

# **SECURITY PROGRAMS OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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**GOVERNMENT INFORMATION MANAGEMENT BRANCH**

# ORCS REGISTER OF AMENDMENTS

This register lists all approved changes made to the *Security Programs ORCS*, in ascending order (i.e., the most recent changes appear first).

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

Amendment Number	Amendment Type	Date Approved	Section/ Primary/ Secondary	Changes
195728	Formal	2024/01/26	Section 1 Section 2 Section 5	Sections 2 and 5 merged into Section 1, addition of new classifications, and revisions to existing classifications.
170482	Formal	2022/05/12	Section 3	Updates 70000 & 70100. Adds new primary (70200) for Public Sector Security Screening.

## USEFUL INFORMATION

### Key to Information Schedule Codes and Acronyms:

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 = Superseded or Obsolete 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

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### *Security Programs*

### *Operational Records Classification System (ORCS)*

### Executive Summary For Amendment 2

#### **Creating Agency**

Ministry of Public Safety and Solicitor General  
Policing and Security Branch  
Security Programs Division

#### **Amendment Change Summary**

This amendment merges Sections 2 and 5 into Section 1, and expands classifications within the primaries in Section 1 (69000 and 69700) to cover the records that had formerly been covered under Section 2 and Section 5 respectively. The amendment also includes new additions to cover records relating to risk assessment and compliance and enforcement activities.

#### **Scope**

The purpose of this amendment is to update the classifications relating to security licensing activities, including licensing administration, risk assessment, and compliance and enforcement activities. The amendment also streamlines the ORCS to remove outdated or redundant classifications.

Primary 69000 has been merged with Primary 70000 and now includes classifications for activities common across the Security Programs Division, including routine advice and consultation case files and profile data. A new secondary (69000-10) has been added to supercede all of Section 5. The new secondary will cover legacy records that may be found regarding the regulation of firearms and other weapons, and to facilitate their transfer to the federal government, as the responsibility for this function was relinquished to the federal government in 2002.

Primary 69700 has been updated to supercede all other primaries previously in Section 2, and encompasses classifications for all security licensing activities, broadening the scope to include licensing, permitting, or certification for the following: security workers; security businesses; body armour control; armoured vehicle and after-market compartment control; metal dealers and recyclers; pill press and related equipment control; and guide and service dogs.

The retention period for these licensing case files, when classified as routine, has been extended from seven to fifteen years to facilitate operational activities in situations where a file may need to be reopened during this time period. A new secondary has been created for licensing case files that are classified as having undergone risk assessment, with a retention period of 50 years to ensure that the results of the risk assessments are retained for the possible working career of an applicant. Another new secondary has been created for compliance and enforcement case files with a retention period of 15 years, which provides a reasonable period of time to review past violations and establish patterns of behaviour to justify licensing decisions.

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

### Date Range of Records

1979 - ongoing

### Notes On Application

This ORCS amendment is retroactive and applies to all records, regardless of location (onsite and in off-site storage) and media, which are in the custody and control of the ministry.

### Standard Appraisal Considerations

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

### Specific Appraisal Considerations

Records for retention by the government archives include final policies.

All other records covered under this schedule are destroyed at the end of their retention periods.

## SUMMARY LIST OF NEW / AMENDED CLASSIFICATIONS

### SECTION 1 - SECURITY PROGRAMS

Classification	Classification Title	Retention
69000	SECURITY PROGRAMS - COMMON SERVICES	
69000-00	Policy - final	SO 5y FR
69000-01	General	CY+1Y nil DE
69000-10	Regulation of firearms and other weapons	SO nil OD
69000-25	Routine advice and consultation case files	CY+2 nil DE
69000-30	Security programs policy development case files	SO 5y DE
69000-35	Profile data	SO nil DE
69700	SECURITY LICENSING, REGULATION, AND MONITORING	
69700-01	General	CY+1Y nil DE
69700-03	Fingerprinting results	SO nil DE
69700-04	Monitoring and tracking records	SO nil DE
69700-20	Compliance and enforcement case files (in compliance)	SO 15y DE
69700-25	Compliance and enforcement case files (non-compliance)	SO 50y DE
69700-30	Security licensing case files (routine)	SO 15y DE
69700-35	Security licensing case files (risk)	SO 50y DE

### Endorsements

This 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 record keeping practices.

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#).  
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Schedule Number: 119244

Amendment Number: 195728

Schedule Developer: Hannah Monkman, Archivist, 2023-09-19

Endorsed by Government Records Service: Mario Miniaci, Senior Director, Archival and Records Initiatives, 2023-10-19

The government body endorses this schedule and its implementation: Cassandra Graber, Executive Director, Security Programs Division, 2023-09-19

The Information Management Advisory Committee recommends this schedule for approval: 2023-12-07

Approved by the Chief Records Officer: Charmaine Lowe, 2024-01-26

END OF EXECUTIVE SUMMARY

## *Operational Records Classification System (ORCS)*

### Executive Summary For Amendment 1

#### **Creating Agency**

Ministry of Public Safety and Solicitor General  
Policing and Security Branch  
Security Programs Division

#### **Amendment Change Summary**

This amendment updates Section 3, and its two primaries (70000 and 70100). It also adds a new primary (70200) to cover records not yet scheduled.

#### **Scope**

The purpose of this amendment is to update the two original and existing primaries covering records relating to the administration of criminal record checks pursuant to the [Criminal Records Review Act \(RSBC 1996, c. 86\)](#). Scope notes, classification titles, and retention periods have been modified accordingly and new secondary classifications have been added for Security screening routine advice and consultation case files and Profile data. The retention period for Criminal record check case files where an offence is found has been extended from 30 years to 90 years to ensure that the records are retained for the lifetime of the youngest vulnerable person who may have received services from or been in the care of an applicant or employee. The retention period for criminal record check results where an offence is not found has been extended from five years to 50 years to ensure that the results of the criminal record checks are retained for the possible working career of an applicant. A new classification has been added for Fingerprint results.

This amendment also adds a new primary to this section to cover the records relating to conducting public sector security screening on applicants for and employees in designated positions in accordance with [Human Resources Policy 14 Security Screening](#) (HR Policy 14) and for public sector employees or contractors not subject to the [Act](#) or HR Policy 14. This is a function that was added to the mandate of Security Programs Division in 2009 and for which a schedule did not exist.

#### **Date Range of Records**

1979 - ongoing

#### **Notes On Application**

This ORCS amendment is retroactive and applies to all records, regardless of location (onsite and in off-site storage) and media, which are in the custody and control of the ministry.

## 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 [Government Records Officer](#).

### Standard Appraisal Considerations

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

### Specific Appraisal Considerations

Records for retention by the government archives include final policies.

All other records covered under this schedule are destroyed at the end of their retention periods.

## SUMMARY LIST OF NEW / AMENDED CLASSIFICATIONS

### SECTION 3 - SECURITY SCREENING - PUBLIC AND VULNERABLE SECTORS

Classification	Classification Title	Retention
70000	SECURITY SCREENING - COMMON SERVICES	
70000-00	Policy - final	SO 5y FR
70000-01	General	CY+1y nil DE
70000-25	Security screening routine advice and consultation case files	CY+2y nil DE
70000-30	Security screening policy development case files	SO+5y nil DE
70000-35	Profile data	SO nil DE
70100	STATUTORY CRIMINAL RECORD REVIEW	
70100-01	General	CY+1y nil DE
70100-02	Incomplete authorization forms	SO nil DE
70100-20	Statutory criminal record check case files - no offence found supporting documentation	SO 6y DE
70100-45	Statutory criminal record check case files - no offence found results	SO 50y DE
70100-50	Statutory criminal record check case files - offence found	SO 90y DE
70100-55	Fingerprint results	SO nil DE
70100-60	Request for exemption case files	SO nil DE
70200	PUBLIC SECTOR SECURITY SCREENING	
70200-01	General	CY+1y nil DE
70200-20	Criminal notification investigations - not relevant	SO 6y DE
70200-25	Criminal notification investigations - relevant	SO 50y DE
70200-30	ESS case files - regular positions	SO 50y DE
70200-35	ESS case files - vulnerable sector positions	SO 90y DE



## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Classification	Classification Title	Retention
70200-40	ESS for vulnerable sector positions - cancelled or withdrawn	SO 50y DE
70200-45	Public sector criminal record check case files	SO 50y DE
70200-50	Public sector criminal record checks - early cancellation/withdrawal	SO+1y nil DE

### Endorsements

This 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 record keeping practices.

Schedule Number: 119244

Amendment Number: 170482

Schedule Developer: Joni Mitchell, Archivist, 2021-12-20

Endorsed by Government Records Service: Elizabeth Vander Beesen, Acting Director of Archives and Records Initiatives, 2022-02-09

The government body endorses this schedule and its implementation: Jess Gunnarson, Executive Director, Security Programs Division, 2021-12-21

The Information Management Advisory Committee recommends this schedule for approval: Emilie Hillier, IMAC Chair, 2022-03-17

Approved by the Chief Records Officer: Charmaine Lowe, 2022-05-12

END OF EXECUTIVE SUMMARY

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by Corporate Information Management Branch. For assistance in implementing ORCS, contact your Records Officer.

A      SA      FD

### Security Programs

### Operational Records Classification System

#### Executive Summary

This *Operational Records Classification System (ORCS)* establishes a classification system and retention and disposition schedule for the operational records created by Security Programs Division under the *Criminal Code of Canada* (RSC 1985, c. C-46), *Divorce Act*, RSC 1985, c.3 (2<sup>nd</sup> Suppl.), *Firearms Act* (SC 1995, c. C-39), *Private Investigators and Security Agencies Act* (RSBC 1996, c. 374), *Firearm Act* (RSBC 1996, c. 145), *Criminal Records Review Act* (RSBC 1996, c. 86), *Family Relations Act* (RSBC 1996, c. 46) and the *Child, Family and Community Service Act* (RSBC 1996, c. 46).

These records document the licensing, inspections, investigations, complaints and appeals regarding security businesses and employees, mandatory record reviews, and registration of court and police protection orders. These records also document the regulation and licensing of firearms and other weapons until March 31, 2002.

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

This ORCS covers records created and received since 1979 when Security Programs Division was created. Previous records relating to the functions documented in this ORCS have been appraised and scheduled under one-time records schedule(s) and transferred to the government archives or destroyed as appropriate.

The Office of Primary Responsibility (OPR) for all primaries is Security Programs Division, Victoria.

(continued on next page)

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

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

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

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by Corporate Information Management Branch. For assistance in implementing ORCS, contact your Records Officer.

The following summary describes the types of records covered by this *ORCS* and identifies their retention periods and final dispositions. In this summary, record types are linked to the *ORCS* by primary and secondary numbers. Please consult the *ORCS* manual for further information.

- Throughout this *ORCS*, the government archives will fully retain all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. These records have evidential value. Draft and duplicate materials which hold insufficient value to merit preservation may be purged and discarded.

- These records document standards and policy approved by Security Programs Division for security industries and mandatory criminal records review.

FR = The government archives will fully retain approved standards and policy because these records document government policy and standards for the security industry and mandatory criminal records review.

- These records document criminal records checks that contain registered offences.

The records are kept for 30 years because a confirmed criminal record may be referred to at any time during an individual's working career.

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	<u>A</u>	<u>SA</u>	<u>FD</u>
4) <u>Security Programs Other Jurisdictions - General, Security Programs Research - General, Security Industry - Other Jurisdictions, Security Industry Research, Security Industry Training Modules, Mandatory Criminal Records Review - Other Jurisdictions, Mandatory Criminal Records Review Research, Protection Order Registration - Other Jurisdictions and Protection Order Research</u> (secondaries 69000-04, 69000-05, 69600-05, 69600-06, 69600-40, 70000-05, 70000-06, 70300-04 and 70300-05)	SO	7y	DE

These records document other jurisdictions and research regarding general security programs, security industries, mandatory criminal records review and protection order registration and security industry training modules.

Records become semi-active when replaced by more current documents on the same topic.

5) <u>Licensed Security Business Case Files - Paper, Licensed Security Employee Case Files - Paper, Security Patrol Services School Case Files and Security Services Instructors Case Files</u> (secondaries 69720-25, 69740-25, 69800-20 and 69800-30)	SO	7y	DE
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Records document application for security business and employee licenses, security patrol services schools and security services instructors.

Records can be destroyed when the seven-year retention period is over. If a business re-opens during this time period, its file is reactivated.

6) <u>Unlicensed Security Business Case Files</u> (69720-40)	SO	7y	DE
-----------------------------------------------------------------	----	----	----

These records document unlicensed security business case files.

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	<u>A</u>	<u>SA</u>	<u>FD</u>	
Records can be destroyed when the seven-year retention period is over. If a business re-opens during this time period, its file is reactivated.				
NOTE: When an unlicensed business applies for a security business licence, the file is reclassified under 69720-20.				
7)	<u>Authorization Forms - Paper</u> (secondary 70100-20)	SO	5y	DE
These records document forms that authorize criminal records checks.				
8)	<u>Security Industry Legal Issues and Mandatory Criminal Records Review Legal Issues</u> (secondaries 69600-04 and 70000-04)	SO	3y	DE
These records document legal issues in the security industry.				
9)	<u>Security Programs Legal Issues - General</u> (secondary 69000-03)	SO	nil	DE

These records document legal issues related to security programs legislation.

DE = Records can be destroyed because they document general questions regarding the application of legislation and do not document legal opinions or specific legal issues, which are documented on the case files. The questions do not concern substantial issues and do not justify retention in the government archives.

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- |                                                                                                                                                   | <u>A</u> | <u>SA</u> | <u>FD</u> |
|---------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------|-----------|
| 10) <u>Licensed Security Business Appeals Case Files and Licensed Security Employee Appeals Case Files</u><br>(secondaries 69720-20 and 69740-20) | SO       | nil       | DE        |

These records document appeals on security business and employee license applications.

OPR = Police Services is OPR while the appeal case is open. Once the case is closed Security Programs becomes OPR.

DE = Appeals case files can be destroyed once a copy of the appeal decision is filed on the licensed security business case files - paper and licensed security employee case files - paper.

- |                                                              |    |     |    |
|--------------------------------------------------------------|----|-----|----|
| 11) <u>Protection Orders - Paper</u><br>(secondary 70350-02) | SO | nil | DE |
|--------------------------------------------------------------|----|-----|----|

These records document protection orders faxed to the Protection Order Registry. The records are imaged in a database. Electronic records are classified in secondary 70350-03.

DE = Protection orders can be destroyed because they are duplicates of court records that are fully retained from the Court Services ORCS (schedule 100152), secondaries 51100-30, 51200-40 and 51340-30.

- |                                                                                                                             |    |     |    |
|-----------------------------------------------------------------------------------------------------------------------------|----|-----|----|
| 12) <u>Protection Orders Logs - Paper and Protection Order Responses To Requests</u><br>(secondaries 70350-04 and 70350-20) | SO | nil | DE |
|-----------------------------------------------------------------------------------------------------------------------------|----|-----|----|

These records document logs of all protection orders sent to the Protection Order Registry and responses to requests for protection order information.

(continued on next page)

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- |                                                                                                  | <u>A</u> | <u>SA</u> | <u>FD</u> |
|--------------------------------------------------------------------------------------------------|----------|-----------|-----------|
| Records are destroyed when it has been confirmed that the information sent has been received.    |          |           |           |
| 13) <u>Electronic Records</u><br>(70000-20, 70100-40, 69720-35, 69600-20, 70350-03 and 70350-30) |          |           | DE        |

The following electronic databases and web site are covered by this ORCS: Criminal Records Review Program web site, Film Investigators and Gaming Audit Regulatory System/Criminal Records Review Program, Film Investigators and Gaming Audit Regulatory System/Private Investigators and Security Agencies, Private Investigators and Security Agencies web site, Protection Order Registry and Protection Order Registry web site. The Information System Overview section provides information about the electronic system[s], inputs and outputs and routine back-ups. Notes under the relevant ORCS secondaries provide information about the classification and scheduling of the records. These records have no enduring value to government at the end of their scheduled retention periods.

- |                                                                                    |    |    |    |
|------------------------------------------------------------------------------------|----|----|----|
| 14) <u>Section 5 - Regulation Of Firearms And Other Weapons</u><br>(69050 – 69599) | SO | NA | OD |
|------------------------------------------------------------------------------------|----|----|----|

Records document the regulation and licensing of firearms and other weapons until March 31, 2002, when the regulation and licensing and custody of the records was transferred to the Federal Government.

NA = not applicable because the records have been transferred to the Federal Government

OD = transfer to Federal Government. This final disposition applies to all records in this section.

NOTE: Based on a legal opinion this transfer poses no risk to the Crown Provincial.

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	<u>A</u>	<u>SA</u>	<u>FD</u>
15) <u>All Other Records</u>			DE

All other records are destroyed at the end of their semi-active retention periods. The retention of these records varies depending on the nature of the records and the function performed, but does not exceed 6 years. The information these records contain is summarized elsewhere, or reflects policies and procedures adequately documented in records covered by the -00 Policy and procedures secondaries. Significant issues are documented in records which will be retained under the provisions of this ORCS, as well as in briefing notes to the ministry executive (ARCS secondary 280-03) and annual reports (ARCS secondary 442-20). These records have no enduring value to government at the end of their scheduled retention periods.

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### SECTION 1

#### SECURITY PROGRAMS

##### PRIMARY NUMBERS

69000 – 69999

Section 1 covers records relating to the licensing, inspections, and investigations regarding security businesses and workers pursuant the [Security Services Act \(SBC 2007, c. 30\)](#), [Body Armour Control Act \(SBC 2009, c. 24\)](#), and [Armoured Vehicle and After-Market Compartment Control Act \(SBC 2010, c. 8\)](#); and records in relation to the permitting, registration, or certification under the [Metal Dealers and Recyclers Act \(SBC 2011, c. 22\)](#), [Pill Press and Related Equipment Control Act \(SBC 2018, c. 24\)](#), and the [Guide Dog and Service Dog Act \(SBC 2015, c. 17\)](#), as well as services common across the Security Programs Division. It also includes legacy records pursuant to the [Criminal Code](#), [Firearms Act](#) (SC 1995, c. C-39) and the [Firearm Act \(RSBC 1996, c. 145\)](#).

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

---

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### SECTION 1 TABLE OF CONTENTS

#### SECURITY PROGRAMS

69000 - 69999

69000	SECURITY PROGRAMS - COMMON SERVICES
69700	SECURITY PROGRAMS - LICENSING, REGULATION, AND MONITORING

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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For more information consult your [Government Records Officer](#).

### 69000 SECURITY PROGRAMS - COMMON SERVICES

Records not shown elsewhere in this ORCS that relate generally to security licensing and regulation, security screening, and other security programs. This primary includes the following records that are not covered elsewhere in this ORCS:

- final approved policies, procedures, standards, directives, manuals, and guidelines pertaining to the functions and activities documented in this ORCS;
- policy development case files;
- records relating to the regulation of firearms and other weapons;
- security programs and screening advisory services; and
- system profile data.

For administrative project files, see [ARCS secondary 400-40](#).

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

For executive briefing notes, see [ARCS secondary 280-20](#).

For legal files, see [ARCS secondary 350-20](#).

For program internet website, see [ARCS secondary 340-30](#).

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

For stakeholder consultation regarding new legislation, see [ARCS primary 125](#).

For systems descriptions, see the System Section.

The ministry OPR is Security Programs Division, unless otherwise noted below.  
See specific secondaries for OPR retention schedules.

69000	SECURITY PROGRAMS - COMMON SERVICES	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-00	<b>Policy - final</b> (covers final/approved versions of policies, procedures, standards, and guidelines pertaining to this ORCS)	SO	5y	FR
RETENTION STATEMENT				
Transfer to the government archives five years after the policy is replaced or becomes irrelevant.				
SO:	when the policy is replaced or becomes irrelevant			
FR:	The government archives will fully retain final versions of operational policy documentation because these provide significant evidence of the governance of the functions and programs described in this section.			

# 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 [Government Records Officer](#).

69000	SECURITY PROGRAMS - COMMON SERVICES	A	SA	FD
-01	<b>General</b>	CY+1y	nil	DE
	RETENTION STATEMENT Destroy at the end of the second calendar year.			
	NOTE: Throughout this section, this secondary covers miscellaneous records that relate to the primary but do not document decisions and actions, and do not relate to topics that warrant specific classifications.			
-10	<b>Regulation of firearms and other weapons</b> (covers legacy records relating to the regulation and licensing of firearms and other weapons under the <a href="#">Criminal Code</a> , <a href="#">Firearms Act</a> (SC 1995, c. C-39), and the <a href="#">Firearm Act (RSBC 1996, c. 145)</a> .)	SO	nil	OD
	RETENTION STATEMENT Transfer to the federal government when records are identified as legacy records relating to Firearms and other weapons.			
	SO: when records are identified as legacy records relating to firearms and other weapons			
	OD: transfer to the federal government			
	NOTE: As of March 31, 2002, the responsibility for this function was relinquished to the federal government. Upon approval of this ORCS in 2006, all known records relating to firearms and other weapons were transferred to the federal government. This secondary is intended to facilitate similar transfers, should additional records be discovered.			
-25	<b>Routine advice and consultation case files</b> (covers advice, assistance, and consultation with clients and organizations concerning security program policies, procedures, and processes) (includes correspondence and working notes)	CY+2y	nil	DE
	RETENTION STATEMENT Destroy at the end of the third calendar year.			
-30	<b>Security programs policy development case files</b> (covers the development of policies, procedures, standards, and guidelines pertaining to the functions and activities documented in this ORCS) (includes correspondence, drafts, and working materials)	SO	5y	DE
		(cont'd)		

[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 [Government Records Officer](#).

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<b>69000</b>	<b>SECURITY PROGRAMS - COMMON SERVICES</b>	<b>A</b>	<b>SA</b>	<b>FD</b>
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### RETENTION STATEMENT

Destroy five years after the policy is approved and distributed, or development is abandoned.

SO: when policy is approved and distributed, or development is abandoned

DE: Security programs policy development case files may be destroyed because final policies are fully retained under secondary 69000-00.

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<b>-35</b>	<b>Profile data</b>	<b>SO</b>	<b>nil</b>	<b>DE</b>
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(includes identifying and contact data for applications, authorized contacts, and organizations that are maintained in case management systems)

### RETENTION STATEMENT

Destroy when the profile is deemed inactive, as stipulated in policy, and when no longer required to manage associated case files.

SO: when the profile is deemed inactive, as stipulated in policy, and when no longer required to manage associated case files.

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END OF PRIMARY

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

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### 69700 SECURITY PROGRAMS - LICENSING, REGULATION, AND MONITORING

Records relating to licensing, regulation, and monitoring of security businesses and workers, pursuant to the [Security Services Act \(SBC 2007, c. 30\)](#) (SSA), [Body Armour Control Act \(SBC 2009, c. 24\)](#) (BACA), and the [Armoured Vehicle and After-Market Compartment Control Act \(SBC 2010, c. 8\)](#) (ACAMCCA), as well as records relating to the permitting, registration, or certification of applicants under the [Metal Dealers and Recyclers Act \(SBC 2011, c. 22\)](#) (MDRA), [Pill Press and Related Equipment Control Act \(SBC 2018, c. 24\)](#) (PPRECA), and the [Guide Dog and Service Dog Act \(SBC 2015, c. 17\)](#) (GDSDA) and associated regulations.

Under the SSA, a valid security licence issued by the Registrar is required before an individual, partnership, or corporation may engage in security work or offer security services. The records in this primary include all licensing, regulation, and monitoring activities carried out by the responsible organization, including managing applications for licences, dealing with complaints and inquiries, carrying out routine inspections, and evaluating case files for compliance and risk.

Pursuant to the SSA, all individuals who apply for a new security licence or to renew an existing licence, or who control a business entity that is applying for a new or renewed licence, must undergo information checks in order to assess their suitability. If an individual indicates that they have a criminal record or health condition, or if they are flagged by the information checks, the organization carries out an assessment to determine their suitability. Similar information checks are also required under the AVAMCCA, BACA, and PPRECA.

Investigations may also be initiated when compliance issues are raised over the term of a licence. If the investigation results in a determination that a contravention occurred, it may lead to enforcement action by the Registrar including verbal or written notice, issuance of a violation ticket, imposition of an administrative penalty, and/or licence suspension or cancellation.

The respective legislative frameworks of the BACA, AVAMCCA, MDRA, PPRECA and GDSDA are different than that of the SSA and not all holders of permits, certificates or registrations are considered security workers or businesses within the meaning of the SSA. However, the activities described in this primary as they pertain to initial licensing, regulation (initial risk assessment and ongoing compliance), and monitoring are functionally consistent with respect to all of these Acts.

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

The ministry OPR is Security Programs Division unless otherwise noted below. See specific secondaries for OPR retention schedules.

# OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

69700	SECURITY PROGRAMS - LICENSING, REGULATION, AND MONITORING	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	<b>General</b>	CY+1y	nil	DE
	RETENTION STATEMENT Destroy at the end of the second calendar year.			
-03	<b>Fingerprinting results</b> (includes fingerprint results used to confirm licence applicant's criminal record check)	SO	nil	DE
	RETENTION STATEMENT Destroy when the fingerprint results are received and recorded in the relevant case file, or otherwise no longer needed for processing an application  SO: when fingerprint results are recorded in the relevant case file, or otherwise no longer needed for processing an application			
-04	<b>Monitoring and tracking records</b> (covers the monitoring or tracking the activities described in the primary, such as inspecting security business licences, for the purposes of improving access, organizing information, and/or supporting statistical reporting) (includes lists, spreadsheets, and metadata from related case files)	SO	nil	DE
	RETENTION STATEMENT Destroy when no longer needed for reference purposes.  SO: when no longer needed for reference purposes			
PIB	<b>-20 Compliance and enforcement case files (in compliance)</b> (covers routine procedures of monitoring and assessing compliance with the conditions associated with a licence, permit, or certificate, when no evidence of non-compliance is found) (includes complaints, inspection checklists, investigative notes, supporting documents, reports and summaries, and correspondence)	SO	15y	DE
	RETENTION STATEMENT Destroy 15 years after the inspection or investigation has closed.  SO: when the inspection or investigation has closed			(cont'd)

[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 [Government Records Officer](#).

69700	SECURITY PROGRAMS - LICENSING, REGULATION, AND MONITORING	A	SA	FD
	15y: This provides a reasonable period of time to review past inspections or investigations, establish patterns of compliant behaviour to justify licensing decisions, and support statistical reporting.			
PIB	<b>-25 Compliance and enforcement case files (non-compliance)</b> (covers records relating to assessing compliance with the associated Acts, the regulations, or the conditions of a licence, permit, or certificate, when evidence of non-compliance is found, as well as enforcement activities resulting from non-compliance) (includes complaints, inspection checklists, investigative notes, supporting documents and evidence, reports and summaries, warning notices, violation tickets, and correspondence)  RETENTION STATEMENT Destroy 50 years after the service has closed and any resulting actions have concluded.  SO: when the service has closed and any resulting actions have concluded  50y: This retention is a career-based limit, which provides a suitable period of time to review past violations and establish patterns of behaviour to justify licensing decisions and progressive enforcement actions.	SO	50y	DE
PIB	<b>-30 Security licensing case files (routine)</b> (covers the processing of applications, renewals, and related activities for security licences, permits, or registrations when these have not required further risk assessments after initial intake under each applicable statute) (includes the application, statutory decisions, supporting documentation, and correspondence for security worker licences, security business licences, guide or service dog certification, metal dealer and recycler registrations, body armour permits and exemptions, armoured vehicle permits and exemptions, and pill press registrations)  RETENTION STATEMENT Destroy 15 years after an application is withdrawn or abandoned, or when a licence, permit, certificate, or registration expires without renewal, or is cancelled for an administrative reason.	SO	15y	DE
(cont'd)				

[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 [Government Records Officer](#).

69700	SECURITY PROGRAMS - LICENSING, REGULATION, AND MONITORING	A	SA	FD
	<p>SO: when an application is withdrawn, or when a licence, permit, certificate, or registration expires without renewal or is cancelled for an administrative reason.</p> <p>15y: The 15-year retention period is a reasonable amount of time to ensure that records are available if an individual or business reapplies during this time period.</p>			
PIB	<p><b>-35 Security licensing case files (risk)</b>            (covers the processing of applications, renewals, and related activities for security licences, permits, or registrations when these have required further risk assessments after initial intake under each applicable statute)            (includes the application; statutory decisions including refusals to issue or renew, imposition of licence conditions, suspensions, cancellation, and reconsiderations; supporting documentation; and correspondence for security worker licences, security business licences, guide or service dog certifications, metal dealer and recycler registrations, body armour permits, armoured vehicle permits, and pill press registrations that have required risk assessment review)</p> <p>RETENTION STATEMENT            Destroy 50 years after an application is withdrawn, when a licence expires without renewal, or when a licence is refused, not renewed, or cancelled by the Registrar.</p> <p>SO: when an application is withdrawn, when a licence expires without renewal, or when a licence is refused, not renewed, or cancelled by the Registrar</p> <p>50y: This retention period is set as a career-based limit to ensure that the history of risk assessment is available for review in the case that an applicant reapplies, so that staff can make informed decisions when determining licensing suitability. In the event of litigation, or for high profile or controversial cases, it allows the ministry to demonstrate that they exercised due diligence in the risk assessment process.</p>	SO	50y	DE

(cont'd)

## 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 [Government Records Officer](#).

<b>69700</b>	<b>SECURITY PROGRAMS - LICENSING, REGULATION, AND MONITORING</b>	<b>A</b>	<b>SA</b>	<b>FD</b>
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NOTE: This retention has been determined with the understanding that this classification refers to an applicant's lifetime case file and not a new case file for each application and/or renewal. If a former applicant reapplies at any point after the SO criteria is met but before the 50y has passed, the case file is reopened and all records within will become active until the SO criteria is met again.

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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 [Government Records Officer](#).

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### SECTION 2

#### SECURITY SCREENING - PUBLIC AND VULNERABLE SECTORS

#### PRIMARY NUMBERS

70000 – 70200

Section 2 covers records relating to statutory criminal record reviews undertaken in accordance with the [Criminal Records Review Act \(RSBC 1996, c. 86\)](#) (the *Act*), which mandates specific employers and organizations in British Columbia to ensure that staff and volunteers working with children and/or vulnerable adults complete a criminal record check through the Criminal Records Review Program. Section 2 also covers security screening conducted for designated positions in the British Columbia Public Service (BC Public Service) in accordance with [Human Resource Policy 14 - Security Screening](#) (HR Policy 14). This includes criminal record checks other than those required under the *Act* and enhanced security screening checks for BC Public Service applicants in particularly sensitive positions. This section also includes the provision of criminal record checks for public sector organizations with employees and contractors who require a criminal record check, but do not fall under the jurisdiction of the [Act](#) or HR Policy 14.

## OPERATIONAL RECORDS CLASSIFICATION 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 [Government Records Officer](#).

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### SECTION 2 TABLE OF CONTENTS

#### SECURITY SCREENING - PUBLIC AND VULNERABLE SECTORS

70000 - 70200

70100 STATUTORY CRIMINAL RECORD REVIEW

70200 PUBLIC SECTOR SECURITY SCREENING

## **70100 STATUTORY CRIMINAL RECORD REVIEW**

Records relating to administering criminal record checks pursuant to the [Criminal Records Review Act](#) (the *Act*). This service is mandated for those who work in publicly funded or regulated occupations and is also available for volunteers in non-profit organizations who have registered with the Criminal Records Review Program (CRRP). The purpose of the *Act* is to help prevent the physical or sexual abuse of children and the physical, sexual, or financial abuse of vulnerable adults, by requiring individuals to whom the *Act* applies to undergo criminal record checks. Subject to specific requirements, the *Act* allows the portability of criminal record checks between organizations if an applicant has been cleared by the CRRP within the past five years.

Criminal record checks are conducted for an organization's employees and/or volunteers that fall under the jurisdiction of the *Act*. The organization facilitates the criminal record check process by ensuring that the authorization (commonly called a consent form) for a criminal record check and identity verification are provided to the CRRP.

Requests may be submitted electronically by data entry into web-based portals or manually as documents. The applicant's identity verification is either assured by the employer or volunteer organization or is built into the online application process by the applicant's personal data being pulled from a pre-existing government database such as the BC Services Card.

Pursuant to section 3 of the *Act* the Registrar may exempt an individual, person, or entity from all or any provision of the *Act* if the Registrar is satisfied that the individual, person, or entity is subject to a criminal record check process that meets or exceeds the requirements of the *Act*.

The CRRP facilitates the search of police and corrections databases. As part of the criminal record check process, a Royal Canadian Mounted Police (RCMP) fingerprint-based verification of the criminal record check may be required in certain instances to confirm the applicant's identity. If no responsive record is found, the CRRP advises the organization that the applicant is cleared to work or volunteer.

If the criminal record check reveals a charge or conviction for a "relevant" or "specified offence" under the *Act*, the case is referred to the Deputy Registrar for adjudication, which involves a review of the applicant's file to determine whether they pose a risk to vulnerable people. The CRRP investigator gathers additional information and prepares an investigation report and recommendation for the Deputy Registrar's determination. If the Deputy Registrar is considering making a determination that the applicant's charges or convictions indicate that the individual presents a risk, the Deputy Registrar sends the applicant a copy of the investigative report and they are given an opportunity to review it and submit further information for consideration by the Deputy Registrar. The Deputy Registrar issues a determination of risk or no risk, in writing, to the applicant and provides notification of the finding to the organization.

## 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 [Government Records Officer](#).

Upon receiving notification of the Deputy Registrar's determination of risk, an applicant has 30 days to request reconsideration by the Registrar. The applicant may also request the reasons for the Deputy Registrar's determination. Upon receipt of a request for reconsideration, the Registrar reviews the Deputy Registrar's determination and may request additional information from the applicant and/or convene a hearing. After conducting a review of the Deputy Registrar's determination, the Registrar must confirm or overturn the determination.

When a risk finding is made, unless the determination of risk is overturned by the Registrar, the employer, volunteer organization, or education institution must ensure that the applicant does not work with children and/or vulnerable adults, and an unlicensed family childcare applicant for registration or provider cannot be registered or maintain their registration to work with children. If the applicant is a member of a governing body, the governing body must investigate or review the applicant's registration or application for registration and take appropriate action under the legislation that governs the governing body. If the applicant is a prospective or existing registrant of the Teachers Regulation Branch, the director of certification must take appropriate action under the [Teachers Act \(SBC 2011, c. 19\)](#).

For agreements and agreement development, see [ARCS primary 146](#).  
For a description of the criminal records check sub-system, see the System Section.

For a description of the personnel security screening sub-system, see the System Section.

For a description of the Security Programs Integrated Case Environment (SPICE), see the Systems Section.

For final policy, see secondary 70000-00

For a list of forms, see [ARCS secondary 285-02](#).

For operational policy, see primary 70000

For public sector security screening billing, see [ARCS 1050-04](#).

For public sector security screening, see primary 70200

For reference material/topical files, see [ARCS 385-20](#).

The ministry OPR is Security Programs Division unless otherwise noted below.  
See specific secondaries for OPR retention schedules.

70100	STATUTORY CRIMINAL RECORD REVIEW	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE

### RETENTION STATEMENT

Destroy at the end of the second calendar year.

# 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 [Government Records Officer](#).

70100	STATUTORY CRIMINAL RECORD REVIEW	A	SA	FD
-02	<b>Incomplete authorization forms</b>	SO	nil	DE
	RETENTION STATEMENT Destroy sixty days after batch file is closed at the end of each month.  SO: when batch file is closed at the end of each month, plus 60 days			
PIB	<b>-20 Statutory criminal record check case files - no offence found supporting documentation</b> (covers the supporting documentation for criminal record checks where no reviewable offence is found, there is no adjudication by the deputy registrar, and applicant is cleared to work or volunteer) (includes authorization forms, fingerprint request letters, and other correspondence) (arrange by applicant's name and system-assigned number)  RETENTION STATEMENT Destroy six years after authorization is withdrawn or criminal record check does not proceed, or organization has been notified that applicant is cleared to work or volunteer.  SO: when authorization is withdrawn or criminal record check does not proceed, or organization has been notified that applicant is cleared to work or volunteer  6y: Employees or volunteers who work with children or vulnerable adults must undergo a criminal record check at least once every five years. A retention of six years ensures that the supporting documents relating to each criminal record check are retained until the employee or volunteer authorizes and receives the next criminal record check.  NOTE: The OPR will store Criminal record check case files - no offence found supporting documentation under ongoing accession number 91-0598.	SO	6y	DE
PIB	<b>-45 Statutory criminal record check case files - no offence found results</b> (covers the results of criminal record checks where no reviewable offence is found, there is no adjudication by the deputy registrar, and applicant is cleared to work or volunteer) (includes notifications from the Criminal Records Review Unit that there was no reviewable offence found and the applicant is cleared to work)	SO	50y	DE

(cont'd)

[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 [Government Records Officer](#).

70100	STATUTORY CRIMINAL RECORD REVIEW	A	SA	FD
	(arrange by individual's surname and system-assigned number)			
	RETENTION STATEMENT Destroy 50 years after all parties are notified.			
	SO: when all parties are notified			
	50y: This retention period is based on a possible working career of up to 50 years. It ensures that the history of no offense found results are available for review when an applicant reapplies or when an employee/volunteer requires a new statutory criminal record check. In the event of litigation, or for high profile or controversial cases, it allows the ministry to demonstrate that they exercised due diligence in the statutory criminal record check process.			
PIB	<b>-50 Statutory criminal record check case files - offence found</b> (covers criminal record checks where authorization is withdrawn or the Deputy Registrar is requested not to proceed with the criminal record check, or an offence is found and there is an adjudication by the Deputy Registrar resulting in a determination of risk or no risk) (includes adjudication letters, applicant submissions, investigator's report, Deputy Registrar's reasons for decision, risk/no risk letters, police and court documents, fingerprint request letter, interviews, requests to withdraw authorization or request that the criminal records check not proceed, opportunity to respond documents, reconsideration requests, reconsideration reasons for decision) (arrange by individual's surname and system-assigned number)	SO	90y	DE
	RETENTION STATEMENT Destroy 90 years after authorization is withdrawn or criminal record check does not proceed, or adjudication is complete, parties are notified, and any reconsideration is concluded.			
	SO: when consent is withdrawn or criminal record check does not proceed, or adjudication is complete, parties are notified, and any reconsideration is concluded			

(cont'd)



## 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 [Government Records Officer](#).

70100	STATUTORY CRIMINAL RECORD REVIEW	A	SA	FD
90y:	<p>A 90 year retention period is based on the life expectancy at birth of a British Columbian, and is intended to allow an individual their whole lifetime to hold government accountable for decisions it made that affected the individual's health, well-being, or safety while they were a child or a vulnerable adult. This also reflects the fact that the <a href="#">Limitation Act (SBC 2012, c. 13, s. 3)</a> does not apply to claims relating to sexual assault, misconduct of a sexual nature, or assault or battery while the claimant was a minor or was living in an intimate and personal relationship with, or was in a relationship of financial, emotional, physical or other dependency with, a person who performed, contributed to, consented to or acquiesced in the assault or battery. The 90 year retention allows the ministry to demonstrate that they exercised due diligence in the criminal record check process. This retention period is consistent with records relating to minors and/or vulnerable adults in the <a href="#">Risk Management ORCS</a>, the <a href="#">Youth Justice, Forensic and Specialized Intervention Services ORCS</a>, the <a href="#">Teacher Regulation ORCS</a>, and the <a href="#">Barrister and Solicitor Services ORCS</a>.</p> <p>NOTE: The OPR will store Statutory criminal record check case files - offence found under ongoing accession number 91-3874.</p>			
PIB	<p><b>-55 Fingerprint results</b> (covers fingerprint results used to confirm whether an applicant's fingerprints match those of a person with a record suspension for a sexual offence.)</p> <p>RETENTION STATEMENT Destroy when the fingerprint results are received and entered into the case management database.</p> <p>SO: when fingerprint results are received and entered into the case management database</p>	SO	nil	DE

(cont'd)

## 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 [Government Records Officer](#).

70100	STATUTORY CRIMINAL RECORD REVIEW	A	SA	FD
	NOTE: In accordance with the <a href="#">Criminal Records Act</a> (RSC 1985, c. C-47, s. 6.3 (3)), the CRRP initiate a Vulnerable Sector (VS) check. The VS check determines whether an applicant has a record suspension (formerly known as a pardon) for a sexual offence. The RCMP conduct a search of police databases based on name, date-of-birth, and gender. If the results of the name-based VS check cannot be confirmed, a fingerprint-based criminal record verification is required. The destruction of fingerprint results is consistent with RCMP guidelines regarding their destruction of fingerprint request submissions.			
-60	<b>Request for exemption case files</b> (covers the request for and management of exemptions from the requirements of the <i>Act</i> as per s. 3) (includes exemption letter and other correspondence, meeting minutes and notes, briefing notes, project documentation, privacy assessments)  RETENTION STATEMENT Destroy when exemption is deemed inactive.  SO: when exemption is deemed inactive	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 [Government Records Officer](#).

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### 70200 PUBLIC SECTOR SECURITY SCREENING

Records relating to conducting criminal record checks and enhanced security screening (ESS) on applicants for designated BC Public Service positions. Both of these types of security screening are done in accordance with [Human Resources Policy 14 Security Screening \(HR Policy 14\)](#).

A BC Public Service criminal record check, which involves a search for records of criminal convictions or outstanding charges and/or arrests, is carried out only after there has been a conditional offer of employment. Ministries must designate positions that require criminal record checks in accordance with a list of position functions, duties, and responsibilities outlined in HR Policy 14. Successful completion of a criminal record check is required before an applicant can be confirmed for a designated position within the public service. The Personnel Security Screening Office (PSSO) conducts criminal record checks in response to requests submitted by hiring managers. Requests are based upon information from the applicant's completed authorization form. The PSSO determines if there is no risk or risk to employment based on the results of the criminal record check, and, if applicable, the risk assessment and investigation of a found record, before notifying the hiring manager whether the applicant passed the check and can be hired.

The PSSO also conducts enhanced screenings for several client ministry organizations, such as BC Corrections, Conservation Officer Service, and BC Coroners Service. ESS includes a range of specialized background and screening tests such as fingerprinting, professional and educational verification checks, financial checks, screening and security questionnaires, and any other checks required for the designated position in question. The specific types of enhanced security screening checks are identified in the agreement established between the ministry client organization and the PSSO. The PSSO conducts the required ESS and makes a recommendation to the client regarding whether to confirm an offer of employment based on the ESS results.

This primary also relates to conducting criminal record checks for public sector organizations with employees or contracted individuals who are required to have a criminal record check but are not subject to the *Act* or HR Policy 14. These are commonly referred to as Outside the Act, or OTA, checks. Generally, these checks are carried out in accordance with a Memorandum of Understanding or a Letter of Agreement with the public sector organization. The public sector organization facilitates the criminal record check by ensuring that the applicant's consent form, statutory declaration (if applicable), and identity verification are provided to the Security Programs Division. The division enters the data into the case management system, facilitates the search of police and corrections databases, and, depending on the terms of the agreement, either provides a list of the findings or confirmation of the applicant's statutory declaration. If specified by the terms of the agreement, the division will conduct an adjudication.

This primary includes records relating to the criminal notification and assessment process. BC Public Service employees are required to report their

## 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 [Government Records Officer](#).

arrest, charge, or conviction in relation to any criminal offence or any other federal or provincial statutory offence that occurs during their employment. The PSSO assesses the incident, and if it is determined that the event is relevant to the employee's duties, the Director of Security Screening prepares and submits a report with recommendations to the Head of the BC Public Service and the employee's Deputy Minister.

For agreements and agreement development, see [ARCS primary 146](#).

For a description of the criminal records check sub-system, see the Systems Section.

For a description of the personnel security screening sub-system, see the Systems Section.

For a description of the Security Programs Integrated Case Environment (SPICE), see the Systems Section.

For operational policy, see primary 70000.

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

For statutory criminal record reviews, see primary 70100.

The ministry OPR is Security Programs Division unless otherwise noted below.  
See specific secondaries for OPR retention schedules.

70200	PUBLIC SECTOR SECURITY SCREENING	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
	<b>-01 General</b>	CY+1y	nil	DE
	RETENTION STATEMENT Destroy at the end of the second calendar year.			
PIB	<b>-20 Criminal notification investigations - not relevant</b> (covers notifications by BC Public Service employees of their arrest, charge, or conviction of a criminal offence or other federal or provincial statutory offence, and the Director's assessment of no relevance to the employee's position) (arrange alphabetically by employee name)	SO	6y	DE
	RETENTION STATEMENT Destroy six years after Director's assessment of no relevance is complete and employee is notified that no action is being taken.			
	SO: when investigation is complete and employee is notified that no action is being taken			

(cont'd)

## 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 [Government Records Officer](#).

70200	PUBLIC SECTOR SECURITY SCREENING	A	SA	FD
	6y: This will ensure that the records of recent notifications are available for the Director's future assessment of relevance in subsequent criminal notification investigations, including, as applicable, for designated positions that require a criminal record recheck after five years.			
PIB	<b>-25 Criminal notification investigations - relevant</b> (covers notifications by BC Public Service employees of their arrest, charge, or conviction of a criminal offence or other federal or provincial statutory offence, and the Director's assessment of the criminal or statutory offence as being relevant to the employee's position) (arrange alphabetically by employee name)	SO	50y	DE
	<b>RETENTION STATEMENT</b> Destroy 50 years after Director's assessment is complete and the report and recommendation is submitted to the BC Public Service Agency and the Deputy Minister of the employee's ministry.  SO: when investigation is complete, and the report and recommendation is submitted to the BC Public Service Agency and the Deputy Minister of the employee's ministry  50y: This retention period is based on a possible working career of up to 50 years. It ensures that relevant criminal notifications are available for review in the event of subsequent criminal notification investigations or when an employee requires a new criminal record check or screening. In the event of litigation, or for high profile or controversial cases, it allows the ministry to demonstrate that they exercised due diligence in the investigation of criminal notifications. This retention period is consistent with 70200-30 ESS case files - regular positions and 70200-45 Public sector criminal record check case files.			
PIB	<b>-30 ESS case files - regular positions</b> (covers completed or withdrawn enhanced security screenings for positions that do not involve work with children or vulnerable adults)	SO	50y	DE

(cont'd)

[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 [Government Records Officer](#).

70200	PUBLIC SECTOR SECURITY SCREENING	A	SA	FD
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(includes applicant's name, job title, and contact information; the hiring manager's request for enhanced security screening; screening authorization form (including self disclosure); applicant's submissions; questionnaires; police, corrections, and court database search results; police reports; computer voice stress analysis results; polygraph interview results; statutory declaration, as applicable; request for medical information letter; interview results; credit checks; medical information; request for additional information letter, recommendation report; correspondence)  
(arrange by applicant's name and system-generated case number)

### RETENTION STATEMENT

Destroy 50 years after authorization for the screening is withdrawn or request for screening is cancelled by the client ministry organization, or the report with recommendation is sent to client ministry organization.

SO: when authorization for security screening is withdrawn or the request for screening is cancelled by the client ministry organization, or report with recommendation is sent to client ministry organization

50y: This retention period is based on a possible working career of up to 50 years. It ensures that ESS case files for regular positions are available for review should an applicant reapply or an employee require a new screening. In the event of litigation, or for high profile or controversial cases, it allows the ministry to demonstrate that they exercised due diligence in the security screening process.

NOTE: This secondary includes both enhanced security screenings with reports that recommend granting security clearance and reports that recommend not granting security clearance.

PIB	-35	<b>ESS case files - vulnerable sector positions</b>	SO	90y	DE
-----	-----	-----------------------------------------------------	----	-----	----

(covers completed enhanced security screenings for positions that involve work with the vulnerable sector but are exempt from all or any provision of the (RSBC 1996, c. 86) because the Registrar has determined that they are subject to a criminal record check process that meets or exceeds the statutory requirements)

(cont'd)

[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 [Government Records Officer](#).

70200	PUBLIC SECTOR SECURITY SCREENING	A	SA	FD
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(does not cover enhanced security screenings for vulnerable sector positions that are withdrawn or cancelled prior to the completion of the screening process - see secondary 70200-40)

(includes applicant's name, job title, and contact information; hiring manager's request for enhanced security screening; screening authorization form (including self-disclosure); applicant's submissions; questionnaire; police, corrections, and court database search results; police reports; computer voice stress analysis results; polygraph interview results; statutory declaration, as applicable; request for medical information letter; interview results; medical information; credit check results; request for additional information letter, recommendation report; correspondence)

(arrange by applicant's name and system generated service number)

### RETENTION STATEMENT

Destroy 90 years after the report with recommendation is sent to client ministry organization.

SO: when the report with recommendation is sent to client ministry organization

(cont'd)

# 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 [Government Records Officer](#).

70200	PUBLIC SECTOR SECURITY SCREENING	A	SA	FD
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90y: A 90 year retention period is based on the life expectancy at birth of a British Columbian, and is intended to allow an individual their whole lifetime to hold government accountable for decisions it made that affected the individual's health, well-being, or safety while they were a child or a vulnerable adult. This also reflects the fact that the [Limitation Act \(SBC 2012, c. 13, s. 3\)](#) does not apply to claims relating to sexual assault, misconduct of a sexual nature, or assault or battery while the claimant was a minor or was living in an intimate and personal relationship with, or was in a relationship of financial, emotional, physical or other dependency with, a person who performed, contributed to, consented to or acquiesced in the assault or battery. It ensures the records are available for review, should an applicant reapply or an employee undergo a new screening. In the event of litigation, or for high profile or controversial cases, it allows the ministry to demonstrate that they exercised due diligence in the security screening process. This retention period is consistent with records relating to minors and/or vulnerable adults in the [Risk Management ORCS](#), the [Youth Justice, Forensic and Specialized Intervention Services ORCS](#), the [Teacher Regulation ORCS](#), and the [Barrister and Solicitor Services ORCS](#).

NOTE: This secondary covers enhanced security screenings with reports that recommend granting security clearance and reports that recommend not granting security clearance.

PIB	-40	ESS for vulnerable sector positions - cancelled or withdrawn	SO	50y	DE
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(covers enhanced security screenings for vulnerable sector positions that are withdrawn or cancelled prior to the completion of the screening process)

## RETENTION STATEMENT

Destroy 50 years after the screening is cancelled or authorization is withdrawn

SO: when screening is cancelled or authorization is withdrawn

(cont'd)

[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 [Government Records Officer](#).

70200	PUBLIC SECTOR SECURITY SCREENING	A	SA	FD
	50y: This retention period is based on a possible working career of up to 50 years. It ensures that records relating to enhanced security screenings that are withdrawn or cancelled prior to the completion of the screening are available if an applicant reapplies. If required, it allows the ministry to demonstrate that they exercised due diligence in the enhanced security screening process.			
PIB	<b>-45 Public sector criminal record check case files</b> (covers criminal record checks for designated BC Public Service positions subject to HR Policy 14, and OTA checks for public sector employees or contractor positions that do not fall under HR Policy 14) (covers completed criminal record checks for applicants that do and do not present a risk to employment, as well as incomplete screenings for which authorization is withdrawn after the search for records of criminal convictions or outstanding charges and/or arrests is complete) (does not cover criminal record checks that are cancelled or withdrawn before the search for records of criminal conviction or outstanding charges and/or arrests is completed - see secondary 70200-50) (includes authorization form, history report, statutory declaration form, police, corrections, and court database search results, risk to employment report)  <b>RETENTION STATEMENT</b> Destroy 50 years after the search for records is complete and authorization is withdrawn, or after security screening is complete, notifications have been sent to the hiring manager, and all review periods have expired.  SO: when search for records is complete and authorization is withdrawn, or when security screening is complete, notifications have been sent to the hiring manager, and all review periods have expired  50y: This retention period is based on a possible working career of up to 50 years. It ensures that Public sector criminal record check case files are available in the event that the ministry is required to demonstrate that they exercised due diligence in the criminal record check process.	SO	50y	DE

## 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 [Government Records Officer](#).

70200	PUBLIC SECTOR SECURITY SCREENING	A	SA	FD
PIB	<p><b>-50 Public sector criminal record checks - early cancellation/withdrawal</b></p> <p>(covers criminal record checks for designated BC Public Service positions subject to HR Policy 14, and OTA checks for public sector employees or contractor positions that do not fall under HR Policy 14)</p> <p>(covers checks that are withdrawn before the search for records of criminal convictions or outstanding charges and/or arrests is completed)</p> <p>(does not cover incomplete checks that are withdrawn after the search for records of criminal convictions or outstanding charges and/or arrests is complete - see secondary 70200-45)</p> <p>RETENTION STATEMENT</p> <p>Destroy one year after the screening is cancelled or authorization is withdrawn.</p> <p>SO: when screening is cancelled or authorization is withdrawn</p> <p>1y: This ensures that records relating to checks that are withdrawn or cancelled before the criminal record search is completed are retained in accordance with section 31 of the <a href="#">Freedom of Information and Protection of Privacy Act (RSBC 1996, c. 165)</a></p>	SO+1y	nil	DE

END OF PRIMARY

## OPERATIONAL RECORDS CLASSIFICATION 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 [Government Records Officer](#).

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### SECTION 3

#### PROTECTION ORDER REGISTRATION

##### PRIMARY NUMBERS

70300 – 70399

Section 3 covers records relating to the registration of court and police protection orders issued under the [Family Relations Act \(RSBC 1996, c. 128\)](#), the [Divorce Act](#) (RSC 1985, c. 3 [2nd Suppl.]), and the [Child, Family and Community Service Act \(RSBC 1996, c. 46\)](#). Protection order information is provided to authorized justice agencies and the public or community groups regarding high-risk, violent offenders or adult sexual offenders.

Records also relate to protection order registration complaints and inquiries, legal issues, other jurisdictions, research development and collection, stakeholder consultation and training.

## OPERATIONAL RECORDS CLASSIFICATION 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 [Government Records Officer](#).

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### SECTION 3 TABLE OF CONTENTS PROTECTION ORDER REGISTRATION

70300 - 70399

70300	PROTECTION ORDER REGISTRATION - GENERAL
70350	PROTECTION ORDER REGISTRATION - CASE FILES

## 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 [Government Records Officer](#).

### 70300 PROTECTION ORDER REGISTRATION - GENERAL

Records not shown elsewhere in this section that relate generally to the registration of court and police protection orders. Records contain information on protection order registration complaints and inquiries, legal issues, other jurisdictions, research, stakeholder consultation and training.

Record types include: correspondence, web site and memoranda.

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

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

The ministry OPR is Security Programs Division, Victoria unless otherwise noted below. See specific secondaries for OPR retention schedules.

70300	PROTECTION ORDER REGISTRATION - GENERAL	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-00	<b>Policy and procedures</b> (covers final/approved versions of policies, procedures, standards, and guidelines pertaining to this section/ORCS)	SO	5y	FR
	RETENTION STATEMENT Transfer to the government archives five years after the policy is replaced or becomes irrelevant.			
	SO: when the policy is replaced or becomes irrelevant			
	FR: Throughout this section the government archives will fully retain all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. These records have evidential value. Draft and duplicate materials which hold no evidential value may be purged and discarded.			
-01	<b>General</b>	CY+1y	3y	DE
	RETENTION STATEMENT Destroy at the end of the fifth calendar year.			
-02	<b>Protection order registration complaints and inquiries</b> (arrange by subject then by date of complaint)	CY+1y	3y	DE
	RETENTION STATEMENT Destroy at the end of the fifth calendar year.			

[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 [Government Records Officer](#).

70300	PROTECTION ORDER REGISTRATION - GENERAL	A	SA	FD
-04	<b>Protection order registration - other jurisdictions</b> (arrange by jurisdiction)  RETENTION STATEMENT Destroy seven years after other jurisdiction information is replaced by more current information.  SO: when other jurisdiction information is replaced by more current information	SO	7y	DE
-05	<b>Protection order registration research</b> (contains research materials submitted to and collected by the division) (arrange by subject of research)  RETENTION STATEMENT Destroy seven years after research information is replaced by more current information.  SO: when research information is replaced by more current information	SO	7y	DE
-06	<b>Protection order registration stakeholders consultation</b> (arrange by name of stakeholder)  RETENTION STATEMENT Destroy at the end of the fifth calendar year.	CY+1y	3y	DE
-07	<b>Protection order registration training</b> (arrange by type of training)  RETENTION STATEMENT Destroy at the end of the fifth calendar year.	CY+1y	3y	DE
-20	<b>Protection Order Registry web site</b>  RETENTION STATEMENT Destroy when the web site is altered, updated or redesigned.  SO: when the web site is altered, updated or redesigned	SO	nil	DE

(cont'd)

[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 [Government Records Officer](#).

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<b>70300</b>	<b>PROTECTION ORDER REGISTRATION - GENERAL</b>	<b>A</b>	<b>SA</b>	<b>FD</b>
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NOTE: The [Protection Order Registry](#) provides general information about all civil and criminal protection orders in British Columbia. All documents presented on the web site are classified under appropriate secondaries within this ORCS or in the [Administrative Records Classification System \(ARCS\)](#).

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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 [Government Records Officer](#).

### 70350 PROTECTION ORDER REGISTRATION - CASE FILES

Records relating to the registration of all protection orders issued by British Columbia courts and police/Royal Canadian Mounted Police (RCMP) and sent to the Protection Order Registry (POR) pursuant to the [Family Relations Act \(RSBC 1996, c. 128\)](#), the [Criminal Code](#) (RSC 1985, c. C-46), the [Divorce Act](#) (RSC 1985, c. 3 [2nd Suppl.]), and the [Child, Family and Community Service Act](#) (RSBC 1996, c. 46).

Protection orders are sent to the POR either by fax or through electronic interface the same day they are issued. Batches of orders are accompanied by a log or "cover sheet" which lists all orders in the batch. POR checks to ensure that all orders have been received. If not, they request that the missing orders be sent.

Upon request, the POR provides police/RCMP, British Columbia (BC) Corrections, BC Parole, family justice centres, Corrections Canada, Parole Canada with 24 hour/per day, seven day/per week access to information about protection orders. Security Programs Division handles infrequent requests for information from Corrections Canada, Parole Canada and provincial Family Justice Centres. The Provincial Emergency Program (PEP) handles the bulk of requests from police and provincial correctional centres, community corrections and the Victim Safety Unit.

Record types include: protection orders, reports, memoranda, correspondence, press clippings, release orders and database.

For information on the Protection Order Registry (POR) database, see the System Section.

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

The ministry OPR is Security Programs Division, Victoria unless otherwise noted below. See specific secondaries for OPR retention schedules.

70350	PROTECTION ORDER REGISTRATION - CASE FILES	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-00	<b>Policy and procedures</b> (covers final/approved versions of policies, procedures, standards, and guidelines pertaining to this section/ORCS)	SO	5y	FR
RETENTION STATEMENT				
Transfer to the government archives five years after the policy is replaced or becomes irrelevant.				
SO: when the policy is replaced or becomes irrelevant				



# 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 [Government Records Officer](#).

70350	PROTECTION ORDER REGISTRATION - CASE FILES	A	SA	FD
	<b>-01 General</b>	CY+1y	3y	DE
	RETENTION STATEMENT Destroy at the end of the fifth calendar year.			
PIB	<b>-02 Protection orders - paper</b>	SO	nil	DE
	RETENTION STATEMENT Destroy when it has been confirmed that the orders have been satisfactorily imaged into the protection order registry database.			
	SO: when it has been confirmed that the orders have been satisfactorily imaged into protection order registry database			
	DE: Protection orders can be destroyed because they are duplicates of court records that are fully retained from the <a href="#">Court Services ORCS</a> (schedule 100152), secondary 51100-30 and the <a href="#">Court of Appeal ORCS</a> , (schedule 158561), secondary 80100-45.			
PIB	<b>-03 Protection orders - electronic</b>	SO	nil	DE
	RETENTION STATEMENT Destroy when the Protection Order Registry database is no longer in use.			
	SO: when the Protection Order Registry database is no longer in use			
	<b>-04 Protection order logs - paper</b>	SO	nil	DE
	RETENTION STATEMENT Destroy when it has been confirmed that the orders have been satisfactorily imaged into protection order registry database.			
	SO: when it has been confirmed that the orders have been satisfactorily imaged into protection order registry database			
	<b>-20 Protection order responses to requests</b>	SO	nil	DE
	RETENTION STATEMENT Destroy when it has been confirmed that the information has been received by requestor.			
	(cont'd)			

[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 [Government Records Officer](#).

70350	PROTECTION ORDER REGISTRATION - CASE FILES	A	SA	FD
	SO: when it has been confirmed that the information has been received by requestor			
	DE: These records are transitory as they already exist on the POR.			
PIB	<b>-30 Protection Order Registry</b>	SO	nil	DE
	RETENTION STATEMENT Destroy when protection order registration supported by this database is no longer performed by the government.			
	SO: when protection order registration supported by this database is no longer performed by the government			
	DE: This electronic system can be destroyed when the approved retention schedules covering the information on it have elapsed, or when the information on it has been made accessible elsewhere.			

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 [Government Records Officer](#).

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### SECURITY PROGRAMS

#### OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

### SYSTEMS SECTION TABLE OF CONTENTS

<u>SECTION AND TITLE</u>	<u>PAGE NO.</u>
FILM, INVESTIGATORS, AND GAMING AUDIT REGULATORY SYSTEM (FIGARO) - PERSONNEL SECURITY SCREENING OFFICE (PSSO)	2
FILM, INVESTIGATORS, AND GAMING AUDIT REGULATORY SYSTEM (FIGARO) - SECURITY SERVICES	5
FILM, INVESTIGATORS, AND GAMING AUDIT REGULATORY SYSTEM (FIGARO) - STATUTORY CRIMINAL RECORD REVIEW (SCRR)	8
PROTECTION ORDER REGISTRY (POR)	10
PROTECTION ORDER REGISTRY WEB SITE	13
SECURITY PROGRAMS INTEGRATED CASE ENVIRONMENT (SPICE)	16

## 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 [Government Records Officer](#).

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### **FILM, INVESTIGATORS, AND GAMING AUDIT REGULATORY SYSTEM (FIGARO) PERSONNEL SECURITY SCREENING OFFICE (PSSO)**

#### **SUBSYSTEM OVERVIEW**

##### **Creating Agency**

Ministry of Solicitor General and Public Safety  
Policing and Security Branch  
Security Programs Division

##### **Date of System Description**

December 21, 2021

##### **Purpose**

This subsystem tracks the processing of criminal record checks conducted for applicants selected for BC Government positions with a security screening designation and the processing of criminal record checks for public sector organizations with employees and contractors who require a criminal record check, but who are not subject to the [Criminal Records Review Act \(RSBC 1996, c. 86\)](#) or Human Resource Policy 14 - Security Screening.

##### **Information Content**

The PSSO subsystem includes identifying information relating to the applicant/employee such as name, sex, date of birth, government employee ID, driver's licence number, phone number, email address, address, place of birth, usual first name or alias, maiden name, and other surnames. It also includes the hiring manager's name, ministry/organization, phone number, email address.

##### **Inputs, Processes, and Outputs**

Inputs:

The ministry hiring manager initiates the criminal record check for an applicant for a BC Public Service designated position by entering the information from the applicant's consent for disclosure of criminal record information form into the Personnel Security Screening Office Online Service, which is a web-based portal. This populates the system with the applicant contact and service record, both of which are linked to the government organization that is requesting the criminal record check.

Public sector organizations with employees and contractors who require a criminal record check, but who do not fall under the [Act](#) or HR Policy 14 (commonly called Outside the Act, or OTA), submit the applicant's consent form, statutory declaration (if applicable), and identity verification to the Security Programs Division. The division manually enters the data into the system.

Processes:

The system tracks the status of each BC Public Service criminal record check and as the status is updated, facilitates the routing of the screening request through the review process.

Upon the submission of a request, the system may initiate a search of the Corrections Network (CORNET) database, the result of which is captured in the system.

The system routes batches of the online service requests to the Criminal Records Review Unit (CRRU), the contracted RCMP agency that conducts the search of the law enforcement databases

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

## OPERATIONAL RECORDS CLASSIFICATION 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 [Government Records Officer](#).

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such as CPIC and PRIME. CRRU uploads the search results into the system, either into specific data fields, or as a Word document in the system document store.

When the law enforcement database searches are clear (no offence), the system sends an email to the hiring manager indicating that security clearance is granted. When the law enforcement database search is not clear, the PSSO risk assessment team run a history report that includes applicant tombstone information, a status history table, and any previous services. The system sends an email to the applicant with an attached statutory declaration form, which is completed by the applicant to declare their charges and convictions. Information from the returned statutory form is recorded in the system. CRRU provides any CPIC records. PSSO risk assessment team verifies the accuracy of the information provided by the applicant and updates the status in the system. This initiates a system-generated recommendation report for the hiring manager, indicating if the applicant is a risk or not a risk to hire.

The processing of OTA checks is primarily manual and the results to the requesting organization via email.

### Outputs:

- History reports
- Emails
- Statutory declaration form
- Recommendation report
- Monthly charge back 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 [Government Records Officer](#).

### **PERSONNEL SECURITY SCREENING OFFICE SUBSYSTEM**

#### **DATA RETENTION PLAN**

<b>Data Description</b>	<b>Data Retention Period</b>
Profile data Classification 69000-35	Destroy when the profile is deemed inactive, as stipulated in policy, and when no longer required to manage associated security screening case files.
Public sector criminal record check case files Classification 70200-45	Destroy 50 years after the search for records is complete and authorization is withdrawn, or when security screening is complete, notifications have been sent to the hiring manager, and all review periods have expired.
Public sector criminal record checks - early cancellation/withdrawal Classification 70200-50	Destroy one year after the screening is cancelled or authorization is withdrawn.

For additional classification details, including retention rationales, refer to the classification description in the applicable section of the *ORCS*.

For descriptions of system related records (e.g. back-up data, log files, and transitory electronic data processing (EDP) records), see the [Systems Section Primer](#).

END OF OVERVIEW

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

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### **FILM, INVESTIGATORS, AND GAMING AUDIT REGULATORY SYSTEM (FIGARO)** **SECURITY SERVICES**

#### **SUBSYSTEM OVERVIEW**

##### **Creating Agency**

Ministry of Public Safety and Solicitor General  
Policing and Community Safety Branch  
Security Programs Division

##### **Purpose**

This subsystem helps staff manage case files for security licensing, risk assessment, and inspections.

##### **Information Content**

The Security Services subsystem includes identifying information relating to the applicant/employee such as name, sex, date of birth, driver's licence number, and contact information.

##### **Inputs, Processes, and Outputs**

Inputs:

Applicants provide completed application forms and supporting documentation via web form, email, or paper copy. Staff then manually enter information from these sources into the system case file. Supporting documentation is commonly uploaded as part of the same service.

Compliance and enforcement records, including records of complaints, inspections, investigations, and supporting documentation are entered manually after the information is created or received, typically via email correspondence with complainant or gathered by inspectors in the field.

Processes:

Types of correspondence received and entered into the database consist of business and employee application forms, fee statements, completed renewal or late renewal notices, fingerprint results, CPIC results, and surrendered or expired licences and certificates.

The status of the information in the database determines what output is generated. For example, an employee certificate is automatically generated only if all pertinent information is entered and payment is received.

The database supports field-specific queries. When data is entered, a system generated file number is assigned to each employee and business. Once key fields have been entered (e.g., name and address) it is not possible to edit this information except through a special command.

Outputs:

Licences and certificates are generated by the system and sent to businesses and/or employees.

Various administrative and statistical reports are also generated from the database. The reports are mostly for Security Programs Division use, but occasionally for authorized outside agencies (see examples of reports under the heading Information Content).

## 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 [Government Records Officer](#).

### SECURITY SERVICES SUBSYSTEM

#### DATA RETENTION PLAN

Data Description	Data Retention Period
Profile Data Classification 69000-35	Destroy when the profile is deemed inactive, as stipulated in policy, and when no longer required to manage associated security licensing case files
Compliance and enforcement case files (in compliance) Classification 69700-20	Destroy 15 years after the inspection or investigation has closed
Compliance and enforcement case files (non-compliance) Classification 69700-25	Destroy 50 years after the service has closed and any resulting actions have concluded.
Security licensing case files (routine) Classification 69700-30	Destroy 15 years after an application is withdrawn or abandoned, or when a licence, permit, certificate, or registration expires without renewal, or is cancelled for an administrative reason.
Security licensing case files (risk) Classification 69700-35	Destroy 50 years an application is withdrawn, when a licence expires without renewal, or when a licence is refused, not renewed, or cancelled by the Registrar.

For additional classification details, including retention rationales, refer to the classification description in the applicable section of the *ORCS*.

For descriptions of system related records (e.g. back-up data, log files, and transitory electronic data processing (EDP) records), see the System Section Primer.

END OF OVERVIEW



## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

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### SYSTEM SECTION

#### **FILM, INVESTIGATORS, AND GAMING AUDIT REGULATORY SYSTEM (FIGARO) STATUTORY CRIMINAL RECORD REVIEW (SCRR)**

##### **SUBSYSTEM OVERVIEW**

##### **Creating Agency**

Ministry of Solicitor General and Public Safety  
Policing and Security Branch  
Security Programs Division

##### **Date of System Description**

December 21, 2021

##### **Purpose**

The purpose of the system is to track the processing of criminal record checks carried out in accordance with the [Criminal Records Review Act \(RSBC 1996, c. 86\)](#) by the Criminal Record Review Program (CRRP) and to maintain a record of the check results.

##### **Information Content**

- Applicant information: name, sex, date of birth, driver's licence number, street address, email address, phone number
- Summaries of law enforcement and corrections database search results
- Employer/volunteer organization's profile: name, mailing address, contact name, phone number, business account manager name, business account secondary contact name
- Payment information: organization's method of electronic payment (i.e., draw-down account or credit card), organization's draw-down account information

##### **Inputs, Processes, and Outputs**

###### **Inputs:**

Requests for a criminal record checks are submitted electronically as documents or by data entry into web-based portals.

###### **Processes:**

The processing of each criminal record check is tracked in the system with the use of a status settings. Some of these status settings are automated; some are user activated. Each check is associated with a person (applicant) and an organization (employer or volunteer organization). The system is also used to record that payment has been collected.

The criminal record check begins with the system running an automatic search of the Corrections Network (CORNET). The Criminal Records Review Unit (CRRU), the contracted RCMP agency that conducts the searches in law enforcement databases such as CPIC and PRIME, pulls a data set of outstanding criminal record check requests from the system and conducts the required database searches. CRRU uploads the results into the system; either into specific data fields or as a Word document, and updates the status of the check.

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

## OPERATIONAL RECORDS CLASSIFICATION 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 [Government Records Officer](#).

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If the database searches are clear (i.e., no offences are found), the system automatically issues an email with the attached clearance notice to the employee/volunteer and organization. If the search results show offences, the case is referred to CRRP investigators to conduct an investigation and then to an adjudicator to make the decision.

### Outputs:

- Templated emails (e.g., notification to organization that applicant is being reviewed)
- Risk/no risk letters sent by email to the business account manager or alternate contact
- Clearance letter emails

## 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 [Government Records Officer](#).

### **STATUTORY CRIMINAL RECORD REVIEW (SCRR) SUBSYSTEM**

#### **DATA RETENTION PLAN**

<b>Data Description</b>	<b>Data Retention Period</b>
Profile data Classification 69000-35	Destroy when the profile is deemed inactive, as stipulated in policy, and when no longer required to manage associated security screening case files.
Statutory criminal record check case files - no offence found supporting documentation Classification 70100-20	Destroy six years after authorization is withdrawn or criminal record check does not proceed, or organization has been notified that applicant is cleared to work or volunteer.
Statutory criminal record check case files - no offence found results Classification 70100-45	Destroy 90 years after all parties are notified.
Statutory criminal record check case files - offence found Classification 70100-50	Destroy 90 years after authorization is withdrawn or criminal record check does not proceed, or adjudication is complete, parties are notified, and any reconsideration is concluded.

For additional classification details, including retention rationales, refer to the classification description in the applicable section of the *ORCS*.

For descriptions of system related records (e.g. back-up data, log files, and transitory electronic data processing (EDP) records), see the [Systems Section Primer](#).

END OF OVERVIEW

## OPERATIONAL RECORDS CLASSIFICATION 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 [Government Records Officer](#).

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### PROTECTION ORDER REGISTRY (POR)

#### SYSTEM OVERVIEW

##### **Creating Agency**

Ministry of Public Safety and Solicitor General  
Policing and Community Safety Branch  
Security Programs Division

##### **Purpose**

Information from this database is supplied to police officers to assist them in domestic dispute calls and to Corrections Canada, Parole Canada, the provincial Corrections Branch and the Victim Safety Unit when inmates are entering or leaving custody. The Federal Firearms Registry (FFR) also has electronic access to POR. Only designated staff at Security Programs Division and the Provincial Emergency Preparedness office have access to the database. However, authorized fax numbers have been programmed to send the information to designated police communication centres where the officers will receive the information.

##### **Information Content**

Data in this database consists of information contained in protection orders such as court locations, court dates, judges' names, applicants' names, respondents' names, protected childrens' names, conditions, and valid dates of the order.

Eventually, the application will have the ability to create reports (with identifying information stripped) for statistical, management and administrative purposes.

##### **Inputs, Processes, and Outputs**

Inputs:

Court, family and police protection orders are faxed or e-mailed to Security Programs Division (SPD). All orders are printed out and "scanned" into POR software. The database is structured to recognize the Winfax files. Manual data entry is required to capture "tombstone" data such as information contained in protection orders such as court locations, court dates, judges' names, applicants' names, respondents' names, protected childrens' names, conditions, and valid dates of the order.

The information is then moved from the holding area to the database and a record is created for each fax.

Processes:

Each day SPD does a Firearms Interest Persons (FIP) report download to the Canadian Police Information Centre (CPIC). If CPIC displays a name or names of interest then there is an electronic transfer of information to POR. If people apply for a firearms licence the FFR flags them in their database as having a protection order.

## OPERATIONAL RECORDS CLASSIFICATION 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 [Government Records Officer](#).

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### Outputs:

When requested by a police officer or another corrections agency a copy of the protection order is generated (by a POR operator) by ORACLE/Winfax and electronically sent directly from the database via the Winfax software.

### Technical Maintenance

Electronic records are maintained on the system until their retention schedule is completed. (This usually parallels the schedule for related paper records). The electronic records are then purged from the system. Any exceptions to this purge routine are noted under specific secondaries.

The electronic system is routinely backed up in accordance with Ministry of Attorney General policy, as prescribed in CORE policy manual chapter 12 and in special schedule 112910 in the ARCS manual.

For retention and disposition schedules, see relevant primaries, which are listed in the classification section below.

### Other Related Records

- For transitory electronic data processing (EDP) records, see special schedule 102902 in the ARCS manual.
- For computer system backup records, see special schedule 112910 in the ARCS manual.
- For administrative records relating to the system, see ARCS section 6 and other relevant primaries.

### System Scheduling and Disposition

The system will be destroyed when the function it supports is no longer performed by the provincial government, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere.

## 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 [Government Records Officer](#).

### PROTECTION ORDER REGISTRY (POR)

#### DATA RETENTION PLAN

Data Description	Data Retention Period
Protection orders - electronic Classification 70350-03	Destroy when the Protection Order Registry database is no longer in use.

For additional classification details, including retention rationales, refer to the classification description in the applicable section of the *ORCS*.

For descriptions of system related records (e.g. back-up data, log files, and transitory electronic data processing (EDP) records), see the System Section Primer.

END OF OVERVIEW

## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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

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### **PROTECTION ORDER REGISTRY WEB SITE**

#### **SYSTEM OVERVIEW**

##### **Creating Agency**

Ministry of Public Safety and Solicitor General  
Policing and Community Safety Branch  
Security Programs Division

##### **Web site title and URL**

Protection Order Registry web site <http://www.pssg.gov.bc.ca/protection-order-registry/index.htm>

##### **Purpose**

The Protection Order Registry (POR) web site is a part of the Ministry of Public Safety and Solicitor General web site. Its purpose is to provide Internet access to information on all civil and criminal protection orders in British Columbia.

##### **Information Content**

The POR web site provides information about protection orders, how to get a protection order or register one from another province. The site contains information on victim notification for provincial and federal offenders and the registration of victim contact information. The site also provides links to Victim Services, Victim Services Directory and Family Justice.

##### **Web site Features**

The POR submits updates to the Public Affairs Bureau for review and approval. Once the updates are reviewed and approved, the Information Technology and Services Division makes the changes. The Ministry Information Technology and Services Division carries out the technical maintenance of the web site. The site is updated on an ad hoc basis, whenever a change is required. It provides links to non-provincial government web sites like Canada Justice, National Parole Board, BC Institute Against Family Violence and Legal Services Society.

##### **Technical Maintenance**

Records are maintained on the web site until their retention schedule is completed. The records are then removed from the web site. Any exceptions to this purge routine are noted under relevant secondaries.

For retention and disposition schedules, see relevant primaries, which are listed in the classification section below.

##### **Other Related Records**

- For transitory data processing records, see special schedule 102902 in the ARCS manual.
- For computer system backup records, see special schedule 112910 in the ARCS manual.
- For administrative records relating to the web site, see ARCS section 6 and other relevant primaries.

## OPERATIONAL RECORDS CLASSIFICATION 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 [Government Records Officer](#).

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### **Web site Scheduling and Disposition**

The web site will be disposed of when the provincial government no longer performs the function it supports, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere.



## 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 [Government Records Officer](#).

### PROTECTION ORDER REGISTRY WEB SITE

#### DATA RETENTION PLAN

Data Description	Data Retention Period
Protection order Registry web site Classification 70300-20	Destroy when the web site is altered, updated or redesigned.

For additional classification details, including retention rationales, refer to the classification description in the applicable section of the *ORCS*.

For descriptions of system related records (e.g. back-up data, log files, and transitory electronic data processing (EDP) records), see the System Section Primer.

END OF OVERVIEW

## **SECURITY PROGRAMS INTEGRATED CASE ENVIRONMENT (SPICE)**

### **SYSTEM OVERVIEW**

#### **Creating Agency**

Ministry of Public Safety and Solicitor General  
Policing and Security Branch  
Security Programs Division

#### **Date of System Description**

December 21, 2021

#### **Purpose**

SPICE is an instance of Microsoft Dynamics that has been customized to assist with creating, processing, and storing enhanced security screenings conducted for client ministry organizations. It is integrated with Microsoft SharePoint to store and manage associated documents and emails. Client ministry organizations are government bodies such as BC Corrections, Conservation Services, BC Parks, and Court Services Branch that require customized background checks and security screening on those applying for designated positions.

#### **Information Content**

- Applicant information: full name, alias(es), position title, email address, phone number, date of birth, birthplace, driver's licence number, street address, indication of previous security screening, identity confirmation, offer letter, consent form
- Client ministry organization: ministry/branch name, contact name, contact information, hiring manager name and contact
- Background checks and security screenings (vary depending on the client ministry organization): law enforcement and corrections database search results, security screening questionnaire (SSQ), credit checks, employment history verification, education history verification, credentials verification, offer letters, resumes, computer voice stress analysis, third party financial check, character references, driver's abstract, police reports
- Cost associated with the screening

#### **Inputs, Processes, and Outputs**

Inputs:

Client ministry organizations use their IDIR accounts to log into the ESS portal application. They submit the applicant's name, date of birth, email address, and the position the applicant is applying for, and possibly copies of the applicant's resume and cover letter.

ESS team members can upload and store documents and emails that are associated with a particular screening request. This can include law enforcement and corrections database search results, credit checks, computer voice stress analysis results, and other documents submitted by the applicant (e.g., driver's abstract). Emails can be linked to a case with a CRM tag in the subject line.

## OPERATIONAL RECORDS CLASSIFICATION 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 [Government Records Officer](#).

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### Processes:

SPICE allows the ESS team members to work through the security screening process in a linear manner, but does not require them to follow that order. It uses chevrons to provide a step-by-step workflow to complete a screening. ESS team members can upload associated documents and emails for storage in an integrated instance of SharePoint. They can send emails from SPICE and can associate emails with a particular screening with a CRM tag that appears in the email subject line.

When a client ministry organization submits an ESS request, SPICE emails a PDF consent form to the applicant. With the return of the completed consent form, ESS initiates the security screening and background checks. ESS team members use SPICE to:

- assign screening requests
- schedule interviews
- log phone calls
- track the databases being searched
- track the status of the application

The system notifies team members when a report is ready for review or a clearance is recommended. It shows the application's status and provides a summary of what steps have been completed. All security screenings and background checks are uploaded to SPICE, with the exception of the computerized voice stress analysis and polygraph tests, which, due to the large size of the files, are maintained on the LAN. ESS team members complete recommendation reports using templates available in SPICE. Management approves the report before SPICE emails it in PDF to the hiring manager.

Assigned team members choose the screening complexity for billing purposes. The financial management information in SPICE has no integration with a payment method (e.g., credit card). Instead, a monthly Excel report is generated from SPICE and sent to the finance unit, who then journal voucher the client ministry organizations.

### Outputs:

- Recommendation reports
- Payment reports (Excel for finance unit)
- Data analytics using Power BI by Microsoft to get statistical information about the ESS process (e.g., how many screenings in process, how many completed in particular period)

### Historical Note

Prior to March 2020, enhanced security screenings were processed using FIGARO. No data screening data was migrated from FIGARO to SPICE. SPICE data relates only to cases begun after it was implemented. Previous screening data, along with the associated client and applicant data, remains on FIGARO.

## 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 [Government Records Officer](#).

### **SECURITY PROGRAMS INTEGRATED CASE ENVIRONMENT (SPICE) SYSTEM OVERVIEW**

#### **DATA RETENTION PLAN**

<b>Data Description</b>	<b>Data Retention Period</b>
Profile data Classification 70000-35	Destroy when the profile is deemed inactive, as stipulated in policy, and when no longer required to manage associated security screening case files.
ESS case files - regular positions Classification 70200-30	Destroy 50 years after authorization for the screening is withdrawn or request for screening is cancelled by the client ministry organization, or the report with recommendation is sent to client ministry organization.
ESS case files - vulnerable sector positions Classification 70200-35	Destroy 90 years after the report with recommendation is sent to client ministry organization.
ESS for vulnerable sector positions - cancelled or withdrawn Classification 70200-40	Destroy 50 years after the screening is cancelled or authorization is withdrawn

For additional classification details, including retention rationales, refer to the classification description in the applicable section of the *ORCS*.

For descriptions of system related records (e.g. back-up data, log files, and transitory electronic data processing (EDP) records), see the [Systems Section Primer](#).

END OF OVERVIEW

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### APPENDIX A: Summary of Changes to the *SPRD ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD	Approval Date
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This concordance table is intended as a general guide for transition between the old and new versions of this *ORCS*. The new classifications and retentions are to be applied to all relevant digital and physical operational records, both in the office and in storage. When converting old files to the new *ORCS*, you will need to check file contents to ensure that the recommended replacement secondary is appropriate for that particular file.

SECTION 1				
69000-69049	SECURITY PROGRAMS	Merged with Section 2 REGULATION OF THE SECURITY INDUSTRY (69600-69999) and Section 5 REGULATION OF FIREARMS AND OTHER WEAPONS (69050-69599). Range of primary numbers is now 69000 – 69999.	NA	2024/01/26
69000	SECURITY PROGRAMS – GENERAL	Primary title changed to SECURITY PROGRAMS – COMMON SERVICES. Scope notes updated to accurately reflect amended secondary classifications.	NA	2024/01/26
69000-00	Policy and procedures	Secondary title changed to Policy – final	NA	2024/01/26
69000-01	General	Retention reduced to be consistent with “General” secondaries in Amendment 1.	Retention reduced from CY+1y/3y/DE to CY+1y/nil/DE	2024/01/26

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### APPENDIX A: Summary of Changes to the *SPRD ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD	Approval Date
69000-02	Security Programs complaints and inquiries – general	Replaced – re-classify records as applicable to 69700-20 Compliance and enforcement case files (in compliance), 69700-25 Compliance and enforcement case files (non-compliance), ARCS 155-05 Complaints or criticism, or ARCS 320-30 General inquiries.	Change retention as applicable	2024/01/26
69000-10	Firearms and other weapons	NEW  Replaces all secondaries in Section 5 REGULATION OF FIREARMS AND OTHER WEAPONS (69050-69599)	SO/nil/OD	2024/01/26
69000-25	Routine advice and consultation case files	Replaces 70000-25 Security screening routine advice and consultation case files.	NA	2024/01/26
69000-30	Security programs policy development case files	Replaces 69600-30 Security program policy development case files and 70000-30 Security screening policy development case files.	Retention changed from CY+1y/3y/DE to SO/5y/DE	2024/01/26
69000-35	Profile data	Replaces 70000-35 Profile data.	NA	2024/01/26
SECTION 2				
69600-69999	Section 2 REGULATION OF THE SECURITY INDUSTRY	Section merged with Section 1 SECURITY PROGRAMS	NA	2024/01/26

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### APPENDIX A: Summary of Changes to the *SPRD ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD	Approval Date
69600	REGULATION OF SECURITY INDUSTRY – GENERAL	Primary merged with 69700 SECURITY LICENSING, REGULATION, AND MONITORING	NA	2024/01/26
69600-00	Policy and procedures	Replaced – re-classify to 69000-00 Policy – final	NA	2024/01/26
69600-01	General	Replaced – re-classify as applicable to 69000-01 General or 69700-01 General.	Retention changed from CY+1y/3y/DE to CY+1y/nil/DE	2024/01/26
69600-02	Approved security industry standards and policy	Replaced – re-classify as 69000-00.	Retention changed from SO/7y/FR to SO/5y/FR	2024/01/26
69600-03	Security industry complaints and inquiries	Replaced – re-classify records as applicable to 69700-20 Compliance and enforcement case files (in compliance), 69700-25 Compliance and enforcement case files (non- compliance), ARCS 155-05 Complaints or criticism, or ARCS 320-30 General inquiries.	Change retention as applicable	2024/01/26
69600-04	Security industry legal issues	Removed – re-classify as appropriate to relevant case file or to ARCS 350-20 Legal files.	Change retention as applicable	2024/01/26

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### APPENDIX A: Summary of Changes to the *SPRD ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD	Approval Date
69600-05	Security industry – other jurisdictions	Removed – reclassify as appropriate to relevant case file, or 69700-04 Monitoring and tracking records.	Change retention as applicable	2024/01/26
69600-06	Security industry research	Removed – reclassify as appropriate to relevant case file, Policy secondary, or transitory schedule.	Change retention as applicable	2024/01/26
69600-07	Security industry stakeholders consultation	Removed – reclassify as appropriate to relevant case file, Policy secondary, or transitory schedule.	Change retention as applicable	2024/01/26
69600-08	Security industry training	Replaced – reclassify as appropriate to relevant case file.	Change retention as applicable	2024/01/26
69600-20	Private Investigators and Security Agencies web site	Removed – reclassify to appropriate secondary in ARCS 340 Communications, Website Management.	Change retention as applicable	2024/01/26
69600-30	Security industry standards and policy development case files	Replaced – re-classify as 69000-30 Security programs policy development case files.	Retention changed from CY+1/3y/DE to SO/5y/DE	2024/01/26
69600-40	Security industry training modules	Replaced – reclassify as appropriate to relevant case file or to appropriate secondary in ARCS 1735 – Training & Development.	Change retention as applicable	2024/01/26

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



## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### APPENDIX A: Summary of Changes to the *SPRD ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD	Approval Date
69700	SECURITY LICENCES – GENERAL	Primary title changed to SECURITY LICENSING  Replaces primaries 69720 SECURITY LICENSES - BUSINESS, and 69740 SECURITY LICENCES – EMPLOYEE	NA	2024/01/26
69700-00	Policy and Procedures	Replaced – re-classify to 69000-00 Policy – final	NA	2024/01/26
69700-01	General	Retention reduced to be consistent with “General” secondaries in Amendment 1.	Retention changed from CY+1y/3y/DE to CY+1y/nil/DE	2024/01/26
69700-02	Security licences name approval request	Removed – this function is no longer being performed	NA	2024/01/26
69700-03	Fingerprinting results	NEW  Replaces 69740-02 Applicant fingerprints received, and 69740-03 Fingerprinting.	SO/nil/DE	2024/01/26
69700-04	Monitoring and tracking records	NEW	SO/nil/DE	2024/01/26
69700-20	Compliance and enforcement case files (in compliance)	NEW	SO/15y/DE	2024/01/26

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### APPENDIX A: Summary of Changes to the *SPRD ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD	Approval Date
69700-25	Compliance and enforcement case files (non-compliance)	NEW	SO/50y/DE	2024/01/26
69700-30	Security licensing case files (routine)	NEW  Replaces 69720-25 Licensed security business case files – paper, 69720-30 Licensed security business case files – electronic, 69720-40 Unlicensed security business case files, 69740-25 Licensed security employee case files – paper, and 69740-30 Licensed security employee case files – electronic	SO/15y/DE	2024/01/26
69700-35	Security licensing case files (risk)	NEW  Replaces 69720-20 Licensed security business appeals case files, 69720-25 Licensed security business case files – paper, 69720-30 Licensed security business case files – electronic, 69720-40 Unlicensed security business case files, 69740-20 Licensed security employee appeals case files, 69740-25 Licensed security employee case files – paper, and 69740-30 Licensed security employee case files – electronic	SO/50y/DE	2024/01/26

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### APPENDIX A: Summary of Changes to the *SPRD ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD	Approval Date
69720	SECURITY LICENCES – BUSINESS	Merged with 69700 SECURITY LICENSING	NA	2024/01/26
69720-00	Policy and Procedures	Replaced – reclassify to 69000-00	NA	2024/01/26
69720-01	General	Replaced – reclassify to 69700-01	Retention changed from CY+1y/3y/DE to CY+1y/nil/DE	2024/01/26
69720-02	Business security licences bonding	Removed – this function is no longer being performed	NA	2024/01/26
69720-20	Licensed security business appeals case files	Replaced: <ul style="list-style-type: none"><li>- For case files that did not require risk assessment, re-classify to 69700-30</li><li>- For case files that required risk assessment, re-classify to 69700-35</li></ul>	Change retention as applicable	2024/01/26
69720-25	Licensed security business case files - paper	Replaced: <ul style="list-style-type: none"><li>- For case files that did not require risk assessment, re-classify to 69700-30</li><li>- For case files that required risk assessment, re-classify to 69700-35</li></ul>	Change retention as applicable	2024/01/26

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

### APPENDIX A: Summary of Changes to the *SPRD ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD	Approval Date
69720-30	Licensed security business case files - electronic	Replaced: <ul style="list-style-type: none"><li>- For case files that did not require risk assessment, re-classify to 69700-30</li><li>- For case files that required risk assessment, re-classify to 69700-35</li></ul>	Change retention as applicable	2024/01/26
69720-35	Private Investigators and security agencies (electronic database)	Removed – classification redundant. Classify the data on the system under secondary 69000-35 Profile data. For more information about the system, see the Systems Section.	NA	2024/01/26
69720-40	Unlicensed security business case files	Replaced – reclassify under relevant case file.	Change retention as applicable	2024/01/26
69740	SECURITY LICENCES – EMPLOYEE	Merged with 69700 SECURITY LICENSING	NA	2024/01/26
69740-00	Policy and procedures	Replaced – reclassify to 69000-00	NA	2024/01/26
69740-01	General	Replaced – reclassify to 69700-01	Retention changed from CY+1y/3y/DE to CY+1y/nil/DE	2024/01/26

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### APPENDIX A: Summary of Changes to the *SPRD ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD	Approval Date
69740-02	Applicant fingerprints received	Replaced – re-classify to 69700-03 Fingerprinting results	Retention changed to SO/nil/DE	2024/01/26
69740-03	Fingerprinting	Replaced – re-classify to 69700-03 Fingerprinting results	Retention changed to SO/nil/DE	2024/01/26
69740-04	Temporary employee security licences	Replaced: <ul style="list-style-type: none"><li>- For case files that did not require risk assessment, re-classify to 69700-30</li><li>- For case files that required risk assessment, re-classify to 69700-35</li></ul>	Change retention as applicable	2024/01/26
69740-20	Licensed security employee appeals case files	Replaced: <ul style="list-style-type: none"><li>- For case files that did not require risk assessment, re-classify to 69700-30</li><li>- For case files that required risk assessment, re-classify to 69700-35</li></ul>	Change retention as applicable	2024/01/26
69740-25	Licensed security employee case files – paper	Replaced: <ul style="list-style-type: none"><li>- For case files that did not require risk assessment, re-classify to 69700-30</li><li>- For case files that required risk assessment, re-classify to 69700-35</li></ul>	Change retention as applicable	2024/01/26

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

### APPENDIX A: Summary of Changes to the *SPRD ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD	Approval Date
69740-30	Licensed security employee case files – electronic	Replaced: <ul style="list-style-type: none"><li>- For case files that did not require risk assessment, re-classify to 69700-30</li><li>- For case files that required Risk Assessment, re-classify to 69700-35</li></ul>	Change retention as applicable	2024/01/26
69800	SECURITY SERVICES MONITORING AND REGULATION	Primary removed – no records found were classified with this primary.  If found, re-classify monitoring or regulation files with 69700-20 Compliance and enforcement case files (in compliance) or 69700-25 Compliance and enforcement case files (non-compliance), as appropriate.	NA	2024/01/26
SECTION 3				
70000-70200	MANDATORY CRIMINAL RECORDS REVIEW	Section title changed to SECURITY SCREENING - PUBLIC AND VULNERABLE SECTORS	NA	2022/05/12
70000-70200	Section 3 SECURITY SCREENING – PUBLIC AND VULNERABLE SECTORS	Section number changed to Section 2		2024/01/26

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### APPENDIX A: Summary of Changes to the *SPRD ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD	Approval Date
70000	SECURITY SCREENING - COMMON SERVICES	Primary merged with 69000 SECURITY PROGRAMS – COMMON SERVICES	NA	2024/01/26
70000	MANDATORY CRIMINAL RECORDS REVIEW - GENERAL	Primary title changed to SECURITY SCREENING - COMMON SERVICES	NA	2022/05/12
70000-00	Policy – final	Removed, re-classify as 69000-00 Policy – final	NA	2024/01/26
70000-00	Policy and procedures	Replaces 70000-02  Secondary title changed to Policy - final	NA	2022/05/12
70000-01	General	Removed, re-classify as 69000-01 General	NA	2024/01/26
70000-01	General		Retention changed from CY+1y/3y/DE to CY+1y/nil/DE	2022/05/12
70000-02	Approved mandatory criminal records review standards and policy	Replaced – re-classify to secondary 70000-00 Policy - final	Retention changed from SO/7y/FR to SO/5y/FR	2022/05/12

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### APPENDIX A: Summary of Changes to the *SPRD ORCS*

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70000-03	Mandatory criminal records review complaints and inquiries	Replaced: <ul style="list-style-type: none"><li>- For stakeholder advice and consultation, re-classify to secondary 70000-25.</li><li>- For general complaints, re-classify to ARCS 155-05.</li></ul>	For stakeholder advice and consultation, retention changed from CY+1y/3y/DE to CY+2y/nil/DE  For general complaints, retention changed to SO/nil/DE	2022/05/12

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



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### APPENDIX A: Summary of Changes to the *SPRD ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD	Approval Date
70000-04	Mandatory criminal records review legal issues	Replaced: <ul style="list-style-type: none"><li>- For stakeholder advice and consultation, re-classify to secondary 70000-25.</li><li>- For the development of policies, procedures, standards, directives, guidelines, forms, and templates, re-classify to secondary 70000-30</li><li>- For legal matters, re-classify to ARCS 350.</li></ul>	For stakeholder advice and consultation, retention changed from SO/3y/DE to CY+2y/nil/DE  For the development of policies, retention changed from SO/3y/DE to SO+5y/nil/DE  For legal matters, retention changed from SO/3y to SO+1y/nil and final disposition changed from DE to SR	2022/05/12

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### APPENDIX A: Summary of Changes to the *SPRD ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD	Approval Date
70000-05	Mandatory criminal records review - other jurisdictions	Replaced: <ul style="list-style-type: none"><li>- For stakeholder advice and consultation, re-classify to secondary 70000-25.</li><li>- For the development of policies, procedures, standards, directives, guidelines, forms, and templates, re-classify to secondary 70000-30</li><li>- For cooperation and liaison, re-classify to ARCS 230-20 Cooperation and liaison files</li></ul>	For stakeholder advice and consultation, retention changed from SO/7y/DE to CY+2y/nil/DE  For the development of policies, retention changed from SO/7y/DE to SO+5y/nil/DE  For cooperation and liaison, retention changed from SO/7y/DE to CY+2y/nil/DE	2022/05/12
70000-06	Mandatory criminal records review research	Replaced – re-classify to secondary 70000-30 Security screening policy development case files	Retention changed from SO/7y/DE to SO+5y/nil/DE	2022/05/12

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### APPENDIX A: Summary of Changes to the *SPRD ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD	Approval Date
70000-07	Mandatory criminal records review stakeholder's consultation	Replaced: <ul style="list-style-type: none"><li>- For stakeholder advice and consultation, re-classify to secondary 70000-25</li><li>- For the development of policies, procedures, standards, directives, guidelines, forms, and templates, re-classify to secondary 70000-30</li></ul>	For stakeholder advice and consultation, retention reduced from SO/7y/DE to CY+2y/nil/DE  For the development of policies, retention changed from SO/7y/DE to SO+5y/nil/DE	2022/05/12

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

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### APPENDIX A: Summary of Changes to the *SPRD ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD	Approval Date
70000-08	Mandatory criminal records review training	Replaced: <ul style="list-style-type: none"><li>- For the development and delivery of ministry training sessions, workshops, courses, and information session, re-classify to ARCS 1735.</li><li>- For ministry training packages, re-classify to ARCS 1735-05.</li><li>- For security screening policy development, re-classify to 70000-30.</li></ul>	For training development and delivery, retention increased from CY+1y/3y/DE to SO/2y/DE.  For ministry training packages, final disposition changed from DE to SR.  For security screening policy development, retention changed from CY+1y/3y/DE to SO+5y/nil/DE.	2022/05/12
70000-20	Criminal Records Review Program web site	Replaced - re-classify to ARCS 340-40 Simple web sites	NA	2022/05/12
70000-25	Security screening routine advice and consultation case files	Removed, re-classify as 69000-25 Routine advice and consultation case files	NA	2024/01/26

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

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### APPENDIX A: Summary of Changes to the *SPRD ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD	Approval Date
70000-25	Security screening routine advice and consultation case files	NEW  Replaces 70000-05 and 70000-07	Retention changed from SO/7y/DE and CY+1y/3y/DE to CY+2y/nil/DE	2022/05/12
70000-30	Security screening policy development case files	Removed, re-classify as 69000-30 Security programs policy development case files	NA	2024/01/26
70000-30	Mandatory criminal records review policy development	Replaces 70000-07 and 70000-08  Title changed to Security screening policy development case files.	Retention changed from CY+1y/3y/DE to SO+5y/nil/DE	2022/05/12
70000-35	Profile data	Removed, re-classify as 69000-35 Profile data	NA	2024/01/26
70000-35	Profile data	NEW	SO/nil/DE	2022/05/12
70100	MANDATORY CRIMINAL RECORDS REVIEW	Title changed to STATUTORY CRIMINAL RECORD REVIEWS	NA	2022/05/12
70100-00	Policy and procedures	Replaced – re-classify to 70000-00 Policy - final	NA	2022/05/12

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

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### APPENDIX A: Summary of Changes to the *SPRD ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD	Approval Date
70100-01	General	NA	Retention changed from CY+1y/3y/DE to CY+1y/nil/DE	2022/05/12
70100-02	Incomplete authorization forms	NA	Retention changed from 2m/nil/DE to SO/nil/DE	2022/05/12
70100-03	List of mandatory criminal record review forms	Replaced – re-classify to ARCS 285-02 Forms register	Retention changed from SO/nil/DE to SO+1y/nil/DE	2022/05/12
70100-04	Requests for exemption	Replaced – re-classify to 70100-60 Request for exemption case files	Retention changed from CY+1y/3y/DE to SO/nil/DE	2022/05/12

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

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### APPENDIX A: Summary of Changes to the *SPRD ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD	Approval Date
70100-20	Authorization forms - paper	Title changed to Statutory criminal record checks - no offence found supporting documentation.  This covers the supporting documentation for criminal record checks where no reviewable offence is found, there is no adjudication by the deputy registrar, and applicant is cleared to work or volunteer.  Reclassify the notification from the Criminal Records Review Unit that there was no reviewable offence found to 70100-45.	Retention changed from SO/5y/DE to SO/6y/DE	2022/05/12
70100-25	Authorization forms - electronic	Replaced – re-classify to 70100-20	Retention changed from SO/5y/DE to SO/6y/DE	2022/05/12
70100-30	Confirmed criminal record case files – paper	Replaced – re-classify to 70100-50 Statutory criminal record check case files - offence found	Retention changed from SO/30y/DE to SO/90y/DE	2022/05/12
70100-35	Confirmed criminal record case files - electronic	Replaced – re-classify to 70100-50 Statutory criminal record check case files - offence found	Retention changed from SO/nil/DE to SO/90y/DE	2022/05/12

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### APPENDIX A: Summary of Changes to the *SPRD ORCS*

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70100-40	Criminal Records Review Program (electronic database)	<p>Removed – classification redundant. Classify the data on the system under:</p> <ul style="list-style-type: none"><li>• 69000-35 Profile data</li><li>• 70100-20 Statutory criminal record check case files - no offence found supporting documentation</li><li>• 70100-45 Statutory criminal record check case files - no offence found results</li><li>• 70100-50 Statutory criminal record check case files - offence found</li></ul> <p>For more information about the system, see the Systems Section (Film, Investigators, and Gaming Audit Regulatory System (FIGARO) Statutory Criminal Record Review (SCRR) Subsystem).</p>	NA	2022/05/12
70100-45	Statutory criminal record check case files - no offence found results	<p>NEW</p> <p>Replaces 70100-20 for the notification from the Criminal Records Review Unit that there was no reviewable offence found</p>	Retention changed from SO/5y/DE to SO/50y/DE	2022/05/12
70100-50	Statutory criminal record check case files - offence found	<p>NEW</p> <p>Replaces 70100-30</p>	Retention changed from SO/30y/DE to SO/90y/DE	2022/05/12

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



## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### APPENDIX A: Summary of Changes to the *SPRD ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD	Approval Date
70100-55	Fingerprint results	NEW	SO/nil/DE	2022/05/12
70100-60	Request for exemption case files	NEW Replaces 70100-04 Requests for exemption	Retention changed from CY+1y/3y/DE to SO/nil/DE	2022/05/12
70200	PUBLIC SECTOR SECURITY SCREENING	NEW	NA	2022/05/12
70200-01	General	NEW	CY+1y/nil/DE	2022/05/12
70200-20	Criminal notification investigations - not relevant	NEW	SO/6y/DE	2022/05/12
70200-25	Criminal notification investigations - relevant	NEW	SO/50y/DE	2022/05/12
70200-30	ESS case files - regular positions	NEW	SO/50y/DE	2022/05/12
70200-35	Enhanced security screening case files - vulnerable sector positions	NEW	SO/90y/DE	2022/05/12

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

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### APPENDIX A: Summary of Changes to the *SPRD ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD	Approval Date
70200-40	ESS for vulnerable sector positions - cancelled or withdrawn	NEW	SO/50y/DE	2022/05/12
70200-45	Public sector criminal record check case files	NEW	SO/50y/DE	2022/05/12
70200-50	Public sector criminal record checks - early cancellation/withdrawal	NEW	SO+1y/nil/DE	2022/05/12
SECTION 4				
70300-70399	Section 4 PROTECTION ORDER REGISTRATION	Section number changed to Section 3		2024/01/26
SECTION 5				
69050-69599	Section 5 REGULATION OF FIREARMS AND OTHER WEAPONS	Section removed, re-classify all secondaries as 69000-10 Regulation of firearms and other weapons.		2024/01/26

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

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### APPENDIX A: Summary of Changes to the *SPRD ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD	Approval Date
SYSTEMS SECTION				
Systems	PRIVATE INVESTIGATORS AND SECURITY AGENCIES WEB SITE (PISAWS)	Removed – website [http://www.pssg.gov.bc.ca/pisa/] did not store records and is no longer active.		2024/01/26

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