

VITAL STATISTICS SERVICES OPERATIONAL RECORDS CLASSIFICATION SYSTEM



GOVERNMENT RECORDS SERVICE

ORCS REGISTER OF AMENDMENTS

This register lists all approved changes made to the *Vital Statistics Services ORCS*, in ascending order (i.e., the most recent changes appear first). Each amendment is uniquely identified as follows:

- **Formal amendments:** Schedule application number assigned to the amendment and used during the review and approval process; e.g., 123456.
- **Administrative amendments:** ADAM plus a registration number issued by Government Records Service (GRS); e.g., ADministrative AMendment number thirty-eight is ADAM 38.

For more information about the changes listed here, see the relevant section, primary, and/or secondary; the *ORCS* may also have an appendix that provides a more detailed summary of changes.

Original schedule approval date: 2006/03/01

Unique identifier (ADAM # or Schedule #)	Date Approved	Section/ Primary/ Secondary	Changes
170414	2017/05/29	Entire <i>ORCS</i>	Entire <i>ORCS</i> updated; See Appendix A for summary of changes.



INFORMATION SCHEDULE APPROVAL

Title: *Vital Statistics Services ORCS – Amendment 1*

Ministry of Health
Vital Statistics Agency

Scope of Schedule:

This amendment to the *ORCS* reflects a variety of business process changes undertaken by the Vital Statistics Agency since the original *ORCS* was approved in 2006. Key changes include: introduction of born-digital birth and death registrations; discontinuation of microfilming practices; introduction of scanning practices; re-appraisal of data in the Vital Statistics Information On-Line System (VISION) from destruction to selective retention; and longer retention periods for pre-1985 paper *Adoption Act* orders, disclosure vetoes and no-contact declarations, amendment records, and legal change of name registrations because their microfilm counterparts do not meet current preservation standards. Other amendments to primaries and secondaries have been made throughout the *ORCS* to include wording changes in scope notes, secondary titles and secondary notes.

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: 1872-ongoing

The government body endorses this schedule and its implementation.

Authorization on file
Jack Shewchuk, Registrar General


2016-04-25
Date

The Information Management Advisory Committee recommends this schedule for approval.


David Curtis, Chair

May 16/17
Date

APPROVED BY THE CHIEF RECORDS OFFICER:



Cheryl Wenezenki-Yolland

May 29/17
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.


Alex Wright, Sr. Director
Date Susan Laidlaw, ED
01 May 2017

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This information schedule is approved in accordance with the [Information Management Act \(SBC 2015, c. 27\)](#) and constitutes authority for retention and disposition of the records it covers. Consult your [Records Officer](#).

A SA FD

VITAL STATISTICS SERVICES

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

EXECUTIVE SUMMARY FOR AMENDMENT 1

This *Operational Records Classification System (ORCS)* establishes a classification system and retention and disposition schedule for the operational records created by the Vital Statistics Agency under the [Adoption Act \(RSBC 1996, c. 5\)](#), [Family Law Act \(SBC 2011, c. 25\)](#), [Marriage Act \(RSBC 1996, c. 282\)](#), [Name Act \(RSBC 1996, c. 328\)](#), [Vital Statistics Act \(RSBC 1996, c. 479\)](#), and [Wills, Estates and Succession Act \(SBC 2009, c. 13\)](#).

This amendment to the *ORCS* reflects a variety of business process changes undertaken by the Vital Statistics Agency since the original *ORCS* was approved by the legislature in 2006. Key changes include: introduction of born-digital birth and death registrations; discontinuation of microfilming practices in 2012; introduction of scanning practices; re-appraisal of data in the Vital Statistics Information On-Line System (VISION) from destruction to selective retention; and, increased retention periods for pre-1985 paper *Adoption Act* orders, amendment records, and legal change of name registrations because their microfilm counterparts do not meet current preservation standards. Other amendments to primaries and secondaries have been made throughout the *ORCS* to include wording changes in scope notes, secondary titles and secondary notes.

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

This *ORCS* amendment is retroactive and applies to all records (on-site and in off-site storage) which are in the custody and control of the Vital Statistics Agency.

The following summary describes the key changes covered by this amendment. In this summary, records are linked to the *ORCS* by primary and secondary numbers. For a detailed description of the changes, consult the specific secondary and Appendix A: Summary of Changes to the *Vital Statistics Services ORCS*.

- | | | |
|--|----|---------|
| 1) <u>Vital event registrations and legal change of name registrations - other media</u> | | |
| (secondaries 24030-25, 24060-45, 24070-25, 24070-35, 24070-45) | SO | 120y FR |
| (secondary 24090-25) | SO | 75y FR |
| (secondary 24080-25) | SO | 20y FR |

These records document birth registrations, stillbirth registrations and notices, notices of live birth, legal change of name registrations, registration

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This information schedule is approved in accordance with the [Information Management Act \(SBC 2015, c. 27\)](#) and constitutes authority for retention and disposition of the records it covers. Consult your [Records Officer](#).

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amendments, marriage registrations, and death registrations retained in non-paper format. Currently, other media covers microfilm and scanned images.			
The physical media description for these records was amended to reflect the discontinuation of microfilming and the introduction of scanning practices. In addition, the active and semi-active retention periods were amended to clarify when records will be eligible for transfer to the government archives (based on release dates of 20 years for death registrations, 75 years for marriage registrations, and 120 years for the remaining registrations).			
2) <u>Legal change of name registrations and amendments (pre-1985) (paper)</u> (secondaries 24030-22, 24060-42)	SO	120y	FR
Legal change of name registrations and vital events registration amendments in paper format created prior to 1985 have been appraised for full retention because the microfilm produced for this period does not meet current preservation standards. The pre-1985 microfilm is acetate based and subject to redox and vinegar syndrome. The post-1985 film is polyester based silver halide film, which meets current standards for preservation quality microfilm.			
3) <u>Physician and nurse's reports (1898-1916)</u> (secondary 24070-02)	SO	120y	FR
This secondary consists of a low-volume collection of "Doctors and Nurses Reports" listing weekly or monthly births attended by physicians or nurses. These reports are not the same as notices of live birth, although they contain similar information. These records have been designated for full retention because the corresponding notice of live birth registrations for this same time period are not complete.			
4) <u>Religious Representative Registry data</u> (secondary 24330-40)	SO	nil	FR
This secondary covers summary information stored in VISION pertaining to religious representatives solemnized to perform marriage in BC, including name of registrant, associated religious body, and date of appointment/cancellation.			
The government archives will fully retain the Religious Representative Registry data because of its unique and informational value as a searchable repository of religious representatives. No other registry of this type exists in the province.			
5) <u>Health Status Registry - paper</u> (secondary 24230-05)	SO	nil	SR
The final disposition of Health Status Registry source documents in paper format has been changed from destruction to selective retention to reflect the fact that not all paper records have been converted to another media or will be			

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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in the future. Registry records in paper format that have been converted to another medium and records defined as non-registerable will be destroyed. All other registry records in paper format will be transferred to the government archives 120 years after the registration date.

The records being fully retained under this secondary combined with microfilmed/scanned images (secondary 24230-02) constitute the complete series of source documents for the Health Status Registry. These records are being retained in addition to the data stored in the Health Status Registry System (secondary 24230-20) because not all the information received was entered into the System.

6) Vital events registration indices
(secondary 24050-06)

SO nil SR

This secondary covers birth, stillbirth, marriage, death, amendment and adoption indices in paper, microfilm, microfiche and electronic (MS Excel) format. The government archives will retain only indices that contain information that is not available from the VISION System.

7) Vital statistics registration and certification services data
(secondary 24000-20)

SO nil SR

This secondary covers data stored in the Vital Statistics On-Line (VISION) System pertaining to functions covered under section 1 of this ORCS. The final disposition has changed from destruction to selective retention to reflect recent changes to the records creation and storage practices by the Vital Statistics Agency. For example, in current practice there are no physical documents for birth and death registrations generated via web systems and uploaded to VISION. As a result, the born-digital birth and death registration records are the official records as there is no paper, microfilm, or scanned image counterparts. It is anticipated that over time additional registration types will be born-digital.

SO: data scheduled for full retention (defined in SR note below) will be transferred to the government archives when Vital Statistics services are no longer performed by government, or upon agreement between the Vital Statistics Registrar and the government archives to transfer data for permanent retention; wills notices will be deleted when 100 years have elapsed since the will filing date; applications for service (AFS) data will be deleted when 8 years have elapsed since the application process date; and the remaining data pertaining to section 1 functions will be deleted when no longer of operational or reference use

SR: The government archives will fully retain birth, stillbirth, marriage, and death registrations; notices of live birth; legal change of name registrations; registration amendments; and adoption related data,

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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including disclosure veto and no-contact declaration information, which is added to the birth record in VISION; and related index data because they provide a permanent, searchable record of vital events occurring in the province. These records are vital for the establishment of civil rights and also provide contextual support to related records in other media appraised for full retention in this ORCS. All other data pertaining to section 1 functions will be destroyed.

- 8) Adoption Act order files (pre-1985 paper and other media)
(secondaries 24060-22, 24060-25)

SO 120y DE

A specific active retention trigger and semi-active period of 120 years has been assigned to *Adoption Act* order files in paper format (pre-1985) and to other media. This will facilitate disposition handling and ensures that records are retained for a substantial period to respond to access requests from birth parents and adopted individuals. The pre-1985 paper records are being retained for the 120 years as the microfilm counterparts do not meet current preservation standards.

END OF EXECUTIVE SUMMARY

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](#).

VITAL STATISTICS SERVICES ORCS

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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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.](#)

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

VITAL STATISTICS REGISTRATION AND CERTIFICATION SERVICES

PRIMARY NUMBERS

24000 – 24110

Section 1 covers records relating to the registration and certification services delivered by the Vital Statistics Agency pursuant to the [Adoption Act \(RSBC 1996, c. 5\)](#), [Family Law Act \(SBC 2011, c. 25\)](#), [Marriage Act \(RSBC 1996, c. 282\)](#), [Name Act \(RSBC 1996, c. 328\)](#), [Vital Statistics Act \(RSBC 1996, c. 479\)](#), and the [Wills, Estates and Succession Act \(SBC 2009, c. 13\)](#). Services include the registration of the following vital events: births, stillbirths, marriages, and deaths; registration of legal changes of name; amendments to vital event records made necessary by such events as legitimations, legal changes of name, delayed registrations, and adoptions; maintenance of a registry of wills notices; and processing applications for service (AFS), which are client requests for certificates, marriage licences, and other services offered by the Vital Statistics Agency.

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](#).

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24060	VITAL EVENTS REGISTRATION - AMENDMENTS AND ADOPTIONS
24070	VITAL EVENTS REGISTRATION - BIRTHS
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24090	VITAL EVENTS REGISTRATION - MARRIAGES
24110	WILLS NOTICES

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24000 VITAL STATISTICS REGISTRATION AND CERTIFICATION SERVICES - GENERAL

Records not shown elsewhere in the Vital Statistics registration and certification services section that relate generally to the registration and certification services performed by the Vital Statistics Agency.

This primary covers registration and certification services data stored in the Vital Statistics Information On-Line (VISION) System, web records stored on the Vital Statistics Agency public website, and final reports and studies.

NOTE: Only records which cannot be classified in a more specific primary or secondary may be classified under this primary.

For customer satisfaction surveys and reporting, see [ARCS primary 338](#).

For the intranet site, see [ARCS secondary 340-30](#).

For program planning and performance, see [ARCS primary 400](#).

For reports and statistics (not covered under secondary 24000-03), see [ARCS secondaries 400-20, 440-20, 1180-20](#).

For system descriptions, see the Systems Section.

The ministry OPR is Vital Statistics Agency unless otherwise noted below. See specific secondaries for OPR retention schedules.

24000	VITAL STATISTICS REGISTRATION AND CERTIFICATION SERVICES - GENERAL	A	SA	FD
	Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:	SO	nil	DE
-00	Policy and Procedures	SO	5y	FR
	FR: Throughout this section, the government archives will fully retain all final policy and procedure created by offices having primary responsibility for policy and procedure development and approval. These records have evidential value.			
	NOTE: Includes guidebooks produced for internal and external service providers.			
	NOTE: For policy development files, see secondary 24000-50.			
-01	General	CY+1y	nil	DE
-02	(superseded by ARCS secondary 338-20 Polling and surveying records)			
-03	Vital Statistics reports and studies (includes annual reports, quarterly digests, supplemental reports, annual list of popular names, feature reports, and	CY	5y	FR

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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24000	VITAL STATISTICS REGISTRATION AND CERTIFICATION SERVICES - GENERAL	A	SA	FD
	other significant studies)			
	FR: The government archives will fully retain Vital Statistics reports and studies because they significantly document the functions and activities of the Vital Statistics Agency, and provide significant demographic and health information about the British Columbia population.			
PIB	-20 Vital Statistics registration and certification services data (covers data stored in VISION pertaining to the functions covered under section 1 of this ORCS) (supersedes secondary 24060-50 Adoption database)	SO	nil	SR
	SO: final disposition triggers are as follows: <ul style="list-style-type: none"> • data scheduled for full retention (defined in SR note below) will be transferred to the government archives when Vital Statistics services are no longer performed by government, or upon agreement between the Vital Statistics Registrar and the government archives to transfer data for permanent retention; • wills notices will be deleted when 100 years have elapsed since the will filing date; • applications for service (AFS) data will be deleted when 8 years have elapsed since the application process date; • and the remaining data pertaining to section 1 functions will be deleted when no longer of operational or reference use. 			
	SR: The government archives will fully retain data pertaining to births, stillbirths, marriages, and deaths; legal name changes; amendments; and adoption-related data, including disclosure veto and no-contact declaration information, which is added to the birth record in VISION; and related index data because they provide a permanent, searchable record of vital events occurring in the province. These records are vital for the establishment of civil rights and also provide contextual support to related records in other media appraised for full retention in this ORCS. All other data pertaining to section 1 functions will be destroyed.			

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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24000	VITAL STATISTICS REGISTRATION AND CERTIFICATION SERVICES - GENERAL	A	SA	FD
	NOTE: This secondary does not cover scanned images. For their retention, see the applicable secondaries within this ORCS (24030-25, 24060-25, -35, and -45, 24070-25, -35, and -45, 24080-25, and lastly, 24090-25).			
	NOTE: For Religious Representative Registry data in VISION, see secondary 24330-40. For legislative appointment data in VISION, see secondary 24310-50.			
-30	(superseded by ARCS secondary 340-30 Simple web site pages)			
-40	Vital Statistics public web pages	SO	nil	DE
	SO: when the web pages are altered, updated or redesigned			
	NOTE: All webpages on the Vital Statistics Agency public website have been appraised for destruction because the source records are classified elsewhere. Examples of key source records include brochures (ARCS 312-05), policy and procedures (-00 secondaries throughout this ORCS) and Vital Statistics reports and studies (24000-03).			
	NOTE: The purpose of the public website is to provide the general public with information about registration and certification services and provide access to a variety of online services (e.g., electronic birth registrations and electronic certificate ordering).			
	NOTE: Web pages on the Vital Statistics Agency intranet site are classified under ARCS secondary 340-30 .			
-50	Policy development files (includes correspondence, drafts, and working materials)	SO+5y	nil	DE
	SO: when policy is approved and distributed or abandoned			
	DE: Policy development files may be destroyed because final policies are fully retained under secondary 24000-00.			

END OF PRIMARY

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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24010 APPLICATIONS FOR SERVICE

Records relating to applications for service (AFS) submitted to and processed by the Vital Statistics Agency. Examples of records covered under this secondary include:

- requests for certificates of birth (including commemorative certificates), marriage, death, genealogy, or change of name;
- requests for certified copies or certified extracts of birth, death or marriage registrations;
- applications for marriage licence - received prior to the 1993 amalgamation of the marriage licence and registration forms (see primary 24090 Vital Events Registrations - Marriages for post-amalgamation forms);
- search requests to determine if a wills notice has been registered;
- wills notices - received post-January 1, 2013, when wills notices started being handled as AFS (see primary 24110 Wills Notices for pre-2013 wills notices); and
- requests for release of adoption orders and birth particulars.

Selected AFS are submitted electronically via web-based systems and uploaded to the Vital Statistics Information On-Line (VISION) System for processing (see VISION System Overview for details).

Spoiled, returned, cancelled or damaged certificates, issued as a result of an AFS, are captured in the VISION System and logged on a spreadsheet for statistical and audit purposes.

For adoption orders, disclosure vetoes and no-contact declarations, see primary 24060.

For AFS data, see secondary 24000-20.

For legal change of name registrations, see primary 24030.

For systems description, see the Systems Section.

For vital events registration, see primaries 24050 to 24090.

For wills notices registrations received pre-January 1, 2013, see primary 24110.

The ministry OPR is Vital Statistics Agency unless otherwise noted below. See specific secondaries for OPR retention schedules.

24010	APPLICATIONS FOR SERVICE	A	SA	FD
	Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:	SO	nil	DE
-00	(superseded by secondary 24000-00 Policy and procedures)			
-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](#).

24010	APPLICATIONS FOR SERVICE	A	SA	FD
-02	Spoiled, returned & cancelled certificates (arrange by date spoiled, returned or cancelled) SO: when spoiled, returned or cancelled certificate has been logged and verified	SO+3m	nil	DE
-03	Spoiled, returned & cancelled certificates - logs (covers logs of spoiled certificates listing the date, certificate number, type of certificate, size of certificate, and initial of individual verifying the status of the certificate, or equivalents) 2y: The retention period satisfies the Vital Statistics Agency's audit requirements.	CY+1y	nil	DE
-20	Applications for service (includes applications for service, supporting documents, lists, financial receipts, and external stakeholder requests) (arrange by date of initiation in the VISION System) (supersedes secondary 24010-30 Applications for service - adoptions) SO: when application is processed 8y: The semi-active retention period meets the Vital Statistics Agency's operational needs for access to processed service requests and ensures that the related financial records are retained for a period consistent with accounts receivable records scheduled under ARCS. NOTE: Once data is entered and verified, applications that meet the criteria established in special schedule 102902 (<i>Transitory Electronic Data Processing (EDP) Records</i>) are destroyed. NOTE: The Vital Statistics Agency will store applications for service under ongoing accession number 91-0450. NOTE: Applications for marriage licences which are processed by government agents or the Vital Statistics Agency are filed under this secondary. Applications received from other marriage licence issuers are filed with their revenue returns.	SO	8y	DE
-30	(superseded by secondary 24010-20 Applications for service)			

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](#).

24030 LEGAL CHANGE OF NAME REGISTRATIONS

Records relating to requests for change of name registrations in British Columbia, submitted to and registered by the Vital Statistics Agency pursuant to the [Vital Statistics Act \(RSBC 1996, c. 479\)](#) and the [Name Act \(RSBC 1996, c. 328\)](#). These are comprised of applications for change of name, supporting documentation offered as proof of the facts in the application, and approved change of name registrations.

Prior to 1982 amendments to legal change of name registrations were annotated on the original record.

A legal change of name will result in an amendment to the individual's birth or marriage registration in the Vital Statistics Information On-Line (VISION) System.

For amendments to legal change of name registrations post-1982, see primary 24060.

For legal change of name data, see secondary 24000-20.

For system descriptions, see the Systems Section.

The ministry OPR is Vital Statistics Agency unless otherwise noted below. See specific secondaries for OPR retention schedules.

24030	LEGAL CHANGE OF NAME REGISTRATIONS	A	SA	FD
	Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:	SO	nil	DE
	-00 (superseded by secondary 24000-00 Policy and procedures)			
	-01 General	CY+1y	nil	DE
PIB	-02 Legal change of name indices (closed secondary) (supersedes secondary 24030-03 Legal change of name index - microfiche)	SO	nil	DE
	SO: when relevant information contained in the indices is entered into VISION and when reference use has ended			
	NOTE: Legal change of name indices in paper and microfiche format ceased being generated in the late 1990s. Staff now search the VISION system to locate a specific change of name registration. Index data is fully retained and classified under secondary 24000-20 Vital Statistics registration and certification services data.			
	-03 (superseded by secondary 24030-02 Legal change of			

[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](#).

24030	LEGAL CHANGE OF NAME REGISTRATIONS	A	SA	FD
	name indices)			
PIB	-20 Legal change of name registrations (post-1985) - paper (includes record types as listed under secondary 24030-25) (arrange by registration number)	SO	3y	DE
	SO: when the legal change of name is registered and when converted to another medium (e.g., microfilm or scanned image) and the quality verified			
	DE: Legal change of name registrations, in paper format, created after 1985 may be destroyed because preservation quality microfilm and/or scanned image versions of the registrations are being fully retained under secondary 24030-25.			
	NOTE: The Vital Statistics Agency will store paper change of name registrations under ongoing accession number 91-0152.			
PIB	-22 Legal change of name registrations (pre-1985) - paper (includes record types as listed under secondary 24030-25) (arrange by registration number)	SO	120y	FR
	SO: when the legal change of name is registered			
	FR: The government archives will fully retain legal change of name registrations because they document the legal and mandatory support for the issuance of change of name certificates, as well as for amendments to birth and marriage registrations, and for certificates issued subsequent to the change of name. The pre-1985 paper records are being fully retained because the microfilm produced prior to 1985 does not meet current long-term preservation standards. The pre-1985 microfilm is acetate based and subject to redox and vinegar syndrome. The post-1985 film is polyester based silver halide film, which meets current standards for preservation quality microfilm.			
PIB	-25 Legal change of name registrations - other media (currently other media covers microfilm and scanned images) (includes Name Act Identification Particulars of Applicant [VSA 512], Registration of Change of Name [VSA 525], Registration of Change of Name Court Order [VSA 525A], Change of Name Kit [VSA 529], Name Kit – Child Portion [VSA 529C], and supporting documentation in the form of birth certificates,	SO	120y	FR

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

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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](#).

24030	LEGAL CHANGE OF NAME REGISTRATIONS	A	SA	FD
	certified copies of immigration papers, permanent resident cards, marriage certificates, custody papers, statutory declarations, consent forms, and advertisement of change of name [required prior to 2002], or equivalents)			
	SO: when the legal change of name is registered			
	120y: The semi-active retention period is required to ensure the confidentiality of and restrict access to the information contained in the legal change of name registrations and supporting documentation.			
	FR: The government archives will fully retain legal change of name registrations because they document the legal and mandatory support for the issuance of change of name certificates, as well as for amendments to birth and marriage registrations, and for certificates issued subsequent to the change of name.			
	NOTE: Secondaries 24030-20, -22 and -25 supersede approved schedules 106697 and 106698.			
	NOTE: These three secondaries also cover the following series of records, formerly retained separately: alterations of surname; notices of change of name; and change of name files. Since 1996 all records relating to change of names are filed and filmed as one series of records.			
	NOTE: Effective January 1, 2013 legal change of name registrations are no longer microfilmed and are preserved as scanned images.			

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](#).

24050 VITAL EVENTS REGISTRATION - GENERAL

Records not shown elsewhere in the vital events registration primary block that relate generally to the registration of vital events by the Vital Statistics Agency. This primary covers administrative indices completed by district registrars; baptismal registers completed by clergy of various denominations; indices to the baptismal registers; and birth, marriage and death indices, which provide names, dates and locations of the vital event registered in British Columbia, and their corresponding vital event registration number.

Registration and index data is maintained in the Vital Statistics Information On-Line (VISION) System.

For index data stored in VISION, see secondary 24000-20.

For legal change of name indices, see secondary 24030-02.

For marriage registers, see secondary secondary 24090-10.

For system descriptions, see the Systems Section.

For wills notice indices, see secondaries 24000-20 and 24110-02-02.

The ministry OPR is Vital Statistics Agency unless otherwise noted below. See specific secondaries for OPR retention schedules.

24050	VITAL EVENTS REGISTRATION - GENERAL	A	SA	FD
	Except where non OPR retention periods are identified below, all other ministry offices will retain these records for:	SO	nil	DE
	-00 (superseded by secondary 24000-00 Policy and procedures)			
	-01 General	CY+1y	nil	DE
PIB	-02 Church baptismal indices (closed secondary) (paper, microfilm, and electronic index)	SO	nil	FR
	SO: when most recent entry in the index is 120 years old			
	FR: The government archives will fully retain baptismal indices because they provide access by name to baptismal registers, which are fully retained under secondary 24050-03. All three formats will be retained as the volume is low and there are gaps in the time periods covered by the various media.			
	NOTE: An electronic index (Excel spreadsheet) was prepared based on the paper and microfilm indices. A copy of the electronic index was provided to the government archives under separate agreement. Currently, this information is available on the government archives website once the baptismal			

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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](#).

24050	VITAL EVENTS REGISTRATION - GENERAL	A	SA	FD
	event is 120 years old.			
	-03 Church registers collection (closed secondary) (paper and microfilm) (arrange by name of religious body) SO: when register is complete 120y: The semi-active retention period ensures the records are retained by the Vital Statistics Agency until such time as the records become publicly releasable. FR: The government archives will fully retain this unique collection of registers for their genealogical and research value. The majority of the registers contain baptismal events only; however, a few also contain marriage and/or or burial events. Their particular value lies in their organization by locality rather than by name. The baptismal records also have value because they pre-date the establishment of the Vital Statistics Agency. NOTE: The requirement of churches to submit baptismal and burial registers was repealed from the legislation. NOTE: All other marriage registers should be classified under secondary 24090-10.	SO	120y	FR
PIB	-04 District registrar administrative indices (includes V.S. 64, V.S. 94, and V.S. 95 used by district registrars to record the particulars of vital events prior to transmitting the registration documents to Vital Statistics) (arrange in bound volumes by district, then within by year and name) DE: District registrar administrative indices will be destroyed because they have no ongoing value for accessing vital events registrations. Information contained in these indices is incomplete and is not used to support the registration function. The official index information is available in the vital events registration indices. NOTE: District registrars recorded those registrations accepted and then transmitted to the Vital Statistics Agency in their administrative "indices". These "indices" do not include the official registration	SO	nil	DE

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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24050	VITAL EVENTS REGISTRATION - GENERAL	A	SA	FD
	number as this was assigned by Vital Statistics after the registration documents had been received and processed. The practice of local registration and recording by district registrars has largely ceased and now most documents are transmitted directly to Vital Statistics from the source (i.e., parents for births, funeral homes for deaths, and marriage commissioners and religious representatives for marriages).			
	-05 (superseded by secondary 24090-10 Marriage registers)			
PIB	-06 Vital events registration indices (closed secondary) (covers birth, stillbirth, marriage, death, adoption and amendment indices in paper, microfilm, microfiche and excel format) (supersedes secondaries 24050-07 Vital events registration indices - microfiche, 24050-08 Vital events registration indices - microfilm and 24060-02 Adoption index)	SO	nil	SR
	SO: when verified that the information contained in the index is available in VISION; or, if information is not available in VISION, when index is eligible for transfer to the government archives based on public release dates (e.g., 120 years for birth related records)			
	SR: Index data in VISION pertaining to vital event registrations is fully retained under secondary 24000-20 Vital Statistics registration and certification services data. Therefore, the government archives will retain only indices in paper, microfilm, microfiche, or excel format where the information is not available in VISION. The majority of indices covered under this secondary will be destroyed. Selection decisions have been made for the following index types; others will be made on a case by case basis. <ul style="list-style-type: none"> • notices of live birth indices (1898-1938) will be fully retained because there is no other index to notices of live birth for this time period. • birth, marriage and death indices in microfiche format (various dates) and death indices in microfilm format (1872-1984) will be destroyed because the information is duplicated in VISION. • marriage indices in microfilm format (1872-1942) will be destroyed once a VISION index data file has been produced to accompany the 1942 			

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24050	VITAL EVENTS REGISTRATION - GENERAL	A	SA	FD
	annual release of marriage registrations.			
-07	(superseded by secondary 24050-06 Vital events registration indices)			
-08	(superseded by secondary 24050-06 Vital events registration indices)			

END OF PRIMARY

24060 VITAL EVENTS REGISTRATION - AMENDMENTS AND ADOPTIONS

Records relating to amendments of vital events registrations (births, stillbirths, marriages, deaths) in British Columbia, submitted to and amended by the Vital Statistics Agency pursuant to the [Vital Statistics Act \(RSBC 1996, c. 479\)](#), [Name Act \(RSBC 1996, c. 328\)](#), and the [Adoption Act \(RSBC 1996, c. 5\)](#). These are comprised of requests for amendments to registrations made necessary by legitimations, legal changes of name, alterations/additions of given name by director, additions or changes to the father's particulars, fraud, and delayed registrations.

The amendment process has evolved substantially over time. Initially, an amendment was annotated on the original registration record and then spliced into the microfilm containing the original registration record. Supporting documentation pertaining to the amendments was kept as separate series. Currently, applicable changes are made against the electronic record within VISION and a unique amendment number is assigned. All amendment records are now retained as one scanned series, arranged by amendment number.

As a result of this evolution, records pertaining to amendments are classified under numerous primaries within this ORCS. This primary covers primarily post-1982 amendments retained as one continuous series and defunct series containing supporting documentation. For amendments made directly to the original registration, see the applicable registration primary.

Adoption Act order files also function as a type of amendment file for vital events. Certified copies of adoption orders made by the Supreme Court of British Columbia must be transmitted to the Vital Statistics Agency, accompanied by other information respecting the adoption that may be required to enable the Agency to amend registration records. Birth events that take place in the Province of British Columbia are amended according to the adoption order. A notification of registration is provided to the appropriate provincial authority for those birth events that occurred outside of British Columbia but within Canada in order that the adoption amendment can take place.

The Vital Statistics Agency is also responsible for providing access to information contained in the *Adoption Act* orders and birth registrations. Under the 1996 *Adoption Act*, adopted persons and birth parents may file either a disclosure veto or a no-contact declaration restricting access to their identifying information. A disclosure veto is available to birth parents and adopted persons involved in adoptions that were completed before the Act took effect in 1996. It prevents the release of any birth registration or adoption order information identifying the person who filed the veto. No-contact declarations allow the release of records, as long as the person accessing the information signs a legal undertaking not to contact the person.

Amendment and adoption data are stored in the Vital Statistics Information On-Line (VISION) System.

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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](#).

For adoption records maintained by the Attorney General, see *Court Services ORCS*, schedule 100152.

For amendment, adoption and related index data stored in VISION, see secondary 24000-20.

For applications for service relating to adoptions, see primary 24010.

For system descriptions, see the Systems Section.

For vital events registration - births, see primary 24070.

For vital events registration - deaths, see primary 24080.

For vital events registration - marriages, see primary 24090.

The ministry OPR is Vital Statistics Agency unless otherwise noted below. See specific secondaries for OPR retention schedules.

24060	VITAL EVENTS REGISTRATION - AMENDMENTS AND ADOPTIONS	A	SA	FD
	Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:	SO	nil	DE
	-00 (superseded by secondary 24000-00 Policy and procedures)			
	-01 General	CY+1y	nil	DE
	-02 (superseded by secondary 24050-06 Vital event registration indices)			
PIB	-20 <i>Adoption Act</i> order files (post-1985) - paper (includes cover sheets with pre-printed registration numbers, certified copies of Adoption Orders, Identification Particulars of Adopted Person [VSA 433], and accompanying documentation which may establish particulars of an adoptee's birth, such as copies of birth certificates [for out of province births], affidavits from the individuals, and correspondence, or equivalents) (arrange by adoption registration number)	SO	3y	DE
	SO: when the adoption is registered and when converted to another medium (e.g., microfilm or scanned image) and the quality verified			
	DE: <i>Adoption Act</i> order files, in paper format, created after 1985 may be destroyed because preservation quality microfilm and/or scanned image versions of the registrations are being retained for a 120 years under secondary 24060-25.			
	NOTE: The Vital Statistics Agency will store post-1985 <i>Adoption Act</i> order files under ongoing accession number 91-0271.			

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](#).

24060		VITAL EVENTS REGISTRATION - AMENDMENTS AND ADOPTIONS	A	SA	FD
PIB	-22	<p>Adoption Act order files (pre-1985) - paper (includes record types as listed under secondary 24060-20) (arrange by adoption registration number)</p> <p>SO: when the adoption is registered</p> <p>120y: The retention period is required to support the amendment function and to ensure the records are available for a substantial period to respond to access requests from birth parents and adopted individuals to their adoption records. The pre-1985 paper records are being retained for 120 years because the microfilm produced prior to 1985 does not meet current long-term preservation standards. The pre-1985 microfilm is acetate based and subject to redox and vinegar syndrome. The post-1985 film is polyester based silver halide film, which meets current standards for preservation quality microfilm.</p> <p>DE: This secondary consists of certified copies of adoption orders, and associated supporting documentation, received from the applicable court registry. Records are not scheduled for permanent preservation because original adoption orders are fully retained in hardcopy case files from the <i>Court Services ORCS</i>, schedule 100152, secondaries 51420-20 and -25 and the amended birth registration data is also fully retained in VISION under secondary 24000-20.</p>	SO	120y	DE
PIB	-25	<p>Adoption Act order files - other media (currently other media covers microfilm and scanned images) (includes record types as listed under secondary 24060-20)</p> <p>SO: when the adoption is registered</p> <p>120y: The retention period is required to support the amendment function and to ensure the records are available for a substantial period to respond to access requests from birth parents and adopted individuals to their adoption records.</p> <p>DE: This secondary consists of certified copies of adoption orders, and associated supporting documentation, received from the applicable court registry. Records are not scheduled for permanent</p>	SO	120y	DE

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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](#).

24060	VITAL EVENTS REGISTRATION - AMENDMENTS AND ADOPTIONS	A	SA	FD
	<p>preservation because original adoption orders are fully retained in hardcopy case files from the <i>Court Services ORCS</i>, schedule 100152, secondaries 51420-20 and -25 and the amended birth registration data is also fully retained in VISION under secondary 24000-20.</p> <p>NOTE: Effective January 1, 2013 Adoption Act order files are no longer microfilmed and are retained as scanned images.</p> <p>NOTE: Secondaries 24060-20, -22 and -25 supersede approved schedule 106695.</p> <p>NOTE: Adoption packages received outside of the current calendar year are treated as a delayed adoption and classified as vital events registration amendments 24060-40 and -45.</p>			
PIB	<p>-30 Disclosure vetoes and no-contact declarations - paper (includes record types as listed under secondary 24060-35) (arrange by amendment number)</p> <p>SO: when the disclosure veto and no-contact declaration are registered and when converted to another medium (e.g., microfilm or scanned image) and the quality verified</p>	SO	3y	DE
PIB	<p>-35 Disclosure vetoes and no-contact declarations - other media (currently other media covers microfilm and scanned images) (includes No-Contact Declaration and Statement [VSA 631], Disclosure Veto and Statement [VSA 632], Rescind a Disclosure Veto or No-Contact Declaration [VSA 633], Statutory Declaration and Undertaking [VSA 634], and Adoption Reunion Registry correspondence)</p> <p>SO: when the disclosure veto and no-contact declaration are registered</p> <p>120y: The semi-active retention period ensures the confidentiality of and restricts access to information contained in birth registrations and adoption orders until the parties subject to the veto or declaration are deceased. The semi-active retention period is also consistent with that of the related adoption orders and birth registrations.</p>	SO	120y	DE

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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](#).

24060	VITAL EVENTS REGISTRATION - AMENDMENTS AND ADOPTIONS	A	SA	FD
	<p>DE: Records have not been scheduled for permanent preservation because the legal value of the records is extinguished once the parties subject to the veto or no-contact declaration are deceased. In addition, the information contained in the veto or no-contact declaration is permanently retained in VISION as an amendment to the birth registration.</p> <p>NOTE: Effective January 1, 2013 disclosure vetoes and no-contact declarations are no longer microfilmed and are retained as scanned images.</p>			
PIB	<p>-40 Vital events registration amendments (post-1985) - paper (includes record types as listed under secondary 24060-45) (arrange by amendment number)</p> <p>SO: when the amendment is registered and when converted to another medium (e.g., microfilm or scanned image) and the quality verified</p> <p>NOTE: The Vital Statistics Agency will store hardcopy vital events amendment registration files under ongoing accession number 91-0154.</p>	SO	3y	DE
PIB	<p>-42 Vital event registration amendments (pre-1985) - paper (includes record types as listed under secondary 24060-45) (arrange by amendment number)</p> <p>SO: when the amendment is registered</p> <p>FR: The government archives will fully retain vital events registration amendments because they document changes to vital events registrations including birth, marriage and death registrations. The pre-1985 paper records are being fully retained because the microfilm produced prior to 1985 does not meet current long-term preservation standards. The pre-1985 microfilm is acetate based and subject to redox and vinegar syndrome. The post-1985 film is polyester based silver halide film, which meets current standards for preservation quality microfilm.</p> <p>NOTE: Some vital event registration amendments in paper format, created prior to 1985, were destroyed after microfilming.</p>	SO	120y	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](#).

24060	VITAL EVENTS REGISTRATION - AMENDMENTS AND ADOPTIONS	A	SA	FD
PIB	<p>-45 Vital events registration amendments - other media (currently other media covers microfilm and scanned images) (includes Statutory Declaration - Correction of Error [VSA 412], Statutory Declaration Re: Delayed Registration [VSA 409], Validation of Solemnization of Marriage [VSA 452], Application for Order of Remarriage [VSA702B], Identification Particulars of Applicant (Court Document) [VSA 512], Application to Add Paternity Information [VSA 796], Application for Change of Sex Designation on Birth Registration [VSA 509], registration cancellations, VISION generated adoption amendment sheet [current year adoptions], amended registration document (birth, stillbirth, marriage, death or other), and the following documentation necessary to support the change: statement from physician or Coroner, birth certificates, passports, citizenship papers, immigration documents, divorce records, marriage registers, hospital records, court orders, death reports, VISION reports, and correspondence. Also includes delayed registrations of adoption consisting of certified copies of Adoption Orders, Identification Particulars of Adopted Person [VSA 433], and accompanying documentation which may establish particulars of an adoptee's birth, such as copies of birth certificates [for out of province births], affidavits from the individuals, and correspondence, or equivalents)</p> <p>SO: when the amendment is registered</p> <p>120y: This retention period is consistent with the longest retention period of the associated records subject to the amendment - births, notices of live birth, and stillbirth registrations - classified under primary 24070.</p> <p>FR: The government archives will fully retain vital events registration amendments because they document changes to vital events registrations including birth, marriage and death registrations. The pre-1985 microfilm is being fully retained in addition to the paper covered under secondary 24060-40 because there is not a full run of paper amendments for this time period (i.e., some of the paper was destroyed after microfilming).</p> <p>NOTE: Effective January 1, 2013 vital event registration amendments are no longer microfilmed and are retained as scanned images.</p>	SO	120y	FR

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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](#).

24060	VITAL EVENTS REGISTRATION - AMENDMENTS AND ADOPTIONS	A	SA	FD
<hr/>				
NOTE: Secondaries 24060-40, -42 and -45 supersede approved schedules 106693, 106094, 106095, 106096, 106102, 106699 and 106703.				
<hr/>				
NOTE: Secondaries 24060-40, -42 and -45 cover the following defunct series of records which were previously maintained separately: fraudulent registration files, correction declarations files, alterations of Christian (given) name, divorce court orders for change of name, change of name amendment files, miscellaneous declaration files, and legitimations of birth declaration files.				
<hr/>				
NOTE: Secondaries 24060-40, -42 and -45 also cover several series formerly referred to as supplementary documentation but now treated as amendments: <ul style="list-style-type: none">• supplementary documentation (birth, death, and marriages),• deaths - supplementary documentation,• marriages - supplementary documentation,• births - supplementary documentation, and• stillbirths - supplementary documentation				
<hr/>				
NOTE: Secondaries 24060-40, -42 and -45 also cover declarations of married women and joint statements of paternity.				
<hr/>				
-50	(superseded by secondary 24000-20 Vital Statistics registration and certification services data)			
<hr/>				

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](#).

24070 VITAL EVENTS REGISTRATION - BIRTHS

Records relating to the registration of live birth and stillbirth events in British Columbia submitted to and registered by the Vital Statistics Agency pursuant to the [Vital Statistics Act \(RSBC 1996, c. 479\)](#). These are comprised of notices of birth or stillbirth completed by the attending physician or midwife, registration of live birth completed by the parents, or other authorized parties, and registration of stillbirth completed by the parents, or other authorized parties, and the physician or Coroner who determined the cause of death.

Prior to 1982 amendments to registrations covered under this primary were annotated on the original record.

As of August 1, 2012, parents or other authorized parties submit birth registration information via Electronic Birth Registration (eBR), a web-based system. The data is then uploaded to the Vital Statistics Information On-Line (VISION) System.

For amendments to registrations and delayed registrations post- 1982, see primary 24060.

For birth and stillbirth related data stored in VISION, including index data, see secondary 24000-20.

For system descriptions, see the Systems Section.

For vital event indices and registers, see primary 24050.

The ministry OPR is Vital Statistics Agency unless otherwise noted below. See specific secondaries for OPR retention schedules.

24070	VITAL EVENTS REGISTRATION - BIRTHS	A	SA	FD
	Except where non OPR retention periods are identified below, all other ministry offices will retain these records for:	SO	nil	DE
-00	(superseded by secondary 24000-00 Policy and procedures)			
-01	General	CY+1y	nil	DE
-02	Physician's and nurse's reports (closed secondary) (covers bound volumes for the period 1898-1916)	SO	120y	FR
	SO: date of most recent volume entry			
	120y: The semi-active retention period is required to ensure the confidentiality of and restrict access to the volumes until they are publicly releasable.			
	FR: This secondary consists of a low volume collection of "Doctors and Nurses Reports" listing weekly or monthly births attended to by physicians or nurses.			

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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](#).

24070	VITAL EVENTS REGISTRATION - BIRTHS	A	SA	FD
	These reports are not the same as notices of live birth, although they contain similar information. These records have been designated for full retention because the corresponding notice of live birth registrations for this same time period are not complete.			
PIB	-20 Birth registrations - paper (includes Registration of Live Birth – Kit Before Stuffing [VSA 404], Registration of Live Birth – Application for Service [VSA 404S], Live Birth Director's Registration [VSA 404F], and Registration of Live Birth – Statutory Declaration Version [VSA 404Y], or equivalents]) (arrange by registration number) SO: when the birth is registered 120y: The semi-active retention period is required to ensure the confidentiality of and restrict access to birth registrations until they are publicly releasable. FR: The government archives will fully retain paper originals of birth registrations because they provide a permanent record of a child's birth and are vitally important for the establishment of civil rights. These records are so important for these purposes that both paper originals and other media (described under secondary 24070-25) will be retained. NOTE: No physical documents exist for birth registrations received through eBR. NOTE: The Vital Statistics Agency will store hardcopy birth registrations under ongoing accession number 91-0258.	SO	120y	FR
PIB	-25 Birth registrations - other media (currently other media covers microfilm and scanned images) (includes record types as listed under secondary 24070-20) SO: when the birth is registered 120y: The semi-active retention period is required to ensure the confidentiality of and restrict access to birth registrations until they are publicly releasable. FR: The government archives will fully retain birth registrations in other media because they constitute	SO	120y	FR

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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](#).

24070	VITAL EVENTS REGISTRATION - BIRTHS	A	SA	FD
	<p>preservation copies of the originals classified under secondary 24000-20. Birth registrations provide a permanent record of a child's birth and are vitally important for the establishment of civil rights. For these reasons, it is necessary to retain both the originals and preservation copies.</p> <p>Where there are multiple preservation copies in another media (e.g., both a microfilm and scanned image copy) and it has been jointly determined by the Vital Statistics Agency and the government archives that one copy is redundant (e.g., no longer required for preservation/access purposes), the redundant copy may be destroyed.</p> <p>NOTE: Birth registrations on microfilm cover the period 1872 to August 1, 2012. After this date, birth registrations are primarily received electronically via the online birth registration process and classified and scheduled under secondary 24000-20 Vital Statistics registrations and certification services data. Additionally, birth registrations for the period 1872 to 1903 have been scanned and will continue to be scanned as the registrations become eligible for public release.</p>			
	NOTE: Secondaries 24070-20 and -25 supersede approved schedule 106705.			
	NOTE: Secondaries 24070-20 and -25 also include delayed First Nations birth registrations, First Nations birth registrations, and delayed registrations of birth, formerly retained as separate series of records.			
PIB	<p>-30 Notices of live birth - paper (includes Notice of Live Birth or Stillbirth [VSA 403] and equivalent forms) (arrange by registration number)</p> <p>SO: when the notice of live birth is registered</p> <p>120y: The semi-active retention period is required to ensure the confidentiality of and restrict access to notices of live birth until they are publicly releasable.</p> <p>FR: The government archives will fully retain paper originals of notices of live birth because they provide essential support for the permanent record of a child's birth and are vitally important for the establishment of civil rights. These records are so</p>	SO	120y	FR

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24070	VITAL EVENTS REGISTRATION - BIRTHS	A	SA	FD
	important for these purposes that both paper originals and other media (described under secondary 24070-35) will be retained.			
	NOTE: The majority of paper records created prior to 1989 were destroyed after microfilming.			
	NOTE: The Vital Statistics Agency will store hardcopy notices of live births under ongoing accession number 91-0143.			
PIB	-35 Notices of live birth - other media (currently other media covers microfilm and scanned images) (includes record types as listed under secondary 24070-30)	SO	120y	FR
	SO: when the notice of live birth is registered			
	120y: The semi-active retention period is required to ensure the confidentiality of and restrict access to notices of live birth.			
	FR: The government archives will fully retain notices of live birth in other media because they provide essential support for the permanent record of a child's birth and are vitally important for the establishment of civil rights. These records are so important for these purposes that both paper originals and microfilm/scanned versions of the records will be retained.			
	NOTE: Notices of live birth ceased being microfilmed on December 31st, 2012. After this date, they are retained as scanned images.			
	NOTE: Secondaries 24070-30 and -35 supersede approved schedule 106704.			
PIB	-40 Stillbirth registrations and notices - paper (includes Notice of Live Birth or Stillbirth [VSA 403], Registration of Stillbirth [VSA 404A], medical certificates and equivalent forms) (arrange by registration number)	SO	120y	FR
	SO: when the stillbirth is registered			
	120y: The semi-active retention period is required to ensure the confidentiality of and restrict access to stillbirth registrations and notices.			

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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](#).

24070	VITAL EVENTS REGISTRATION - BIRTHS	A	SA	FD
	<p>FR: The government archives will fully retain paper originals of stillbirth registrations and notices because they provide a permanent record of stillbirths, provide information on birth abnormalities, and have significant medical research value. These records are so important for these purposes that both paper originals and other media (described under secondary 24070-45) will be retained.</p> <p>NOTE: The Vital Statistics Agency will store hardcopy stillbirth registrations and notices under ongoing accession number 91-0260.</p>			
PIB	<p>-45 Stillbirth registrations and notices - other media (currently other media covers microfilm and scanned images) (includes record types as listed under secondary 24070-40)</p> <p>SO: when the stillbirth is registered</p> <p>120y: The semi-active retention period is required to ensure the confidentiality of and restrict access to stillbirth registrations and notices.</p> <p>FR: The government archives will fully retain stillbirth registrations and notices in other media because they provide a permanent record of stillbirths, provide information on birth abnormalities, and have significant medical research value. These records are so important for these purposes that both paper originals and microfilm/scanned versions of the records will be retained.</p> <p>NOTE: Stillbirth registrations and notices ceased being microfilmed on December 31st, 2012. After this date, they are retained as scanned images.</p>	SO	120y	FR
	NOTE: Secondaries 24070-40 and -45 supersede approved schedules 106702 and 106097.			
	NOTE: Stillbirth notices and registrations are currently filmed or scanned as one series to assist with medical research and for convenience purposes as the volume of stillbirths are low compared with live births.			
	NOTE: These secondaries also include First Nations stillbirth registrations, physician notices of First Nations stillbirth, and delayed registrations of stillbirth, formerly maintained as separate series of records.			
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](#).

24080 VITAL EVENTS REGISTRATION - DEATHS

Records relating to the registration of deaths in British Columbia submitted to and registered by the Vital Statistics Agency pursuant to the [Vital Statistics Act \(RSBC 1996, c. 479\)](#) and the [Coroners Act \(RSBC 1996, c. 72\)](#). These are comprised of death registrations, completed by funeral directors and informants, detailing the personal particulars of the deceased and medical certificates, completed by the attending physician or Coroner, detailing the cause of death.

Prior to 1982 amendments to death registrations were annotated on the original record.

Funeral homes submit death registrations via Electronic Death Registration (eDR), a web-based system. The data is then uploaded to the Vital Statistics Information On-Line (VISION) System.

For amendments to death registrations and delayed registrations post-1982, see primary 24060.

For death registration and index data stored in VISION, see secondary 24000-20.

For system descriptions, see the Systems Section.

For vital events indices and registers, see primary 24050.

The ministry OPR is Vital Statistics Agency unless otherwise noted below. See specific secondaries for OPR retention schedules.

24080	VITAL EVENTS REGISTRATION - DEATHS	A	SA	FD
	Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:	SO	nil	DE
	-00 (superseded by secondary 24000-00 Policy and procedures)			
	-01 General	CY+1y	nil	DE
PIB	-20 Death registrations - paper (includes Registration of Death [VSA 406], Physician's Medical Certification of Death [VSA 406A], Coroner's Medical Certification of Death [VSA 406B], and Registration of Death Laser Version [VSA 406D] and equivalent forms) (arrange by registration number)	SO	20y	FR
	SO: when the death is registered			
	20y: The semi-active retention period ensures the records are retained by the Vital Statistics Agency until such time as the records become publicly releasable.			
	FR: The government archives will fully retain paper originals of death registrations because they provide			

[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](#).

24080	VITAL EVENTS REGISTRATION - DEATHS	A	SA	FD
	<p>a permanent record of deaths occurring in the province, provide vital health information, and are vitally important for the establishment of civil rights. These records are so important for these purposes that both paper originals and other media (described under secondary 24080-25) will be retained.</p> <p>NOTE: The Vital Statistics Agency will store hardcopy death registrations under ongoing accession number 91-0257.</p>			
PIB	<p>-25 Death registrations - other media (currently other media covers microfilm and scanned images) (includes record types as listed under secondary 24080-20)</p> <p>SO: when the death is registered</p> <p>20y: The semi-active retention period ensures the records are retained by the Vital Statistics Agency until such time as the records become publicly releasable.</p> <p>FR: The government archives will fully retain death registrations in other media because they constitute preservation copies of the originals classified under secondary 24000-20. Death registrations provide a permanent record of deaths occurring in the province, provide vital health information, and are vitally important for the establishment of civil rights. For these reasons, it is necessary to retain both the originals and preservation copies. Where there are multiple preservation copies in another media (e.g., both a microfilm and scanned image copy) and it has been jointly determined by the Vital Statistics Agency and the government archives that one copy is redundant (e.g., no longer required for preservation/access purposes), the redundant copy may be destroyed.</p> <p>NOTE: Death registrations are in microfilm format from 1872 to 2012 and in scanned format from 1872 to present. However, since the introduction of eDR, death registrations are primarily received in electronic format and classified and scheduled under secondary 24000-20 Vital Statistics registration and certification services data. Medical certificates of death continue to be received in paper format and are scanned.</p>	SO	20y	FR
NOTE: Secondaries 24080-20 and -25 supersede approved schedules 106701 and 107556.				

[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](#).

24080	VITAL EVENTS REGISTRATION - DEATHS	A	SA	FD
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NOTE: These secondaries cover delayed registrations of death, registrations of First Nations death, medical certificates of death, and overseas casualties formerly maintained as separate series of records.

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](#).

24090 VITAL EVENTS REGISTRATION - MARRIAGES

Records relating to the registration of marriages in British Columbia, submitted to and registered by the Vital Statistics Agency pursuant to the [Vital Statistics Act \(RSBC 1996, c. 479\)](#) and the [Marriage Act \(RSBC 1996, c. 282\)](#). These are comprised of marriage licences and registrations, completed by persons authorized by law to solemnize marriages, and detailing the particulars of the parties to marriage. Marriage licence and registration forms were amalgamated in 1993. Prior to this date, the marriage licence was issued separately from the registration document. Doukhobors are not required to obtain a marriage licence and hence a separate registration form is issued for their use.

Prior to 1982 amendments to marriage registrations were annotated on the original record.

This primary also covers marriage registers completed by marriage commissioners and religious representatives pursuant to the [Marriage Act \(RSBC 1996, c. 282\)](#) and the [Vital Statistics Act \(RSBC 1996, c. 479\)](#).

Marriage licence and registration data is stored in the Vital Statistics Information On-Line (VISION) System. Electronic Marriage Licence (eMLI), a web-based system, collects marriage licence issuance information from private marriage licence issuers and then uploads the data to VISION.

For amendments to marriage registrations and delayed registrations post-1982, see primary 24060.

For marriage licences issued prior to 1993, see primary 24010.

For marriage registration and index data stored in VISION, see secondary 24000-20.

For system descriptions, see the Systems Section.

For vital events indices and registers, see primary 24050.

The ministry OPR is Vital Statistics Agency unless otherwise noted below. See specific secondaries for OPR retention schedules.

24090	VITAL EVENTS REGISTRATION - MARRIAGES	A	SA	FD
	Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:	SO	nil	DE
-00	(superseded by secondary 24000-00 Policy and procedures)			
-01	General	CY+1y	nil	DE
-02	Caveats (includes Caveat [VSA 721], used to stop the issuance of a marriage, and supporting documentation)	SO+1y	nil	DE
	SO: when caveat cancelled or individual listed in the caveat dies			

[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](#).

24090	VITAL EVENTS REGISTRATION - MARRIAGES	A	SA	FD
1y:	Caveats are retained for one additional year to ensure compliance with the Freedom of Information and Protection of Privacy Act (RSBC 1996, c. 165, s. 31) .			
-05	Marriage registers administration (supersedes secondary 24330-02 Marriage register requests, reviews and returns) NOTE: This secondary covers records relating to the return of completed marriage registers to the Vital Statistics Agency, including results of random audits to determine if the applicable registration documentation was submitted for the marriages listed in the register. NOTE: Historically, this secondary also covered requests by marriage commissioners for blank registers. Requests received from religious bodies for marriage registers are now filed and classified under secondary 24330-20 Religious body case files. Marriage commissioners currently request blank registers via BC Mail Plus. NOTE: Completed registers are classified under secondary 24090-10 Marriage registers.	CY+2y	nil	DE
-10	Marriage registers (paper and microfilm) (includes bound Marriage Register [VSA 726], Marriage Register - Single Sheet [VSA 726A], and church marriage registers) (supersedes secondary 24050-05 Marriage registers) SO: when register is complete 20y: The 20-year retention period ensures marriage registers are available for use as secondary evidence in support of delayed registrations of marriage. DE: Marriage registers can be destroyed at the end of their retention period because they are no longer required for any purpose. All of the marriages recorded in the registers have already been documented in the official marriage registrations of the Vital Statistics Agency. Pre-confederation marriage registers created prior to 1871, which have permanent value, have already been transferred to	SO	20y	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](#).

24090	VITAL EVENTS REGISTRATION - MARRIAGES	A	SA	FD
	the government archives under approved one-time schedules. This secondary does not apply to those records.			
	NOTE: The Vital Statistics Agency will store registers under ongoing accession number 91-0010.			
	NOTE: Requirements for the return of marriage registers are outlined in section 25 of the <i>Marriage Act</i> .			
	NOTE: For records relating to the administration of marriage registers, see secondary 24090-05 Marriage registers administration.			
PIB	-20 Marriage registrations - paper (includes Marriage Licence and Registration of Marriage [VSA 405], Marriage Licence and Registration of Marriage - Blank [VSA 405D] and Registration of Doukhobor Marriage [VSA 405K] and equivalent forms) (arrange by registration number)	SO	75y	FR
	SO: when the marriage is registered			
	75y: The semi-active retention period ensures the records are retained by the Vital Statistics Agency until such time as the records become publicly releasable.			
	FR: The government archives will fully retain paper originals of marriage registrations because they provide a permanent record of marriages in the province and are vitally important for the establishment of civil rights. These records are so important for these purposes that both paper originals and other media (described under secondary 24090-25) will be retained.			
	NOTE: The Vital Statistics Agency will store hardcopy marriage registrations under ongoing accession number 91-0256.			
PIB	-25 Marriage registrations - other media (currently other media covers microfilm and scanned images) (includes record types as listed under secondary 24090-20)	SO	75y	FR
	SO: when the marriage is registered			
	75y: The semi-active retention period ensures the records			

[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](#).

24090	VITAL EVENTS REGISTRATION - MARRIAGES	A	SA	FD
	are retained by the Vital Statistics Agency until such time as the records become publicly releasable.			
	<p>FR: The government archives will fully retain marriage registrations in other media because they constitute preservation copies of the originals classified under secondary 24000-20. Marriage registrations provide a permanent record of marriages in the province and are vitally important for the establishment of civil rights. For these reasons, it is necessary to retain both the originals and preservation copies.</p> <p>Where there are multiple preservation copies in another media (e.g., both a microfilm and scanned image copy) and it has been jointly determined by the Vital Statistics Agency and the government archives that one copy is redundant (e.g., no longer required for preservation/access purposes), the redundant copy may be destroyed.</p>			
	<p>NOTE: Marriage registrations on microfilm cover the period from 1872 to 2012, when microfilming ceased. Effective January 1, 2013, marriage registrations are preserved as scanned images. Additionally, marriage registrations for the period from 1872 to 1940 have been scanned and will continue to be scanned as they become eligible for public release.</p>			
	<p>NOTE: Secondaries 24090-20 and -25 supersede approved schedule 106700.</p>			
	<p>NOTE: These secondaries also cover delayed registrations of marriage, First Nations marriage registrations, and Doukhobor marriage registrations, formerly maintained as separate series of records.</p>			

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](#).

24110 WILLS NOTICES

Records relating to the filing of wills notices with the Vital Statistics Agency by persons who have executed a will in British Columbia, pursuant to the [Wills, Estates and Succession Act \(SBC 2009, c. 13\)](#). A wills notice identifies the person who made the will, its location and date. Wills notice information is maintained in the Vital Statistics Information On-Line System (VISION) System, which acts as a wills registry. Registered wills can also be revoked as per the [Wills, Estates and Succession Act \(SBC 2009, c. 13\)](#).

Effective January 1, 2013, wills notices in paper format are handled as applications for service and classified and scheduled under secondary 24010-20. The information keyed into VISION is scheduled under data secondary 24000-20.

It is a requirement of the wills probate process that a search for a wills notice be completed. A solicitor or the Public Trustee Office of British Columbia may conduct a wills notice search with no supporting evidence or, anyone, who has proof of death in the form of a death certificate may conduct a search. All searches are treated as applications for service.

For searches conducted against a wills notice, see secondary 24010-20.

For system descriptions, see the Systems Section.

For wills notices data stored in VISION, see secondary 24000-20.

For wills notices in paper format received since December 31st, 2013, see secondary 24010-20.

The ministry OPR is Vital Statistics Agency unless otherwise noted below. See specific secondaries for OPR retention schedules.

24110	WILLS NOTICES	A	SA	FD
	Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:	SO	nil	DE
	-00 (superseded by secondary 24000-00 Policy and procedures)			
	-01 General	CY+1y	nil	DE
PIB	-02 Wills notices indices (closed secondary) (arrange alphabetically by name of testator) (microfiche)	SO	nil	DE
	SO: when associated wills notices microfilm is destroyed or reference use ended Microfiche indices are no longer produced as the Vital Statistics Agency currently searches VISION to locate a wills notice.			

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](#).

24110	WILLS NOTICES	A	SA	FD
PIB	-20 Wills notices - paper (closed secondary) (Wills Notice [VSA 531]) (arrange by registration number) SO: when the wills notice is registered and when converted to another medium NOTE: Effective January 1, 2013, wills notices in paper format are classified under secondary 24010-20.	SO	3y	DE
PIB	-25 Wills notices - microfilm (closed secondary) SO: when the wills notice is registered 100y: The semi-active retention period is required because wills notices retain primary operational and legal values until such time as the will is probated. It is estimated that a person will be deceased 100 years after having filed a wills notice and that this is sufficient time to allow for the will to be probated. NOTE: Effective January 1, 2013, wills notices are no longer microfilmed as necessary information from the wills notice is keyed into VISION; retained for 100 years under data secondary 24000-20; and reproducible as a data extract.	SO	100y	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

HEALTH INFORMATION AND STATISTICS SERVICES

PRIMARY NUMBERS

24200 – 24270

Section 2 covers records relating to the retrieval and analysis of vital events data to produce statistical reports on a regular or ad-hoc basis; the collection, medical coding, and registration of information concerning congenital anomalies, genetic conditions, and selected handicapping conditions of children pursuant to the [Health Act \(RSBC 1996, c. 179\)](#); and the identity management of health clients and health care providers through the maintenance of the Client Registry, the Enterprise Master Patient Index, and the Provider Registry.

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 TABLE OF CONTENTS

HEALTH INFORMATION AND STATISTICS SERVICES

24200 - 24270

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24230	HEALTH STATUS REGISTRY
24250	PROVIDER REGISTRY
24270	VITAL EVENTS STATISTICAL SERVICES

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](#).

24200 HEALTH INFORMATION AND STATISTICS SERVICES - GENERAL

Records not shown elsewhere in the health information and statistics services section that relate generally to the retrieval and analysis of vital events data to produce statistical reports on a regular or ad-hoc basis; the collection, medical coding, and registration of information concerning congenital anomalies, genetic conditions, and selected handicapping conditions of children pursuant to the [Health Act \(RSBC 1996, c. 179\)](#); and the identity management of health clients and health care providers through the maintenance of the Client Registry, the Enterprise Master Patient Index, and the Provider Registry.

NOTE: Only records which cannot be classified in a more specific primary or secondary may be classified under this primary.

For published reports and studies, see primary 24000.
For system descriptions, see the Systems Section.

The ministry OPR is Vital Statistics Agency unless otherwise noted below. See specific secondaries for OPR retention schedules.

24200	HEALTH INFORMATION AND STATISTICS SERVICES - GENERAL	A	SA	FD
	Except where non OPR retention periods are identified below, all other ministry offices will retain these records for:	SO	nil	DE
-00	Policy and Procedures	SO	5y	FR
	FR: Throughout this section, the government archives will fully retain all final policy and procedure created by offices having primary responsibility for policy and procedure development and approval. These records have evidential value.			
	NOTE: For policy development files, see secondary 24000-50.			
-01	General	CY+1y	nil	DE
-50	Policy development files (includes correspondence, drafts, and working materials)	SO+5y	nil	DE
	SO: when policy is approved and distributed or abandoned			
	DE: Policy development files may be destroyed because final policies are fully retained under secondary 24200-00.			

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](#).

24210 HEALTH CLIENT IDENTITY MANAGEMENT

Records relating to the health client identity management functions performed by the Client Registry System and the Enterprise Master Patient Index System (EMPI).

The Client Registry System is a central repository of standard “tombstone” or demographic information about clients of the Ministry of Health and assigns and maintains Personal Health Numbers (PHN) as well as corrects instances of multiple PHNs assigned in error.

The EMPI is responsible for detecting and mapping multiple identity records for a single health client, stored in major health authority clinical information systems and the Client Registry System, to a single, common identity.

The EMPI System stores, in its own database, client demographic attributes such as name, address, gender, and date of birth, to determine which records in the different health authority systems and Client Registry System refer to the same person.

Each time a demographic record is received by the EMPI, the probabilistic algorithm determines the identity set in the EMPI that the incoming record belongs to and updates the most current demographic view of that client with the incoming data. If there is any ambiguity as to the identity of the client, a work task is created for manual review by data quality clerks.

When a source system is actively integrated to the EMPI (it is planned that all sources will eventually actively integrate), registration clerks search the EMPI to obtain a client's most current identity. If they are able to find the client's identity in the EMPI, the data is transferred electronically via HL7 messaging to the source system and user's screen where the user would verify and update any demographic information. Once verified and saved in their system, the information is electronically transferred to the EMPI via HL7 messaging.

For data sharing agreements and memoranda of understanding, see [ARCS primary 146](#).

For system descriptions, see the Systems Section.

The ministry OPR is IT Services Branch, Health Sector IM/IT unless otherwise noted below. See specific secondaries for OPR retention schedules.

24210	HEALTH CLIENT IDENTITY MANAGEMENT	A	SA	FD
	Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:	SO	nil	DE
-00	(superseded by secondary 24200-00 Policy and procedures)			
-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](#).

24210	HEALTH CLIENT IDENTITY MANAGEMENT	A	SA	FD
PIB	-20 Client personal health number registration data (covers individual demographic data about Ministry of Health clients who have been assigned a PHN) SO: when no longer required for the maintenance of demographic information relating to individuals who have accessed the provincial health care system and been issued a personal health number (PHN)	SO	nil	DE
PIB	-30 Enterprise Master Patient Index data (covers Ministry of Health client data derived from various health authority systems and the Client Registry System, and used for client identity management purposes) SO: when no longer required for the maintenance of master patient index data for individuals who have accessed the provincial health care system and been assigned a master patient identifier NOTE: Client Registry and EMPI input source records and ad-hoc statistical output reports are considered transitory records and can be destroyed according to special schedule 102902 (<i>Transitory Electronic Data Processing (EDP) Records</i>).	SO	nil	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](#).

24230 HEALTH STATUS REGISTRY

Records relating to the collection, medical coding, and registration of information concerning congenital anomalies, genetic conditions, or chronic handicapping conditions of individuals pursuant to section 10 of the [Health Act \(RSBC 1996, c. 179\)](#). This includes the maintenance of a provincial Health Status Registry (HSR).

For system descriptions, see the Systems Section.

The ministry OPR is Vital Statistics Agency unless otherwise noted below. See specific secondaries for OPR retention schedules.

24230	HEALTH STATUS REGISTRY	A	SA	FD
	Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:	SO	nil	DE
	-00 (superseded by secondary 24000-00 Policy and procedures)			
	-01 General	CY+1y	nil	DE
PIB	-02 Health Status Registry - other media (the term other media currently covers microfilm and scanned images) (includes registry forms and supporting documents) (supersedes secondaries 24230-04 Health Surveillance Registry forms and support - microfilm and 24230-06 Health Status Registry source documents - microfilm)	SO	120y	FR
	SO: when records are registered in the Health Status Registry			
	120y: The semi-active retention period is required to ensure the confidentiality of and restrict access to Health Status Registry records.			
	FR: The government archives will fully retain Health Status Registry forms and supporting documentation because of their unique research and statistical value. These records, combined with the paper that was not converted to another medium (secondary 24230-05), constitute the complete series of source documents for the Health Status Registry. These records are being retained in addition to the data stored in the Health Status Registry System (secondary 24230-20) because not all the information received was entered into the System.			

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](#).

24230	HEALTH STATUS REGISTRY	A	SA	FD
	<p>NOTE: The earliest registrations were received on a C.C.1 form and filed according to the registration number with any associated support attached. In the late 1950's, the C.C.1 form was replaced by the R.1 card and later by the HLTH 1141 card, which was filed alphabetically by last name. Any supporting documentation or correspondence received with the card was removed and filed separately according to the registration number. This resulted in the creation of two separate filing systems for the registry documents. Between 1991 and December 2012, all inputs received from the reporting sources were retained and filmed together as one series.</p> <p>NOTE: Registry records ceased being microfilmed on December 31st, 2012. After this date, they are retained as scanned images.</p>			
	-03 (superseded by secondary 24230-05 Health Status Registry - paper)			
	-04 (superseded by secondary 24230-02 Health Status Registry - other media)			
PIB	<p>-05 Health Status Registry - paper (includes registry forms and supporting documents) (supersedes secondary 24230-03 Health Surveillance Registry forms and support - paper)</p> <p>SO: when one of the following conditions has been met: records have been converted to another medium; records are determined to be non-registerable; or when no longer required for operational purposes by the Health Status Registry (refer to SR note below)</p> <p>SR: Registry records in paper format that have been converted to another medium and records defined as non-registerable will be destroyed. All other registry records in paper format will be transferred to the government archives 120 years after the registration date. The records being fully retained under this secondary combined with microfilmed/scanned images (secondary 24230-02) constitute the complete series of source documents for the Health Status Registry. These records are being retained in addition to the data stored in the Health Status Registry System (secondary 24230-20) because not all the information received was entered into the System.</p>	SO	nil	SR

[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](#).

24230	HEALTH STATUS REGISTRY		A	SA	FD
NOTE: The majority of paper records converted to microfilm have already been destroyed.					
-06	(superseded by secondary 24230-02 Health Status Registry - other media)				
-07	(superseded by special schedule 102902 (<i>Transitory Electronic Data Processing (EDP) Records</i>))				
PIB	-20	Health Status Registry data (covers data in the Health Status Registry System)	SO	nil	FR
SO:		when the registry is discontinued and the data is no longer required for statistical or reporting purposes			
FR:		The government archives will fully retain the Health Status Registry data because of its significant health research and statistical value in the areas of congenital anomalies, genetic conditions, and chronic handicapping conditions of individuals. The data is being retained in addition to the forms and supporting documentation covered under secondaries 24230-02 and -05 because of its search and reporting capabilities. No other registry of this type exists in the province.			

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](#).

24250 PROVIDER REGISTRY

Records relating to the maintenance of a registry of British Columbia health care providers available to authorized users.

The Provider Registry System (PRS) contains basic profile information on physicians, pharmacists, and registered nurses. Source data is received from the College of Physicians and Surgeons of BC (CPSBC), the College of Pharmacists of BC (CPBC), the Registered Nurses Association of BC (RNABC), the Medical Services Plan of BC, and the Provincial Health Services Authority.

Authorized health care organizations use the PRS to regularly obtain current, accurate information to update their existing systems.

For data sharing agreements and memoranda of understanding, see [ARCS primary 146](#).

For system descriptions, see the Systems Section

The ministry OPR is IT Services Branch, Health Sector IM/IT unless otherwise noted below. See specific secondaries for OPR retention schedules.

24250	PROVIDER REGISTRY	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
	-00 (superseded by secondary 24000-00 Policy and procedures)			
	-01 General	CY+1y	nil	DE
PIB	-20 Provider Registry System data (covers basic profile information on BC health care providers) (electronic records)	SO	nil	DE
	SO: when no longer required for the maintenance of a registry of BC health care providers			
	NOTE: Provider Registry input source records and ad-hoc statistical output reports are considered transitory records and can be destroyed according to special schedule 102902 (<i>Transitory Electronic Data Processing (EDP) Records</i>).			

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](#).

24270 VITAL EVENTS STATISTICAL SERVICES

Records relating to the collection and analysis of vital events data to produce statistical reports on a regular or ad-hoc basis. This includes the Vital Information Statistics (VISTA) Data Warehouse, created in 2002, which provides statistical information about vital events (births and deaths). Its primary function is to provide medical, social, and demographic information captured through the registration of vital events.

NOTE: VISTA is scheduled for decommission by the end of 2015. See the VISTA System Overview for more details.

For system descriptions, see the Systems Section.
For published reports and studies, see primary 24000.

The ministry OPR is Vital Statistics Agency unless otherwise noted below. See specific secondaries for OPR retention schedules.

24270	VITAL EVENTS STATISTICAL SERVICES	A	SA	FD
	Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:	SO	nil	DE
	-00 (superseded by secondary 24000-00 Policy and procedures)			
	-01 General	CY+1y	nil	DE
PIB	-20 Vital Information Statistics (VISTA) data (covers data retained in the VISTA Data Warehouse) (closed secondary)	SO	nil	DE
	SO: when data is no longer required to support statistical reporting			
	DE: The data in the defunct data warehouse has been appraised for destruction because the vital events registration data, maintained in the source system VISTA, is being fully retained. Moreover, published final reports produced from VISTA are fully retained under secondary 24000-03 Vital Statistics reports and studies.			

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

VITAL STATISTICS SERVICE PROVIDERS

PRIMARY NUMBERS

2 4 3 0 0 – 2 4 3 3 0

Section 3 covers records relating to the appointment of marriage commissioners, marriage licence issuers, and Vital Statistics registrars, pursuant to the [Marriage Act \(RSBC 1996, c. 282\)](#) and the [Vital Statistics Act \(RSBC 1996, c. 479\)](#); and records relating to the registration of religious representatives from established religious denominations to solemnize marriages in accordance with the *Marriage Act*.

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 TABLE OF CONTENTS VITAL STATISTICS SERVICE PROVIDERS

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24330	RELIGIOUS REPRESENTATIVE REGISTRY

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](#).

24300 VITAL STATISTICS SERVICE PROVIDERS - GENERAL

Records not shown elsewhere in the Vital Statistics service providers section that relate generally to the appointment of marriage commissioners, marriage licence issuers, Vital Statistics registrars, and religious representatives pursuant to the [Marriage Act \(RSBC 1996, c. 282\)](#) and the [Vital Statistics Act \(RSBC 1996, c. 479\)](#).

NOTE: Only records which cannot be classified in a more specific primary or secondary may be classified under this primary.

The ministry OPR is Vital Statistics Agency unless otherwise noted below. See specific secondaries for OPR retention schedules.

24300	VITAL STATISTICS SERVICE PROVIDERS - GENERAL	A	SA	FD
	Except where non OPR retention periods are identified below, all other ministry offices will retain these records for:	SO	nil	DE
-00	Policy and Procedures	SO	5y	FR
	FR: Throughout this section, the government archives will fully retain all final policy and procedure created by offices having primary responsibility for policy and procedure development and approval. These records have evidential value.			
	NOTE: Includes guidebooks produced for internal and external service providers.			
	NOTE: For policy development files, see secondary 24300-50.			
-01	General	CY+1y	nil	DE
-50	Policy development files (includes correspondence, drafts, and working materials)	SO+5y	nil	DE
	SO: when policy is approved and distributed or abandoned			
	DE: Policy development files may be destroyed because final policies are fully retained under secondary 24300-00.			

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](#).

24310 LEGISLATIVE APPOINTMENTS

Records relating to the appointment of marriage commissioners, marriage licence issuers, and Vital Statistics registrars pursuant to the [Marriage Act \(RSBC 1996, c. 282\)](#) and the [Vital Statistics Act \(RSBC 1996, c. 479\)](#).

Marriage commissioners are authorized to solemnize civil marriages pursuant to the *Marriage Act*. The Marriage Commissioner Program began in 1982 and provides an alternative to religious ceremonies.

Marriage licence issuers issue marriage licences, and have authority to receive and take affidavits under the *Marriage Act*. Examples of current authorized licence issuers include Service BC, notaries, municipalities, Vital Statistics Agency staff, and various private companies.

Services provided by Vital Statistics registrars vary depending on the type of appointment held. For example, funeral directors and authorized employees are appointed as registrars to register deaths, issue burial dispositions and death certificates. Ministry staff may also be appointed as registrars to perform various tasks as outlined in the *Vital Statistics Act*, including taking affidavits and statutory declarations.

For certificate reports, revenue returns, receipts, and ledgers, see [ARCS primary 935](#).

For marriage licence and registration of marriage, see Vital events marriage registration primary 24090.

For marriage licence applications and supporting documentation, see primary 24010.

For marriage registers, see primary 24110.

For system descriptions, see the Systems Section.

For tracking sheets, see [ARCS secondary 100-05](#).

The ministry OPR is Vital Statistics Agency unless otherwise noted below. See specific secondaries for OPR retention schedules.

24310	LEGISLATIVE APPOINTMENTS	A	SA	FD
	Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:	SO	nil	DE
-00	(superseded by secondary 24300-00 Policy and procedures)			
-01	General	CY+1y	nil	DE
-02	(superseded by ARCS secondary 338-30 Polling and surveying records)			
-03	(superseded by secondary 24310-25 Marriage commissioner competition files)			

[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](#).

24310	LEGISLATIVE APPOINTMENTS	A	SA	FD
-20	(superseded by special schedule 102902 (<i>Transitory Electronic Data Processing (EDP) Records</i>))			
-25	Marriage commissioner competition files (covers records relating to the recruitment and selection of marriage commissioners) (arrange by vacancy) (supersedes secondary 24310-03 Rejected applications) SO: upon the date the successful applicant is appointed, and if an eligibility list has been established, when list has been exhausted or the term of the list has expired, whichever is earlier NOTE: Records relating to successful appointments are placed on the applicable 24310-30 Legislative appointments file. NOTE: Unlike marriage commissioners, the appointment of marriage licence issuers and Vital Statistics registrars does not involve a formal competition process; records relating to their appointments are filed directly on the 24310-30 Legislative appointment file.	SO+2y	nil	DE
-30	Legislative appointments (covers records relating to the appointment of marriage commissioners, marriage licence issuers, and Vital Statistics registrars) (includes application forms, appointment letters, appointment certificates, agreements, and supporting documentation) (arrange by appointment type) SO: end of calendar year in which appointment is rescinded 7y: The retention period meets the operational and fiscal requirements of the Vital Statistics Agency.	SO+1y	6y	DE
-40	(superseded by special schedule 102902 (<i>Transitory Electronic Data Processing (EDP) Records</i>))			
-50	Legislative appointments data SO: when appointment is rescinded and when no longer required for statistical and reporting purposes	SO	nil	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](#).

24330 RELIGIOUS REPRESENTATIVE REGISTRY

Records relating to the adjudication of requests by religious bodies to be recognized in accordance with the [Marriage Act \(RSBC 1996, c. 282\)](#) for the purposes of solemnizing marriages. Once recognized as a religious body under the *Marriage Act*, the body's governing authority can then make application on behalf of its religious representative to solemnize marriages.

A registry of religious representatives authorized to solemnize marriage, maintenance of which is required under the *Marriage Act*, is maintained in the Vital Statistics Information On-Line (VISION) System.

For marriage licence and registrations, see primary 24090.

For marriage licence applications and supporting documentation, see primary 24010.

For marriage registers, see secondary 24090-10.

For system descriptions, see the Systems Section.

The ministry OPR is Vital Statistics Agency unless otherwise noted below. See specific secondaries for OPR retention schedules.

24330	RELIGIOUS REPRESENTATIVE REGISTRY	A	SA	FD
	Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:	SO	nil	DE
	-00 (superseded by secondary 24300-00 Policy and procedures)			
	-01 General	CY+1y	nil	DE
	-02 (superseded by secondary 24090-05 Marriage registers administration)			
	-03 Minister and clergy appointment and cancellations lists	SO	nil	DE
	NOTE: Records consist of lists of religious representative appointments and cancellations in British Columbia. Lists were also published in the <i>BC Gazette</i> until 1985, after which the requirement to publish was removed from the legislation.			
	-04 (superseded by secondary 24330-20 Religious body case files)			
PIB	-10 Cancelled religious representative appointments (includes applications, change notices, correspondence, and supporting documentation) (arrange by certificate number) (supersedes secondary 24330-30 Religious representative case files)	SO+2y	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](#).

24330	RELIGIOUS REPRESENTATIVE REGISTRY	A	SA	FD
	<p>SO: end of calendar year in which temporary certificate expires or religious representation is cancelled</p> <p>DE: These records have been appraised for destruction because summary information pertaining to religious representative appointments is available in the Religious Representative Registry, which is fully retained under secondary 24330-40 Religious Representative Registry data. In addition, the <i>BC Gazette</i>, which is fully retained under the <i>Queen's Printer Publishing Services ORCS</i>, schedule 170405, contains listings of religious representative appointments and cancellations for the period 1930 to 1985.</p> <p>NOTE: Active religious representative appointments are filed with the religious body to which they belong, under secondary 24330-20.</p>			
-20	<p>Religious body case files (covers records submitted by the religious body to support the application, including <i>BC Societies Act</i> certificate, copies of constitution, bylaw, and marriage ceremony, sampling of minutes of meetings, petitions, pamphlets, and other supporting documentation; register requests; and correspondence) (arrange by approval status; and then numerically by denomination number) (supersedes secondary 24330-04 Religious body recognition refusals)</p> <p>SO: if approved, when religious body ceases to qualify for recognition under the <i>Marriage Act</i>; or, if rejected, when appeal periods have elapsed, and when no longer required for evaluating re-applications by the same religious body</p> <p>FR: The government archives will fully retain religious body case files for their evidential value. Primary value lies in documenting the approval/rejection of religious bodies to solemnize marriage in BC. This unique body of records has secondary value in documenting the history of religious bodies in British Columbia, including the introduction of new religious bodies and the cessation of others. Of particular interest are the documents submitted by the religious bodies summarizing their religious tenets.</p>	SO+2y	nil	FR

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

24330	RELIGIOUS REPRESENTATIVE REGISTRY	A	SA	FD
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NOTE: Active religious representative appointments are classified under this secondary until the appointment is cancelled/expired. The records are then re-classified to secondary 24330-10 Cancelled religious representative appointments.

-30 (superseded by secondary 24330-10 Cancelled religious representative records)

PIB	-40 Religious Representative Registry data	SO	nil	FR
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(covers summary information stored in VISION pertaining to religious representatives solemnized to perform marriage in BC, including name of registrant, associated religious body, and date of appointment/cancellation)

SO: when registration of religious representatives is no longer performed

FR: The government archives will fully retain the Religious Representative Registry data because of its unique and informational value as a searchable repository of religious representatives in the province who have been solemnized to perform marriage. No other registry of this type exists in the province.

NOTE: The legislative requirement to retain a religious representative registry came into effect in 1930. Prior to 1985, it was also a legislative requirement to publish lists of religious representatives in the *BC Gazette*. These *BC Gazette* lists, which supplement the data captured in the electronic registry, are fully retained under the *Queen's Printer Publishing Services ORCS*, schedule 170405.

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](#).

VITAL STATISTICS SERVICES ORCS

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

SYSTEMS SECTION TABLE OF CONTENTS

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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](#).

SYSTEMS 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.

CLIENT REGISTRY SYSTEM (CRS)

SYSTEM OVERVIEW

Creating Agency

Ministry of Health
Health Sector IM/IT
IT Services Branch
Health Registries

Purpose

The Client Registry is a central repository of standard tombstone or demographic information about clients of the Ministry of Health. A client has been defined as any individual that receives health care services in BC. All clients are identified with a Personal Health Number (PHN).

The Client Registry assigns and maintains PHNs and establishes the link between a person's identifying information and the PHN assigned to that person. Access to the Client Registry is necessary to identify the correct PHN for a person who is already registered, or to register a new person and assign a PHN. As the issuer of PHNs, the Client Registry is also responsible for identifying and correcting cases where duplicate PHNs have been issued in error.

The following health service providers make use of the Client Registry: health authorities, hospitals, labs, medical practitioners and provincial agencies such as the BC Centre for Disease Control, and the BC Cancer Agency.

Information Content

The demographic information recorded on the Client Registry includes name, date of birth, date of death, gender, address and phone number. The PHN assigned to each client is linked to a "client registry internal key" which is system generated as an internal identifier. The client internal key is not shared with users of the Client Registry.

Changes made to data on the Client Registry are broadcast to interested programs on the nightly "export log". Those program areas may read changes for their clients and apply those changes to their own database. Client Registry also has links with other programs external to the ministry, such as Ministry for Children and Families, Ministry of Human Resources and the Insurance Corporation of British Columbia (ICBC). These associations are governed by memoranda of understanding, confidentiality or service level agreements.

The System also maintains an internal log that is reviewed to check events (job runs).

Inputs

Demographic information relating to individuals who have accessed the provincial health care system is supplied from a number of programs and agencies, including Medical Service Plan Operations, Pharmacare, Mental Health and Addictions, Vital Statistics, and other health service providers such as physicians and hospitals. Data is also received from the Enterprise Master Patient Index System (EMPI). Data from health service providers is sent immediately (real time) to the Client Registry database, while data from MSP Operations and Vital Statistics is sent overnight via a batch 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](#).

Input may consist of updated demographic information relating to an individual who has a PHN, or may consist of requests for a PHN for individuals accessing the provincial health care system who have not been issued a PHN. This data is entered directly into the system.

Processes

The Client Registry System issues a PHN for those clients who are accessing the health care system who do not have a PHN. Users who are linked to the Registry and are authorized to record a client on the database will perform a search of the database to see if the client has a PHN prior to requesting a new one. The system ensures that every PHN issued is unique.

The Client Registry provides authorized users with the ability to inquire or search on PHN and demographic information, record a new client, and update client information. In cases where duplicate PHNs are identified, the Client Registry staff will merge duplicate records into one record.

Outputs

Client Registry outputs consist of data provided to other programs through the Client Registry Export Log, an Access Log of all access made to the Registry, internal PHN information reports, quality assurance reports and data processing reports produced daily.

The system also downloads select database tables into statistical analysis system (SAS) data sets. These data sets can be queried, output data sets displayed, and ad hoc reports produced for the benefit of managers, researchers and systems staff.

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](#).

CLIENT REGISTRY SYSTEM (CRS)

Classification of Records that Relate to the System

Schedule Code	Secondary No.	Secondary Title	Retention A	Schedule SA	FD
Data in the System					
VSTA	24210-20	Client personal health number registration data	SO	nil	DE
Other Related Records					
ARCS	6820-05	Back-up data	SO	nil	DE
ARCS Section 6	see appropriate secondaries	INFORMATION TECHNOLOGY			
102902		Special Schedule for Transitory Electronic Data Processing (EDP) Records	SO	nil	DE

Schedule Code Key: ARCS = *Administrative Records Classification System*, schedule 100001
VSTA = *Vital Statistics Services ORCS*, schedule 163600

END OF OVERVIEW

ENTERPRISE MASTER PATIENT INDEX SYSTEM (EMPI)

SYSTEM OVERVIEW

Creating Agency

Ministry of Health
Health Sector IM/IT
IT Services Branch
Health Registries

Purpose

The Ministry of Health is working collaboratively with health authorities in British Columbia to establish a new information system to accurately manage the identity of persons receiving healthcare services across the province. The core of this new information system is an Enterprise Master Patient Index (EMPI) which, in conjunction with the existing Ministry's Client Registry System, will become the foundation for the development of a regional and provincial Electronic Health Record (EHR).

The purposes of the EMPI are: to provide a single provincial "source of truth" for accurate and unique client identity by mapping the different identifiers stored in major Health Authority clinical information systems and the Client Registry to a single common identity; to improve data quality through duplicate detection and by implementing standardized person search and registration processes; to improve customer service and the registration process by reducing the need for repetitive entry of demographic data from clients each time they seek healthcare services; and to provide one of the essential building blocks of the EHR.

Information Content

The EMPI stores the following attributes:

- Identification: source ID value, personal health number, alternate identifier type, alternate identifier value
- Demographics: date of birth, sex, death date, death date confirmed indicator
- Name: name use type, surname, first given name, preferred name, second given name, third given name
- Address: address use type code, street address line 1, street address line 2, street address line 3, city, province/territory/state, postal code or zip code, country, and valid address indicator
- Telecommunications: telecommunication address use code, telecommunication equipment code, area code, phone number, and e-mail address
- Miscellaneous: confidentiality mask, not duplicate flag, last update date

Inputs

Personal information for the EMPI is fed via secure HL7 messaging (an ANSI standard for healthcare specific data exchange between computer applications) from two different data sources: the Ministry of Health Client Registry System and several health authority clinical information systems.

Client Registry System

The Client Registry System is a central repository of standard "tombstone" or demographic information about clients of the Ministry of Health. A client has been defined as any individual that receives health care services in BC. All clients are identified with a Personal Health Number (PHN).

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

The Client Registry assigns and maintains PHNs and establishes the link between a person's identifying information and the PHN assigned to that person. Access to the Client Registry is necessary to identify the correct PHN for a person who is already registered, or to register a new person and assign a PHN. As the issuer of PHNs, the Client Registry is also responsible for identifying and correcting cases where duplicate PHNs have been issued in error.

Client Registry data is fed to the EMPI via an automatic process that reads the Client Registry System Export Log and applies the change to the EMPI.

Health Authority Clinical Information Systems

Personal information is collected by each health authority source system when a client presents for services. This information is collected from the client and/or from family members, stored in the health authority source system and fed to the EMPI via HL7 messaging.

Processes

Each time a demographic record is received by the EMPI, the probabilistic algorithm determines the identity set in the EMPI that the incoming record belongs to and updates the most current demographic view of that client with the incoming data. If there is any ambiguity as to the identity of the client, a work task is created for manual review by data quality clerks.

When a source system is actively integrated to the EMPI (it is planned that all sources will eventually actively integrate), registration clerks search the EMPI to obtain a client's most current identity. If they are able to find the client's identity in the EMPI, the data is transferred electronically via HL7 messaging to the source system and user's screen where the user would verify and update any demographic information. Once verified and saved in their system, the information is electronically transferred to the EMPI via HL7 messaging.

Outputs

EMPI outputs consist of an Audit Log (records every transaction in and out of the EMPI) and various administrative and audit reports that report on the audit log and report on the database from an administrative perspective (e.g. data quality and management reports).

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](#).

ENTERPRISE MASTER PATIENT INDEX SYSTEM (EMPI)

Classification of Records that Relate to the System

Schedule Code	Secondary No.	Secondary Title	Retention A	Schedule SA	FD
Data in the System					
VSTA	24210-30	Enterprise Master Patient Index data	SO	nil	DE
Other Related Records					
ARCS	6820-05	Back-up data	SO	nil	DE
ARCS Section 6	see appropriate secondaries	INFORMATION TECHNOLOGY			
102902		Special Schedule for Transitory Electronic Data Processing (EDP) Records	SO	nil	DE

Schedule Code Key: ARCS = *Administrative Records Classification System*, schedule 100001
VSTA = *Vital Statistics Services ORCS*, schedule 163600

END OF OVERVIEW

HEALTH STATUS REGISTRY (HSR)

SYSTEM OVERVIEW

Creating Agency

Ministry of Health
Vital Statistics Agency

Purpose

The purpose of the HSR is to record and classify information concerning congenital anomalies, genetic conditions, and selected handicapping conditions of individuals; assist health care planners and others in the planning and development of appropriate services by providing accurate and reliable data on congenital anomalies, genetic conditions, and chronic handicapping conditions; to undertake statistical analysis of the data collected and to assist medical and genetic research based on this data; to keep the public informed by producing timely and accurate statistical-related products, while maintaining the confidentiality of the data; and to respond to research requests.

Note: the Health Status Registry is currently under review, including inputs and outputs.

Historical Note

In 1952 the "Crippled Children's Registry" was established following a federal government sponsored survey of "Crippling Diseases of Children" carried out by the BC Medical Association. The name of the registry has changed several times since its inception. The HSR name was acquired in 1992 in conjunction with an amendment to the Health Act that established the legislative mandate and responsibilities for the HSR.

Information Content

The HSR is an Oracle database and contains information necessary to track and produce statistical reports on congenital anomalies, genetic conditions, and selected handicapping conditions of individuals. The registrant's name, personal health number, date of birth, gender, address and medical information are captured in the registry along with the name and personal health number of the natural mother and father. An indication is also made to indicate if the parents have a similar condition to the child. Medical information is tracked via the use of codes, such as the World Health Organization's International Classification of Diseases (ICD) and McKusick's Classification System of Inherited Conditions. The name of the reporting agency and primary care physician is also included. The HSR also includes a death flag which is periodically updated via Death Registrations received from Vital Statistics.

On-line data entry began in 1982. The HSR contains data from the start of the registry in 1952.

Inputs

Inputs are in flux. Currently, the main source of input into the HSR are nightly uploads from the VISION system (e.g., data taken from birth, stillbirth, and death registrations). In addition, hardcopy forms and supporting documentation are submitted by selected reporting sources. Reporting sources provide identifying and medical information to the HSR about individuals known to them who meet the criteria for registration.

Reporting sources are also in flux. Major reporting sources have included the following: Provincial Health Regions, UBC Medical Genetics, British Columbia Children's Hospital, Vital Statistics Live

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](#).

Births, Stillbirths, Deaths, Hospital Admission/Discharge Abstracts, Victoria General Hospital Medical Genetics, and British Columbia Children's Hospital Cystic Fibrosis Clinic.

Processes

The medical diagnosis is described on the hardcopy forms (e.g., VSA 1141) in textual form, e.g. Spina Bifida. The diagnosis is then translated into a code by the medical coders and manually entered into the system.

Outputs

Outputs are currently in flux.

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](#).

HEALTH STATUS REGISTRY (HSR)

Classification of Records that Relate to the System

Schedule Code	Secondary No.	Secondary Title	Retention A	Schedule SA	FD
Data in the System					
VSTA	24230-20	Health Status Registry data	SO	nil	FR
Inputs					
VSTA	24000-20	Vital Statistics registration and certification services data	SO	nil	SR
VSTA	24200-05	Health Status Registry – paper	SO	nil	SR
Outputs					
VSTA	24000-03	Vital Statistics reports and studies	SO	5y	FR
Other Related Records					
ARCS	6820-05	Back-up data	SO	nil	DE
ARCS Section 6	see appropriate secondaries	INFORMATION TECHNOLOGY			
102902		Special Schedule for Transitory Electronic Data Processing (EDP) Records	SO	nil	DE

Schedule Code Key: ARCS = *Administrative Records Classification System*, schedule 100001
VSTA = *Vital Statistics Services ORCS*, schedule 163600

END OF OVERVIEW

PROVIDER REGISTRY SYSTEM (PRS)

SYSTEM OVERVIEW

Creating Agency

Ministry of Health
Health Sector IM/IT
IT Services Branch
Health Registries

Purpose

The PRS is a standards-based repository of core provider data, supplied by various health care organizations, and designed to facilitate the authorized exchange of health information. It provides the means to identify individual health care providers, including those with multiple roles.

Information Content

The Provider Registry Systems (PRS) contains basic profile information on physicians, pharmacists, and registered nurses, such as the following: address, condition (permission or restriction on the provider's practice), confidentiality indication, demographic details (date of birth, date of death, place of birth, gender), identifier, name, provider credential, provider expertise, status, telecommunication number, and work location.

Inputs & Processes

The College of Physicians and Surgeons of BC (CPSBC), the College of Pharmacists of BC (CPBC), the Registered Nurses Association of BC (RNABC), the Medical Services Plan of BC, and the Provincial Health Services Authority are all sources of data for the PRS.

Inputs to the Registry are primarily received via batch files containing provider data sent either on a daily or weekly basis. Sources may also choose to use the web application to correct any errors generated as a result of their batch file loads.

Sources of provider data are responsible for the currency and accuracy of the information supplied to the Registry.

Outputs

PRS outputs consist of data distributed to authorized users in the form of HTML, CSV reports, or XML messaging. They also include various data processing and quality assurance reports.

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](#).

PROVIDER REGISTRY SYSTEM (PRS)

Classification of Records that Relate to the System

Schedule Code	Secondary No.	Secondary Title	Retention A	Schedule SA	FD
Data in the System					
VSTA	24250-20	Provider Registry System data	SO	nil	DE
Other Related Records					
ARCS	6820-05	Back-up data	SO	nil	DE
ARCS Section 6	see appropriate secondaries	INFORMATION TECHNOLOGY			
102902		Special Schedule for Transitory Electronic Data Processing (EDP) Records	SO	nil	DE

Schedule Code Key: ARCS = *Administrative Records Classification System*, schedule 100001
VSTA = *Vital Statistics Services ORCS*, schedule 163600

END OF OVERVIEW

VITAL STATISTICS INFORMATION ON-LINE SYSTEM (VISION)

SYSTEM OVERVIEW

Creating Agency

Ministry of Health
Vital Statistics Agency

Purpose

The purpose of the VISION System is to register birth, stillbirth, marriage, death, and change of name registrations; amend or make official changes to vital records; maintain a registry of wills notices; process applications for service (AFS), which are client requests for certificates, marriage licences, and other services offered by the Vital Statistics Agency; inquire and search for registrations and AFS; and adjudicate any errors and problems associated with vital event registration. VISION also tracks legislative appointments, religious representative registrations, and adoption registry information

Information Content

The VISION System contains information necessary to register and amend vital events and respond to the various AFS received by the Vital Statistics Agency. This includes maintaining tables of births, stillbirths, marriages, deaths, changes of name, amendments, wills notices, and AFS. VISION also contains accounting information relating to customer orders and payments.

In 2011, enhancements to VISION rendered obsolete the following systems: VSTATS, Religious Representative Registry, and the Adoption Registry. Relevant data was converted to VISION. Post-enhancement, the information that was previously entered into the following systems is now entered directly into VISION.

- VSTATS: This in-house database, created in MS Access, tracked and logged all legislative appointments and was used to update information on the web site. Users had to manually update VISION with the information in VSTATS.
- Religious Representative Registry: This in-house database, created in MS Access, acted as a registry of religious bodies recognized under the Marriage Act and associated religious representatives authorized to solemnize marriages. It tracked registered religious representatives, the religious body to which they belong, and the date of their registration. Users had to manually update VISION with the information in the database.
- Adoption Registry: This in-house database, created in MS Access, contained information on adoptions.

Inputs & Processes

VISION data is directly input by internal staff, input by service providers, or received via web systems.

Inputs consist of information taken from the various registration forms, wills notices, requests for amendments, adoption orders, and AFS submitted to the Vital Statistics Agency.

The majority of vital event and AFS information in the Vision System is received via web systems

- Electronic Death Registration (eDR) collects death registration data from funeral homes. Medical Certificate of Death (MCOD) is still received as a paper document.

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](#).

- Electronic Birth Registration (eBR) collects birth registration information from parents. Notice of Birth (NOB) is still received as a paper document.
- Electronic Marriage Licence (eMLI) collects marriage licence issuance information from private marriage licence issuers. Marriage registration is still received as a paper document.
- Electronic Vital Statistics Services (eVSS) collects AFS information from Service BC offices, Ministry of Children and Family Development and Ministry of Social Development and Social Innovation.
- Electronic Certificate Ordering (eCOS) collects AFS information from the general public (birth, marriage, death certificates and registering a will's notice).

Web systems only collect data on a temporary basis prior to it being uploaded or discarded if not suitable for uploading. Data is routinely deleted from the database utilized by the web systems. All web systems perform validation of data at the time of entry before information will be accepted.

No physical documents exist for birth registrations (post August 2012) received through eBR or deaths registrations (post January 2014) received through eDR. Instead, the original data input is retained as an electronic record in VISION and protected with a cryptographic hash function.

The remainder of vital event input documents are batched and data entered by an off-site service provider. The VISION validation engine performs data quality checks on the data when it is uploaded. If an AFS or vital event record has an error, is missing data, requires correspondence or other additional handling, it is placed in an adjudication queue where staff can review it.

With the exception of AFS and wills notices, where a physical document exists it is scanned by an off-site service provider. Optical Character Recognition (OCR) technology is utilized to scan either the Document Control Number or the AFS number depending on the type of document and the number is part of the filename. Image files are retained on a server in a secure image file library.

Legislative appointments and religious representative registry records are input into VISION by ministry staff. These are not scanned.

Outputs

Outputs consist of birth, marriage, death, genealogy, and change of name certificates; electronic extracts (in place of certified photocopies of registrations for selected registration types); indices; correspondence relating to an AFS; and financial and ad-hoc reports.

Data messages are triggered out of the VISION System and forwarded via a message broker to notify federal and provincial partners (e.g., other Vital Statistics Agencies) of birth and death events and to provide birth certificate verification services.

Data extract files are also generated out of the VISION System as part of regular scheduled processes and delivered to an SFTP server for client (e.g., BC Cancer Agency and the BC Centre for Excellence in HIV/AIDS) for pick up. This data is primarily death information required for program administration.

VISION is also a source of data for the Health Status Registry (HSR) system and the Ministry of Health's Healthideas data warehouse.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Historical Note

VISION used to produce computer output microfiche indices to vital events data. This practice has ceased as indices are currently being produced and distributed as a data file from VISION. Also, prior to the introduction of scanning, all documents, except AFS, were microfilmed after data entry.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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VITAL STATISTICS INFORMATION ON-LINE SYSTEM (VISION)

Classification of Records that Relate to the System

Schedule Code	Secondary No.	Secondary Title	Retention A	Schedule SA	FD
Data in the System					
VSTA	24000-20	Vital Statistics registration and certification services data	SO	nil	SR
VSTA	24310-50	Legislative appointments data	SO	nil	DE
VSTA	24330-40	Religious Representative Registry data	SO	nil	FR
Inputs					
VSTA		VISION inputs/outputs relate to a majority of the secondaries listed throughout this ORCS.			
Outputs					
VSTA		VISION inputs/outputs relate to a majority of the secondaries listed throughout this ORCS.			
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 100001
VSTA = *Vital Statistics Services ORCS*, schedule 163600

END OF OVERVIEW

VITAL INFORMATION STATISTICS (VISTA) DATA WAREHOUSE

SYSTEM OVERVIEW

Creating Agency

Ministry of Health
Vital Statistics Agency

Purpose

The purpose of the VISTA Data Warehouse, created in 2002, is to provide statistical information about vital events (births and deaths). It can be used to derive medical, social, and demographic information captured through the registration of vital events. The data and information is needed to support local health related organizations with research, health planning and administration, health program development, epidemiological monitoring, health service delivery, social trend analysis, and policy development at various levels of government.

NOTE: VISTA is scheduled for decommission by the end of 2015. Only aggregate datasets which were used to create past reports will be transferred across to the VISTA replacement - the Ministry of Health's Healthideas data warehouse. A fresh historical extract from the source system VISION was used to initially populate Healthideas and weekly extracts keep the data up to date.

Information Content

VISTA contains data from the registrations of live birth, stillbirth, and death, notices of live birth and stillbirth, medical certifications of stillbirth, and medical certifications of death, as well as the population estimates needed for the calculation of gender and age specific rate tables for various areas of the province. Other types of data from other sources are added as required.

Inputs

The VISION System, which acts as a registry of live birth, stillbirth, and death and includes information transcribed from notices of live birth and stillbirth, medical certifications of stillbirth, and medical certifications of death, is the main source of data for VISTA. VISTA maintains synchronization with VISION by capturing new and updated data on a scheduled basis. VISTA also incorporates external data such as population data from BC Stats and Statistics Canada. Inputs are received in the form of data messages, which contain instructions for updating the data in the warehouse.

Processes

VISTA stores the data and its associated metadata, and performs calculations and extrapolations based on the data. Authorized external users can access VISTA via the VISTA Web Application: <https://vista.vs.gov.bc.ca/>. Data in the VISTA Web Application is presented in "briefings". Briefings are ordered collections of pages that have been created by a Vital Statistics briefing designer. Briefings are designed around specific data topics. For example, there are briefings designed for general ad-hoc analysis of mortality data, analysis of infant mortality, and analysis of status Indian mortality.

Outputs

Outputs consist of statistical tables, graphs or maps derived from end user queries.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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VITAL INFORMATION STATISTICS (VISTA) DATA WAREHOUSE

Classification of Records that Relate to the System

Schedule Code	Secondary No.	Secondary Title	Retention A	Schedule SA	FD
Data in the System					
VSTA	24270-20	Vital Information Statistics (VISTA) data	SO	nil	DE
Inputs					
VSTA	24000-20	Vital Statistics registration and certification services data	SO	nil	SR
Outputs					
VSTA	24000-03	Vital Statistics reports and studies	CY	5y	FR
Other Related Records					
ARCS	6820-05	Back-up data	SO	nil	DE
ARCS Section 6	see appropriate secondaries	INFORMATION TECHNOLOGY			
102902		Special Schedule for Transitory Electronic Data Processing (EDP) Records	SO	nil	DE

Schedule Code Key: ARCS = *Administrative Records Classification System*, schedule 100001
VSTA = *Vital Statistics Services ORCS*, schedule 163600

END OF OVERVIEW

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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APPENDIX A: Summary of Amendments to the *Vital Statistics Services ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
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This concordance table is intended as a general guide for transition between the old and new versions of this ORCS. Scope notes, qualifiers, secondary notes, and x-references have been extensively updated throughout this ORCS. A summary of key changes to titles, retention periods, and superseded/closed secondaries are listed below.

SECTION 1 - VITAL STATISTICS REGISTRATION AND CERTIFICATION SERVICES			
24000	VITAL STATISTICS REGISTRATION AND CERTIFICATION SERVICES - GENERAL		
24000-00	Policy and procedures	Supersedes all -00 secondaries within Section 1.	Unchanged
24000-02	Customer satisfaction surveys	Superseded by ARCS secondary 338-30 Polling and surveying records.	Unchanged
24000-03	Vital statistics reports and studies	Active/semi-active retention period changed.	Increased from SO/nil/FR to CY/5y/FR
24000-20	Vital Statistics Information On-Line (VISION) System	Title changed to Vital Statistics registration and certification services data. Retention period increased.	Increased from SO/nil/DE to SO/nil/SR
24000-30	Vital Statistics intranet web site	Superseded by ARCS secondary 340-30 Simple web site pages.	Unchanged
24000-40	Vital Statistics public web site	Title changed to Vital Statistics public web pages.	Unchanged
24000-50	Policy development files	New	SO+5y/nil/DE

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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APPENDIX A: Summary of Amendments to the *Vital Statistics Services ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
24010	APPLICATIONS FOR SERVICE		
24010-00	Policy and procedures	Superseded by secondary 24000-00 Policy and procedures.	Unchanged
24010-02	Spoiled, returned & cancelled certificates	Retention period changed slightly to reflect current standards for citing active and semi-active retention periods. Combined total retention period unchanged.	Changed from 3m/nil/DE to SO+3m/nil/DE
24010-03	Spoiled, returned & cancelled certificates - logs	Active retention period changed.	Changed from SO/nil/DE to CY+1y/nil/DE
24010-20	Applications for service	Supersedes secondary 24010-30 Applications for service - adoptions. Semi-active retention rationale updated.	Unchanged
24010-30	Applications for service - adoptions	Superseded by secondary 24010-20 Applications for service.	Unchanged
24030	LEGAL CHANGE OF NAME REGISTRATIONS		
24030-00	Policy and procedures	Superseded by secondary 24000-00 Policy and procedures.	Unchanged
24030-02	Legal change of name index - paper	Secondary closed. Title changed to Legal change of name indices. Supersedes secondary 24030-03 Legal change of name index - microfiche.	Unchanged
24030-03	Legal change of name index - microfiche	Superseded by secondary 24030-02 Legal change of name index - paper.	Decreased from SO/nil/FR to SO/nil/DE.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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APPENDIX A: Summary of Amendments to the *Vital Statistics Services ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
24030-20	Legal change of name registrations - paper	Title changed to Legal change of name registrations (post-1985) - paper. SO definition updated.	Unchanged
24020-22	Legal change of name registrations (pre-1985) - paper	New secondary.	SO/120y/FR
24030-25	Legal change of name registrations - microfilm	Title changed to Legal change of name registrations - other media. SO definition updated. Semi-active retention period increased.	Increased from SO/nil/FR to SO/120y/FR
24050	VITAL EVENTS REGISTRATION - GENERAL		
24050-00	Policy and procedures	Superseded by secondary 24000-00 Policy and procedures.	Unchanged
24050-02	Church baptismal indices	Secondary closed. SO definition re-worded. Scope expanded to include electronic index.	Unchanged
24050-03	Church baptismal, marriage and burial registers	Title changed to Church registers collection. Secondary closed. Scope expanded to include paper registers. Retention period changed.	Changed from 120y/nil/FR to SO/120y/FR
24050-05	Marriage registers	Superseded by secondary 24090-10 Marriage registers.	Unchanged

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

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APPENDIX A: Summary of Amendments to the *Vital Statistics Services ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
24050-06	Vital events registration indices - paper	Title changed to Vital events registration indices. Secondary closed. Supersedes secondary 24050-07 Vital events registration indices - microfiche, 24050-08 Vital events registration indices - microfilm, and 24060-02 Adoption index.	Increased from SO/nil/DE to SO/nil/SR.
24050-07	Vital events registration indices - microfiche	Superseded by secondary 24050-06 Vital events registration indices.	Decreased from SO/nil/FR to SO/nil/SR.
24050-08	Vital events registration indices - microfilm	Superseded by secondary 24050-06 Vital events registration indices.	Decreased from SO/nil/FR to SO/nil/SR.
24060	VITAL EVENTS REGISTRATION - AMENDMENTS AND ADOPTIONS		
24060-00	Policy and procedures	Superseded by secondary 24000-00 Policy and procedures.	Unchanged
24060-02	Adoption index	Superseded by secondary 24050-06 Vital events registration indices.	Unchanged
24060-20	Adoption Act order files - paper	Title changed to Adoption Act order files (post-1985) - paper. SO definition updated.	Unchanged
24060-22	Adoption Act order files (pre-1985) - paper	New secondary.	SO/120y/DE
24060-25	Adoption Act order files - microfilm	Title changed to Adoption Act order files - other media. SO definition updated. Semi-active retention period increased.	Increased from SO/nil/DE to SO/120y/DE

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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APPENDIX A: Summary of Amendments to the *Vital Statistics Services ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
24060-30	Disclosure vetoes and no-contact declarations - paper	SO definition updated.	Unchanged
24060-35	Disclosure vetoes and no-contact declarations - microfilm	Title changed to Disclosure vetoes and no-contact declarations - other media. Retention period changed to reflect current standards for citing active and semi-active retention periods. Combined total retention period unchanged.	Changed from 3y/117y/DE to SO/120y/DE
24060-40	Vital events registration amendments - paper	Title changed to Vital events registration amendments (post-1985) - paper. SO definition updated.	Unchanged
24060-42	Vital events registrations amendments (pre-1985) - paper	New secondary.	SO/120y/FR
24060-45	Vital events registration amendments - microfilm	Title changed to Vital events registration amendments - other media. SO definition updated. Semi-active retention period changed.	Increased from SO/nil/FR to SO/120y/FR
24060-50	Adoption database	Superseded by secondary 24000-20 Vital Statistics registration and certification services data.	Unchanged
24070	VITAL EVENTS REGISTRATION - BIRTHS		
24070-00	Policy and procedures	Superseded by secondary 24000-00 Policy and procedures.	Unchanged

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APPENDIX A: Summary of Amendments to the *Vital Statistics Services ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
24070-02	Physician's and nurse's reports (1898 -1916)	Title changed to Physician's and nurse's reports. Retention period increased.	Increased from SO/nil/DE to SO/120y/FR
24070-20	Birth registrations - paper	SO definition updated.	Unchanged
24070-25	Birth registrations - microfilm	Title changed to Birth registration - other media. SO definition updated. Semi-active retention period increased.	Increased from SO/nil/FR to SO/120y/FR
24070-30	Notices of live birth - paper	SO definition updated.	Unchanged
24070-35	Notices of live birth - microfilm	Title changed to Notices of live birth - other media. SO definition updated. Semi-active retention period increased.	Increased from SO/nil/FR to SO/120y/FR
24070-40	Stillbirth registrations and notices - paper	SO definition updated.	Unchanged
24070-45	Stillbirth registrations and notices - microfilm	Title changed to Stillbirth registrations and notices - other media. SO definition updated. Semi-active retention period increased.	Increased from SO/nil/FR to SO/120y/FR
24080	VITAL EVENTS REGISTRATION - DEATHS		
24080-00	Policy and procedures	Superseded by secondary 24000-00 Policy and procedures.	Unchanged
24080-20	Death registrations - paper	SO definition updated.	Unchanged

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APPENDIX A: Summary of Amendments to the *Vital Statistics Services ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
24080-25	Death registrations - microfilm	Title changed to Death registrations - other media. SO definition updated. Semi-active retention period increased.	Increased from SO/nil/FR to SO/20y/FR
24090	VITAL EVENTS REGISTRATION - MARRIAGES		
24090-00	Policy and procedures	Superseded by secondary 24000-00 Policy and procedures.	Unchanged
24090-05	Marriage registers administration	New secondary. Supersedes secondary 24330-02 Marriage register requests, reviews, and returns.	Increased from SO/nil/DE to CY+2y/nil/DE
24090-10	Marriage registers	New secondary. Supersedes secondary 24050-05 Marriage registers.	Unchanged
24090-20	Marriage registrations - paper	SO definition updated.	Unchanged
24090-25	Marriage registrations - microfilm	Title changed to Marriage registrations - other media. SO definition updated. Semi-active retention period increased.	Increased from SO/nil/FR to SO/75y/FR
24110	WILLS NOTICES		
24110-00	Policy and procedures	Superseded by secondary 24000-00 Policy and procedures.	Unchanged
24110-02	Wills notices index	Title changed to Wills notice indices. Secondary closed.	Unchanged
24110-20	Wills notices - paper	Secondary closed. SO definition re-worded slightly.	Unchanged

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APPENDIX A: Summary of Amendments to the *Vital Statistics Services ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
24110-25	Wills notices - microfilm	Secondary closed. Retention period changed slightly to reflect current standards for citing active and semi-active retention periods. Combined total retention period unchanged.	Changed from 3y/97y/DE to SO/100y/DE
SECTION 2 - HEALTH INFORMATION AND STATISTICS SERVICES			
24200	HEALTH INFORMATION AND STATISTICS SERVICES – GENERAL		
24200-00	Policy and procedures	Supersedes all -00 secondaries within Section 2.	Unchanged
24200-50	Policy development files	New.	SO+5y/nil/DE
24210	HEALTH CLIENT IDENTITY MANAGEMENT		
24210-00	Policy and procedures	Superseded by secondary 24200-00 Policy and procedures.	Unchanged
24230	HEALTH STATUS REGISTRY		
24230-00	Policy and procedures	Superseded by secondary 24200-00 Policy and procedures.	Unchanged.

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APPENDIX A: Summary of Amendments to the *Vital Statistics Services ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
24230-02	Health Surveillance Registry cards	Title changed to Health Status Registry - other media. Supersedes 24230-04 Health Surveillance Registry forms and support - microfilm and 24230-06 Health Status Registry source documents - microfilm. Trigger for transfer of records to the government archives clarified.	Increased from SO/nil/FR to SO/120y/FR
24230-03	Health Surveillance Registry forms and support - paper	Superseded by secondary 24230-05 Health Status Registry - paper.	Unchanged
24230-04	Health Surveillance Registry forms and support - microfilm	Superseded by secondary 24230-02 Health Status Registry - other media.	Unchanged
24230-05	Health Status Registry source documents - paper	Title changed to health Status Registry - paper. Supersedes secondary 24230-03 Health Surveillance Registry forms and support - paper. SO definition updated. Final disposition changed from DE to SR to account for paper records that have not been microfilmed or scanned.	Increased from SO/nil/DE to SO/nil/SR.
24230-06	Health Status Registry source documents - microfilm	Superseded by secondary 24230-02 Health Status Registry - other media.	Unchanged
24230-07	Health Status Registry source documents - electronic	Superseded by special schedule 102902 (<i>Transitory Electronic Data Processing (EDP) Records</i>).	Unchanged
24230-20	Health Status Registry (HSR) System	Title changed to Health Status Registry data.	Unchanged

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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APPENDIX A: Summary of Amendments to the *Vital Statistics Services ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
24250	PROVIDER REGISTRY		
24250-00	Policy and procedures	Superseded by secondary 24200-00 Policy and procedures.	Unchanged
24270	VITAL EVENTS STATISTICAL SERVICES		
24270-00	Policy and procedures	Superseded by secondary 24200-00 Policy and procedures.	Unchanged
24270-20	Vital Information Statistics (VISTA) data	Closed secondary.	Unchanged
SECTION 3 - VITAL STATISTICS SERVICE PROVIDERS			
24300	VITAL STATISTICS SERVICE PROVIDERS - GENERAL		
24300-00	Policy and procedures	Supersedes all -00 secondaries within Section 3.	Unchanged
24300-50	Policy development files	New.	SO+5y/nil/DE
24310	LEGISLATIVE APPOINTMENTS		

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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APPENDIX A: Summary of Amendments to the *Vital Statistics Services ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
24310-00	Policy and procedures	Superseded by secondary 24300-00 Policy and procedures.	Unchanged
24310-02	Legislative appointment surveys	Superseded by ARCS secondary 338-30 Polling and surveying records.	N/A
24310-03	Rejected applications	Superseded by secondary 24310-25 Marriage commissioner competition files.	Increased from SO+1y/nil/DE to SO+2y/nil/DE
24310-20	Funeral Home Document Management System (FHDM)	Superseded by special schedule 102902 (<i>Transitory Electronic Data Processing (EDP) Records</i>).	N/A
24310-25	Marriage commissioner competition files	New secondary. Supersedes secondary 24310-03 Rejected applications.	SO+2y/nil/DE
24310-30	Legislative appointments	SO definition changed to “end of calendar year in which appointment is rescinded”.	Unchanged
24310-40	Marriage Licence Registration System (MLR)	Superseded by special schedule 102902 (<i>Transitory Electronic Data Processing (EDP) Records</i>).	N/A
24310-50	VSTATS System	Title changed to Legislative appointments data. SO definition changed to “when appointment is rescinded and when no longer required for statistical and reporting purposes”.	Unchanged

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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APPENDIX A: Summary of Amendments to the *Vital Statistics Services ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
24330	RELIGIOUS REPRESENTATIVE REGISTRY		
24330-00	Policy and procedures	Superseded by secondary 24300-00 Policy and procedures.	Unchanged
24330-02	Marriage register requests, reviews and returns	Superseded by secondary 24090-05 Marriage registers administration.	Unchanged
24330-04	Religious bodies recognition refusals	Superseded by secondary 24330-20 Religious body case files.	Increased from SO/nil/DE to SO+2y/nil/FR
24330-10	Cancelled religious representative appointments	New secondary.	SO+2y/nil/DE
24330-20	Religious body case files	Scope expanded to include denied religious bodies. SO definition updated. Supersedes secondary 24330-04 Religious bodies recognition refusals.	Unchanged
24330-30	Religious representative case files	Superseded by secondary 24330-10 Cancelled religious representative appointments.	Unchanged
24330-40	Religious Representative Registry System	Title changed to Religious Representative Registry data. SO definition updated.	Increased from SO/nil/DE to SO/nil/FR.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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VITAL STATISTICS SERVICES ORCS

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

INDEX

This index contains an alphabetical listing of:

- all keywords from primary titles;
- all keywords from secondary titles;
- keywords from primary scope notes;
- common synonyms for indexed keywords; and
- common abbreviations.

Use this index in the following ways:

- to locate the correct primary number to classify documents;
- to retrieve, by subject, documents which have been classified and filed; and
- to access the contents of your *ORCS*.

Cross-references:

"See" references indicate that the subject heading sought is indexed under an alternate entry (a more appropriate keyword, a full or official name, etc.).

"See also" references are used when additional information can be found in another entry.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

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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](#).

<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
RELIGIOUS REPRESENTATIVES	24330
RELILIOUS REPRESENTATIVE REGISTRY SYSTEM	24330
REPORTS	24000
- S -	
SERVICE PROVIDERS	24310
SPOILED, RETURNED AND CANCELLED CERTIFICATES	24010
STILLBIRTHS	
- amendments	24060
- data	24000
- delayed registrations	24060, 24070
- notices of live birth or stillbirth	24070
- registrations	24070
- supplementary documentation	24060
STUDIES	24000
SUPPLEMENTARY DOCUMENTATION	24060
- T -	
- U -	
- V -	
VISION SYSTEM	24000
VISTA DATA WAREHOUSE	24270
- published reports	24000
VITAL INFORMATION STATISTICS DATA WAREHOUSE (See VISTA DATA WAREHOUSE)	
VITAL STATISTICS INFORMATION ON-LINE SYSTEM (See VISION SYSTEM)	
VITAL STATISTICS REGISTRARS	
- appointments	24310
- W -	
WEB SITE (INTERNET)	24000

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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SUBJECT HEADINGS

PRIMARY NUMBERS

WILLS NOTICES

- data	24000
- filing of	24010, 24110
- indices	24110
- searches	24010

WORK ORDERS

24010

- X -

- Y -

- Z -