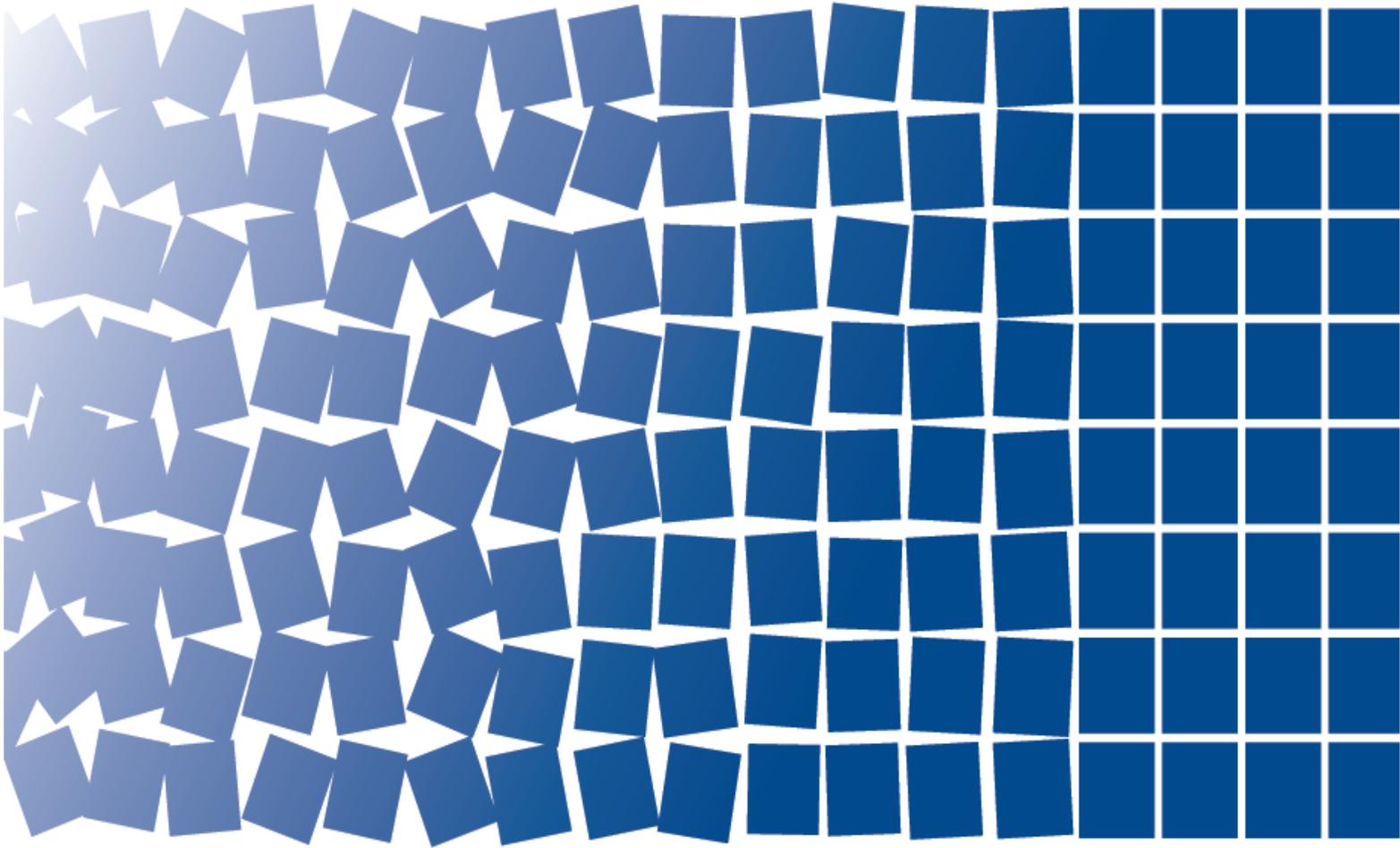


COURT OF APPEAL OPERATIONAL RECORDS CLASSIFICATION SYSTEM



**INFORMATION SCHEDULE APPROVAL**

Title: *Court of Appeal Operational Records Classification System (ORCS)*

Superior Courts Judiciary

British Columbia Court of Appeal

Scope of Schedule:

The *Court of Appeal ORCS* establishes a classification system and retention and disposition authority for records relating to appeals brought to the British Columbia Court of Appeal. The British Columbia Court of Appeal has been in existence since 1910 and hears appeals from the Supreme Court of British Columbia, from the Provincial Court on some criminal matters, and reviews and appeals from some administrative boards and tribunals.

The schedule covers records created and received by the Court of Appeal Registry. It does not cover records created or received by the judiciary (e.g., bench books).

The retention periods specified in this schedule meet all operational, fiscal, legal, and audit requirements.

This schedule supersedes Court of Appeal primaries in the *Court Services ORCS* (schedule 100152).

For more information, see the attached schedule.

Earliest date of records covered by this schedule: 1908

The British Columbia Court of Appeal endorses this schedule and its implementation.

| | |
|--|--------------------|
| Signed authorization authority on file Timothy R Outerbridge, Registrar | 2019-03-20 Date |
|--|--------------------|

STATUTORY APPROVALS

| | |
|---|--------------------|
| Signed authorization authority on file Chief Justice Robert James Bauman | 2019-03-20 Date |
|---|--------------------|

| | |
|---|--------------------|
| Signed authorization authority on file Richard Fyfe, Deputy Attorney General | 2019-04-17 Date |
|---|--------------------|

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

Schedule Developer: Maxwell Otte

USEFUL INFORMATION

Key to Information Schedule Codes and Acronyms:

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

The following links provide additional resources for managing your information:

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

SECTION 1

COURT OF APPEAL

PRIMARY NUMBERS

80000 – 80199

Section 1 covers records relating to cases appealed to the British Columbia Court of Appeal, constituted by the *Court of Appeal Act* (RSBC 1996, c.77). This includes records relating to appeals of most decisions made in the Supreme Court, appeals of decisions made in the Provincial Court on some criminal matters, and appeals of some decisions made by British Columbia administrative boards and tribunals, as well as some decisions made under provincial and federal statutes.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

SECTION 1 TABLE OF CONTENTS

COURT OF APPEAL

80000 - 80199

80000 COURT OF APPEAL - GENERAL

80100 APPEAL CASE FILES

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

80000 COURT OF APPEAL - GENERAL

Records not shown elsewhere in this section that relate generally to cases appealed to the British Columbia Court of Appeal. This primary covers the development of policies and procedures, case management and tracking, and statistical analysis and reporting.

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

For committee files (including international and inter-provincial/federal), see [ARCS secondary 200-20](#).

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

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

For Court of Appeal website management, see [ARCS primary 340](#).

The OPR is the Court of Appeal Registry unless otherwise noted below. See specific secondaries for OPR retention schedules.

| 80000 | COURT OF APPEAL - GENERAL | A | SA | FD |
|--|--|-------|-----|----|
| All non-OPR offices will retain these records for: | | SO | nil | DE |
| -00 | Policy and procedures (covers final and approved versions of policies, procedures, standards, and guidelines pertaining to the functions and activities documented in this schedule) | SO | 5y | FR |
| | SO: when the policy is replaced or becomes irrelevant | | | |
| | FR: The government archives will fully retain final, approved versions of policies and procedures created by the British Columbia Court of Appeal. These records provide evidence of and information about the functions and activities of the Court of Appeal in the exercise of its jurisdiction as the highest court in British Columbia. | | | |
| | NOTE: Examples of policy and procedures include practice directives issued by the Chief Justice, practice notes issued by the Registrar, and court policies on topics such as media accreditation and access. | | | |
| -01 | General | SO | nil | DE |
| | NOTE: Throughout this section, this secondary covers miscellaneous records that relate to the primary but do not document decisions and actions, and do not relate to topics that warrant specific classifications. | | | |
| -20 | Case management and tracking data (covers data in the Web Court of Appeal Tracking System) | SO+4y | 16y | SR |

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

| 80000 | COURT OF APPEAL - GENERAL | A | SA | FD |
|-------|---------------------------|---|----|----|
|-------|---------------------------|---|----|----|

(WebCATS), court lists, and other records used to manage and track cases)

SO: upon conclusion of the case, and either the expiry of statutory limitations on appeals or upon the conclusion of the Supreme Court of Canada proceeding (if appealed)

20y: The retention period is consistent with that of the court file and related records, for which this data serves as an index.

SR: The government archives will selectively retain case management and tracking files. Data fields in WebCATS used to carry out case management and tracking activities (e.g., names of parties, court file number, result, and access restrictions) will be fully retained as government archives because these records act as the index for Court of Appeal records and provide summary information. In the case of physical indexes, the entire book/set will be fully retained. Other records, relating to routine scheduling and case management matters, may be destroyed because they document routine actions and/or are summarized in other records scheduled for full retention.

END OF PRIMARY

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

80100 APPEAL CASE FILES

Records relating to cases appealed to the British Columbia Court of Appeal.

The Court of Appeal is the highest court in British Columbia and is not a trial court, but a court of review where each side presents legal arguments on whether or not the ruling by the lower court is correct. The Court of Appeal hears appeals from the British Columbia Supreme Court, some decisions made in the Provincial Court, and some decisions made by British Columbia administrative tribunals including those reviewed by the BC Supreme Court (e.g., decisions from the BC Human Rights Tribunal).

A court file is created when the Court of Appeal Registry receives a notice of appeal or notice of application for leave to appeal. In addition to the court file, each Court of Appeal case produces at least some of the following material, created by the appellant and respondent, as required by the *Court of Appeal Rules* (BC Reg. 297/2001): appeal record, appeal books, books of authority, factums, condensed books, motion books, transcripts, and transcript extract books. Civil and criminal cases are interfiled in one numerical sequence in the Court of Appeal.

The final document created by the Court of Appeal, which ends litigation, is the final order which summarizes the judges' reasons for judgment. It is filed with all other Court of Appeal orders as required by the *Court of Appeal Rules* (BC Reg. 297/2001).

For operational policy, see secondary 80000-00.

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

The ministry OPR is the Court of Appeal Registry unless otherwise noted below. See specific secondaries for OPR retention schedules.

| 80100 | APPEAL CASE FILES | A | SA | FD |
|-------|---|----|-----|----|
| | All non-OPR offices will retain these records for: | SO | nil | DE |
| | -01 General | SO | nil | DE |
| | -20 Books of authority (arrange by case number) (covers copies of published law cases that the appellant and respondent separately prepare and submit to the court in support of their respective arguments) | SO | nil | DE |
| | SO: upon conclusion of the case, and either the expiry of statutory limitations on appeals or upon the conclusion of the Supreme Court of Canada proceeding (if appealed) | | | |

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

| 80100 | APPEAL CASE FILES | A | SA | FD |
|------------|--|-------|-----|----|
| | DE: Books of authority may be destroyed because the legal argument of the appellant and respondent (i.e., the factum) is fully retained under secondary 80100-40 and the case law is published and publicly available elsewhere. | | | |
| -25 | <p>Condensed books and transcript extract books (arrange by case number) (covers records compiled by counsel to be used as reference by the Court of Appeal during the oral hearing) (includes copies and excerpts from evidence, exhibits, authorities, transcripts, and other documents essential to the hearing that have been assembled by counsel for the convenience of the Court)</p> <p>SO: conclusion of the case, and either the expiry of statutory limitations on appeals or upon the conclusion of the Supreme Court of Canada proceeding (if appealed)</p> <p>DE: Condensed books and transcript extract books may be destroyed because they consist of copies and excerpts of records found elsewhere in the appeal case file that are fully retained by the government archives.</p> | SO | nil | DE |
| -30 | <p>Court digital audio recordings and minute sheets (arrange by case number) (includes audio, and other, recordings of Court of Appeal proceedings and minute sheets (“clerks’ notes”), which include information about the parties and counsel appearing, the start and stop times, and the disposition of the hearing)</p> <p>SO: upon conclusion of the case, and either the expiry of statutory limitations on appeals or upon the conclusion of the Supreme Court of Canada proceeding (if appealed)</p> <p>20y: The total retention period allows the Court of Appeal to respond to access requests from judges, lawyers, and other interested parties. Requests are rarely received for files older than twenty years.</p> <p>FR: The government archives will fully retain court digital audio recordings and minute sheets because of their evidential value. The <i>Evidence Act</i> (RSBC 1996, c. 124) establishes the audio recording as the official record of the proceeding. These records also</p> | SO+5y | 15y | FR |

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

| 80100 | APPEAL CASE FILES | A | SA | FD |
|------------|--|--------|-----|----|
| | possess significant informational value about cases heard by the Court of Appeal and possess intrinsic research value as primary evidence. | | | |
| -35 | <p>Court files (arrange by case number) (covers records relating to the process of commencing an appeal of a lower court decision through to completion) (includes affidavits, correspondence between parties, notice of appeal, notices of motion, orders, exhibits, and post-sentence reports)</p> <p>SO: upon conclusion of the case, and either the expiry of statutory limitations on appeals or upon the conclusion of the Supreme Court of Canada proceeding (if appealed)</p> <p>20y: The total retention period allows the Court of Appeal to respond to access requests from judges, lawyers, and other interested parties. Requests are rarely received for files older than twenty years.</p> <p>FR: The government archives will fully retain court files because they provide information about decisions that set legal precedent, concern cases of general public interest, and are of research value into particular cases, development of case law, and the history of the development of the British Columbia legal system. Moreover, these records provide evidence of and information about the activities of the Court of Appeal in the exercise of its jurisdiction as the highest appellate court in British Columbia.</p> | SO+10y | 10y | FR |
| -40 | <p>Factums, transcripts, appeal records, and appeal books (arrange by case number) (covers records prepared by the appellant and/or the respondent that are used to argue and decide the appeal) (includes factums (legal arguments of the appellant and respondent), appeal books (documents which are relevant to the appeal, specifically documents relevant to the errors allegedly made by the lower court: exhibits, affidavits, orders, judgments, and notices of appeal), appeal records (key documents about the previous court proceeding: copies of the initiating documents, order and reasons for judgment of the lower court or tribunal, as well as the notice of appeal), and transcripts of lower courts proceedings)</p> <p>SO: upon conclusion of the case, and either the expiry of statutory limitations on appeals or upon the</p> | SO+4y | 16y | FR |

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

| 80100 | APPEAL CASE FILES | A | SA | FD |
|------------|---|-------|-----|----|
| | <p>conclusion of the Supreme Court of Canada proceeding (if appealed)</p> <p>20y: The total retention period allows the Court of Appeal to respond to access requests from judges, lawyers, and other interested parties. Requests are rarely received for files older than twenty years.</p> <p>FR: The government archives will fully retain factums, transcripts, appeal records, and appeal books because of their evidential and informational value. These records provide evidence of the legal arguments made by the appellant and respondent and provide information about decisions that set legal precedent.</p> | | | |
| -45 | Final orders (arrange by case number) (covers records relating to the official decision of the Court of Appeal which is prepared, generally by the successful party, after the Court has given its decision in chambers or after an appeal hearing) (includes order books kept by the Registrar for the Court of Appeal) | SO+4y | 16y | FR |
| | <p>SO: upon conclusion of the case, and either the expiry of statutory limitations on appeals or upon the conclusion of the Supreme Court of Canada proceeding (if appealed)</p> <p>20y: The total retention period allows the Court of Appeal to respond to access requests from judges, lawyers, and other interested parties. Requests are rarely received for files older than twenty years.</p> <p>FR: The government archives will fully retain final orders because, as the formal expression of the court's decisions, they frequently establish legal precedent and provide evidence of Court of Appeal decisions.</p> | | | |
| -50 | Reasons for judgment (arrange by case number) (covers records relating to the reasoning forming the basis of the court's decision) (includes oral and reserved reasons for judgment) | SO+4y | 16y | FR |
| | <p>SO: upon conclusion of the case, and either the expiry of statutory limitations on appeals or upon the</p> | | | |

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

| 80100 | APPEAL CASE FILES | A | SA | FD |
|-------|-------------------|---|----|----|
|-------|-------------------|---|----|----|

conclusion of the Supreme Court of Canada proceeding (if appealed)

20y: The total retention period allows the Court of Appeal to respond to frequent access requests from judges, lawyers, and other interested parties. Requests are rarely received for files older than twenty years.

FR: The government archives will fully retain reasons for judgment because they provide information about decisions that set legal precedent, concern cases of general public interest, and are of research value into particular cases, development of case law, and the history of the development of the British Columbia legal system.

END OF PRIMARY

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

COURT OF APPEAL

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

SYSTEMS SECTION TABLE OF CONTENTS

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| DIGITAL AUDIO RECORDING SYSTEM (DARS) | 12 |
| WEB COURT OF APPEAL TRACKING SYSTEM (WebCATS) | 14 |

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

SYSTEMS SECTION: COMMON SYSTEM NOTES

Retention Schedules for the Systems

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

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

DIGITAL AUDIO RECORDING SYSTEM (DARS)

SYSTEM OVERVIEW

Creating Agency

Superior Courts Judiciary
British Columbia Court of Appeal

Purpose

The Digital Audio Recording System (DARS) records the digital audio of court proceedings.

Information Content

DARS contains the digital audio of court proceedings, along with typed minute sheets/logsheets associated with them.

Inputs, Processes, and Outputs

Proceedings in the Court of Appeal are recorded by DARS. In addition to the recording, court clerks can synchronize their notes (called minute sheets) with the recording, by using WebCATS as the vehicle for taking and storing the minute sheets. Clerks can place a time-stamp (linked to the audio) in the minute sheet to enable access and discovery.

The digital recording product used is called "For the Record" (FTR) and audio is captured in a proprietary file format. The Court of Appeal accesses DARS recordings through the Web Court of Appeal Tracking System (WebCATS).

Historical Note

DARS has been operating in the Court of Appeal since 2006. Prior to the creation of DARS, proceedings were captured and stored in analogue form (cassettes and manual notes).

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

DIGITAL AUDIO RECORDING SYSTEM (DARS)

Classification of Records that Relate to the System

| Schedule Code | Secondary No. | Secondary Title | Retention Schedule | | |
|------------------------------|-----------------|---|--------------------|-----|----|
| | | | A | SA | FD |
| Data in the System | | | | | |
| CAPP | 80100-30 | Court digital audio recordings and minute sheets | SO+5y | 15y | FR |
| Inputs | | | | | |
| CAPP | 80100-30 | Court digital audio recordings and minute sheets | SO+5y | 15y | FR |
| Outputs | | | | | |
| CAPP | 80100-30 | Court digital audio recordings and minute sheets | SO+5y | 15y | FR |
| Other Related Records | | | | | |
| ARCS | 6820-05 | Back-up data | SO | nil | DE |
| ARCS | see appropriate | INFORMATION TECHNOLOGY | | | |
| Section 6 | secondaries | | | | |
| 102902 | | Transitory Electronic Data Processing (EDP) Records | SO | nil | DE |

Schedule Code Key: ARCS = *Administrative Records Classification System*, schedule 100001
CAPP = *Court of Appeal*, schedule 158561

END OF OVERVIEW

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

WEB COURT OF APPEAL TRACKING SYSTEM (WebCATS)

SYSTEM OVERVIEW

Creating Agency

Superior Courts Judiciary
British Columbia Court of Appeal

Purpose

The Web Court of Appeal Tracking System (WebCATS) is a web-based tracking, scheduling and case management system.

Information Content

WebCATS is a standard case-tracking system with screens for initiating information (case profile), party information, filings, and court and chambers appearances. In addition, there is a rota, or sitting schedule, which is the basis for several other features, including the scheduling and appearance screens.

WebCATS also has a statistical component which is used to monitor the completion of cases.

Inputs, Processes, and Outputs

Case information is populated in WebCATS by registry staff. Staff also upload material that has to be circulated to the judges two or three weeks in advance of the hearings.

WebCATS also integrates with the Digital Audio Recording System (DARS). Court clerks can synchronize their notes (minute sheets) with the DARS recording by using WebCATS as the vehicle for taking the minutes: noting the progress of the hearing such as indicating the names of the speakers, when the court breaks for lunch, and any orders or directions given by the court.

Judges use WebCATS to check their schedules and to see what cases they are assigned to. Their access also allows them to review individual files before the hearing. WebCATS also allows users to create documents and then store it as a filing. For instance, there are certain documents that are sent out with every new filing (e.g., the letter notifying the lower court judge that an appeal has been filed).

Historical Note

WebCATS was implemented in 2004. It replaced the previously existing DOS-based system, CATS (Court of Appeal Tracking System), which had been used for 20 years for scheduling, rota, and case-tracking functions. Historical data on appeals filed since 1985 was migrated to WebCATS.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

WEB COURT OF APPEAL TRACKING SYSTEM (WebCATS)

Classification of Records that Relate to the System

| Schedule Code | Secondary No. | Secondary Title | Retention Schedule | | |
|------------------------------|--------------------------------|--|--------------------|-----|----|
| | | | A | SA | FD |
| Data in the System | | | | | |
| CAPP | 80000-20 | Case management and tracking data | SO+4y | 16y | SR |
| Inputs | | | | | |
| CAPP | 80000-20 | Case management and tracking data | SO+4y | 16y | SR |
| CAPP | 80100-35 | Court files | SO+10y | 10y | FR |
| CAPP | 80100-40 | Factums, transcripts, appeal records, and appeal books | SO+4y | 16y | FR |
| Outputs | | | | | |
| CAPP | 80000-20 | Case management and tracking data | SO+4y | 16y | SR |
| Other Related Records | | | | | |
| ARCS | 6820-05 | Back-up data | SO | nil | DE |
| ARCS Section 6 | see appropriate secondaries | INFORMATION TECHNOLOGY | | | |
| 102902 | | Transitory Electronic Data Processing (EDP) Records | SO | nil | DE |

Schedule Code Key: ARCS = *Administrative Records Classification System*, schedule 100001
CAPP = *Court of Appeal*, schedule 158561

END OF OVERVIEW

Appendix A: Court of Appeal records - Concordance table

This table identifies the relationships between original (old) classifications from the Court of Appeal primaries of the *Court Services ORCS* (Schedule 100152) to the new classification structure in the *Court of Appeal ORCS* (Schedule 158561).

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

| Old Court Services ORCS secondary # | Old Court Services ORCS Secondary Title | New Court of Appeal ORCS # | New Court of Appeal ORCS Secondary Title | New Retention | Notes (including original retention) |
|--|--|-----------------------------------|--|----------------------|--|
| Various | Policy and procedures | 80000-00 | Policy and procedures | SO/5y/FR | No significant changes. |
| 53200-20 | Manual indexing systems and case summaries | 80000-20 | Case management and tracking data | SO+4y/16y /SR | Retention period increased from 10 to 20 years to mirror court file and books. |
| 51200-35 52200-35 | Books of authority | 80100-20 | Books of authority | SO/nil/DE | No significant changes. |
| N/A | N/A | 80100-25 | Condensed books and transcript extracts | SO/nil/DE | New secondary that did not exist in the <i>Court Services ORCS</i> . Condensed books and transcript extracts are destroyed upon conclusion of appeal and expiry of statutory limitations on appeals. |
| 53500-20 | Official reporter and court recorder records | 80100-30 | Court digital audio recordings and minute sheets | SO+5y/15y/ FR | Retention period has been increased by 15 years to mirror that of the relevant case file. Final disposition has been revised from selective retention to full retention. |
| 51200-20 52200-20 | Civil case files Criminal case files | 80100-35 | Court files | SO+10y/10y/ FR | Civil and criminal case files have been combined into one secondary. Retention period has been reduced to 20 years from 30 years (formerly SO+20y/10y/FR). The Court rarely receives requests for files older than 20 years. |

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

Appendix A: Court of Appeal records - Concordance table

| Old Court Services ORCS secondary # | Old Court Services ORCS Secondary Title | New Court of Appeal ORCS # | New Court of Appeal ORCS Secondary Title | New Retention | Notes (including original retention) |
|--|--|-----------------------------------|--|----------------------|---|
| 51200-30 52200-30 | Factums, transcripts, and appeal books | 80100-40 | Factums, transcripts, appeal records, and appeal books | SO+4y/16y/ FR | Retention period has been reduced to 20 years from 30 years (formerly SO+20y/10y/FR). The Court rarely receives requests for files older than 20 years. |
| 51200-40 52200-40 | Final orders | 80100-45 | Final orders | SO+4y/16y/ FR | Retention increased from 10 years to 20 years to mirror the court file and books of relevant case. |
| 51200-42 52200-42 | Reasons for judgment | 80100-50 | Reasons for judgment | SO+4y/16y/ FR | Retention increased from 10 years to 20 years to mirror the court file and books of relevant case. |

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