		or abandoned then DESTROY
55020	SUPPORT, COORDINATION AND LIAISON	
55020-01	General	Retain for 2 years then DESTROY
55020-05	Media Statements	Retain for 6 years then ARCHIVE
55020-20	Civil Litigation Support - general	Retain for 21 years after the litigation has ended then DESTROY
55020-25	Civil Litigation Support - decisions concerning crimes of a sexual nature	Retain for 90 years after the litigation has ended then DESTROY
55020-30	Civil Litigation Support - decision concerning the health, well-being, or safety of a child	Retain for 90 years after the litigation has ended then DESTROY
55020-40	High Risk Offender Identification	Retain until confirmation from police that the offender is deceased then DESTROY
55020-50	Informer Witness Registry	Retain until confirmation from police that the informer/witness is deceased then DESTROY
55030	CONSENT OF THE ATTORNEY GENERAL	
55030-01	General	Retain for 2 years then DESTROY
55030-10	Appointment of special prosecutors	Retain for 30 years after the prosecution has concluded then ARCHIVES
55030-15	Consent of the Attorney General	Retain for 10 years after the consent is signed then DESTROY
55030-20	Dangerous Offenders and Long-term Offender Designations	Retain until confirmation from police that the offender is deceased then DESTROY
55035-30	Direct Indictments	Retain until notification from police that the offender is deceased the DESTROY
55030-35	Inter-jurisdictional Transfers	Retain for 90 years after the transfer is approved or when then request is withdrawn or denied then DESTROY
55040	POST-CONVICTION REVIEW	
55040-01	General	Retain for 2 years then DESTROY
55040-10	Post-Conviction Reviews	Retain for 90 years after a decision has been made then DESTROY or ARCHIVES
55050	DATA REPORTING, ANALYTICS AND SCHEDULING	
55050-01	General	Retain for 2 years then DESTROY
55050-05	Criminal Justice Branch Management Information System (CJB MIS) data	Retain until no-longer needed for reference then DESTROY
55050-10	File closing survey	Retain until the data has been entered CJB MIS then DESTROY
55050-20	Data reporting and analytics - reports	Retain until no-longer current then DESTROY
55050-30	Scheduling and support data	Retain until no-longer needed then DESTROY

[Key to ARCS/ORCS Codes and Acronyms](#)