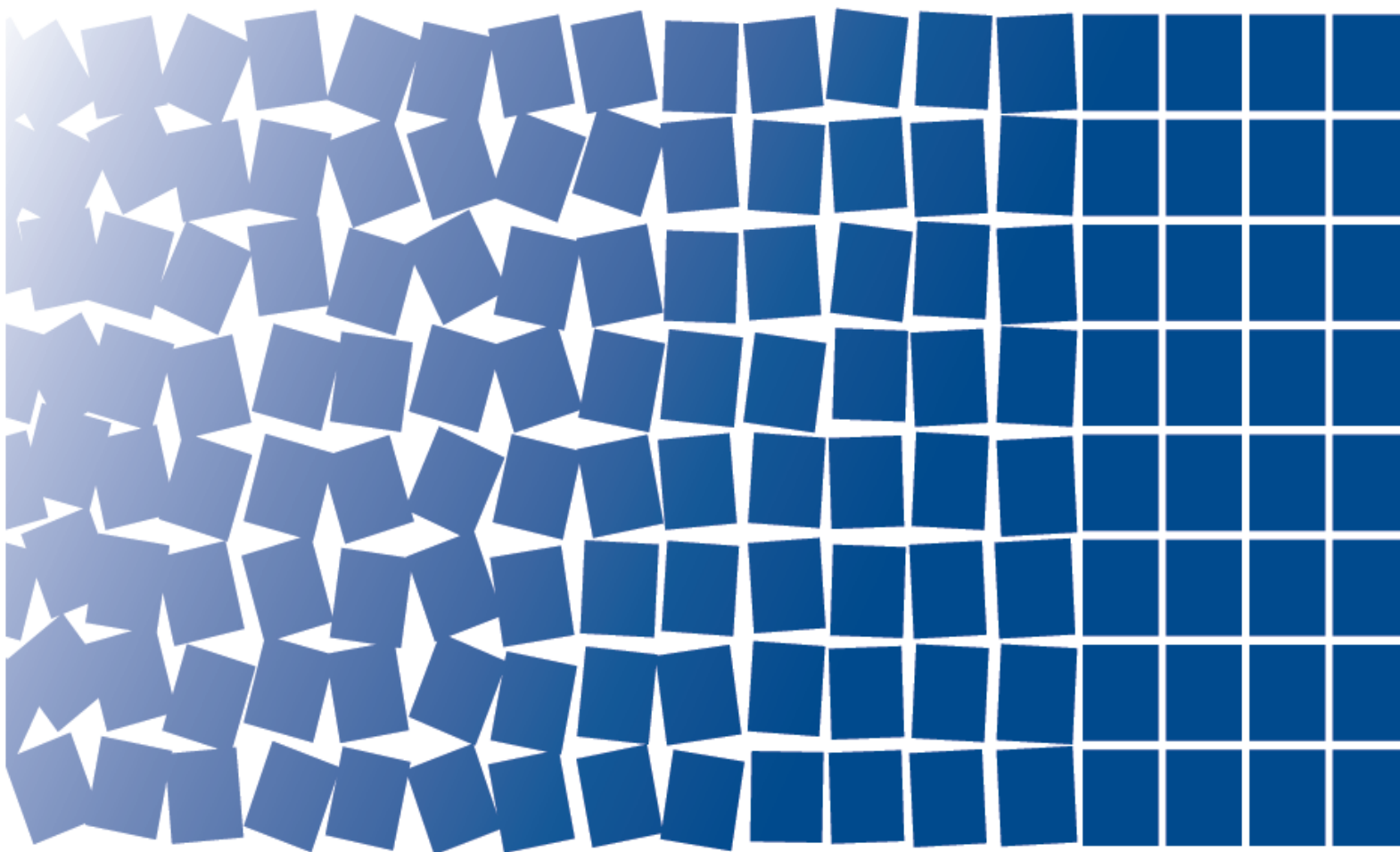


YOUTH JUSTICE, FORENSIC AND SPECIALIZED INTERVENTION SERVICES OPERATIONAL RECORDS CLASSIFICATION SYSTEM



GOVERNMENT RECORDS SERVICE

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](#).

YOUTH JUSTICE, FORENSIC AND SPECIALIZED INTERVENTION SERVICES

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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SYSTEMS SECTION

USEFUL INFORMATION

Key to Information Schedule Codes and Acronyms:

Information Schedule titles:	ARCS = <i>Administrative Records Classification System</i> ORCS = <i>Operational Records Classification System</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Active and semi-active period codes:	CY = Calendar Year FY = Fiscal Year NA = Not Applicable SO = Superseded or Obsolete w = week m = month y = year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.](#)



INFORMATION SCHEDULE APPROVAL

Title: *YOUTH JUSTICE, FORENSIC AND SPECIALIZED INTERVENTION SERVICES ORCS*

Ministry of Children and Family Development
Service Delivery
Specialized Intervention and Youth Justice Branch

Scope of Schedule:

The *Youth Justice, Forensic and Specialized Intervention Services ORCS* establishes a classification system and retention and disposition schedule for the operational records created by the Specialized Intervention and Youth Justice Branch, and its predecessors. Specialized intervention services (e.g., youth forensic psychiatric services, the Maples Adolescent Treatment Centre, and complex care services) include the provision of court-ordered and court-related mental health assessment and treatment services to youth who are in custody or under community youth justice supervision as a result of their involvement with the criminal justice system as well as the assessment and treatment of children and youth with no criminal justice contact. Youth justice services include the supervision and case management of youth serving custodial or community sentences, and the day-to-day operation of youth custody centres.

This *ORCS* also covers records relating to services that relate to the delivery of both services, such as policy development and implementation; program planning, evaluation and review; research activities; complaints and incidents handling; management of special detention programs; and, accreditation of programs and services.

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 schedule: 1871

The government body endorses this schedule and its implementation.

Client endorsement on file

July 30th, 2018

Lenora Angel, Executive Director, Specialized Intervention and Youth Justice Branch

Date

The Information Management Advisory Committee recommends this schedule for approval.

Susan Laidlaw, Chair

Sep 19, 2018

Date

APPROVED BY THE CHIEF RECORDS OFFICER:

David Curtis

Nov 8, 2018

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: Sarah Shea

Endorsed by Government Records Service.

Alexander Wright, Chief Archivist

Date

July 26, 2018

YOUTH JUSTICE, FORENSIC AND SPECIALIZED INTERVENTION SERVICES ORCS

EXECUTIVE SUMMARY

This *Operational Records Classification System (ORCS)* establishes a classification system and retention and disposition schedule for the records of the government organization assigned responsibility for providing youth justice, forensic psychiatric and specialized intervention services pursuant to the federal [Criminal Code \(RSC 1985, c. C-46\)](#) and [Youth Criminal Justice Act \(SC 2002, c. 1\)](#) and the provincial [Child, Family and Community Service Act \(RSBC 1996, c. 46\)](#), [Community Care and Assisted Living Act \(SBC 2002, c. 75\)](#), [Correction Act \(SBC 2004, c. 46\)](#), [Forensic Psychiatry Act \(RSBC 1996, c. 156\)](#), [Mental Health Act \(RSBC 1996, c. 288\)](#), and [Youth Justice Act \(SBC 2003, c. 85\)](#).

These records document the delivery of two distinct sets of services to children and youth in the province: specialized intervention, and youth justice services. Each is described in turn.

Specialized intervention services (e.g., youth forensic psychiatric services, the Maples Adolescent Treatment Centre, and complex care services) include the provision of court-ordered and court-related mental health assessment and treatment services to youth who are in custody or under community youth justice supervision as a result of their involvement with the criminal justice system as well as the assessment and treatment of children and youth with no criminal justice contact.

Youth justice services encompass both youth custody and community youth justice services. Youth custody services include the day-to-day operation of youth custody centres and the supervision and case management of young offenders in custody, including trust account administration and the provision of health care services. Community youth justice services include the supervision and case management (by probation officers) of youth in the community. These services are provided with respect to youth on bail, youth subject to peace bonds, youth on probation, and reintegration leave from a youth custody centre. Also included is the funding and monitoring of various community-based programs for young offenders, such as full-time attendance programs and other rehabilitative programs.

This ORCS also covers records relating to services that relate to both youth justice and specialized intervention services, such as policy development and implementation; program planning, evaluation and review; research activities; complaints and incidents handling; management of special detention programs; and, accreditation of programs and services.

Due to changes in administrative responsibility for delivering these functions, two previously approved ORCS contain classifications that have been superseded by this ORCS.

- In 1997, responsibility for the delivery of specialized intervention and youth justice services was transferred to the Ministry of Children and Family Development. Previously, specialized

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intervention services were performed by the Ministry of Health and youth justice services by the Ministry of Attorney General.

- This ORCS supersedes classifications in the *Corrections ORCS*, Schedule 891849 and the *Forensic Psychiatric Services ORCS*, Schedule 122349 that pertain to the delivery of services to children and youth. Concordance tables have been added to these two ORCS to map the superseded classifications to the appropriate classifications in this ORCS.
- This ORCS also fully replaces all draft classifications implemented by the branch.
- The retention periods outlined in this ORCS apply to all records in the custody of the branch, both on-site and in off-site storage.

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 informational values are preserved.

The following summary describes the records covered in this ORCS and identifies their retention periods and final dispositions. The summary only includes records with a retention period of 7 years or greater and is organized by retention period. Records in the executive summary are linked to the main body of the ORCS by primary and secondary numbers. Please consult relevant secondaries for further information.

1) Investigation files
(secondary 80100-20)

SO+10y 73y FR

These records document investigations of critical incidents and/or reportable circumstances (e.g., fatalities, critical injuries, or serious incidents) involving branch clients, staff or contracted service providers. The government archives will fully retain these records for their evidential and informational value. They provide evidence of the types of incidents that have occurred over time and include recommendations aimed at preventing future occurrences. The recommendations, in turn, inform changes to institutional practices codified in final policies which are fully retained under secondary 80200-00.

Investigation files will be transferred to the government archives 83 years after the investigation is concluded. This retention period is consistent with the related client files and client data and is based on a standard 90 year life expectancy calculation. The youngest a client who could be involved in an investigation would be 7 years old ($7y + 83y = 90y$). The 83 year retention period, therefore, allows the client their full lifetime to hold the ministry accountable in the carrying out of its legislated duties. It also provides a reasonable period for the legal value of these records to be extinguished, given that there is no limitation period for initiating legal action relating to certain types of events that may happen during an individual's childhood (e.g., a claim relating to misconduct of a sexual nature) under the [Limitation Act \(SBC 2012, c. 13\)](#).

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	A	SA	FD
2) <u>Final accreditation reports</u> (secondary 80000-35)		CY+11y nil	FR
<p>These records consist of accreditation final reports which outline the overall strengths, opportunities for improvement, and areas of challenge identified by the Council on Accreditation (COA), an international, not-for-profit child and family service and behavioural health care accreditation organization. The government archives will fully retain these records because they provide evidence of organizational compliance with international standards.</p> <p>Final accreditation reports will be transferred to the government archives 12 years after the accreditation report is received. This retention period ensures that the reports for the previous 3 accreditation cycles are readily available to support re-accreditation.</p>			
3) <u>Inspection files</u> (secondary 83400-20)	SO	10y	FR
<p>These records document inspections of youth custody centre programs and services performed pursuant to the Youth Justice Act (SBC 2003, c. 85) and inspections of community youth justice programs (e.g., wilderness programs) performed pursuant to applicable policies, procedures and standards. The government archives will fully retain these records because they provide evidence of the extent to which the programs and facilities have complied with legislation, regulations, standards, policies and procedures, as well as how they have responded to deficiencies. The inspection records also have significant informational value because they provide a comprehensive description of the custody centres and the programs they offered. The records are particularly valuable in documenting the history of youth custody centres which have opened and closed across the province.</p> <p>Inspection files will be transferred to the government archives 10 years after the inspection is complete and response, if necessary, has been prepared; and, if applicable, when superseded by a new inspection. This retention period meets the branch's operational needs to have access to previous inspections for the purposes of identifying deficiency patterns as well as progress in addressing any deficiencies.</p>			
4) <u>Policy-final</u> (secondary 80200-00)	SO	5y	FR
<p>These records document final operational policies, including procedures, standards, guidelines, manuals, and recommended practices and directives used by staff and contracted service providers. This secondary also includes policy interpretation and exemption files. The government archives will fully retain these records because they provide significant evidence of the governance of the functions and programs covered by this ORCS. Policy interpretation and exemption files provide contextual support to the approved policies and have evidential and informational</p>			

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

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value because they document how policy was interpreted and how exemptions to policies were approved on a case-specific basis.

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 interpretation and exemption files, when the policy exemption expires or is no longer required for operational or reference purposes.

- 5) Menus
(secondary 80000-03) SO nil FR

These records consist of food menus. The government archives will fully retain them for their evidential and informational value in documenting the evolution of meals served to children and youth in the various facilities (e.g., youth custody centres, Inpatient Assessment Unit, Maples, and Complex Care Unit) managed by the branch.

Menus will be transferred to the government archives when no longer required for menu planning purposes.

- 6) Final reports, publications, descriptions and outcomes
(secondary 80300-10) CY nil FR

These records consist of final reports, publications, descriptions and outcomes prepared by the branch. They will be fully retained by the government archives because they:

- document the institutional framework and context in which specialized intervention and youth justice programs evolved. These records are also fundamental to understanding how the ministry translated the knowledge gained through evidence based research (secondary 80300-30) into the development and delivery of practical programs;
- document the findings of original research, including the results of longitudinal studies of youth from adolescence to adulthood;
- have evidential and informational value in assessing the effectiveness of specialized mental health assessment instruments and treatment programs;
- document trends in crime rates and recidivism rates among youth justice clients in BC;
- and lastly, the findings inform the ongoing development and refinement of assessment techniques and treatment programs and provide important context for the evolution of programs.

At the end of each calendar year, a set of all reports produced that year will be transferred to the government archives.

A few examples of the reports covered under this secondary include: *An Examination of Mental Health Needs Among Youth in British Columbia*, *Youth Custody Centres*, *Trends in Youth Crime and Youth Justice in*

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	A	SA	FD
<i>British Columbia Report, and An Evaluation of the Youth Forensic Psychiatric Services Violent Offence Treatment Program in British Columbia.</i>			
7) <u>Photographs and videos</u> (secondary 80000-05)	SO	nil	SR
<p>These records consist of photographs and videos illustrating the various programs and facilities covered under this ORCS. They will be selectively retained by the government archives via the following selection process: program area staff will select for full retention a selection of photographs and videos that best illustrate the evolution of programs and facilities over time (e.g., photographs of custody centres, inpatient and outpatient units, the Maples, the Complex Care Unit, and wilderness programs). Photographs and videos which contain identifiable youth will not be selected because of the extensive privacy protections that apply to youth receiving services from the branch.</p> <p>Photographs and videos selected for full retention will be transferred to the government archives when no longer required for operational or reference purposes. All other photographs and videos will be destroyed.</p>			
8) <u>Client case files and data</u> (secondary 82110-20) (secondary 82120-20) (secondary 82130-20) (secondary 82140-20) (secondary 83100-20) (secondary 83550-20) (secondary 83600-20) (secondary 82105-20) (secondary 80000-25)	SO SO SO SO SO SO SO SO SO	90y 71y 71y 71y 71y 71y 69y 65y nil	DE DE DE DE DE DE DE DE DE

These records document the case management of children and youth receiving services from the branch, including the following:

- Family Court Centre client files,
- Maples client files,
- Inpatient client files,
- Outpatient client files,
- Community youth justice client files,
- Youth custody master client files,
- Youth custody health care files,
- Complex care service client files,
- and, client data residing in the various systems used by the branch.

The active and semi-active retention periods for these records vary depending on the type of service being provided and the office's on-site reference requirements (for details see the applicable secondary in the

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main body of the ORCS). However, in all cases, the combined active and semi-active retention periods will ensure that the records are retained for 90 years from the date of birth. This retention period is based on a standard 90 year life expectancy calculation. This allows the client their full lifetime to hold the ministry accountable in the carrying out of its legislated duties. It also provides a reasonable period for the legal value of these records to be extinguished, given that there is no limitation period for initiating legal action relating to certain types of events that may happen during an individual's childhood (e.g., a claim relating to misconduct of a sexual nature) under the [Limitation Act \(SBC 2012, c. 13\)](#). The retention period also provides a substantial period to support research projects.

9) Admission ledgers and client lists - pre 1973
(secondary 83570-03)

SO nil DE

These records consist of admission ledgers and client lists which cannot be recreated from the electronic case management system.

Destroy when 83 years has elapsed since the last entry in the ledger or list and when no longer required for tracking clients. The total retention period is based on a standard 90 year life expectancy calculation. Under the *Juvenile Delinquents Act*, which remained in effect until April 2, 1984, the youngest legal age a youth could be labelled a "delinquent" was 7 years. The total retention period is intended to allow the youth their full lifetime to hold the office of primary responsibility accountable for carrying out its duties under legislation and provides a reasonable period for the legal value of these records to be extinguished.

10) Behaviour log books
(secondary 82200-10)

SO+2y 81y DE

These behaviour log books, maintained in each unit of the Maples and at the Complex Care Unit, record a narrative summary of client behaviour occurring during the various shifts, thereby providing a concise snapshot for staff to review upon start of their shift.

Destroy 83 years after physical log book is complete, or for logs retained electronically, 83 years after the end of the calendar year. The 83 year retention period is based on a standard 90 year life expectancy calculation and was determined based on the youngest client (7 years) who could be referenced in a behaviour log (83y +7y = 90y). This retention period meets the operational and reference requirements of the Maples and CCU to have access to these records for the same period as the related client files. The behaviour logs are useful in the event of a complaint or incident investigation because they provide a sense of the physical and social context at the time of the complaint or incident.

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- 11) Specialized intervention services complaints and incidents (neither critical nor reportable circumstance)
(secondary 82200-03)

CY+10y 72y DE

These records document the handling (by specialized intervention services offices) of complaints and incidents that do not meet the definition of a critical incident or reportable circumstance.

Destroy after 83 years. This retention period is consistent with that of the related client files and client data and is based on a standard 90 year life expectancy calculation. The youngest client who could be involved in one of these complaints/incidents is 7 years old (7y + 83y = 90y). The 83 year retention period, therefore, allows the client their full lifetime to hold the ministry accountable in the carrying out of its legislated duties.

- 12) Community youth justice complaints and incidents (neither critical nor reportable circumstance)
(secondary 83150-10)

CY+10y 72y DE

These records document the handling of community youth justice complaints and incidents that do not meet the definition of a critical incident or reportable circumstance.

Destroy after 83 years. The retention period is consistent with that of the related client files and client data and is based on a standard 90 year life expectancy calculation. Up until the passage of the [Youth Criminal Justice Act \(SC 2002, c. 1\)](#) in 1984, the youngest client who could be involved in one of these complaints/incidents was 7 years old (7y + 83y = 90y). The 83 year retention period, therefore, allows the client their full lifetime to hold the ministry accountable in the carrying out of its legislated duties. The current age upon which a person could be charged under the *Act* is 12 years.

- 13) Referrals (denied and withdrawn)
(secondary 82200-25)

SO 71y DE

These records document referrals to specialized intervention services that are not filed on the client file.

Destroy 71 years after the child/youth reaches the age of majority (19 years) and no further follow up action is required. This retention period is based on a standard 90 year life expectancy calculation. This allows the child/youth their full lifetime to hold the ministry accountable in the carrying out of its legislated duties. It also meets the needs of program areas to have all referrals, regardless of outcome, retained for the same period as part of a comprehensive record of their interactions with the child/youth.

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	A	SA	FD
14) <u>Special detention program records</u> (secondaries 80400-20, and -30)	SO	71y	DE
<p>These records document the provision of temporary detention and health care services to individuals and families under the terms of special agreements with federal and provincial organizations. An example of a special detention program is the temporary detainment of individuals (primarily families and unaccompanied minors) pursuant to the Immigration and Refugee Protection Act (S.C. 2001, c. 27) at youth custody centres. During their detention, the individuals may be provided with health care services from the custody centre's health care unit. Temporary detention may also be provided at a specialized intervention facility (e.g., the Maples). These records also document other types of special detention programs that the ministry might enter into.</p> <p>Destroy health care files and legal files pertaining to a family unit or an unaccompanied minor 71 years after youngest family member or minor reaches the age of majority (19 years).</p> <p>Destroy health care files and legal files pertaining to other individuals 71y years after the individuals are released.</p> <p>The retention period is based on a standard 90 year life expectancy calculation and ensures that the records are retained for 90 years from the birth date. It provides a reasonable period for the legal value of these records to be extinguished, given that there is no limitation period for initiating claims relating to sexual assault under Limitation Act (SBC 2012, c. 13).</p>			
15) <u>Inquiries</u> (secondary 82200-20)	SO	15y	DE
<p>These records document inquiries pertaining to the suitability of a child/youth to receive the specialized intervention services covered under Section 2 of this ORCS.</p> <p>Destroy 15 years after the child/youth reaches the age of majority (19 years) and no further follow up action is required. The retention period provides a reasonable period for the legal value of the records to be extinguished given the complex nature of the emotional, mental health, developmental, and behavioural needs of the individuals being discussed in these records. The retention period also ensures that the records are available when responding to complaint and incident investigations.</p>			
16) <u>Non-behaviour, custody, and health care log books</u> (secondary 82200-15) (secondary 83570-10) (secondary 83600-17)	SO+2y SO+2y SO+5y	13y 13y 10y	DE DE DE
<p>These records include non-behaviour log books (e.g., communication log books), custody log books and health care log books.</p>			

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Destroy 15 years after physical log book is complete, or for logs retained electronically, 15 years after the end of the calendar year. Unlike the behaviour log books classified under secondary 82200-10, these logs are not retained for the potential lifetime of the client, as any information required to document client case management is captured on the applicable client file which is retained for 90 years after the client's date of birth. However, because these logs reference children and youth, it was deemed necessary to retain them until the youngest client who could be referenced in a log reaches the age of majority (19 years) plus an additional period to satisfy the 2 year basic limitation period under the [Limitation Act \(SBC 2012, c. 13\)](#). The additional period satisfies reference requirements.

17) Special detention program log books
(secondary 80400-10)

SO+5y 10y DE

These records include log books maintained during the delivery of special detention programs (see entry #14 for a description of special detention programs).

Destroy special detention program log books 15 years after log book is complete. The retention period provides a reasonable period for the legal value of the records to be extinguished as the core documentation pertaining to special detention programs are captured on the special detention program legal files and health care files.

18) Screening and intake minutes
(secondary 82200-17)

CY 14y DE

These records document minutes of decision created by committees/groups responsible for screening and intake to the various specialized intervention programs covered under Section 2 of this ORCS (e.g., Complex Care Unit Screening Committee).

Destroy after 15 years. This retention period ensures that the summaries of decision are available until any child or youth discussed in the minutes reaches the age of majority (19 years), plus a few more years for reference purposes. Decisions are also recorded on the referral forms which are retained under secondary 82200-25 or under the applicable client file secondaries (82105-20 to 82140-20).

19) Staff influenza (flu) vaccination records
(secondary 83600-19)

CY+10y nil DE

These records document the vaccination of staff against influenza.

Destroy after 11 years. This retention period is consistent with how long adult immunization records are retained in public health units (see the *Community Health Programs ORCS*, Schedule 122353).

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	A	SA	FD
20) <u>Volunteer files</u> (secondary 80000-45)	SO+2y	8y	DE
<p>These records document the case management of volunteers who perform a variety of functions for the branch. Examples of supervised activities performed by youth custody centre volunteers include providing music and meditation lessons. Youth forensic volunteers perform research functions, such as conducting coding and interviewing youths. Practicum students (e.g., psychology and psychiatric students) also provide volunteer services.</p> <p>Destroy when 10 years has elapsed since volunteer was active. This period provides a reasonable period for the consultation and re-activation of the files if the volunteer returns. It is also consistent with the retention period for employee personnel files maintained by the BC Public Services Agency (BCPSA) under the <i>Public Service and Personnel Management ORCS</i>, schedule 181080.</p>			
21) <u>Trust fund accounting files and statements</u> (secondary 83650-20) (secondary 83650-30)	FY+1y SO+2y	8y 8y	DE DE
<p>These records document the administration of trust accounts (money held in trust) for youth in custody pursuant to the Financial Administration Act (RSBC 1996, c. 138), the Unclaimed Property Act (SBC 1999, c. 48) and other relevant policies and procedures.</p> <p>Destroy trust fund accounting files after 10 years. This retention period meets the operational and reference requirements of the custody centres and is consistent with the retention of the related trust account statements classified under secondary 83650-30.</p> <p>Destroy trust fund statements 10 years after final disbursement of funds. This retention period is based on the Limitation Act (SBC 2012, c. 13) and the Unclaimed Property Regulation (Reg. 463/99). This retention period ensures statements are retained until the youngest youth eligible to be at a custody centre (12 years) reaches the age of majority (19 years), plus an additional period to cover the 2 year basic limitation period to initiate a claim under the Limitation Act (SBC 2012, c. 13). The additional year satisfies the reference requirements of the custody centres. The retention period also satisfies the requirement stipulated in the Unclaimed Property Regulation (Reg. 463/99) that records pertaining to unclaimed money deposits be retained for 6 years, if the amount of the deposit is under \$1000.00. Monies held in trust for youth are predominately under this amount.</p>			
22) <u>Effects sheets</u> (secondary 83570-15)	CY+2y	7y	DE
<p>These records document effects the youth had in their possession upon arrival at the custody centre.</p>			

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Destroy after 10 years. This retention period ensures that effects sheets are retained until the youngest youth eligible to be at a custody centre (12 years old) reaches the age of majority (19 years), plus an additional period to cover the 2 year basic limitation period to initiate a claim under the [Limitation Act \(SBC 2012, c. 13\)](#).

23) Federal funding applications
(secondaries 83300-20, and -30)

SO+2y 5y DE

These records consist of applications submitted to Justice Canada to fund specialized therapeutic programs and services for youth.

Destroy youth-specific funding applications 7 years after the application is denied or determination is made not to proceed; or, if approved, when funding expires, and upon conclusion of any requirements stipulated in the agreement (e.g., submission of final summary reports). For youth-specific applications, the youth must also have reached the age of majority (19 years) before the file can be closed.

Destroy non-youth-specific funding applications 7 years after application is denied or determination is made not to proceed; or, if approved, when funding expires, and upon conclusion of other requirements stipulated in the agreement (e.g., submission of final reports).

The retention periods are consistent with the retention periods for the related federal agreements and claims records classified under ARCS primary 950 and satisfy the branch's reference requirements to have access to previous applications for the purpose of preparing new applications.

24) Research project files and data
(secondary 80300-30)

SO nil DE

These records document research activities undertaken by the branch, including formal research projects. Research is performed by various program areas within the branch as well as by external researchers under agreement with the ministry. Research funding may be provided by the ministry or by external sources (e.g., federally funded projects).

The destruction triggers for files and data vary:

- all research areas will keep research data until no longer required for research, program evaluation and statistical analysis purposes. Prior to data deletion, research areas should ensure that the data has been retained for a sufficient period to meet current ethical standards within the research community (e.g., standards outlined in the Publication Manual of the American Psychological Association);

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- research areas (other than the Maples and Complex Care Unit) will retain all remaining research records for 10 years from project completion, denial or abandonment date, which provides a reasonable period to reference past research records in which the methodology would still be considered relevant to current projects and complies with current ethical standards within the research community for the retention of research records (e.g., standards outlined in the Publication Manual of the American Psychological Association); and,
- researchers for the Maples and Complex Care Unit will retain completed client and stakeholder surveys, questionnaires, coding forms, and survey consent forms for calendar year plus 2 years, which meets their reference needs and allows for correction of data entry errors; and, they will retain all remaining research records for 10 years from project completion, denial or abandonment date, based on the same rationale cited above for the other research areas.

Research final reports are fully retained under secondary 80300-10.

25) Youth justice data warehouse data
(secondary 83000-30)

SO nil DE

The Youth Justice Data Warehouse is a system that organizes data from a business perspective. It is accessed by youth justice staff via the Youth Justice Business Intelligence (BI) Application. BI, implemented in 2008, is an enterprise system that is refreshed daily from offender, justice, payroll and e-form operational databases, providing multi-year views at the provincial, regional, centre, office, offender and staff level. It informs decision makers for quality assurance, performance management, operational and strategic investment purposes.

Delete the data based on data mirroring rules and when no longer required for program evaluation, trend, and statistical analysis purposes (see system overview for more information).

26) All Other Records

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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

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

SECTION 1

COMMON SERVICES

PRIMARY NUMBERS

80000 – 80999

Section 1 covers records that pertain to youth forensic psychiatric, specialized intervention and youth justice services. This includes records relating to: accreditation planning and reporting; policy development and implementation; program planning, evaluation and research; volunteer coordination; special detention programs management; investigations of critical incidents and/or reportable circumstances; and, tracking and statistical analysis.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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COMMON SERVICES

80000 - 80999

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80400	SPECIAL DETENTION PROGRAMS

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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80000 COMMON SERVICES - GENERAL

This primary covers records relating to the following functions, activities, and special record types that are not covered elsewhere in this section:

- arranging for the accreditation of programs and services;
- selecting and coordinating volunteers;
- responding to requests for client information;
- client data stored in various systems;
- menus detailing meals served to clients in the various facilities; and,
- photographs and videos which illustrate facilities and programs.

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

For system descriptions, see the Systems Section.

For youth justice forums and youth justice week celebrations, see [ARCS primary 220](#).

The ministry OPR is Specialized Intervention and Youth Justice Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

80000	COMMON SERVICES - GENERAL	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-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 do not relate to topics that warrant specific classifications.			
-03	Menus	SO	nil	FR
	(covers the master copy of menus detailing the meals served to clients in the various facilities (e.g., youth custody centres, Inpatient Assessment Unit, Maples, and Complex Care Unit)			
	OPR: Supervisor, Provincial Service Dietary Department			
	SO: when no longer required for menu planning purposes			
	FR: The government archives will fully retain menus for their evidential and informational value. They document how diets within institutionalized settings have evolved and provide unique insights into the lived experience and daily routines of the children and youth who come under the care of the government in such facilities.			
-05	Photographs and videos	SO	nil	SR
	(covers photographs and videos illustrating the delivery of the services covered under this ORCS, and the associated			

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80000	COMMON SERVICES - GENERAL	A	SA	FD
	facilities)			
	SO: when no longer required for operational or reference purposes			
	SR: Photographs and videos will be selectively retained by the government archives for their evidential and informational value. They provide unique insights into the lived experience and daily routines of the children and youth who come under the care of the government in such facilities. Program area staff will select for full retention a sampling of photographs and videos that best illustrate the evolution of programs and facilities over time. All other photos and videos will be destroyed.			
	NOTE: Examples of photographs and videos to be selected are those pertaining to the opening and closing of facilities; renovations to facilities; programs occurring at facilities (e.g., gardens and obstacle courses); and, wilderness programs. A photograph of a youth taken from the back while they are participating in activity would be acceptable for selection, as long as the youth is not identifiable. Photographs and videos which contain identifiable youth will not be selected because of the extensive privacy protections that apply under legislation to youth receiving services covered under this ORCS.			
-10	Volunteer coordination records (covers records pertaining to the coordination of volunteers, including contact lists, closed file lists, and tracking lists)	SO	nil	DE
	SO: when no longer required for the coordination of volunteers			
	NOTE: Classify individual volunteer files under secondary 80000-45. Use ARCS secondary 1665-20 for records pertaining to the selection and recruitment of volunteers, including records pertaining to unsuccessful candidates.			
	NOTE: Examples of supervised activities performed by youth custody centre volunteers include providing cribbage, music, and meditation lessons. Youth forensic volunteers perform research functions, such as conducting coding and interviewing youths. In addition, practicum students (e.g., psychology and			

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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80000	COMMON SERVICES - GENERAL	A	SA	FD
	psychiatric students) also provide volunteer services.			
-20	Abandoned records from contractors (covers records containing client information, which were abandoned on-site by various contractors upon their contract termination or which were sent to off-site storage as unscheduled records) SO: upon approval of this ORCS DE: These records have been appraised for destruction as all required client documentation has already been received from the contractors and filed on the applicable client case files scheduled under this ORCS. NOTE: Contractors submit any required documents (e.g., client status reports) to the applicable office during the course of the contract. Documentation is then added to the applicable client case file.	SO	nil	DE
-22	Accreditation planning and maintenance records (covers records created during the accreditation planning, application and maintenance phases) (includes planning records, working materials, application forms, self-study evidence, self-reporting records, maintenance reports, and correspondence) (arrange by name of accredited service, then by accreditation year) SO: when the accreditation cycle is complete 4y: As the accreditation cycle currently lasts 4 years, the 4 year retention period ensures that the records remain available at least until the beginning of the next cycle. The combined active and semi-active retention period is sufficient to support re-accreditation. NOTE: Final accreditation reports prepared by the accreditation body are classified under secondary 80000-35.	SO+4y	nil	DE
PIB	-25 Client data (covers child and youth client data stored in various systems (e.g., Corrections Network System (CORNET), Community and Residential Information System (CARIS) and Integrated Corrections Offender Network Portal (ICON))	SO	nil	DE

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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80000	COMMON SERVICES - GENERAL	A	SA	FD
	<p>SO: when 90 years have elapsed since client birth date; if a record contains information about multiple clients, such as an incident report, when 90 years have elapsed since the birth date of the youngest client involved in the incident</p> <p>NOTE: The retention period is based on a standard 90 year life expectancy calculation. This allows the client their full lifetime to hold the ministry accountable in the carrying out of its legislated duties. It also provides a reasonable period for the legal value of these records to be extinguished, given that there is no limitation period for initiating legal action relating to certain types of events that may happen during an individual's childhood (e.g., a claim relating to misconduct of a sexual nature) under the Limitation Act (SBC 2012, c. 13). The retention period also provides a substantial period to support program evaluation and review and research activities. Lastly, the retention period for the data is consistent with that of the related physical client files classified under sections 2 and 3 of this ORCS.</p>			
-35	<p>Final accreditation reports (covers final accreditation reports prepared by the accreditation body) (arrange by name of accredited service, then by accreditation year)</p> <p>12y: As the accreditation cycle currently lasts 4 years, the 12 year retention period ensures that reports for the previous 3 accreditation cycles are available to support re-accreditation.</p> <p>FR: The government archives will fully retain accreditation final reports because they provide evidence of organizational compliance with international standards. The reports outline the overall strengths, opportunities for improvement, and areas of challenge identified by the accreditation body.</p> <p>NOTE: Examples of accredited programs are: mental health services provided by youth forensic psychiatric services; counseling support and education services and on-site treatment programs provided by the Maples Adolescent Treatment Centre; and youth custody services and experiential education</p>	CY+11y	nil	FR

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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80000	COMMON SERVICES - GENERAL	A	SA	FD
	supplement services provided by youth justice programs.			
	NOTE: Accreditation of programs and services is currently provided by the Council on Accreditation (COA), an international, not-for-profit, child and family service and behavioural health care accreditation organization.			
PIB	-40 Requests for client information (covers requests for client information received from clients and third parties) (includes requests for information and the authority for release, consent forms, and correspondence) (arrange by client name or client number) SO: when request is closed 5y: The retention period ensures the records are available for a reasonable period to verify that the release of information was authorized and is consistent with the retention of similar records classified under <i>ARCS</i> . NOTE: For administrative convenience, some offices file these requests directly on the client's case file.	SO	5y	DE
PIB	-45 Volunteer files (only covers individuals who are not assigned an employee number or added to the government's payroll system) (includes successful candidates resumes and interview sheets, evaluations, school transcripts, signed orientation checklists, reference checks, criminal record checks, training records, attendance records, disciplinary records, participation agreements, confidentiality agreements, waivers and indemnities, and departure checklists) (arrange by volunteer surname) SO: when volunteer is determined to be no longer active 10y: The 10 year total retention period provides a reasonable period for the consultation and re-activation of the files if the volunteer returns. It is also consistent with the retention period for employee personnel files maintained by the BC Public Services Agency (BCPSA) under the <i>Public Service and Personnel Management ORCS</i> , schedule 181080.	SO+2y	8y	DE

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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80000	COMMON SERVICES - GENERAL	A	SA	FD
	NOTE: Classify volunteer orientation materials and manuals under secondary 80200-00. Classify closed volunteer files lists, contact lists, and other tracking lists under secondary 80000-10. Use ARCS secondary 1665-20 for records pertaining to the selection and recruitment of volunteers, including unsuccessful candidates.			
	NOTE: Client complaints and incidents pertaining to volunteers are classified elsewhere in this <i>ORCS</i> (e.g., on the client's file or on the complaint and incident file) and retained accordingly.			

END OF PRIMARY

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](#).

80100 CRITICAL INCIDENT AND REPORTABLE CIRCUMSTANCE INVESTIGATIONS

Records relating to investigations of critical incidents and/or reportable circumstances (e.g., fatalities, critical injuries, or serious incidents) involving clients, staff and contracted service providers. The investigation of a critical incident and/or reportable circumstance may result in the undertaking of an administrative or operational review.

This primary also covers records created in response to investigations undertaken by the Ombudsperson, Representative for Children and Youth (RCY) or the Coroner.

The handling of complaints and incidents records that do not meet the definition of a critical incident and/or a reportable circumstance varies across the branch. For youth forensic psychiatric services, the Maples, and complex care services, see secondary 82200-03; for youth custody, see secondaries 83570-05 and 83550-20; and, for community youth justice, see secondary 83150-10.

For branch employee files, consult with your Records Officer regarding the appropriate classification to use.

For employee grievances and arbitration awards, see [ARCS secondary 1480-20](#).

For incident data maintained in the Community and Residential Information System (CARIS) and the Integrated Corrections Offender Network Portal (ICON), see secondary 80000-25.

For policy development and final policies, see primary 80200.

For requests for client information (e.g., requests received from the Ombudsperson, RCY or the Coroner), see secondary 80000-40.

For system descriptions, see the Systems Section.

The ministry OPR is Headquarters unless otherwise noted below. See specific secondaries for OPR retention schedules.

80100	CRITICAL INCIDENT AND REPORTABLE CIRCUMSTANCE INVESTIGATIONS	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
	-01 General	CY+1y	nil	DE
PIB	-20 Investigation files (covers investigations that result from critical incidents and/or reportable circumstances, operational reviews, administrative reviews, and external investigations by the Ombudsperson, Coroner, and the RCY) (includes reporting forms (e.g., reportable circumstances reports and incident reports), alerts, supporting documentation to the investigation (e.g., copies of procedures, manuals, logs, and client records), video recordings, interview notes, meeting minutes, final reports (e.g., critical incident review report,	SO+10y	73y	FR

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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](#).

80100	CRITICAL INCIDENT AND REPORTABLE CIRCUMSTANCE INVESTIGATIONS	A	SA	FD
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investigation reports, integrated responses to reportable circumstances report, external reports, practice review reports, case review reports, administrative reviews, operational reviews, and responses to operational reviews), action plans, copies of briefing notes, correspondence and memoranda) (arrange by investigation name, which may include the name of an individual)

SO: when investigation is concluded

83y: The retention period is consistent with that of the related client files and client data and is based on a standard 90 year life expectancy calculation. The youngest client who could be involved in an investigation would be 7 years old ($7y + 83y = 90y$). The 83 year retention period, therefore, allows the client their full lifetime to hold the ministry accountable in the carrying out of its legislated duties. It also provides a reasonable period for the legal value of these records to be extinguished, given that there is no limitation period for initiating legal action relating to certain types of events that may happen during an individual's childhood (e.g., a claim relating to misconduct of a sexual nature) under the [Limitation Act \(SBC 2012, c. 13\)](#).

FR: The government archives will fully retain investigation files for their evidential and informational value. They provide evidence of serious incidents involving clients, staff and contracted service providers and include summaries of the incidents and recommendations aimed at preventing future occurrences. The recommendations, in turn, inform decisions to change institutional practices codified in final policies which are fully retained under secondary 80200-00.

NOTE: Use this classification rather than ARCS for Ombudsperson's investigations. This provides consistency by ensuring all external investigations are retained for the 83 year period.

END OF PRIMARY

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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](#).

80200 POLICY DEVELOPMENT

Records relating to the development of operational policies, including procedures, standards, guidelines, manuals, and recommended practices and directives for use by staff and contracted service providers delivering services described in this ORCS. This primary also covers records relating to policy interpretation and exemption activities.

For brochures, pamphlets and handouts prepared for the public, see secondary secondary 80300-10.

For legislation development, see [ARCS secondary 140-20](#).

For memorandums of understanding and agreements, see applicable [ARCS secondaries in primary 146](#).

For Orders-in-Council, see [ARCS primary 146](#).

For policy from external sources, see [ARCS primary 195](#).

For policy registration and tracking, see secondary 80300-15.

For program planning, evaluation and research, see primary 80300.

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

For training and development records, see [ARCS primary 1735](#).

The ministry OPR is the office responsible for maintaining the policy or procedure unless otherwise noted below. See specific secondaries for OPR retention schedules.

80200	POLICY DEVELOPMENT	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-00	Policy - final (covers final/approved policies, procedures, standards, directives, manuals and guidelines pertaining to the functions and activities documented in this ORCS; clinical and practice advisories; policy interpretation and exemption files; and form and worksheet templates (see note below)) (arrange by policy name)	SO	5y	FR
	SO: when the policy is replaced or becomes irrelevant or in the case of policy interpretation and exemption files, when the policy exemption expires or is no longer required for operational or reference purposes			
	FR: The government archives will fully retain final versions of operational policy documentation because they provide significant evidence of the governance of the functions and programs described in this ORCS. Policy interpretation and exemption files provide contextual support to the approved policies and have evidential and information value because they document how policy was interpreted and how exemptions to policies were approved on a case specific basis.			

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](#).

80200	POLICY DEVELOPMENT	A	SA	FD
<p>NOTE: A copy of all approved standard forms/worksheets should be classified under this secondary unless the form/worksheet is already included as part of a separate manual or handbook. This includes all of the case management forms used throughout branch, and includes blank worksheets and resources that are used for behaviour management purposes (e.g., learning and sharing expectations with youth receiving services from the branch (e.g., separate confinement expectations forms, time-out packages, bullying worksheets, and anger worksheets)</p> <p>NOTE: Examples of youth justice policies include: <i>Youth Custody Operations Manual, Community Youth Justice Operations Manual, Sentence Calculation Handbook, Standards and Policies for Outdoor and Wilderness Activities (SPOWA), Health Care Services Manual, Trust Accounts Manual, Teach, Reach and Inspire (TRI) Model Youth Handbook, Youth Custody Services Exposure Prevention and Management Manual, Youth Custody Centres Emergency Contingency Plans Manual</i>, orientation packages, and the now superseded <i>Offender Guidebook</i>.</p> <p>NOTE: Examples of specialized intervention policies include: <i>Youth Forensics Psychiatric Services Policy and Procedures Manual, Maples Policy Manual, Youth Sexual Offence Treatment Program Standards and Guidelines, YFPS -Standards and Guidelines for the Assessment, Treatment and Management of Youth Who Have Sexually Offended, Violent Offender Treatment Program Standards and Guidelines, the Violent Offender Treatment Program Resource Manual, and the Not Criminally Responsible on Account of Mental Disorder (NCRMD) Case Management Manual</i>.</p>				
-01	General	CY+1y	nil	DE
-20	Policy development files (includes correspondence, drafts and working materials) (arrange by policy name)	SO+5y	nil	DE
	SO: when the policy is approved and distributed or development is abandoned			

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80200	POLICY DEVELOPMENT	A	SA	FD
	DE: Policy development files may be destroyed because final policies are fully retained under secondary 80200-00.			

END OF PRIMARY

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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](#).

80300 PROGRAM PLANNING, EVALUATION AND RESEARCH

This primary covers records relating to the following: program development, planning and implementation activities; program evaluation and review activities; program tracking and statistical analysis activities; and research activities, including formal research projects. Research is performed by various program areas within the branch as well as by external researchers under agreement with the ministry. Research funding may be provided by the ministry or by external sources (e.g., federally funded projects).

For annual reports, see [ARCS secondary 400-02](#).

For audits of federal/provincial cost-sharing agreements, see [ARCS primary 975](#).

For committees, see [ARCS secondary 200-20](#).

For cost recovery relating to federal/provincial cost-sharing agreements (e.g., claims), see [ARCS secondaries 950-50](#) or [935-20](#).

For development and negotiation of federal/provincial cost-sharing agreements, see [ARCS secondary 146-20](#).

For development of newsletters and bulletins, see [ARCS secondary 195-20](#).

For federal/provincial cost-sharing agreements, see [ARCS 950-20](#).

For legislation development, see [ARCS secondary 140-20](#).

For Memorandum of Understanding (MOUs), see [ARCS primary 146](#).

For organization charts, see [ARCS secondary 105-02](#).

For policy development and final policies, see primary 80200.

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

For research agreements and supporting documentation, see [ARCS secondary 146-45](#).

For staff directories (not program directories), see [ARCS secondary 312-05](#).

For strategic and service plans, see [ARCS secondary 400-10](#).

For training and development records, see [ARCS primary 1735](#).

The ministry OPR is Specialized Intervention and Youth Justice Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

80300	PROGRAM PLANNING, EVALUATION AND RESEARCH	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE
-10	Final reports, publications, descriptions and outcomes (covers records which: document the findings of research projects; document the outcomes and results of program planning, evaluation and review; and, describe the branch's programs, services, models, and approaches) (does not cover investigations or operational reviews conducted in response to investigations; classify these records under secondary 80100-20)	CY	nil	FR

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](#).

80300	PROGRAM PLANNING, EVALUATION AND RESEARCH	A	SA	FD
FR:	<p>At the end of each calendar year, a set of all final reports, publications, descriptions and outcomes prepared that year will be transferred to the government archives. The government archives will fully retain these records for the following reasons:</p> <ul style="list-style-type: none"> • document the institutional framework and context in which specialized intervention and youth justice programs evolved. These records are also fundamental to understanding how the ministry translated the knowledge gained through evidence based research (secondary 80300-30 into the development and delivery of practical programs; • document the findings of original research, including the results of longitudinal studies of youth from adolescence to adulthood; • have evidential and informational value in assessing the effectiveness of specialized mental health assessment instruments and treatment programs; • document trends in youth crime rates and recidivism rates among youth justice clients in BC; • and lastly, the findings inform the ongoing development and refinement of assessment techniques and treatment programs and provide important context for the evolution of programs. 			
NOTE:	<p>Examples of records covered under this secondary include final reports (e.g., <i>An Evaluation of the Youth Forensic Psychiatric Services Violent Offence Treatment Program in British Columbia</i> and <i>British Columbia Youth Custody Services Program Review: Final Report</i>), publications, executive summaries (e.g., annual external review summaries), findings, newsletters and bulletins (e.g., the <i>Custody Connection</i>, <i>Inside Track</i> and the <i>Trauma-Informed Practice Bulletins (TIPS on TIP)</i>, program descriptions (e.g., youth custody centre descriptions, youth custody programs and services directories/guides, and youth custody chaplain's profiles), overviews, models (e.g., youth custody services trauma informed behaviour support model), program and organizational reviews outcomes (e.g., program and organizational reviews of youth custody centres), risk management summary reports, business cases, and action plans (e.g., organizational trauma informed services action plan and the youth custody centres indigenous improvement plan)</p>			

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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](#).

80300	PROGRAM PLANNING, EVALUATION AND RESEARCH	A	SA	FD
	NOTE: In addition to the set of records transferred to the government archives each year, the ministry may also retain a set for their ongoing reference purposes. The set maintained for reference purposes should be classified as ARCS 358-20 .			
-15	Statistics and tracking (covers the tracking and statistical analysis of the various functions and activities performed by the branch, such as complaints and incidents, health care services, referrals (e.g., CCU referrals) and warrants of suspension) (does not cover final reports and outcomes; classify these records under secondary 80300-10) SO: when no longer required for statistical or tracking purposes NOTE: Statistics gathered for a specific function may be classified under the specific secondary to which it relates (e.g., statistics gathered for the purposes of policy development may be filed with the other policy development records and classified under secondary 80200-20).	SO	nil	DE
-20	Program planning working files (covers working files generated in the course of program development, planning, evaluation and review activities) (does not covers program planning outcomes and findings; classify these records under secondary 80300-10) (includes working materials, discussion papers, presentations, notes, correspondence and memoranda) (arrange by program) SO: when no longer required for program planning purposes	SO+5y	nil	DE
-30	Research project working files and data (covers program development, evaluation and review activities undertaken as a formal research project, as well as clinical and behavioural research projects) (does not cover research project outcomes and findings; classify these records under secondary 80300-10) (includes research/project applications, proposals and approvals, terms of reference, survey templates and drafts, consent forms, completed surveys and questionnaires, coding forms, instructions, subject lists, copies of client case file documentation, data files (e.g., data files created using Statistical Package for the Social Sciences (SPSS) software), draft reports, and correspondence)	SO	nil	DE

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80300	PROGRAM PLANNING, EVALUATION AND RESEARCH	A	SA	FD
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(arrange by project name)

SO:

- *all research areas* will keep research data until no longer required for research, program evaluation and statistical analysis purposes. Prior to data deletion, research areas should ensure that the data has been retained for a sufficient period to meet current ethical standards within the research community (e.g., standards outlined in the *Publication Manual of the American Psychological Association*);
- *research areas (other than the Maples and Complex Care Unit)* will retain all remaining research records for 10 years from project completion, denial or abandonment date, which provides a reasonable period to reference past research records in which the methodology would still be considered relevant to current projects and complies with current ethical standards within the research community for the retention of research records (e.g., standards outlined in the *Publication Manual of the American Psychological Association*); and
- *researchers for the Maples and Complex Care Unit* will retain completed client and stakeholder surveys, questionnaires, coding forms, and survey consent forms for calendar year plus 2 years, which meets their reference needs and allows for correction of data entry errors; and, they will retain all remaining research records for 10 years from project completion, denial or abandonment date, based on the same rationale cited above for the other research areas

DE: These records are appraised for destruction because research project outcomes and findings are fully retained under secondary 80300-10.

NOTE: Original, signed research agreements are classified under [ARCS secondary 146-45](#). Copies of agreements may be filed with the related research project records under this secondary for convenience purposes.

END OF PRIMARY

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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](#).

80400 SPECIAL DETENTION PROGRAMS

Records relating to the provision of temporary detention and health care services to individuals and families under the terms of special agreements with federal and provincial organizations. An example of a special detention program is the temporary detainment of individuals (primarily families and unaccompanied minors) pursuant to the [Immigration and Refugee Protection Act \(S.C. 2001, c. 27\)](#) at youth custody centres. During their detention, the individuals may be provided with health care services from the custody centre's health care unit. Temporary detention may also be provided at a specialized intervention facility (e.g., the Maples). This primary also covers other types of special detention programs that the ministry might enter into.

For policies and procedures (e.g., *Migrants Policy Manual*), see primary 80200.
For program planning, evaluation and research, see primary 80300.
For statistics and tracking, see secondary 80300-15.

The ministry OPR is the facility providing services unless otherwise noted below. See specific secondaries for OPR retention schedules.

80400	SPECIAL DETENTION PROGRAMS	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE
-10	Special detention program log books (covers log books (e.g., health care log books and communication log books))	SO+5y	10y	DE
	SO: when log book is complete			
	15y: The retention period provides a reasonable period for the legal value of the records to be extinguished and is also consistent with the retention of custody, other health-care, and non-behaviour log books.			
PIB	-20 Special detention program health care files (includes health care records, such as clinical notes, initial health assessments, prescriptions, copies of medical clearance and related records received upon admission to the custody centre (e.g., radiology results, electrocardiogram results, medication records, release of information authorizations) and correspondence) (arrange by family or individual name)	SO	71y	DE
	SO: for files pertaining to a family unit with minors or files involving an unaccompanied minor, when youngest family member or minor reaches the age of majority (19 years); for all other cases, when released			

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](#).

80400	SPECIAL DETENTION PROGRAMS	A	SA	FD
	71y: The retention period is based on a standard 90 year life expectancy calculation and ensures that the records are retained for 90 years from the birth date. It provides a reasonable period for the legal value of these records to be extinguished, given that there is no limitation period for initiating claims relating to sexual assault under the Limitation Act (SBC 2012, c. 13) .			
PIB	-30 Special detention program legal files (includes copies of orders of detention and notice to appear, copies of orders for release, logs (e.g., progress logs and personal calls logs), photographs, client profile reports for adults, inventory of individual's personal property, and correspondence) (arrange by family or individual name) SO: for files pertaining to a family unit with minors or files involving an unaccompanied minor, when youngest family member or minor reaches the age of majority (19 years); for all other cases, when released 71y: The retention period is based on a standard 90 year life expectancy calculation and ensures that the records are retained for 90 years from the birth date. It provides a reasonable period for the legal value of these records to be extinguished, given that there is no limitation period for initiating claims relating to sexual assault under the Limitation Act (SBC 2012, c. 13) .	SO	71y	DE

END OF PRIMARY

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](#).

SECTION 2

YOUTH FORENSIC PSYCHIATRIC AND SPECIALIZED INTERVENTION SERVICES

PRIMARY NUMBERS

82000 – 82999

Section 2 covers specialized intervention services (e.g., youth forensic psychiatric services, the Maples Adolescent Treatment Centre, and complex care services). Includes records relating to the provision of court-ordered and court-related assessment and treatment services to youth who are in custody or under community youth justice supervision as a result of their involvement with the criminal justice system pursuant to the federal [Criminal Code \(RSC 1985, c. C-46\)](#) and [Youth Criminal Justice Act \(SC 2002, c. 1\)](#) and the provincial [Forensic Psychiatry Act \(RSBC 1996, c. 156\)](#) and [Youth Justice Act \(SBC 2003, c. 85\)](#). This section also covers records relating to the assessment and treatment of children and youth with no criminal justice contact who have been admitted for care under the [Child, Family and Community Service Act \(RSBC 1996, c. 46\)](#), [Community Care and Assisted Living Act \(SBC 2002, c. 75\)](#) and [Mental Health Act \(RSBC 1996, c. 288\)](#). This section also covers the records of the defunct Family Court Centre, which provided independent assessments of children and families in cases of suspected child abuse and neglect which come before the Family Court, pursuant to the [Child, Family and Community Service Act \(RSBC 1996, c. 46\)](#).

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YOUTH FORENSIC PSYCHIATRIC AND SPECIALIZED INTERVENTION SERVICES

82000 - 82999

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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](#).

82000 YOUTH FORENSIC AND SPECIALIZED INTERVENTION SERVICES - GENERAL

Records not shown elsewhere in this section that relate generally to the delivery of youth forensics and specialized intervention services.

For clinical guidelines and manuals produced by external sources (e.g., Family Functional Therapy packages), see [ARCS secondary 358-20](#).

For committees, see [ARCS secondary 200-20](#).

For licensing agreements with psychological test providers, see [ARCS secondary 146-45](#).

For policy development and final policies, see primary 80200.

For program planning, evaluation and research, see primary 80300.

For records relating to the coordination and selection of professional education program placements (e.g., residencies and practicums), see [ARCS primary 1665](#).

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

For routine cooperation and liaison with community agencies, but not including liaison and referrals, see [ARCS secondary 230-20](#).

For staff training, development and course delivery, see [ARCS primary 1735](#).

For system descriptions, see the Systems Section.

The ministry OPR is the individual unit or office unless otherwise noted below. See specific secondaries for OPR retention schedules.

82000	YOUTH FORENSIC AND SPECIALIZED INTERVENTION SERVICES - GENERAL	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-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 do not relate to topics that warrant specific classifications.

END OF PRIMARY

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](#).

82105 ASSESSMENT AND TREATMENT - COMPLEX CARE SERVICES

Records relating to the case management of children and youth (defined in policy as 7 to 18 years old) who are receiving a variety of complex care services. Complex care services encompass a continuum of services for children and youth in BC with complex needs that cannot be met in a traditional foster home or group home setting. The need for these services was highlighted in the February 2013 [report](#) by the Representative for Children and Youth.

Examples of complex care services covered under this primary include on-site programs delivered at the Complex Care Unit (CCU) and community programs delivered by the Provincial Outreach Team, pursuant to the [Child, Family and Community Service Act \(RSBC 1996, c. 46\)](#) and the [Community Care and Assisted Living Act \(SBC 2002, c. 75\)](#).

The CCU was opened in 2014 and provides extended on-site stays and a comprehensive suite of therapeutic services to clients presenting with co-occurring and persistent emotional, mental health, developmental and/or behavioural needs that cause functional impairment in the home, school, or community and are typically involved with multiple service systems and are in need of a high level of care and support to manage behaviour on a daily basis. To be eligible for admittance to the CCU, the child or youth must be in care. Referrals are made by the child or youth's social worker.

Provincial outreach services include community-based care consultations and support for clients transitioning in and out of the CCU.

For client data stored in systems, see secondary 80000-25.

For complaints and incidents, not involving a critical incident and/or reportable circumstance, see secondary 82200-03.

For daily lists and sheets used at the CCU, see secondary 82200-05.

For denied and withdrawn referrals (not opened as a client case file), see secondary 82200-20.

For inquiries, see secondary 82200-20.

For investigations of critical incidents and/or reportable circumstances, see primary 80100.

For log books used at the CCU, see secondary 82200-10 and secondary 82200-15.

For policy development and final policies, see primary 80200.

For program planning, evaluation and research, see primary 80300.

For screening and intake minutes, see secondary 82200-17.

For system descriptions, see the Systems Section.

The ministry OPR is the Complex Care Unit unless otherwise noted below. See specific secondaries for OPR retention schedules.

82105	ASSESSMENT AND TREATMENT - COMPLEX CARE SERVICES	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	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](#).

82105	ASSESSMENT AND TREATMENT - COMPLEX CARE SERVICES	A	SA	FD
PIB	<p>-20 Complex care services client files (covers records created during the referral, admission, assessment, treatment and discharge of children and youth referred for complex care services) (includes referral forms, assessment/admission forms, progress notes, medical records, graphic charts, consultation records, legal records, discharge forms, correspondence and memoranda) (arrange by client number)</p> <p>SO: when the client turns 25 years old and no further follow-up action is required</p> <p>65y: The combined active and semi-active retention period is based on a standard 90 year life expectancy calculation. This allows the client their full lifetime to hold the ministry accountable in the carrying out of its legislated duties. It also provides a reasonable period for the legal value of these records to be extinguished, given that there is no limitation period for initiating legal action relating to certain types of events that may happen during an individual's childhood (e.g., a claim relating to misconduct of a sexual nature) under the Limitation Act (SBC 2012, c. 13). The retention period also provides a substantial period to support program evaluation and review and research activities.</p> <p>DE: All client files covered under this section of this ORCS have been appraised for destruction. Records documenting the evolution and evaluation of youth forensic psychiatric and specialized intervention service are adequately documented in the following records, which are fully retained: final annual reports (ARCS secondary 400-02); final internal strategic and business plans (ARCS secondary 400-10); program evaluations (secondary 80300-10); legislative program records (ARCS secondaries 140-03 and 140-60); final policies and procedures, including program manuals and guidelines (secondary 80200-00); final reports and publications (including the outcomes of research projects)(secondary 80300-10). Investigations of critical incidents and/or reportable circumstances are also being fully retained (secondary 80100-20).</p>	SO	65y	DE

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](#).

82110 ASSESSMENT AND TREATMENT - FAMILY COURT CENTRE

Records relating to the clinical assessment services performed by the Family Court Centre, which was established in 1989 and closed in 2003. Clinical and consulting psychologists employed by the Centre conducted independent assessments of children and families in cases of suspected child abuse and neglect which came before the Family Court pursuant to the [Child, Family and Community Service Act \(RSBC 1996, c. 46\)](#). The final assessments, which provided conclusions, opinions, and recommendations, were submitted to the Family Court and other stakeholders.

The client case files were retained in hardcopy format. Electronic client data was also maintained in the Online Healthware (OHW) System.

For client data stored in systems, see secondary 80000-25.

For policy development and final policies, see primary 80200.

For program planning, evaluation and research, see primary 80300.

For system descriptions, see the Systems Section.

The ministry OPR is the Family Court Centre unless otherwise noted below. See specific secondaries for OPR retention schedules.

82110	ASSESSMENT AND TREATMENT - FAMILY COURT CENTRE	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
	-01 General	CY+1y	nil	DE
PIB	-20 Family Court Centre client files (closed secondary) (covers records created during the clinical assessment of children and families by the Family Court Centre) (includes referrals, consent forms, assessment reports, notes and supporting documentation necessary to perform the assessment, correspondence and memoranda) (arrange by client number)	SO	90y	DE
	SO: when the assessment has been submitted to the Family Court and no further follow up action is required			
	90y: The semi-active retention period is based on a standard 90 year life expectancy calculation. This allows the youngest possible client their full lifetime to hold the ministry accountable in the carrying out of its legislated duties. It also provides a reasonable period for the legal value of these records to be extinguished, given that there is no limitation period for initiating legal action relating to certain types of events that may happen during an individual's childhood (e.g., a claim relating to misconduct 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](#).

82110	ASSESSMENT AND TREATMENT - FAMILY COURT CENTRE	A	SA	FD
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sexual nature) under the [Limitation Act \(SBC 2012, c. 13\)](#). The retention period also provides a substantial period to support program evaluation and review and research activities.

DE: For destruction rationale, see secondary 82105-20.

END OF PRIMARY

**82120 ASSESSMENT AND TREATMENT - MAPLES ADOLESCENT
TREATMENT CENTRE**

Records relating to the referral, admission, assessment, treatment and discharge of youth (defined in policy as 12 to 17 years old) referred to the Maples Adolescent Treatment Centre ("the Maples"), formerly the BC Youth Development Centre. Opened in 1969, the Maples is an accredited, provincial mental health facility, designated under the [Mental Health Act \(RSBC 1996, c. 288\)](#). The Maples provides on-site programs, community programs and outreach services to support youth, families and communities in BC. This includes youth with significant psychiatric and behavioural difficulties with no criminal justice contact referred for care under the [Mental Health Act \(RSBC 1996, c. 288\)](#) as well as young offenders found Unfit to Stand Trial (UST) or Not Criminally Responsible on account of a Mental Disorder (NCRMD) pursuant to the federal [Criminal Code \(RSC 1985, c. C-46\)](#) and the provincial [Forensic Psychiatry Act \(RSBC 1996, c. 156\)](#). The Maples is the provincial forensic on-site treatment facility for those youth found UST or NCRMD.

The majority of youths admitted to programs are referred via regional child and youth mental health offices. Additionally, admittance to programs may be the result of a disposition (order) by the BC Review Board, which makes dispositions (e.g., conditional discharge or custody) concerning any accused in respect of whom a verdict of UST or NCRMD has been made pursuant to the [Criminal Code \(RSC 1985, c. c-46\)](#). The primary role and responsibility of the Maples in relation to the Review Board is to provide specialized inpatient treatment services which will advance the rehabilitation and re-integration of youth back into the community.

Maples client records are maintained as physical case files and electronically in the Community and Residential Information System (CARIS), and its predecessor the Online Healthware (OHW) System.

For client data stored in systems, see secondary 80000-25.

For complaints and incidents, not involving a critical incident and/or reportable circumstance, see secondary 82200-03.

For daily lists and sheets used at the Maples, see secondary 82200-05.

For denied and withdrawn referrals (not opened as a client case file), see secondary 82200-20.

For inquiries, see secondary 82200-20.

For investigations of critical incidents and/or reportable circumstances, see primary 80100.

For log books used at the Maples, see secondary 82200-10 and secondary 82200-15.

For policy development and final policies, see primary 80200.

For program planning, evaluation and research, see primary 80300.

For review panel meeting schedules, see [ARCS secondary 100-30](#).

For system descriptions, see the Systems Section.

The ministry OPR is the Maples Adolescent Treatment Centre unless otherwise noted below. See specific secondaries for OPR retention schedules.

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](#).

82120	ASSESSMENT AND TREATMENT - MAPLES ADOLESCENT TREATMENT CENTRE	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
	-01 General	CY+1y	nil	DE
PIB	-20 Maples client files (covers records created during the referral, admission, assessment, treatment and discharge of youth referred to the Maples) (includes referral forms, assessment/admission forms, psychiatric progress notes, social work progress notes, child care/nursing progress notes, medical records, graphic charts, consultation records, legal records, discharge forms, correspondence and memoranda) (arrange by client number) SO: when the client has reached the age of majority (19 years) and no further follow-up action is required 71y: The combined active and semi-active retention period is based on a standard 90 year life expectancy calculation. This allows the client their full lifetime to hold the ministry accountable in the carrying out of its legislated duties. It also provides a reasonable period for the legal value of these records to be extinguished, given that there is no limitation period for initiating legal action relating to certain types of events that may happen during an individual's childhood (e.g., a claim relating to misconduct of a sexual nature) under the Limitation Act (SBC 2012, c. 13) . The retention period also provides a substantial period to support program evaluation and review and research activities. DE: For destruction rationale, see secondary 82105-20.	SO	71y	DE

END OF PRIMARY

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](#).

82130 ASSESSMENT AND TREATMENT - YOUTH FORENSIC PSYCHIATRIC SERVICES: INPATIENTS

Records relating to the referral, admission, assessment, treatment and discharge of youth receiving services from the Inpatient Assessment Unit (IAU) pursuant to the to the federal [Criminal Code \(RSC 1985, c. c-46\)](#) and the [Youth Criminal Justice Act \(SC 2002, c. 1\)](#) and the provincial [Forensic Psychiatry Act \(RSBC 1996, c. 156\)](#), [Mental Health Act \(RSBC 1996, c. 288\)](#) and the [Youth Justice Act \(SBC 2003, c. 85\)](#). The IAU, which doubles as mental health facility and a place of temporary custody, provides court-ordered assessment and treatment services for troubled youth, and short-term care and custody of youth found Unfit to Stand Trial (UST) or Not Criminally Responsible on account of a Mental Disorder (NCRMD). The facility also provides short-term mental health stabilization to youth admitted from youth custody services.

For client data stored in systems, see secondary 80000-25.

For complaints and incidents, not involving a critical incident and/or reportable circumstance, see secondary 82200-03.

For daily lists and sheets used in the IAU, see secondary 82200-05.

For investigations of critical incidents and/or reportable circumstances, see primary 80100.

For log books used in the IAU, see secondary 82200-10.

For policy development and final policies, see primary 80200.

For program planning, evaluation and research, see primary 80300.

For system descriptions, see the Systems Section.

The ministry OPR is the Youth Forensic Inpatient Assessment Unit unless otherwise noted below. See specific secondaries for OPR retention schedules.

82130	ASSESSMENT AND TREATMENT - YOUTH FORENSIC PSYCHIATRIC SERVICES: INPATIENTS	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
	-01 General	CY+1y	nil	DE
PIB	-20 Inpatient client files (covers records created during the referral, admission, assessment, treatment and discharge of youth referred to the IAU) (includes referral forms, admission forms, social histories, assessments, reports, medical records, notes, treatment plans, legal records, completed psychological tests, discharge forms, correspondence and memoranda) (arrange by client number)	SO	71y	DE
	SO: when the client has reached the age of majority (19 years) and no further follow-up action is required			
	71y: For retention rationale, see secondary 82120-20.			

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](#).

82130	ASSESSMENT AND TREATMENT - YOUTH FORENSIC PSYCHIATRIC SERVICES: INPATIENTS	A	SA	FD
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DE: For destruction rationale, see secondary 82105-20.

NOTE: This secondary also covers withdrawn/denied referrals that resulted in the creation of a client file. For referrals not added to the client file, see secondary 82200-25.

END OF PRIMARY

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](#).

82140 ASSESSMENT AND TREATMENT - YOUTH FORENSIC PSYCHIATRIC SERVICES: OUTPATIENTS

Records relating to the referral, assessment, treatment and discharge of youth in conflict with the law referred to youth forensic psychiatric outpatient clinics pursuant to the federal [Criminal Code \(RSC 1985, c. c-46\)](#) and [Youth Criminal Justice Act \(SC 2002, c. 1\)](#) and the provincial [Forensic Psychiatry Act \(RSBC 1996, c. 156\)](#) and [Youth Justice Act \(SBC 2003, c. 85\)](#).

Referrals to outpatient clinics are made by probation officers and custody centres, or as part of a court order.

Outpatient clinics across the province provide a variety of assessment and treatment services, including court-ordered assessments of youth justice clients residing in the community; assessments or consultations with youth referred by a youth probation officer; general and specialized mental health services for youth in the community or remanded or sentenced to custody; specialized outpatient treatment programs dealing with sexual and violent offenses (e.g., Violent Offence Treatment Program and Sexual Offence Treatment Program); and, community treatment and supervision of youth with a conditional discharge from the BC Review Board.

For client data stored in systems, see secondary 80000-25.

For complaints and incidents, not involving a critical incident and/or reportable circumstance, see secondary 82200-03.

For investigations of critical incidents and/or reportable circumstances, see primary 80100.

For policy development and final policies, see primary 80200.

For program planning, evaluation and research, see primary 80300.

For system descriptions, see the Systems Section.

The ministry OPR is the individual Outpatient Clinic unless otherwise noted below. See specific secondaries for OPR retention schedules.

82140	ASSESSMENT AND TREATMENT - YOUTH FORENSIC PSYCHIATRIC SERVICES: OUTPATIENTS	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
	-01 General	CY+1y	nil	DE
PIB	-20 Outpatient client files (covers records created during the referral, assessment, treatment and discharge of youth referred to outpatient services) (includes referral forms, admission forms, social histories, assessments, reports, medical records, notes, treatment plans, legal records (e.g., police reports, court orders, pre-sentence reports and BC Review Board reports), completed psychological tests, discharge forms, correspondence and memoranda)	SO	71y	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](#).

82140	ASSESSMENT AND TREATMENT - YOUTH FORENSIC PSYCHIATRIC SERVICES: OUTPATIENTS	A	SA	FD
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(arrange by client number)

SO: when the client has reached the age of majority (19 years) and no further follow-up action is required

71y: For retention rationale, see secondary 82120-20.

DE: For destruction rationale, see secondary 82105-20.

NOTE: This secondary also covers withdrawn/denied referrals that resulted in the creation of a client file. For referrals not added to the client file, see secondary 82200-25.

END OF PRIMARY

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](#).

82200 DAILY OPERATIONS

Records relating to the daily operations of the various areas providing specialized intervention services, including the following:

- handling of complaints and incidents (not involving a critical incident and/or reportable circumstance);
- maintenance of lists, sheets, reports and summaries used by the various areas for daily and short-term operational planning purposes, including screening, planning for youth arrivals, transfers and discharges, bed utilization, and service provider and staff availability;
- maintenance of various log books to record client behaviours as well as to facilitate the communication of information amongst staff;
- responding to inquiries pertaining to whether a child or youth meets admission criteria;
- and, managing denied/withdrawn referrals, where the referrals and supporting documentation were not incorporated into a client file.

This primary does not cover investigations of critical incidents and/or reportable circumstances. For these types of investigations, see secondary 80100-20.

For approved referrals, see the applicable case file secondary in this section. For complaints and incidents tracking and statistical analysis, see secondary 80300-15.

For employee grievances and arbitration awards, see [ARCS secondary 1480-20](#).

For incident data in CARIS, see secondary 80000-25.

For individual client files, see the applicable primary in this section.

For menus, see secondary 80000-03.

For policy development and final policies, see primary 80200.

For requests for client information received from clients and third parties, see secondary 80000-40.

For Review Panel meeting schedules, see [ARCS secondary 100-30](#).

For system descriptions, see the Systems Section.

The ministry OPR is the individual unit or office unless otherwise noted below. See specific secondaries for OPR retention schedules.

82200	DAILY OPERATIONS	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE
-03	Complaints and incidents (neither critical nor reportable circumstance) (covers the handling of complaints and incidents that do not meet the definition of critical incident and/or reportable circumstance) (includes complaints, incident reports, supporting documentation, correspondence and memoranda)	CY+10y	72y	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](#).

82200	DAILY OPERATIONS	A	SA	FD
	(arrange by calendar year, then by complaint/incident type)			
	<p>83y: The total retention period is consistent with that of the related client files and client data and is based on a standard 90 year life expectancy calculation. The youngest client who could be involved in a complaint/incident is 7 years old (7y + 83y = 90y). The 83 year retention period, therefore, allows the client their full lifetime to hold the ministry accountable in the carrying out of its legislated duties.</p> <p>NOTE: For investigations of critical incidents and/or reportable circumstances, see secondary 80100-20. For the retention of incident data maintained in CARIS, see secondary 80000-25.</p>			
-05	<p>Daily lists and sheets</p> <p>(covers lists, sheets, reports and summaries created by the various units for daily and short-term operational planning purposes, including planning for youth arrivals and departures, bed utilization, and service provider and staff resourcing)</p> <p>(includes daily census reports, admission and discharge lists, detention renewals, bed utilization and occupancy reports, medication lists, general practitioner flag sheets, psychiatrist flag sheets, on call doctors lists, summaries, checklists, and equivalents)</p> <p>DE: After 3 years these records cease to have any operational or reference value as they are required for daily and short-term planning purposes only.</p> <p>NOTE: For statistics and tracking records (e.g., master patient index, legal order tracking, utilization tracking and referral tracking (e.g., Complex Care Unit referral tracking)), see secondary 80300-15.</p>	CY+2y	nil	DE
-10	<p>Behaviour log books</p> <p>(covers behaviour log books maintained in each unit of the Maples and at the Complex Care Unit (CCU), which are used to record a narrative summary of client behaviour occurring during the various shifts, thereby providing a concise snapshot for staff to review upon start of their shift)</p> <p>(arrange by unit)</p> <p>SO: when physical log book is complete, or for logs retained electronically, at the end of the calendar year</p>	SO+2y	81y	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](#).

82200	DAILY OPERATIONS	A	SA	FD
	83y: The 83 year retention period is based on a standard 90 year life expectancy calculation and was determined based on the youngest client (7 years) who could be referenced in a behaviour log (83y +7y = 90y). This retention period meets the operational and reference requirements of the Maples and CCU to have access to these records for the same period as the related client files. The behaviour logs are useful in the event of a complaint or incident investigation because they provide a sense of the physical and social context at the time of the complaint or incident.			
-15	Non-behaviour log books (covers log books maintained by the Inpatient Assessment Unit (IAU) and non-behaviour log books (e.g., communication log books) maintained by the Maples and Complex Care Unit (CCU))	SO+2y	13y	DE
	SO: when physical log book is complete, or for logs retained electronically, at the end of the calendar year			
	15y: The 15 year total retention period meets the operational and reference needs of the Maples, CCU and the IAU. Unlike the behaviour log books being retained for a substantial period under secondary 82200-10, these log books document routine reminders circulated amongst staff and do not substantially document client behaviours. This retention period is also consistent with the retention of health care, custody and special detention program log books.			
-17	Screening and intake minutes (covers minutes of decision created by committees/groups responsible for screening and intake to the various programs covered under this section (e.g., Complex Care Unit Screening Committee))	CY	14y	DE
	15y: The retention period ensures that the summaries of decision are available until any child or youth discussed in the minutes reaches the age of majority (19 years), plus a few more years for reference purposes. Decisions are also recorded on the referral forms which are retained under the applicable client file secondaries (82105-20 to 82140-20) or under secondary 82200-25.			

[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](#).

82200	DAILY OPERATIONS	A	SA	FD
PIB	<p>-20 Inquiries (covers inquiries pertaining to the suitability of a child/youth for admission to the programs covered under Section 2 of this ORCS) (arrange by child/youth name)</p> <p>SO: when the child/youth reaches the age of majority (19 years) and no further follow up action is required</p> <p>15y: The retention period provides a reasonable period for the legal value of the records to be extinguished given the complex nature of the emotional, mental health, developmental, and behavioural needs of the individuals being discussed in these records. The retention period also ensures that the records are available when responding to complaint and incident investigations.</p> <p>NOTE: Inquiries do not constitute a formal referral. Inquiry forms include details of inquiry/consultation and response provided by program staff (e.g., whether child/youth is a fit for a particular program/service and should be formally referred). May also include demographic details and a summary of current behaviours (e.g., aggression/suicidality) that would warrant referral to a particular program.</p>	SO	15y	DE
PIB	<p>-25 Referrals (denied and withdrawn) (covers referrals that were denied or withdrawn, where the decision and supporting documentation were not incorporated into a client file) (arrange by child/youth name)</p> <p>SO: when the child/youth reaches the age of majority (19 years) and no further follow up action is required</p> <p>71y: The combined active and semi-active retention period is based on a standard 90 year life expectancy calculation. This allows the child/youth their full lifetime to hold the ministry accountable in the carrying out of its legislated duties. It also meets the needs of program areas to have all referrals, regardless of outcome, retained for the same period as part of a comprehensive record of their interactions with the child/youth.</p> <p>NOTE: All approved referrals are filed on the applicable client file. However, the management of</p>	SO	71y	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](#).

82200	DAILY OPERATIONS	A	SA	FD
	denied/withdrawn referrals varies. For some program areas, the receipt of a referral automatically triggers the creation of client file, regardless of whether the referral is later denied/withdrawn. These referrals are classified under one of the applicable client file secondaries. Other program areas maintain the denied/withdrawn referrals separately from the client file and they are classified under this secondary. It is not uncommon for a child/youth to have a number of denied/withdrawn referrals in addition to approved referrals. For administrative convenience and consistency across program areas, all referrals will be retained for the same retention period, regardless of how they are filed.			

END OF PRIMARY

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](#).

SECTION 3

YOUTH JUSTICE SERVICES

PRIMARY NUMBERS

83000 – 83999

Section 3 covers records relating to youth justice services, including: the day-to-day operations of youth custody centres and youth probation services offices, the case management of youths serving their sentences in youth custody centres or in the community, the provision of health care services to youth in custody, federal funding applications and reporting, and specialized inspections of custody centres and programs pursuant to the federal [Criminal Code \(RSC 1985, c. C-46\)](#) and [Youth Criminal Justice Act \(SC 2002, c. 1\)](#) and the provincial [Correction Act \(SBC 2004, c. 46\)](#) and [Youth Justice Act \(SBC 2003, c. 85\)](#).

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YOUTH JUSTICE SERVICES

83000 - 83999

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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](#).

83000 YOUTH JUSTICE SERVICES - GENERAL

Records not shown elsewhere in this section that relate to the functions that are performed by both the community and custody sides of the branch. Included in this primary are supervision checklists which are completed by case management supervisors during case management reviews and data maintained in the Youth Justice Data Warehouse.

For system descriptions, see the Systems Section.

The ministry OPR is the Specialized Intervention and Youth Justice Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

83000	YOUTH JUSTICE SERVICES - GENERAL	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-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 do not relate to topics that warrant specific classifications.			
-15	Supervision checklists (includes checklists completed by supervisors for the purpose of performing case management reviews)	CY+2y	nil	DE
	3y: The 3 year retention period is sufficient to identify patterns and to take remedial action.			
	NOTE: The purpose of the routine reviews is to ensure that all necessary actions (e.g., orientation completed and service plans developed) were performed by the case manager assigned to the youth.			
	NOTE: This secondary does not cover practice reviews or operational reviews. For these types of reviews, see secondary 80100-20.			
PIB	-30 Youth justice data warehouse data (covers youth justice data warehouse data)	SO	nil	DE
	SO: when no longer required for program evaluation, trend, and statistical analysis purposes and as dictated by data mirroring rules (see system overview for more information)			

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](#).

83100 COMMUNITY YOUTH JUSTICE - CLIENT CASE MANAGEMENT

Records relating to the case management of youths who are completing their dispositions in the community under the supervision of a probation officer, pursuant to the federal [Criminal Code \(RSC 1985, c. C-46\)](#) and [Youth Criminal Justice Act \(SC 2002, c. 1\)](#) and the provincial [Correction Act \(SBC 2004, c. 46\)](#) and [Youth Justice Act \(SBC 2003, c. 85\)](#), and relevant policies and procedures (e.g., the *Community Youth Justice Programs Manual*). Probation Officers are officers of the court who supervise youth subject to court orders and agreements. Probation officers perform a variety of duties, including:

- supervising youths subject to a community based supervision order/agreement (e.g., bail order, Intensive Support and Supervision Program (ISSP) order, probation order, and extra-judicial sanction agreement);
- preparing reports as directed by the court, including pre-sentence reports and progress reports;
- attending court where appropriate and when the court directs; and,
- providing assistance to youths in custody, specifically with respect to planning for the youth's reintegration back to the community.

Youths under supervision by a probation officer may participate in a variety of programs, such as full-time attendance programs (FTAPs), ISSP, counselling programs, substance abuse treatment programs, community work service and restorative justice programs. Relevant records pertaining to their attendance in these programs is retained on their community client file.

Case management services may also be delivered by probation interviewers and ISSP workers, under the direction of the probation officer who maintains primary case management responsibility. Records created by these individuals are also placed on the youth's community case file.

This primary also includes courtesy copies of unsupervised orders.

For client data stored in systems, see secondary 80000-25.

For the *Community Youth Justice Programs Manual* and other relevant policies and procedures, see primary 80200.

For statistics and tracking, see secondary 80300-15.

For supervision checklists, see secondary 83000-15.

For system descriptions, see the Systems Section.

The ministry OPR is Individual Youth Probation Services Offices unless otherwise noted below. See specific secondaries for OPR retention schedules.

83100	COMMUNITY YOUTH JUSTICE - CLIENT CASE MANAGEMENT	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE
-10	Unsupervised orders	SO+1y	nil	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](#).

83100	COMMUNITY YOUTH JUSTICE - CLIENT CASE MANAGEMENT	A	SA	FD
	<p>(also referred to as non-reporting orders)</p> <p>(covers court orders that do not include a condition for the youth to report to ("or be under the supervision of") a probation officer, sent to youth probation services offices by the Court Services Branch)</p> <p>SO: when the order has expired</p> <p>NOTE: This secondary covers courtesy copies of unsupervised orders. Since the probation officers are not required to take any action on these orders, the offices typically file all the orders together. In some instances, an open community youth justice client file exists for the youth under secondary 83100-20 because the youth is either a previous or current client of the office. In those cases, the unsupervised order is filed on the youth's community youth justice client file and retained accordingly.</p> <p>NOTE: The original orders prepared by the courts are classified under secondary 52500-20, <i>Court Services ORCS</i>, schedule 100152.</p>			
PIB	<p>-20 Community youth justice client files</p> <p>(covers all documentation relating to the supervision of the youth)</p> <p>(includes copies of police reports, copies of court orders (e.g., bail and probation), extra-judicial sanctions, running records, reports, assessments, summaries, plans, referrals, breaches of probation and bail, community work service records, sign-in sheets, and correspondence)</p> <p>(arrange by youth surname)</p> <p>SO: when the youth has reached the age of majority (19 years) and completed their disposition (e.g., when all applicable court orders, agreements, and terms pertaining to the youth have expired)</p> <p>71y: The combined active and semi-active retention period is based on a standard 90 year life expectancy calculation. This allows the youth their full lifetime to hold the ministry accountable in the carrying out of its legislated duties. It also provides a reasonable period for the legal value of these records to be extinguished, given that there is no limitation period for initiating legal action relating to certain types of events that may happen during an individual's childhood (e.g., a claim relating to misconduct of a</p>	SO	71y	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](#).

83100	COMMUNITY YOUTH JUSTICE - CLIENT CASE MANAGEMENT	A	SA	FD
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sexual nature) under the [Limitation Act \(SBC 2012, c. 13\)](#). The retention period also provides a substantial period to support program evaluation and review and research activities.

DE: All client files covered under this section of this ORCS have been appraised for destruction. Records documenting the evolution and evaluation of youth justice services are adequately documented in the following records, which are fully retained: final annual reports ([ARCS secondary 400-02](#)); final internal strategic and business plans ([ARCS secondary 400-10](#)); program evaluations (secondary 80300-10); legislative program records ([ARCS secondaries 140-03 and 140-60](#)); final policies and procedures, including program manuals and guidelines (secondary 80200-00); final reports and publications (including the outcomes of research projects (secondary 80300-10). Investigations of critical incidents and/or reportable circumstances are fully retained under secondary 80100-20.

NOTE: Under certain circumstances a youth may not complete their disposition until after they reach the age of majority (i.e., they may still be under the supervision of a youth probation officer until they are 20 or 21 years old).

NOTE: For convenience purposes, some ISSP workers maintain a separate file for each youth to whom they are providing outreach. The convenience files contain copies of records maintained on the youth's community youth justice client file. They also contain notes (running records) maintained for the purpose of preparing monthly reports which are attached to the youth's client log in CORNET. These convenience files are to be managed as non-OPR copies of the community youth justice file.

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](#).

83150 COMMUNITY YOUTH JUSTICE - DAILY OPERATIONS

Records relating to the day-to-day operations of youth probation services offices. Functions covered under this primary include the handling of complaints and incidents that do not meet the definition of a critical incident and/or reportable circumstance and maintaining summaries of youth visits to the office. This primary also covers records created and maintained by local liaison probation officers, who are responsible for providing assistance and consultation to service providers (e.g., full-time attendance program service providers) and assisting other youth justice staff with matters related to the program.

For the *Community Youth Justice Programs Manual* and other relevant policies and procedures, see primary 80200.

For investigations of critical incidents and/or reportable circumstances, see primary 80100.

For the management of client files created in youth probation services offices, see secondary 83100-20.

For supervision checklists, see secondary 83000-15.

The ministry OPR is Individual Youth Probation Services Offices unless otherwise noted below. See specific secondaries for OPR retention schedules.

83150	COMMUNITY YOUTH JUSTICE - DAILY OPERATIONS	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE
-10	Complaints and incidents (neither critical nor reportable circumstance) (covers the handling of complaints and incidents that do not meet the definition of a critical incident and/or reportable circumstance) (includes complaints, incident reports, supporting documentation, correspondence and memoranda)	CY+10y	72y	DE
83y:	The total retention period is consistent with that of the related client files and client data and is based on a standard 90 year life expectancy calculation. Up until the passage of the Youth Criminal Justice Act (SC 2002, c. 1) in 1984, the youngest client who could be involved in one of these complaints/incidents was 7 years old (7y + 83y = 90y). The 83 year retention period, therefore, allows the client their full lifetime to hold the ministry accountable in the carrying out of its legislated duties. The current age upon which a person could be charged under the <i>Act</i> is 12 years.			
NOTE:	For investigations of critical incidents and/or reportable circumstances, see secondary 80100-20.			

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](#).

83150	COMMUNITY YOUTH JUSTICE - DAILY OPERATIONS	A	SA	FD
-15	Daily lists (covers daily lists summarizing all youth visits to the office, including client name, time-in, probation officer name, and whether probation officer was seen) 3y : After 3 years these records cease to have operational or reference value. NOTE: Sign-in sheets pertaining to a specific youth, as opposed to summaries, are classified on the youth's community client file (secondary 83100-20). NOTE: Not all offices keep daily summaries of youth visits.	CY+2y	nil	DE
PIB	-40 Liaison probation officer files (covers records maintained by local liaison youth probation officers who provide assistance and consultation to service providers) (includes copies of service provider contracts, copies of referrals, copies of youth records, copies of incident reports, copies of invoices, tracking sheets, and correspondence) (arrange by service provider/youth name) SO: when no longer required for reference and tracking purposes NOTE: Originals of youth specific records are classified under secondary 83100-20. Originals of contract-related records are classified under ARCS 1070 .	SO	nil	DE

END OF PRIMARY

83300 FEDERAL FUNDING APPLICATIONS AND REPORTING

Records relating to applications for funding (for specialized therapeutic programs and services for youth) provided by Justice Canada. Provinces and territories are required to complete applications and submit regular progress reports to access funding provided under programs such as the Intensive Rehabilitative Custody and Supervision (IRCS) Program and the Youth Justice Fund (YJF).

The IRCS Program agreement funds specialized services required to support the administration of IRCS sentences. As outlined under section 42(2)(r) of the [Youth Criminal Justice Act \(SC 2002, c. 1\)](#), IRCS sentences provide an alternative to imposing an adult sentence on youth suffering from a mental illness or disorder, psychological disorder or an emotional disturbance and who are convicted of the most serious violent offences. The IRCS Program agreement also funds time-limited projects not related to a specific youth, such as those directed at program evaluation and training development and delivery. The YJF agreement provides grants and contributions to respond to emerging youth justice issues and to test innovative approaches to youth justice programming, such as funding the Animal Assisted Intervention Program at the Prince George Youth Custody Centre.

This primary covers applications for funding; approvals/denials for funding; submission of progress reports as stipulated under the agreements; and, liaison between the parties participating in the application process (e.g., the branch, coordinators, probation officers, custody centres, directors and Justice Canada). It also covers the tracking of applications. This primary does not cover the related federal-provincial cost-sharing agreements, cost-recovery records (e.g., claims), and audit records as these records are classified under ARCS.

Records maintained by probation officers relating to clients receiving federally funded services, such as IRCS reports and plans, are filed on the youth's community file under secondary 83100-20. Files maintained at custody centres are classified under secondary 83550-20.

For committees (e.g., Federal-Provincial-Territorial (FPT) Cost-Sharing Working Group), see [ARCS secondary 200-20](#).

For cost recovery relating to federal-provincial cost-sharing agreements (e.g., claims), see [ARCS secondaries 950-25](#) or [935-20](#).

For federal audits of federal-provincial cost-sharing agreements and claims, see [ARCS secondary 975-20](#).

For federal-provincial cost-sharing agreements, see [ARCS 950-20](#).

For non-funding agreements, see [ARCS primary 146](#).

For policy development and final policies, see primary 80200.

For program planning, evaluation and research (e.g., research projects, research final reports, and program evaluation reports), see primary 80300.

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

For research agreements and supporting documentation, see [ARCS secondary 146-45](#).

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](#).

For training records, see [ARCS primaries 1730](#) and [1735](#).

The ministry OPR is Youth Justice Program Support unless otherwise noted below. See specific secondaries for OPR retention schedules.

83300	FEDERAL FUNDING APPLICATIONS AND REPORTING	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-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 do not relate to topics that warrant specific classifications.			
-10	Funding tracking (covers reports (e.g., IRCS Eligible Cases Report), lists, spreadsheets, and copies of supporting documentation used for tracking the status of funding applications) (does not cover formal applications to or inquiries with Justice Canada regarding youth/project eligibility; classify these records under secondaries 83300-20 or 83300-30)	SO	nil	DE
	SO: when no longer required for tracking and reporting			
	NOTE: A summary of approved non-youth-specific projects (e.g., Approved IRCS Part D Projects) will be fully retained under secondary 80300-10.			
-20	Youth-specific funding application files (covers application files maintained for each youth) (includes funding applications, consent forms, and supporting documentation (e.g., copies of court orders and reports), youth progress reports (e.g., face sheet/chronology) and correspondence) (arrange by funding type; and then by anonymized provincial identifier (e.g., youth's initials))	SO+2y	5y	DE
	SO: when application is denied or determination is made not to proceed; or, if approved, when funding expires, and upon conclusion of any requirements stipulated in the agreement (e.g., submission of final summary reports). When these conditions have been met, the youth must also have reached the age of majority (19 years) before the file can be closed.			
	7y: The 7 year retention period is consistent with the retention period for the related federal agreements and claims records classified under ARCS 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](#).

83300	FEDERAL FUNDING APPLICATIONS AND REPORTING	A	SA	FD
	<p>950 and satisfies the branch's reference requirements to have access to previous applications for the purpose of preparing new applications.</p> <p>DE: These records are appraised for destruction because final policies and procedures documenting the application process (secondary 80200-00) and evaluations and reports documenting the efficacy of the funding (secondary 80300-10) are fully retained.</p>			
-30	<p>Non-youth-specific funding application files (covers applications for funding and grants not pertaining to a specific youth) (includes applications, proposals, progress and status reports, and correspondence) (arrange by funding type and fiscal year)</p> <p>SO: when application is denied or determination is made not to proceed; or, if approved, when funding expires, and upon conclusion of other requirements stipulated in the agreement (e.g., submission of final reports)</p> <p>7y: The 7 year retention period is consistent with the retention period for the related federal agreements and claims records classified under ARCS primary 950. The retention period also satisfies the branch's reference requirements to have access to previous applications for the purpose of preparing new applications.</p> <p>DE: These records are appraised for destruction because records documenting the outcomes of federal funded projects are adequately documented in the following records, which are either fully retained: program evaluations (secondary 80300-10); final policies and procedures, including program manuals and guidelines (secondary 80200-00); and final reports and publications (including the outcomes of research projects) (secondary 80300-30) or selectively retained: training packages (ARCS secondary 1735-05).</p> <p>NOTE: A summary of approved non-youth-specific projects (e.g., Approved IRCS Part D Projects) will be fully retained under secondary 80300-10.</p>	SO+2y	5y	DE

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](#).

83400 INSPECTIONS

Records relating to inspections of youth custody centre programs and services performed pursuant to the [Youth Justice Act \(SBC 2003, c. 85\)](#) and inspections of community youth justice programs (e.g., wilderness programs) performed pursuant to applicable policies, procedures and standards.

Inspections of custody centres include reviews of sentence administration, client case management, delivery of programs, physical plant layout, and security and control practices and procedures to ensure adherence to operational policy, relevant legislation, regulations, and standards. The inspection reports include observations and recommendations.

Inspections of youth justice programs (e.g., wilderness programs) include reviews of administrative practices associated with delivering the program, daily life at the camp, camp health and safety procedures and facilities, and the graduation process. Wilderness programs are also inspected for their compliance with the *Standards and Policies for Outdoor and Wilderness Activities (SPOWA)*. The inspection reports include observations and recommendations.

This primary also covers responses to the recommendations outlined in the reports.

This primary does not cover the following:

- copies of facility inspection reports completed by government's property management service provider (currently Workplace Solutions Inc (WSI)) - classify these records under [ARCS primary 525-30](#),
- copies of food safety inspections completed by the health units - classify these records [ARCS secondary 525-30](#),
- and, occupational health and safety inspections - for these records, see [ARCS primary 1560](#).

For accreditation records, see primary 80000.

For copies of health unit inspection reports, see [ARCS secondary 525-30](#).

For core reviews of programs and services, see secondary 80300-10.

For policies and procedures (e.g., Standards and Policies for Outdoor and Wilderness Activities (SPOWA)), see primary 80200.

For system descriptions, see the Systems Section.

The ministry OPR is Youth Justice Program Support unless otherwise noted below. See specific secondaries for OPR retention schedules.

83400	INSPECTIONS	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	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](#).

83400	INSPECTIONS	A	SA	FD
-20	<p>Inspection files (includes inspection reports, responses to the inspection reports, copies of program/custody centre documentation, and correspondence) (arrange by program name or custody centre name)</p> <p>SO: when inspection is complete and response, if necessary, has been submitted</p> <p>10y: The semi-active retention period meets the branch's operational needs to have access to previous inspections for the purposes of identifying deficiency patterns as well as progress in addressing any deficiencies.</p> <p>FR: The government archives will fully retain inspection files because they provide evidence of the extent to which the programs and facilities have complied with legislation, regulations, standards, policies and procedures as well as how they have responded to deficiencies. Final policies and procedures are also fully retained under secondary 80200-00. The inspection records also have significant informational value because they provide a comprehensive description of the custody centres and the programs they offered. The records are particularly valuable in documenting the history of youth custody centres which have opened and closed across the province.</p> <p>NOTE: Effective July 2017, custody centre inspection reports as described above are no longer being created. Instead, on-site inspections are performed as part of the custody centre accreditation process and documented within the accreditation records classified under secondaries 80000-20 and 80000-35. Prior to April 2004, inspections were conducted by the ministry responsible for justice.</p>	SO	10y	FR

END OF PRIMARY

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](#).

83550 YOUTH CUSTODY CENTRES - CLIENT CASE MANAGEMENT

Records relating to the case management of youths residing in custody centres pursuant to the [Correction Act \(SBC 2004, c. 46\)](#), [Youth Justice Act \(SBC 2003, c. 85\)](#), [Youth Criminal Justice Act \(SC 2002, c. 1\)](#) and relevant policies and procedures.

This primary covers records documenting the youth's stay in custody, including admission, progress, transfer and release.

For client data stored in systems, see secondary 80000-25.

For daily operations, see primary 83570.

For family visitation program claims, see [ARCS secondary 925-20](#).

For policies and procedures (e.g., *Youth Custody Operations Manual*), see primary 80200.

For statistics and tracking, see secondary 80300-15.

For supervision checklists, see secondary 83000-15.

For system descriptions, see the Systems Section.

The ministry OPR is Individual Youth Custody Centres unless otherwise noted below. See specific secondaries for OPR retention schedules.

83550	YOUTH CUSTODY CENTRES - CLIENT CASE MANAGEMENT	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
	-01 General	CY+1y	nil	DE
PIB	-20 Youth custody master client files (covers the master file retained for each youth, consisting of records related to the sentence administration and case management of the youth; the master file contains various sub-files (e.g., warrant and unit/progress files) which are amalgamated with the master file upon sub-file closure) (includes a variety of record types, such as client identification records, court orders, warrants, reports, running records, assessments, service plans, incident reports, complaints, progress logs and correspondence) (arrange by youth name) SO: when the youth has reached the age of majority (19 years) and completed their disposition (e.g., when all applicable court orders, agreements, and terms pertaining to the youth have expired) 71y: For retention rationale, see secondary 83100-20. DE: For destruction rationale, see secondary 83100-20. NOTE: Under certain circumstances a youth may not complete their disposition until after they reach the	SO	71y	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](#).

83550	YOUTH CUSTODY CENTRES - CLIENT CASE MANAGEMENT	A	SA	FD
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age of majority.

NOTE: The master file contains all records of any previous admissions to youth custody.

END OF PRIMARY

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](#).

83570 YOUTH CUSTODY CENTRES - DAILY OPERATIONS

Records relating to the day-to-day operations of the youth custody centres, not covered elsewhere in this ORCS.

For bi-weekly payroll reconciliation reports, see [ARCS secondary 1550-30](#).

For committee and board minutes, terms of references and agendas (e.g., Business Administration Committee, Case Management Committees and Chaplaincy Committee), see [ARCS secondary 200-20](#).

For equipment and supplies (e.g., inventories and asset management), see ARCS primaries 700 to 899.

For family visitation program claims, see [ARCS secondary 925-20](#).

For health care records, see primary 83600.

For investigations of critical incidents and/or reportable circumstances, see primary 80100.

For menus, see secondary 80000-03.

For policies, guidelines, manuals, and related records, see primary 80200.

For a summary of programs and services available at youth custody centres, see secondary 80300-10.

For surveillance recordings (not in support of an investigation or incident), see [ARCS secondary 470-10](#).

For time sheets and shift rosters, see [ARCS secondary 1550-30](#).

For volunteer coordination and volunteer files, see primary 80000.

For volunteer orientation package (blank) and manuals, see secondary 80200-00.

For Youth Benefit Fund accounting files, see [ARCS secondary 1130-20](#).

The ministry OPR is the Individual Youth Custody Centre unless otherwise noted below. See specific secondaries for OPR retention schedules.

83570	YOUTH CUSTODY CENTRES - DAILY OPERATIONS	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE
-03	Admission ledgers and client lists - pre 1973 (covers early admission ledgers and client lists which cannot be recreated from the electronic case management system)	SO	nil	DE
	SO: when 83 years has elapsed since the last entry in the ledger or list and when no longer required for tracking clients			
	NOTE: The total retention period is based on a standard 90 year life expectancy calculation. Under the <i>Juvenile Delinquents Act</i> , which remained in effect until April 2, 1984, the youngest legal age a youth could be found to be a "delinquent" was 7 years. The total retention period is intended to allow the youth their full lifetime to hold the office of primary responsibility			

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](#).

83570	YOUTH CUSTODY CENTRES - DAILY OPERATIONS	A	SA	FD
	accountable for carrying out its duties under legislation and provides a reasonable period for the legal value of these records to be extinguished.			
	NOTE: These early ledgers assist in identifying youth who were clients prior to the 1973 introduction of the CORNET System. CORNET contains data from 1973 to present. An example of a ledger covered under this secondary is the Brannan Lake Industrial School Ledger, which consists of an alphabetical listing of admissions from 1955 to 1977.			
-05	Complaints and incidents (copies only) (covers copies of complaints and incident maintained by the custody centres in chronological order for ease of access purposes) (includes copies of complaints and incident forms, copies of police referral packages, copies of youth injury reports, and tracking sheets) (arrange chronologically) SO: at the end of the fiscal year or calendar year, depending on filing practices 2y: The 2 year retention period meets the operational and reference needs of the custody centres as these files are retained for administrative convenience purposes only. The official complaint and incident records are retained on the youth's physical client file under secondary 83550-20 or in the e-forms module of ICON under secondary 80000-25. NOTE: For investigations of critical incidents and/or reportable circumstances, see secondary 80100-20.	SO+2y	nil	DE
-10	Custody log books (covers various log books maintained at the custody centres, such as unit, supervisor, visitor, control, assistant director of operations (ADO), school, transport, and fitness room log books) (does not cover health care log books (secondary 83600-17) or special detention program log book books (secondary 80400-10)) SO: when log book is complete 15y: The total retention period of 15 years ensures that the log books are retained until the youngest youth	SO+2y	13y	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](#).

83570	YOUTH CUSTODY CENTRES - DAILY OPERATIONS	A	SA	FD
	<p>eligible to be at a custody centre (12 years) reaches the age of majority (19 years), plus an additional period to cover the 2 year basic limitation period to initiate a claim under the Limitation Act (SBC 2012, c. 13). The additional period also satisfies reference requirements. This retention period is also consistent with the retention of health care, non-behaviour and special detention program log books.</p> <p>NOTE: Unit log books are voluminous and are maintained in the various open and secure living units. They include a chronological account of the daily happenings in the units, including bed load plans, shift notes, youth movements in and out of the unit, youth counts, staff on shift, and a listing of times youth were checked.</p>			
-12	<p>Daily lists and sheets</p> <p>(covers various lists, sheets, reports and summaries used by the custody centres for daily and short-term operational planning purposes, including planning for youth movements, youth activities and hobbies, staffing, meal planning, and facilities reviews)</p> <p>(does not cover log books which are classified under secondary 83570-10 or supervisor checklists which are classified under secondary 83000-15)</p> <p>(includes community placement sheets, community and program shift reviews, daily movement diaries, unit lists, high risk lists, planning diaries, prowl reports, court lists, visits area tracking form, case management lists, canteen lists, menus, daily counts, mail lists, summaries, checklists, and, equivalents)</p> <p>3y: After 3 years these records cease to have operational or reference value. A youth's official case management records are maintained on their master file (secondary 83550-20) or added to CORNET (secondary 80000-25).</p> <p>NOTE: The types of daily lists and summaries used by the custody centre varies. Statistical reports and tracking records that are required beyond 3 years are classified under secondary 80300-15.</p>	CY+2y	nil	DE
-15	<p>Effects sheets</p> <p>(covers records detailing the effects the youth had in their possession upon arrival at the custody centre)</p>	CY+2y	7y	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](#).

83570	YOUTH CUSTODY CENTRES - DAILY OPERATIONS	A	SA	FD
10y:	The 10 year retention period ensures that effects sheets are retained until the youngest youth eligible to be at a custody centre (12 years) reaches the age of majority (19 years), plus an additional period to cover the 2 year basic limitation period to initiate a claim under the Limitation Act (SBC 2012, c. 13) .			
NOTE:	Effective October 2017, all effects sheets are now maintained on the youth's master client file (secondary 83550-20).			

END OF PRIMARY

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](#).

83600 YOUTH CUSTODY CENTRES - HEALTH CARE SERVICES

Records relating to the provision of health care services to youth in custody, including dental hygiene, medication dispensing, psychological assessments and treatments, as well as records documenting any injuries sustained by the youth while in custody. This primary also includes staff influenza vaccination forms. This primary does not cover records relating to the provision of health care services to individuals in special detention programs; for these records, see primary 80400.

For copies of prescription orders sent to the pharmacy, see [ARCS secondary 825-02](#).

For investigations of critical incidents and/or reportable circumstances, see primary 80100.

For legal matters, see [ARCS primary 350](#).

For nurse's meetings, see [ARCS secondary 102-20](#).

For policies and procedures (e.g., *Health Care Services Manual*), see primary 80200.

For records pertaining to the occupational health and safety of staff, including WorkSafe BC claims, see [ARCS primary 1560](#).

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

For statistics and tracking, see secondary 80300-15

For vaccine purchase requests and orders, see [ARCS secondary 825-02](#).

The ministry OPR is the Health Care Unit in the Individual Youth Custody Centre unless otherwise noted below. See specific secondaries for OPR retention schedules.

83600	YOUTH CUSTODY CENTRES - HEALTH CARE SERVICES	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE
-10	Health care daily lists and reports (covers lists and reports used on a routine basis in the various health care units) (includes shift reports, high risk lists, immunization reporting forms sent to the local health unit office, first aid bag checks, and the communication binder maintained by the Prince George Youth Custody Centre)	CY+2y	nil	DE
	3y: The retention period meets the operational and reference needs of health care staff. The official health care file is classified under secondary 83600-20.			
-15	Health care daily plans (covers summary health care information about each youth recorded on a daily plan for convenience purposes)	SO	nil	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](#).

83600	YOUTH CUSTODY CENTRES - HEALTH CARE SERVICES	A	SA	FD
	SO: when youth turns 21 years old			
	DE: These plans may be destroyed because they contain summary information. The official health care file is classified under secondary 83600-20.			
	NOTE: These plans are maintained at the Prince George Youth Custody Health Care Unit and allow staff to quickly access information about a youth's information without having to directly access their health care file.			
-17	Health care log books (covers chronological logs used to record health care services provided to youth in custody and to staff)	SO+5y	10y	DE
	SO: when log book is complete			
	15y: The total retention period of 15 years ensures that the log books are retained until the youngest youth eligible to be at a custody centre (12 years) reaches the age of majority (19 years), plus an additional period to cover the 2 year basic limitation period to initiate a claim under the Limitation Act (SBC 2012, c. 13) . The additional period also satisfies reference requirements. This retention period is also consistent with the retention of custody, non-behaviour and special detention program log books.			
	NOTE: The log books are a summary of what is in the clinical notes (secondary 83600-20) and every nurse is required to read the log when they start their shift to learn what occurred on the previous shifts. The log is also used for daily statistics and to note when youth on the daily high risk list and youth on medication are going to court so follow-up can occur when they return.			
	NOTE: The official youth custody health care file is classified under secondary 83600-20. For health care logs pertaining to special detention programs, see secondary 80400-10.			
-19	Staff influenza (flu) vaccination records	CY+10y	nil	DE
	11y: The retention period is consistent with how long adult immunization records are retained in public health units (see the <i>Community Health Programs ORCS</i> ,			

[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](#).

83600	YOUTH CUSTODY CENTRES - HEALTH CARE SERVICES	A	SA	FD
	Schedule 122353).			
	NOTE: As per policy, a record of Hepatitis B immunizations administered to staff are sent to the BC Public Service Agency's Occupational Health and Rehabilitation department and a copy is also retained on the branch employee file.			
PIB	-20 Youth custody health care client files (covers health care records, such as clinical notes, dental records, prescription/medication records, vaccination records, mental health records, diagnostic and graph records, and consultation records maintained for each youth in custody) (arrange by youth name)	SO	69y	DE
	SO: when youth turns 21 years old			
	69y: The combined active and semi-active retention period is based on a standard 90 year life expectancy calculation. This allows the youth their full lifetime to hold the ministry accountable in the carrying out of its legislated duties. It also provides a reasonable period for the legal value of these records to be extinguished, given that there is no limitation period for initiating legal action relating to certain types of events that may happen during an individual's youth (e.g., a claim relating to misconduct of a sexual nature) under the Limitation Act (SBC 2012, c. 13) .			
	DE: For destruction rationale, see secondary 83100-20.			
	NOTE: Health care staff retain health care files until the youth reaches the age of majority (19 years) plus 2 additional years (21 years). This practice is for administrative convenience and reflects the fact that a youth could reside in youth custody centre beyond their 19 birthday.			

END OF PRIMARY

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](#).

83650 YOUTH CUSTODY CENTRES - TRUST ACCOUNT ADMINISTRATION

Records relating to the administration of trust accounts (money held in trust) for youth in custody pursuant to the [Financial Administration Act \(RSBC 1996, c. 138\)](#), the [Unclaimed Property Act \(SBC 1999, c. 48\)](#) and other relevant policies and procedures. This primary covers records relating to a youth's cash on admission, expenditures and earnings, trust account reporting and to the disbursement of trust funds. This primary also covers trust accounting data maintained in CORNET.

This primary also covers accounting files pertaining to the Youth Benefit Fund. Sources for this special fund can vary and may include funds from redeeming recyclables. The revenue is then used to purchase extras for the youth, such as pizza.

For bank account files (e.g., the establishment/termination of bank accounts, including lists of signing authorities), see [ARCS secondary 985-20](#).

For client data stored in systems, see secondary 80000-25.

For policies and procedures (e.g., the *Trust Accounts Manual*), see primary 80200.

For system descriptions, see the Systems Section.

The ministry OPR is the area responsible for business administration within the individual Youth Custody Centre unless otherwise noted below. See specific secondaries for OPR retention schedules.

83650	YOUTH CUSTODY CENTRES - TRUST ACCOUNT ADMINISTRATION	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE
-20	Trust fund accounting files (covers source documents used to account for additions and disbursements from trust accounts and financial transaction records used for reporting and reconciliation purposes) (includes trust account source documents, such as records of earning (pay sheets) and disbursements (canteen purchase slips, special request forms, church donation slips)); trust reporting records (various CORNET trust account reports); trust account reconciliation records; and trust account receipts)	FY+1y	8y	DE
10y:	The 10 year retention period meets the operational and reference requirements of the custody centres and is consistent with the retention of the related trust account statements classified under secondary 83650-30.			

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](#).

83650	YOUTH CUSTODY CENTRES - TRUST ACCOUNT ADMINISTRATION	A	SA	FD
-30	Trust fund statements (covers trust account statements and related documentation which provide a detailed listing of all transactions on a youth's trust account and indicate how the funds were disbursed (e.g., returned to youth, executor of the estate, or the government of British Columbia)) (arrange by signed and unsigned statements) SO: upon final disbursement of trust funds 10y: The 10 year retention period is based on the Limitation Act (SBC 2012, c. 13) and the Unclaimed Property Regulation (Reg. 463/99). This retention period ensures statements are retained until the youngest youth eligible to be at a custody centre (12 years) reaches the age of majority (19 years), plus an additional period to cover the 2 year basic limitation period to initiate a claim under the Limitation Act (SBC 2012, c. 13) . The additional year satisfies the reference requirements of the custody centres. The retention period also satisfies the requirement stipulated in the Unclaimed Property Regulation (Reg. 463/99) that records pertaining to unclaimed money deposits be retained for 6 years, if the amount of the deposit is under \$1000.00. Monies held in trust for youth are predominantly under this amount. DE: These records can be destroyed because trust fund receipt and disbursement activities are adequately documented in policy and procedure records, which are fully retained under secondary 80200-00. NOTE: Trusts funds are disbursed according to policy; this typically occurs upon youth discharge. Youth are required to sign the statement upon discharge.	SO+2y	8y	DE

END OF PRIMARY

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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YOUTH JUSTICE, FORENSIC AND SPECIALIZED INTERVENTION SERVICES

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

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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](#).

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
Statistical and Research Databases	<p>This overview covers a variety of databases used to support the provision of statistical information for program evaluation and research purposes. The databases can be primarily divided into two categories: those supporting surveys, and those which use data extracted from source systems (e.g., client data extracted from the Community and Residential Information System (CARIS) and the Corrections Network System (CORNET)) and from physical client case files (e.g., inpatient and outpatient files) for the purposes of program evaluation and research. The databases are often created using SPSS (Statistical Package for the Social Services) software, which is an off-the-shelf statistical software package which can perform highly complex data manipulation and analysis. Outputs consists of tables, models, tabulations, and projections which form the basis for final reports and publications which are fully retained (secondary 80300-10) as well as more ad-hoc statistical reports which are not fully retained (secondary 80300-15).</p> <p>For longitudinal analysis purposes, data files (secondary 80300-30) are often retained long after the initial intended output (e.g., annual client survey report) is prepared and distributed.</p> <p>Note: Inputs are not listed below because they may include all source systems and client case files classified within this ORCS.</p>			
Data:	80300-30 Research project files and data	SO	nil	DE
Outputs:	80300-10 Final reports, publications, descriptions and outcomes	SO	nil	FR
	80300-15 Statistics and tracking	SO	nil	DE

END OF SIMPLE SYSTEMS LIST

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

COMMUNITY AND RESIDENTIAL INFORMATION SYSTEM (CARIS)

SYSTEM OVERVIEW

Creating Agency

Ministry of Children and Family Development
Specialized Intervention and Youth Justice Branch
Youth Forensic Psychiatric Services and Maples Adolescent Treatment Centre

Purpose

CARIS, implemented in 2006, is a web-based clinical information case management tool used by two program areas covered under this ORCS: Youth Forensic Psychiatric Services and Maples Adolescent Treatment Centre. Both ministry and contracted service providers use CARIS. In addition, CARIS is used by the Provincial Services for the Deaf and Hard of Hearing (PSDHH) and by Child and Youth Mental Health Services (CYMHS); however, these two areas are out-of-scope for this ORCS and a description of their data is not covered under this system overview.

CARIS is distributed as a real-time on-line application and its underlying data model is built on the Public Health Conceptual Data Model from the Centers for Disease Control in Atlanta, Georgia and HL7 standards. CARIS uses LogicLynx Technologies' "SectorLynx" framework as its underlying engine.

CARIS enables clinical teams to work collaboratively on a client's case and to maintain a longitudinal case history of services provided to clients. In addition, CARIS is used for the collection and analysis of data for reporting on trends, issues and outcomes on a program wide level, enabling program planning and management at the community, regional and provincial levels. Lastly, CARIS manages client wait lists and eligibility lists and includes functionality for managing the allocation of beds to units.

Effective January 2015, CARIS is the system of record for client case management within youth forensics (e.g., inpatient and outpatient client case management). Physical case files are no longer maintained for these case types. Completed psychological tests, however, continue to be created and maintained in paper format. Maples client cases continue to be maintained as a hybrid of physical case files and data in CARIS. Complex care services are not currently documented in CARIS. However, should they adopt CARIS in the future, then the data retention periods outlined below will apply and an ORCS amendment would not be required to reflect this.

Information Content

CARIS records client information, including: CARIS ID, client name, birth/death date, gender, address, Social Insurance Number, Personal Health Number, citizenship, educational information, and ethno-cultural background; youth justice involvement; involved agencies; placement history; school record, interests and skills; previous diagnoses; current medications; psychological/psycho-educational testing results; service goals; and adolescent problem checklist or presenting issues.

In addition, CARIS tracks referrals, admissions, discharges and maintains a record of client activities, such as a longitudinal history of every action that a worker or clinician performs for a client, including intake, medication dissemination, assessments, alerts, case notes, goals, outcomes and observations.

The system also maintains information on bed allocations, eligibility lists and wait lists. CARIS also has an incident reporting module.

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](#).

CARIS contains data primarily from 2006 onwards, which corresponds to the system implementation date. However, it also contains earlier data due to the fact that client files converted from a predecessor system in 2006 may have had admission dates dating back to 2003-2004.

Inputs, Processes, and Outputs

Inputs:

CARIS data entry is performed by staff and contracted service providers. Records can be also be attached to CARIS (e.g., scanned documents, word documents and emails).

Processes:

When a referral is received, CARIS creates a client case and assigns a CARIS ID. This is a change from previous practice where a client ID was only assigned if the individual was admitted. If the referral is withdrawn or denied, a client end date is entered and the case is closed.

For admitted clients, the CARIS start date reflects the first date the client was provided service. The client end date reflects the discharge date for that episode of care. An episode of care is typically determined by a legal order (e.g., court order or probation order). Discharged clients remain open in CARIS until the case is closed. This allows occasional client contact (e.g., consultations, phone calls) to be recorded on the client case when the client is no longer receiving regular services. Once a case is closed, the case is read-only and no edits can be made. Clinicians will end active care with the client usually when the legal order has expired (e.g., court ordered assessment is complete and client goes back to court, or probation period has ended). The administrative staff complete quantitative analysis, complete data entry and close the client case in CARIS (ensure all info is up to date, accurate and in the case of inpatient and outpatient cases, ensure all physical paperwork has been scanned and attached). CARIS cases are not re-opened because that episode of care has ended. If a client returns, it would be the result of a new referral and new case would be opened.

Cases are distinguished by their location and case type. A client may have a case in multiple locations and the client's case list would indicate this.

CARIS also assists in the off-site transfer of closed physical client files, including creating box content lists, maintaining meta-data related to off-sited boxes (e.g., accession numbers, box numbers, physical file location, and file withdrawals). Physical client case files remain on-site until the trigger for their transfer to off-site storage is met (e.g., client reaches the age of majority). Each year a birth report is prepared to assist staff identify files that are eligible for off-site transfer. There are circumstances under which a client can continue to receive services beyond the age of majority. In these instances, the physical file will remain on-site and will be reviewed again the following year when a new birth report is prepared.

Staff use CARIS to perform other functions beyond individual client case management, such as bed administration functions and tracking of the client population. Bed administration involves the management of various facilities delivering on-site programs, including a diversity of units or wards, rooms and bed types. The bed administration function allows users to add and remove beds, rooms and units and change the designation of beds according to gender. It also facilitates the reservation and assignments of beds to individual clients. Tracking of the client population is required to generate a variety of lists/reports, such as the admission and discharge lists, waiting lists, eligibility lists, daily census reports and detention renewals.

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](#).

Lastly, CARIS has an incident reporting module that allows users to document the various types of incidents that may occur within a unit/program/location.

Client data in CARIS (and relevant predecessor systems) will be deleted when 90 years have elapsed since client birth date; if a record contains information about multiple clients, such as an incident report, when 90 years have elapsed since the birth date of the youngest client involved in the incident.

Outputs:

Outputs consist of pre-defined and user-defined reports generated on a regular and ad-hoc basis. Data extracts from CARIS are also used for program evaluation and research purposes. Lastly, the data is also loaded to the ministry's Integrated Case Management System (ICM) Data Warehouse (this Data Warehouse will be scheduled in the Children and Families ORCS).

Predecessor Systems

Prior to CARIS, electronic case management was provided by the Patient Information Management System (PIM) and Online Healthware System (OHW). PIM was implemented in 1990 and de-commissioned on December 15, 1999. PIM data was converted to the OHW. Data entry in OHW ceased in 2005 when it was locked down. OHW included data on Family Court Centre clients. OHW data pertaining to active cases was manually converted to CARIS. An interface was developed between OHW and CARIS to allow clinicians to view historical data (e.g., PIM and OHW data not converted to CARIS).

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](#).

CARIS

Classification of Records that Relate to the System

Schedule Code	Secondary No.	Secondary Title	Retention A	Schedule SA	FD
Data in the System					
YJFS	80000-25	Client data	SO	nil	DE
Inputs					
YJFS	82110-20	Family Court Centre client files	SO	90y	DE
YJFS	82120-20	Maples client files	SO	71y	DE
YJFS	82130-20	Inpatient client files	SO	71y	DE
YJFS	82140-20	Outpatient client files	SO	71y	DE
Outputs					
YJFS	80300-10	Final reports, publications, descriptions and outcomes	CY	nil	FR
YJFS	80300-15	Statistics and tracking	SO	nil	DE
YJFS	80300-20	Program planning working files	SO+5y	nil	DE
YJFS	80300-30	Research project working files and data	SO	nil	DE
YJFS	82110-20	Family Court Centre client files	SO	90y	DE
YJFS	82120-20	Maples client files	SO	71y	DE
YJFS	82130-20	Inpatient client files	SO	71y	DE
YJFS	82140-20	Outpatient client files	SO	71y	DE
YJFS	82200-05	Daily lists and sheets	CY+2y	nil	DE
Other Related Records					
ARCS	6820-05	Back-up data	SO	nil	DE
ARCS Section 6	see appropriate secondaries	INFORMATION TECHNOLOGY			
102902		Transitory Electronic Data Processing (EDP) Records	SO	nil	DE

Schedule Code Key: ARCS = *Administrative Records Classification System*, schedule 100000
YJFS = *Youth Justice, Forensic and Specialized Intervention Services ORCS*, schedule 144823

END OF OVERVIEW

YOUTH JUSTICE

SYSTEMS OVERVIEW

Creating Agency

Ministry of Children and Family Development (MCFD), Youth Justice
Ministry of Public Safety and Solicitor General (PSSG), BC Corrections

SYSTEM TITLES

This system overview pertains to three databases used by youth justice staff for client case management, incident reporting, program evaluation, and analytical and statistical reporting: Corrections Network System (CORNET), Integrated Corrections Offender Network (ICON) Portal and the Youth Justice Data Warehouse.

Purpose

CORNET is a web-based, integrated client information and case management system, built on an Oracle platform and used by BC Corrections of the PSSG and Youth Justice of MCFD. It includes a single client file with detailed information on every youth and adult offender/accused in provincial custody and/or under community supervision. It is used in nearly every aspect of the supervision and management of adult and young offenders, including client identification, sentence administration, and risk assessment.

The two ministries jointly hold the ownership of the software for CORNET. The province has delegated to each ministry the responsibility for data custodianship and management. The data on young offenders, or the youth portion of an integrated record, is owned by MCFD. This system overview only pertains to data under the custodianship of MCFD. For PSSG data retention periods, see the *Corrections ORCS*.

CORNET is used as the source of the Correctional Service (CS) number, which is the unique identifier used to link all events related to an individual client. A single CS# is used for each client for their lifetime, should they move from youth to adult corrections, and should they re-offend after an absence.

The single sign on ICON portal integrates community and custody applications and information services into one access platform, known as the Oracle AS Platform. ICON is a combination of portal, security, e-forms and business intelligence technologies designed to enhance offender management systems and support organizational effectiveness across ministries responsible for integrated justice and public safety. ICON includes CORNET Lite which delivers certain CORNET functionality in the portal platform so the user may access these functionalities without using the full CORNET application. This system overview is focused on the e-forms module within the ICON portal. The e-forms module is used by youth justice staff to create incident reports (e.g., forms documenting incidents occurring in youth custody centres). Selected information from the incident e-forms is uploaded to CORNET. The remaining incident data is retained in the e-forms module.

The Youth Justice Data Warehouse is a database/server where data is organized from a business perspective. It is accessed by youth justice staff via the Youth Justice Business Intelligence (BI) Application. BI, implemented in 2008, is an enterprise system that is refreshed daily from offender, justice, payroll and e-form operational databases, providing multi-year views at the provincial, regional, centre, office, offender and staff level. It informs decision makers for quality assurance, performance management, operational and strategic investment purposes. BI provides at-a-glance dashboards,

easy to use reports, in-depth data cubes and supports significant research activities. Research area staff, who need to conduct more detailed research and analytics, can access the Youth Justice Data Warehouse tables directly.

Information Content

CORNET contains approximately 400 screens which allow staff to manage a single client identity across all program areas including aliases, alerts, pictures, demographics, assessments, court documents, attachments and client logs. The system calculates and tracks all types of custody and community sentences and dispositions, including bail, remand, future court dates and client activity in custody programs. CORNET can also be used to record and report on movements, contacts and assessments from admission to community and custody programs through to release and expiration of sentence.

More specifically, CORNET includes the following: CS number; basic personal and identification information (e.g., name, address, sex, birth date, personal contacts, possible alias, height, weight, identifying marks); security and/or medical alerts; case contact persons (e.g., probation officers, social workers); pertinent information (e.g., offence codes, issuing court references, dates of issue, disposition) respecting remand, sentence warrants as well as judges' orders authorizing movement of young offenders; related bail data including amounts, types, related charges and bail review dates; sentence lengths; probable discharge dates; and other key dates concerning the young offender's sentence; temporary absences, visits and other appointments; external movement events such as court appearances, transfers, escapes, discharges; internal location changes between living units of the custody centre; case management information; disciplinary information; program participation information; incident reporting; financial transactions such as receipt of funds, wage earnings, trust accounting, canteen purchases and monies allocated to client from family and friends; personal effects management; and, victim information.

CORNET also tracks the location of physical community youth justice case files and youth custody master case files that have been sent to off-site storage, including storage facility, accession number, and box number. It also tracks whether a physical file has been destroyed. It does not track health files maintained in the youth custody centres.

ICON e-forms information content includes incident identifiers (time, date, location); incident participants (staff, clients and others) including incident roles and injury outcomes; incident classification; full text descriptions of incidents; consequences; and, use of restraints and separate confinement.

The Youth Justice Data Warehouse contains data sourced from a variety of source systems (e.g., CORNET and ICON).

Inputs, Processes, and Outputs

Inputs:

Access to youth justice client data is secured and controlled according to unique login identities, the user's work assignment (role) and work locations.

CORNET is populated via manual data entry, the addition of attachments (e.g., intake forms, service plans, and integrated case management plans) and via other systems (e.g., ICON and JUSTIN (Justice Information Network - a Ministry of Attorney General system used for the managing and administering the criminal justice process)).

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](#).

ICON e-forms are populated via manual data entry that includes integration with CORNET as the source of truth for client and staff tombstone data, and the addition of attachments (e.g., word documents and photos).

Source systems, which provide the data to the Data Warehouse, are any system (e.g., CORNET and ICON) where data is originally captured to facilitate some business function within the organization.

Processes:

CORNET performs a variety of complex processes during the course of client case management. A few processes that pertain to records management are illustrated below:

- If a youth moves within the province, their physical community youth justice file will be sent to their new probation office and the location status updated in CORNET.
- If a youth is transferred to an adult probation office or adult correction facility, only copies of the client's community physical file are transferred to the adult office.
- Community youth justice physical case files and youth custody master physical case files are sent to off-site storage when the youth reaches the age of majority and all their dispositions have expired. Once sent to off-site storage, the physical file locations are updated in CORNET. CORNET also tracks the destruction of physical files.
- CORNET also seals and unseals records based on time frames and rules established under the [Youth Criminal Justice Act](#) beyond which young offender records may not be disclosed without authorization of the courts. The time frames vary depending upon the type of offence and the type of sentence imposed, and may be affected by subsequent sentences and convictions. Sealed records are only visible to authorized systems services personnel.
- Lastly, it manages complex conditional sentence calculations in compliance with the [Youth Criminal Justice Act](#).

ICON has a workflow functionality that facilitates the movement of the incident e-form from creation to review and approval. A client log entry in CORNET will be created automatically for any client(s) involved in the incident, with the incident number and form type in the title of the client log entry. The content of the client log entry is drawn from the incident details field of the e-form. The log entry is created once the form is approved. An automatic notification is created for the community probation officer as well.

The Youth Justice Data Warehouse is updated daily. Currently, the majority of the data in the warehouse mirrors the source system (e.g., if the data is deleted from the source system tables it is also deleted from the Youth Justice Data Warehouse tables during the next update). Currently, only data that is in error is physically deleted from the source system. There are exceptions to the data mirroring rule. For example, the "client inventory/community caseload" data, which represents a point-in-time snapshot of custody and community populations/headcounts, remains un-modified (based on certain business rules) unless a manual refresh/or restatement request is received. It is anticipated that additional data snapshots will be required when the youth data becomes eligible for deletion from the originating source systems.

Client data in CORNET and ICON will be deleted when 90 years have elapsed since client birth date (secondary 80000-25); if a record contains information about multiple clients, such as an incident report, when 90 years have elapsed since the birth date of the youngest client involved in the incident. Youth Justice Data Warehouse data will be deleted based on data mirroring business rules and when

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no longer required for program evaluation, trend, and statistical analysis purposes (secondary 83000-20).

Outputs:

All three databases can be used to generate various pre-defined and ad-hoc reports. As explained above, data is also shared between the various databases. Data from CORNET is also shared with a variety of other systems (e.g., Victim Information Safety Tracking Application) and with justice stakeholders (e.g., Canadian Centre for Justice Statistics (Statistics Canada), which makes publicly available datasets pertaining to youth custody and community services across Canada (e.g., admissions to correctional services, by age and sex at time of admission). Data may also be extracted from the databases for use in various research databases (see Statistical and research databases system overview).

Predecessor Systems

CORNET, formerly known as the Provincial Case File (PCF) System, started recording data in 1973 when all correctional centres, youth custody centres and probation and family court services offices began submitting data on paper to Systems Services, Corrections Branch, for entry onto CORNET. Various locations throughout the province were automated between 1973 and 1988. In 1995, PCF was renamed CORNET. CORNET phase 2 was implemented in 2005. CORNET also replaced the Corrections Administration Record Entry (CARE) System and the Probation Records System (PRS).

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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LINKED SYSTEMS

Classification of Records that Relate to the System

Schedule Code	Secondary No.	Secondary Title	Retention A	Schedule SA	FD
Data in the System					
YJFS	80000-25	Client data	SO	nil	DE
YJFS	83000-30	Youth justice data warehouse data	SO	nil	DE
Inputs					
YJFS	83100-20	Community youth justice client files	SO	71y	DE
YJFS	83550-20	Youth custody master client files	SO	71y	DE
YJFS	83650-20	Trust fund accounting files	FY+1y	8y	DE
YJFS	83650-30	Trust fund statements	SO+2y	8y	DE
Outputs					
YJFS	80300-10	Final reports, publications, descriptions and outcomes	CY	nil	FR
YJFS	80300-15	Statistics and tracking	SO	nil	DE
YJFS	80300-20	Program planning working files	SO+5y	nil	DE
YJFS	80300-30	Research project working files and data	SO	nil	DE
YJFS	83100-20	Community youth justice client files	SO	71y	DE
YJFS	83570-12	Daily lists and sheets	CY+2y	nil	DE
YJFS	83550-20	Youth custody master client files	SO	71y	DE
YJFS	83650-20	Trust fund accounting files	FY+1y	8y	DE
YJFS	83650-30	Trust fund statements	SO+2y	8y	DE
Other Related Records					
ARCS	6820-05	Back-up data	SO	nil	DE
ARCS Section 6	see appropriate secondaries	INFORMATION TECHNOLOGY			
102902		Transitory Electronic Data Processing (EDP) Records	SO	nil	DE

Schedule Code Key: ARCS = *Administrative Records Classification System*, schedule 100000
YJFS = *Youth Justice, Forensic and Specialized Intervention Services ORCS*, schedule 144823

END OF OVERVIEW