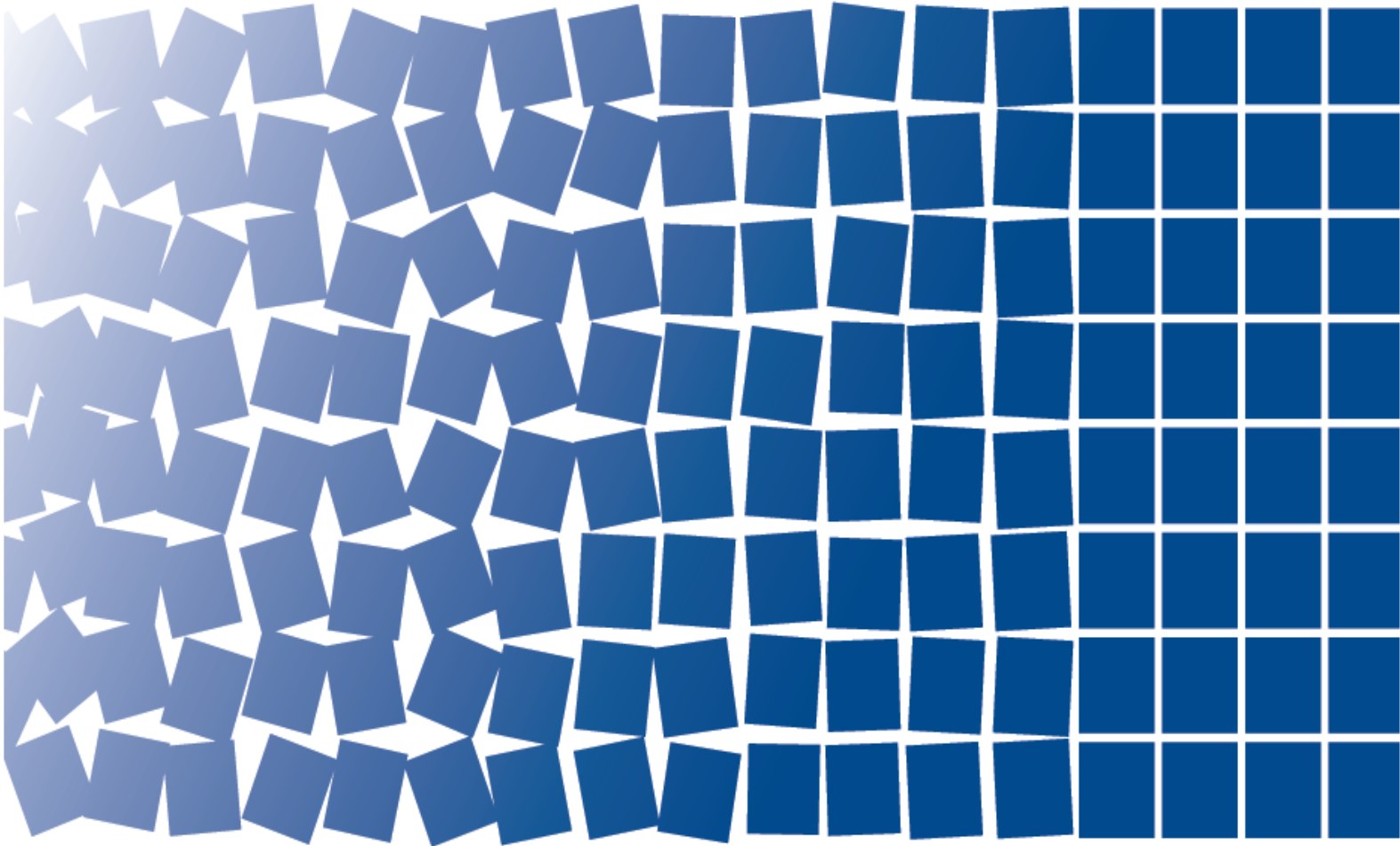


COMMUNITY HEALTH PROGRAMS OPERATIONAL RECORDS CLASSIFICATION SYSTEM



GOVERNMENT RECORDS SERVICE

**COMMUNITY HEALTH
PROGRAMS
OPERATIONAL RECORDS
CLASSIFICATION SYSTEM**



GOVERNMENT RECORDS SERVICE

ISBN 978-0-7726-6509-6

Date: June 23, 2011

British Columbia. Records Management Operations

Community Health Programs operational records classification system

ORCS REGISTER OF FORMAL AND ADMINISTRATIVE AMENDMENTS

This register lists all changes made to the *Community Health Programs ORCS* and approved by either the Legislature (formal amendments) or the Public Documents Committee (PDC) Secretary (administrative amendments). Each amendment is uniquely identified as follows:

- **Formal amendments:** Schedule application number assigned to the amendment and used during the review and approval process conducted by the relevant ministry/agency, Records Management Operations (RMO), PDC, the Public Accounts Committee, and the Legislature; e.g., 123456.
- **Administrative amendments:** ADAM plus a registration number issued by Records Management Operations (RMO); e.g., ADministrative AMendment number thirty-eight is ADAM 38.

For administrative amendments policy and guidelines, see Recorded Information Management (RIM) policy entitled “Administrative Amendment of Approved Records Schedules” (CORP006) and *Standard ORCS Kit* chapter 3, section 3.3.

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.

Unique identifier (ADAM # or Schedule #)	Date Approved	Section/ Primary/ Secondary	Changes
201225	2011/05/19	Section 5	Update to retention and disposition of records created by the Tobacco Control Program to reflect the introduction of a new administrative process for contraventions of the <i>Tobacco Control Act</i> and the discontinuation of the <i>Tobacco Testing and Disclosure Regulation</i> . See Appendix A for full listing of changes.
169033	2008/05/28	Section 2, 61200-40 and 61900-40	Two new secondaries added to enable the disposition of deceased client files. 1. Hearing service deceased client files (adults and minors), which document services provided to infants, children and adults in order to eliminate or reduce the effects of communication disorders secondary to hearing impairment. (61200-40) 2. Speech and language deceased client files (adults and minors), which document the screening, assessment and treatment of persons with speech and language disorders. (61900-40).

Schedule No. 1 2 2 3 5 3

RECORDS RETENTION AND DISPOSITION AUTHORITY

Amendment No. 2 0 1 2 2 5

This is a recommendation to amend the above-noted records schedule.

Title: Community Health Programs Operational Records Classification System - Amendment 2

Ministry of Healthy Living and Sport
Population and Public Health
Chronic Disease/Injury Prevention and Built Environment
Tobacco Control Program

Description and Purpose:

The purpose of this amendment is to update the retention and disposition of records created by the Tobacco Control Program (section 5) to reflect the introduction of a new administrative process for contraventions of the *Tobacco Control Act* and the discontinuation of the *Tobacco Testing and Disclosure Regulation*. Major changes include: deletion and transfer of secondaries; creation of new secondaries to reflect new functions; elimination of redundant secondaries; removal of all selective retention final dispositions to reflect current ORCS standards; and creation of a new Information System Overview (ISO) for the Tobacco Testing and Disclosure System. This amendment also amends primaries and secondaries throughout the ORCS to include wording changes in scope notes, secondary titles and secondary notes as required.

For further descriptive information about these records, please refer to the attached schedule.

Date range: 1895 ongoing

Physical format of records: see attached schedule

Annual accumulation: n/a cubic meters

Recommended retention and disposition: scheduled in accord with attached records schedule.

THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:

Records Officer

2010/04/07
Date

Executive Director/ADM Director

2010/04/13
Date

Deputy Minister/Corporate Executive

2010/04/13
Date

THE PUBLIC DOCUMENTS COMMITTEE CONCURS:

Chair, PDC

2010 JUN 17
Date

THE SELECT STANDING COMMITTEE ON PUBLIC ACCOUNTS APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE:

L.T.

Feb. 10, 2011
Date

APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY:

L.T.

May 19, 2011
Date

OTHER STATUTORY APPROVALS:

Signature

Date

Signature

Date

Title:

Title:

CONTACT: Simon Barton, Manager, 250-952-1122



RECORDS MANAGEMENT APPRAISAL:


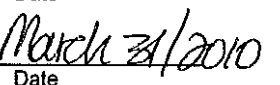
This appraisal documents the recommendation for active and semi-active retention periods.

These records are created and received under the authority of the *Tobacco Control Act* (RSBC 1996, c. 451), the *Tobacco Control Regulations* (B.C. Reg. 232/2007), the *Offence Act* (RSBC 1996, c. 338), and subsequent legislation governing the operational responsibilities and functions of the creating agency.

Functional duplicates and microfilmed records are indicated in the attached schedule.

The retention and final disposition guidelines specified in the attached *Operational Records Classification System* amendment meet the creating agency's information requirements, ensure fiscal and audit control, protect government's legal rights and liabilities, and provide for effective management of the agency's operational functions. Upon expiry of the active and semi-active retention periods, the records covered by this recommendation will no longer be of any primary value to government.


Records Analyst

Team Lead, ORCS Development


Date

Date

ARCHIVAL APPRAISAL:

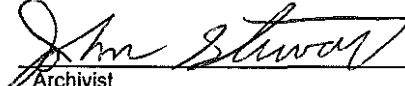
This appraisal documents the recommendation for final disposition.

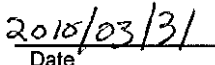
The final disposition recommendations protect records considered to have significant evidential and historical values. The specific reasons for retaining certain records are stated within the ORCS, as well as in the Executive Summary.

Record series or groups of records which will be retained in their entirety are indicated by "Full Retention."

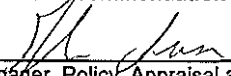
Record series or groups of records which will be retained in part are indicated by "Selective Retention." Selective retention means that portions of the record series will be retained by means of recognized archival selection criteria. For the meaning of selective retention with respect to a specific record series, see the attached schedule.

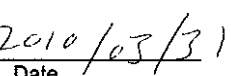
The definitions of both selective and full retention provide that records will be preserved in the government archives, and that unnecessary duplicates, transitory materials, and ephemera may be discarded.


Archivist


Date

The undersigned endorses the appraisal recommendations:


Manager, Policy, Appraisal and Storage


Date

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 government policy and procedures. For assistance, contact your Records Officer.

A SA FD

COMMUNITY HEALTH PROGRAMS

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

EXECUTIVE SUMMARY FOR AMENDMENT 2

This *Operational Records Classification System (ORCS)* amendment updates the classification and retention and disposition schedule for the operational records created by the Tobacco Control Program, under the *Tobacco Control Act* (RSBC 1996, c. 451), the *Tobacco Control Regulations* (B.C. Reg. 232/2007), and the *Offence Act* (RSBC 1996, c. 338), as described within Section 5 of this ORCS.

This amendment reflects the introduction of a new administrative penalty process for contraventions of the *Tobacco Control Act* and also reflects the discontinuation of the *Tobacco Testing and Disclosure Regulation* (B.C. Reg. 282/98). Major changes were as follows: deletion of the 64300 (Tobacco Strategy) primary and transfer of all relevant secondaries to the 64200 (Tobacco Use Prevention, Cessation and Protection) primary; creation of several new secondaries to reflect new functions; elimination of redundant secondaries; removal of all selective retention final dispositions to reflect current ORCS standards; and creation of a new Information System Overview (ISO) for the Tobacco Testing and Disclosure System.

Other amendments to primaries and secondaries have been made throughout the ORCS to include wording changes in scope notes, secondary titles and secondary notes.

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

The following summary describes the changes that affect retention periods and final dispositions. In this summary, record types are linked to the ORCS by primary and secondary numbers. Final disposition statements are provided only if they have changed. For a detailed description of all changes, please consult Appendix A: Summary of Changes to the *Community Health Programs ORCS* (concordance table).

(continued on next page)

1)	<u>Tobacco use prevention, cessation and protection program and project files</u>			
	(secondary 64200-35)	SO	5y	FR

A = Active
SA = Semi-active
FD = Final Disposition
FOI = Freedom of Information/Privacy
PIB = Personal Information Bank
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
OD = Other Disposition
VR = Vital Records

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 government policy and procedures. For assistance, contact your Records Officer.

	<u>A</u>	<u>SA</u>	<u>FD</u>
(secondary 64200-40)	SO	5y	FR

These records document programs and projects aimed at youth smoking prevention, promoting smoking cessation and protecting British Columbians from second-hand smoke.

SO = when the project or program is concluded and when all issues pertaining to the project or program are resolved

FR = These records will be fully retained because they document projects of the BC government to prevent and discontinue tobacco use among British Columbians. These records have value in documenting significant measures taken in regard to a significant health issue. The program files also significantly document the planning, evaluation and review of a significant health protection program in the Province.

2)	<u>Tobacco enforcement project files</u> (secondary 64500-80)	SO	5y	FR
----	--	----	----	----

These records document tobacco enforcement projects.

SO = when the project is completed and when all issues pertaining to the project have been resolved

FR = These records will be fully retained because they document projects to enforce the regulation of tobacco products in the province. They document government actions in regard to a significant health hazard.

3)	<u>Tobacco program publications and resources</u> (secondary 64000-02)	SO	nil	FR
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These records document tobacco programs publications and resources, including the Year in Review, Quick Guide, and the Tobacco Retailer Toolkit.

SO = when published

(continued on next page)

FR = One copy of each publication will be retained by the government archives because they document tools and techniques employed to communicate tobacco laws and regulations to affected groups

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

such as businesses, employers, the hospitality sector, tobacco retailers, individuals and the community at large.

- 4) Tobacco use prevention, cessation and protection statistical reports
 – British Columbia
 (secondary 64200-05)

SO nil FR

These records document British Columbia survey results, generated statistics, and collected statistics.

SO = when the records are no longer operationally valuable to the program

FR = These records will be fully retained because they document tobacco use, smoking prevalence and demographics in British Columbia. These records have significant scientific and medical value.

NOTE: Statistical reports for other jurisdictions will be destroyed when no longer operationally value to the program.

- 5) Administrative penalty records
 (secondary 64600-05)
 (secondary 64600-25)
 (secondary 64600-27)

SO nil FR
SO+1y 6y DE
SO+1y 6y DE

These records document referrals to the Administrator under the *Tobacco Control Act* and the *Tobacco Control Regulations*. When a hearing is warranted, a notice is sent to the retailer. If the hearing determines that the retailer is in contravention of the *Act*, an administrative penalty will be imposed as set out in the *Regulations*.

SO = in the case of administrative penalty referrals, when decision is made whether to issue notice of hearing; in the case of administrative penalty hearing files, when the hearing is concluded and decision is published

7y = The retention period ensures the referrals and hearing records records will not be of further use
(continued on next page)

FR = The administrative penalty tracking sheets will be fully retained because they provide a concise summary of the administrative penalties imposed by the program.

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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 government policy and procedures. For assistance, contact your Records Officer.

	<u>A</u>	<u>SA</u>	<u>FD</u>
6) <u>Tobacco program research projects</u> (secondary 64100-20)	SO+2y	5y	DE

These records document research projects, progress reports to the National Research Council of Canada, Research Ethics Board reviews, and investigations by sponsoring organizations, except participant records and final reports.

SO = when the research project has been completed and all issues regarding the project have been resolved, including publication of the results in an academic journal or investigation of the project by any sponsoring organization

7y = This retention ensures National Health Research Development Program standards are met.

NOTE: Final reports are fully retained under secondary 64100-03.

7) <u>Tobacco testing and disclosure records</u> (secondary 64700-25)	SO	5y	DE
(secondary 64700-35)	SO	5y	DE

These records document analysis performed by the Tobacco Control Program of the smoke constituents annual reports and tobacco ingredients and additive reports submitted by the Tobacco industry.

SO = when no longer required for research and analysis purposes

DE = These records will be destroyed because they do not document significant activities. The analysis was never completed or published and the ministry no longer performs this activity. Smoke constituents are sufficiently documented in records fully retained from secondary 64700-20 (Smoke constituents annual reports) and 64700-30 (Tobacco ingredient and additive reports).

(continued on next page)

8) <u>Tobacco enforcement program implementation files</u> (secondary 64500-75)	SO	5y	DE
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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 government policy and procedures. For assistance, contact your Records Officer.

A SA FD

These records document the implementation of tobacco enforcement programs.

SO = when the program is concluded and when all issues pertaining to the program have been resolved

DE = These records will be destroyed because they document only the manner in which the programs are implemented and do not significantly document tobacco enforcement programs. These programs are sufficiently documented in records fully retained from secondary 64500-80 (Tobacco enforcement project files).

9) Insurance Corporation of British Columbia contravention reports
(secondary 64600-02)

FY+4y nil DE

These records identify changes to ticket status that have occurred since the last report.

DE = These records will be destroyed because the information is often not accurate and is used for information purposes only. The reports are not relied upon in court.

10) Electronic Records

DE

The following electronic database has been added to this ORCS as part of the amendment: The Tobacco Testing and Disclosure System. The Tobacco Ticketing Database has been renamed the Tobacco Enforcement Information System and other minor wording changes have been made to its Information System Overview (ISO). The ISO section provides information about the electronic systems, 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.

(continued on next page)

11) All Other Records

DE

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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 government policy and procedures. For assistance, contact your Records Officer.

A SA FD

All other records added by this amendment 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, and are based on when they are superseded/obsolete. 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 Ministry of Healthy Living and Sport 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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SO = Superseded or Obsolete
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SR = Selective Retention
FR = Full Retention
OD = Other Disposition
VR = Vital Records

RECORDS RETENTION AND DISPOSITION AUTHORITY

This is a recommendation to amend the above-noted records schedule.

Title: Community Health Programs ORCS - amendment 1

Ministry of Health
Population Health and Wellness

Description and Purpose:

The purpose of this amendment is to add a new secondary to primary 61200 (Community Audiology Services) to classify hearing service deceased client files (-40), and to add a new secondary to primary 61900 (Community Speech and Language Services) to classify speech and language deceased client files.

For further descriptive information about these records, please refer to the attached schedule.

Date range: 1895 ongoing

Physical format of records: see attached schedule

Annual accumulation: n/a cubic meters

Recommended retention and disposition: scheduled in accord with attached records schedule.

THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:

Sarah Shea

Records Officer

May 15/2007

Date

Tessa Graham

Executive Director/ADM

Jan 29/08

Date

ADM Andrew Hazelwood

Deputy Minister/Corporate Executive

Feb 12/08

Date

THE PUBLIC DOCUMENTS COMMITTEE CONCURS:

See Mitchell

Chair, PDC

16 Sept 2008

Date

THE SELECT STANDING COMMITTEE ON PUBLIC ACCOUNTS APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE:

May 27, 2008

Date

APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY:

May 28, 2008

Date

OTHER STATUTORY APPROVALS:

Signature

Date

Signature

Date

Title:

Title:

Schedule No. 1 2 2 3 5 3

Amendment No. 1 6 9 0 3 3

CONTACT: Susan Shea, Office Manager, 250-952-1748


RECORDS MANAGEMENT APPRAISAL:

This appraisal documents the recommendation for active and semi-active retention periods.

These records are created and received under the authority of the *Health Act* (RSBC 1996, c. 179) and the *Health Act Communicable Disease Regulations* (BC Reg. 567/98), and subsequent legislation governing the operational responsibilities and functions of the creating agency.

Functional duplicates and microfilmed records are indicated in the attached schedule.

The retention and final disposition guidelines specified in the attached *Administrative Records Classification System* OR *Operational Records Classification System* OR ongoing records schedule amendment meet the creating agency's information requirements, ensure fiscal and audit control, protect government's legal rights and liabilities, and provide for effective management of the agency's operational functions. Upon expiry of the active and semi-active retention periods, the records covered by this recommendation will no longer be of any primary value to government.


Records Analyst

2004/06/30
Date

ARCHIVAL APPRAISAL:

This appraisal documents the recommendation for final disposition.

The final disposition recommendations protect records considered to have significant evidential and historical values. The specific reasons for retaining certain records are stated within the *ORCS*, as well as in the Executive Summary.

Record series or groups of records which will be retained in their entirety are indicated by "Full Retention."

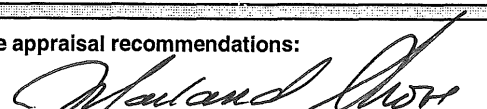
Record series or groups of records which will be retained in part are indicated by "Selective Retention." Selective retention means that portions of the record series will be retained by means of recognized archival selection criteria. For the meaning of selective retention with respect to a specific record series, see the attached schedule.

The definitions of both selective and full retention provide that records will be preserved in the government archives, and that unnecessary duplicates, transitory materials, and ephemera may be discarded.


Archivist

2004/06/30
Date

The undersigned endorses the appraisal recommendations:


Director, Corporate Records Management Branch

2004-06-30
Date

RECORDS RETENTION AND DISPOSITION AUTHORITY

This is a recommendation to authorize an operational records classification and scheduling system.

Title: *Community Health Programs Operational Records Classification System*

Ministry of Health Planning
Office of the Provincial Health Officer
Population Health and Wellness

Description and Purpose:

The *Community Health Programs Operational Records Classification System (ORCS)* covers all operational records created, received, and maintained by Office of the Provincial Health Officer and the Population Health and Wellness Unit. It does not include the treatment and health education records in the custody of health authorities created after March 31, 1997. These records document provision of advice to the ministry and public regarding health issues, and the maintenance of population health standards, the provision of guidelines and policies and development of programs and policies for prevention services, HIV/AIDS health programs and services, smoking prevention and cessation programs, and enforcement of the *Tobacco Sales Act*. It also covers community audiology services, dental services, nutrition services, public health nursing services, and community speech and language services provided directly by the Ministry prior to transfer of these services to health authorities as of April 1, 1997. For further descriptive information about these records, please refer to the attached executive summary.

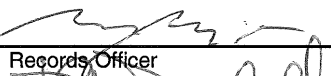
Date range: 1895 ongoing


Physical format of records: see attached schedule

Annual accumulation: 11.04 cubic meters

Recommended retention and disposition: scheduled in accord with attached *ORCS*.

THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:



Records Officer


Executive Director/ADM

2002/10/03

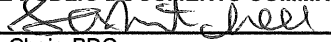
Date
2002/10/03

Date

Deputy Minister/Corporate Executive

Date

THE PUBLIC DOCUMENTS COMMITTEE CONCURS:



Chair, PDC

2003/01/16

Date

THE SELECT STANDING COMMITTEE ON PUBLIC ACCOUNTS APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE:

2003/05/28

Date

APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY:

2003/05/29

Date

OTHER STATUTORY APPROVALS:

_____ Signature	_____ Date	_____ Signature	_____ Date
Title:		Title:	

CONTACT: Susan Shea, Office Manager, 205-952-1748

RECORDS MANAGEMENT APPRAISAL:

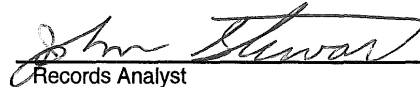
This appraisal documents the recommendation for active and semi-active retention periods.

These records are created and received under the authority of the *Health Act* (RSBC 1996, c. 179), the *Health Act Communicable Disease Regulations* (BC Reg. 567/98), the *Dentists Act* (RSBC 1996, c. 94), the *Tobacco Sales Act* (RSBC 1996, c. 451), and the *Tobacco Testing and Disclosure Regulation* (BC Reg. 282/98) and subsequent legislation governing the operational responsibilities and functions of the creating agency.

Functional duplicates and microfilmed records are indicated under appropriate classification headings.

The retention and final disposition guidelines specified in the attached *Operational Records Classification System* meet the creating agency's information requirements, ensure fiscal and audit control, protect government's legal rights and liabilities, and provide for effective management of the agency's operational functions. Upon expiry of the active and semi-active retention periods, the records covered by this recommendation will no longer be of any primary value to government.

The retention and final disposition guidelines have been established in consultation with the Records Officer and staff and managers of all branches conducting operational functions in the creating agency.


Records Analyst2002/09/27
Date**ARCHIVAL APPRAISAL:**

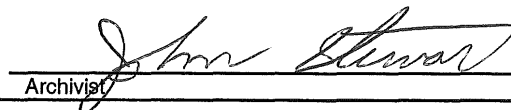
This appraisal documents the recommendation for final disposition.

The final disposition recommendations protect records considered to have significant evidential and historical values. The specific reasons for retaining certain records are stated within the *ORCS*, as well as in the Executive Summary.

Record series or groups of records that will be retained in their entirety are indicated by "Full Retention."

Record series or groups of records that will be retained in part are indicated by "Selective Retention." Selective retention means that portions of the record series will be retained by means of recognized archival selection criteria. For the meaning of selective retention with respect to a specific record series, see the attached schedule.

The definitions of both selective and full retention provide that records will be preserved in the government archives, and that unnecessary duplicates, transitory materials, and ephemera may be discarded.


Archivist2002/09/27
Date

The undersigned endorses the appraisal recommendations:


Manager, Government Records Services, BC Archives2002/09/27
Date

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 the Corporate Records Management Branch. For information regarding this ORCS, contact your Records Officer.

A

SA

FD

COMMUNITY HEALTH PROGRAMS

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

EXECUTIVE SUMMARY

This *Operational Records Classification System (ORCS)* establishes a classification system and retention and disposition schedule for the operational records created by the Office of the Provincial Health Officer and the Population Health and Wellness Division, Ministry of Health Planning pursuant to the *Health Act* (RSBC 1996, c. 179) and the *Health Act Communicable Disease Regulations* (BC Reg. 567/98), the *Dentists Act* (RSBC 1996, c. 94), the *Tobacco Sales Act* (RSBC 1996, c. 451), and the *Tobacco Testing and Disclosure Regulation* (BC Reg. 282/98).

These records document the roles and responsibilities of the provincial health officer; development of programs and policies for the provision of prevention services for persons and groups who are at risk of developing a health problem, disease or disorder; the provision of human immunodeficiency virus (HIV) and acquired immune deficiency syndromes (AIDS) prevention services to the general public; and smoking prevention and cessation programs for youth and teens, researching the health effects of tobacco, and enforcing the *Tobacco Sales Act* (RSBC 1996, c. 451). They also document community public health treatment and education services provided in most or all health regions when such services were initiated before April 1, 1997. After this date, responsibility for community audiology services, community dental services, community nutrition services, community public health nursing services and community speech and language services was transferred to health authorities. The Health Services for Community Living program was regionalized in April, 2002.

The active and semi-active retention periods specified in the schedule meet all operational, administrative, legal, fiscal, and audit requirements. BC Archives has reviewed the final dispositions to ensure that records having enduring evidential and historical values are preserved. Final dispositions in relation to the Office of the Provincial Health Officer supersede the final dispositions in the Executive Records Schedule (102906).

This ORCS covers records created and received since 1895 when the first *Health Act* was proclaimed. 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.

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A SA FD

The Office of Primary Responsibility (OPR) for most primaries is the Population Health and Wellness Division. The OPR for Section 1 primaries 60000 to 60999 is the Office of the Provincial Health Officer. Because responsibility for Clinical Support is shared by Mental Health and Addictions and Primary Health Care, these offices both have OPR status for primaries covering these functions. The OPR for records created before April 1, 1997, and held in individual community health centres, is the individual health unit.

The summary that follows describes the basic types of records 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.

1) Policy and Procedures

(secondary –00 throughout ORCS – excluding section 1)
(secondary -00 for Section 1 only)

SO 5y FR
SO 10y FR

10y = This retention period ensures compliance with the Executive Records Schedule.

FR = 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.

2) Project, program, initiative and strategy case files

(secondary 62360-30)
(secondaries 62100-45, 62100-50, 62330-30, 62390-30,
62500-40, 62600-45, and 63200-30)

SO+1y 25y FR
SO 5y FR

These records document the development and implementation of plans, projects and programs for: the prevention and treatment of HIV/AIDS in BC; the provision of government dental programs and services, including public and professional consultation; the provision of medical programs and services for adults with mental disabilities; the prevention and treatment of non-communicable diseases; the prevention and treatment of communicable diseases; the development of programs for best practices in the delivery of health services. They also document consultation with professional organizations and the public.

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26y = This retention period ensures that communicable disease prevention and control projects and programs are retained for the period specified under the *Limitation Act* (RSBC, 1996, c.266, s.8) for the expiration of the right to bring legal action, allowing an additional year for the serving of notice.

FR = The government archives will fully retain project, program, imitative, and strategy files for their significant evidential and informational value.

3) Medical health officer and health authority case files

(secondary 60200-30)

(secondary 60200-50)

SO+1y 9y FR
SO+2y 8y FR

These records document the biographical information about all medical health officers in the province as well as regional goals and issues. They also document health concerns and issues in the regions of the province and advice given by the provincial health office.

10y = This retention period ensures records are retained for ongoing operational and reference requirements and is consistent with the Executive Records Schedule.

FR = The government archives will fully retain these records for their evidential and informational value.

4) Approved ministerial and professional standards and guidelines

(secondaries 62230-03, 62290-65, 62300-03, 62450-65, 62500-03, 62600-03, 63300-02, and 64100-04)

SO+1y 9y FR

These records document ministry approved standards and guidelines for: the prevention and treatment of HIV/AIDS; the delivery of tobacco prevention, cessation, control and enforcement programs in BC; provision of health services to adults with mental disabilities living in the community; delivery and practice of community health services for the communicable and non-communicable disease control and prevention, nutrition, and health promotion. These records also document professional standards and guidelines for the provision of public health services and programs.

10y = This retention period ensures that standards and guidelines are maintained for review and analysis.

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FR = The government archives will fully retain all standards and guidelines for the residual operational, evidential and informational value. These records document standards and guidelines for the provision of services and programs.

5)	<u>Annual, operational, research, statistical, and other reports</u>			
	(secondary 60200-20)	SO	10y	FR
	(secondary 60100-02)	SO+2y	8y	FR
	(secondary 64600-02)	FY+4y	5y	FR
	(secondary 61400-04)	CY+4y	3y	FR
	(secondaries 62230-06, 62300-06, 62500-05 and 64100-03)	SO+2y	5y	FR
	(secondary 64500-02)	CY+2y	5y	FR
	(secondaries 64500-30 and 64500-40)	SO	5y	FR
	(secondaries 62360-03, 62390-05, 62420-45, 62600-05, 62700-05, and 63200-25)	SO	nil	FR

These records summarize: the functions and activities of the provincial health office; the incidence of communicable diseases in the province on an annual basis; conditions and incidence of non-communicable diseases in the province; government health services programs and services for adults with mental disabilities living in the community; the work of medical health officers and health issues in each of the regions of the province; the dental services program and the state of dental health in the province, nutrition projects, programs and initiatives. They also document: non-communicable diseases geographical and environmental criteria and disease occurrence demographics; results of research projects conducted by ministry staff on significant public health issues; the findings from research projects carried out by ministry staff and the participation of professional and national research organizations in research projects; the chemical composition of smoke for all brands of tobacco sold in British Columbia; and those businesses that have been convicted for contravention of tobacco sales regulations in British Columbia. These records also document summary information about dental health services for people in long term care facilities, school children, and persons with mental disabilities.

7y = This retention period for 62230-06, 62300-06, and 64100-03, ensures National Health Research Development Program audit requirements are met.

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	<u>A</u>	<u>SA</u>	<u>FD</u>
8) <u>Research projects</u> (secondary 62300-20)	SO+2y	5y	FR

These records document research projects carried out by Ministry of Health staff, and the participation of professional and national research organizations in these research projects.

7y = This retention period ensures that National Health Research Development Program standards are met.

FR = The government archives will fully retain research projects for their significant evidential or informational value.

9) <u>Standard and guideline development and review files</u> (secondaries 62230-55, 62290-75, 62300-55, 62450-70, 62450-75, 62500-55, 62600-50, 62600-55, 63300-30, and 64100-55)	SO+1y	2y	FR
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These records document: decisions by the Ministry about best professional practices for ministry programs and services; the development of standards and guidelines to ensure the best practices in delivery of services and treatment of clients; the review of professional and other standards and guidelines for the provision of health services and programs and to reflect changes in legislation and current best practices; evaluation of existing standards and guidelines for effectiveness and currency with program changes, legislation and new best practices; They include stakeholder input, including consultation with professional organizations and the public, significant issues, as well as professional and interjurisdictional consultation.

FR = The government archives will fully retain standard and guideline review files for their significant evidential and informational value. These records document the evaluation of existing standards and guidelines for effectiveness and currency with program changes, legislation and new best practices. They also document significant issues and professional and interjurisdictional consultation.

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10) <u>Directory of health authority speech language pathologists</u> (secondary 62270-03)	SO	nil	FR
<p>These records document which professionals are providing which services in each of the regions of the province.</p> <p>FR = The government archives will fully retain a copy of each directory for their significant evidential and informational value.</p>			
11) <u>Tobacco Facts website</u> (secondary 64000-31)	NA	NA	FR
<p>These records document a ministry program to educate children through the internet on the health risks posed by tobacco use.</p> <p>FR = The government archives will fully retain the Tobacco Facts website as this information is not available elsewhere, and is provided in a way to appeal to children and teenagers.</p>			
12) <u>Health Services for Community Living mortality review</u> (secondary 62620-25)	SO+2y	29y	SR
<p>These records document the mortality review process reviewing the death of special needs children and adults.</p> <p>31y = This retention period ensures these records are retained to ensure that the ultimate limitation period for individual who are not capable of managing their own affairs or someone acting for them has passed.</p> <p>SR = The government archives will selectively retain files that document deaths that were the subject of formal reviews.</p>			
13) <u>Family Folders</u> (secondary 61880-20)	SO+1y	25y	SR
<p>These records document health issues for families consulting with public health nurses, with particular emphasis on young children and those with developmental problems.</p>			

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A SA FD

26y = This retention period is based upon the *Limitation Act* (RSBC 1996, c. 266, ss. 7 and 8), which allows minors up to six years after they reach the age of majority to instigate legal action in cases of alleged hospital negligence or medical malpractice. The additional year is allowed for the serving of notice to all parties.

SR = The government archives will selectively retain family folders as evidence of this important public health service.

- 14) Issues and projects of the Provincial Health Officer SO 10y SR
 (secondary 60100-30)

These records document the issues and projects pursued by the Provincial Health Officer as mandated by the *Health Act* (RSBC 1996, c.179)

10y = This retention period ensures compliance with the Executive Records Schedule. An archival appraisal has been completed of the records to pre-select those records that will be retained.

SR = The government archives will selectively retain provincial health office issue and project files by retaining files that document the most significant issues and projects with the greatest affect on the health and welfare of British Columbians or that deal with the most important health issues in the province.

- 15) Research projects SO+2y 5y SR
 (secondaries 62230-20 and 64100-20)

These records document research initiated and/or funded by Ministry programs. These secondaries exclude participant records.

7y = This retention period ensures National Health Research Development Program standards are met.

SR = The government archives will selectively retain research project files by retaining files documenting significant projects.

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- 16) Clinical Support research articles and abstracts SO+2y 5y SR

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A SA FD

(secondary 62100-35)

These records document the drafting of articles and abstracts that may be published in a journal.

7y = This retention period ensures these records are retained for ongoing operational and reference requirements

SR = The government archives will selectively retain clinical support research articles and abstracts by retaining significant articles and abstracts.

- 17) Issue case files SO 5y SR
(secondaries 62250-20, 62270-20, 62290-40, 62420-20, 62450-40, 62600-30, 62620-30, 62640-30, and 62660-30)

These records document the issue management function of programs coordinating communication disorders, community living support, community health, and tobacco related programs.

SR = The government archives will selectively retain issue files for their evidential and information value.

- 18) Project, program, initiative and strategy case files SO 5y SR
(secondaries 62250-30 and -40, 62270-30 and -40, 62420-30 and -40, 62500-35, 62600-40, 62700-40 and -50, 64200-35 and -40, 64300-40 and -45, 64500-75 and -80)

These records document project, program, initiative and strategy development, implementation, monitoring and evaluation for communication disorders, community health services, services for community living, dental, epidemiology, HIV/AIDS, and tobacco programs.

SR = The government archives will selectively retain project, program, initiative and strategy files for their evidential and informational value.

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- 19) Consultation and liaison case files SO 5y SR
(secondaries 62600-25, 63100-20, -25, -30, and -40)

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These records document intensive consultation and liaison between ministry staff and agencies, governments and organizations.

SR = The government archives will selectively retain consultation and liaison files by retaining significant files.

- 20) Tobacco enforcement report analysis and results SO 5y SR
(secondaries 64500-35 and -45)

These records document the analysis of smoke constituents and tobacco ingredients for its scientific and health value.

SR = the government archives will selectively retain reports that document the results of analysis by ministry staff.

- 21) Statistical reports SO nil SR
(secondary 64200-05)

These records document tobacco use, smoking prevalence and demographics in British Columbia.

SR = The government archives will selectively retain tobacco prevention and cessation statistical reports by retaining only reports containing British Columbia statistics.

- 22) Child immunization records CY+15y 11y DE
(secondaries 61810-20 and -30)

These records document the immunization and minor health monitoring of children. They also document the request and consent for immunization by a parent or guardian.

26y = This retention period is based upon the *Limitation Act* (RSBC 1996, c. 266, ss. 7 and 8), which allows minors up to six years after they reach the age of majority to initiate legal action in cases of alleged hospital negligence or medical malpractice. The additional year is allowed for the serving of notice to all parties.

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		<u>A</u>	<u>SA</u>	<u>FD</u>
	DE = Child immunization records are destroyed at the end of their semi-active period because they contain routine information on immunization and minor health monitoring.			
23)	<u>Community public health minor client case files</u> (secondaries 61200-30, 61400-30, 61600-30, 61900-30, and 61850-30)	SO+1y	25y	DE
	These records document the provision of audiology assessment and therapy services, dental treatment referral services, nutritional assessment and counseling services, speech and language assessment and therapy services, and tuberculosis screening and treatment services to minor clients.			
	26y = This retention period is based upon the <i>Limitation Act</i> (RSBC 1996, c. 266, ss. 7 and 8), which allows minors up to six years after they reach the age of majority to instigate legal action in cases of alleged hospital negligence or medical malpractice. The additional year is allowed for the serving of notice to all parties.			
	DE = Community public health client files (minor) are destroyed at the end of their semi-active retention period because they contain little information of ongoing value. These services are documented and/or summarized in annual reports and other administrative and executive records.			
24)	<u>General</u> (all primaries –01 for Section 1 only)	SO	10y	DE
	These records document information of a general nature used by the Office of the Provincial Health Officer.			
	10y = This retention period ensures compliance with the Executive Records Schedule.			
25)	<u>Reference, annual report development from the office of the Provincial Health Officer</u> (secondary 60100-40) (secondary 60100-20)	SO SO+2y	10y 8y	DE DE

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These records include reference materials, background material collected for the provincial health officer's annual report.

10y = This retention period for 60100-20 and 60100-40 ensures these records are retained for ongoing operational and reference requirements and is consistent with the Executive Records Schedule.

- 26) Adult immunization SO+1y 9y DE
(secondary 61810-04)

These records document the immunization of adult clients, including travel immunization.

10y = This retention period is based upon those prescribed in the *Hospital Act Regulation* (B.C. Reg. 121/97, ss. 13, 14) for the retention of patient records by hospitals.

DE = Adult immunization records are destroyed at the end of their semi-active period because they contain routine information on immunization.

- 27) Community public health adult client case files SO+1y 9y DE
(secondaries 61200-20, 61400-20, 61600-20, 61900-20
and 61850-03 and -20)

These records document the provision of audiology assessment and therapy services, dental treatment referral services, nutritional assessment and counselling services, speech and language assessment and therapy services, and tuberculosis screening and treatment services to adult clients.

10y = This retention period is based upon those prescribed in the *Hospital Act Regulation* (B.C. Reg. 121/97, ss. 13, 14) for the retention of patient records by hospitals.

DE = Community public health client files (adult) can be destroyed at the end of their semi-active retention period because they contain little information of value. These services are documented and/or summarized in annual reports and other administrative and executive records.

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28) <u>Health Act s.11 contravention case files</u> (secondary 60200-40)	SO+1y	9y	DE
These records document contraventions of section 11 of the <i>Health Act</i> (RSBC 1996, c.179, s.11)			
10y = This retention period ensures compliance with the Executive Records Schedule.			
29) <u>Violation tickets</u> (secondary 64600-03)	FY+4y	5y	DE
These records document contraventions of the <i>Tobacco Sales Act</i> (RSBC 1996, c.41, s.3) by businesses and are required for legal recourse.			
10y = This retention period ensures the tickets are available to the program for the duration of a contravention beginning with the initial violation and completed at the conclusion of the suspension.			
• 30) <u>Deceased hearing service and speech and language client files (adults and minors)</u> (secondaries 61200-40 and 61900-40)	SO+1y	6y	DE
These records document the provision of audiology assessment and therapy services, speech and language assessment and therapy services, provided to clients who are now deceased.			
7y = This retention period is based upon the limitation to commence a legal action in cases of alleged malpractice, as specified in the <i>Limitation Act</i> .			
31) <u>Database input records</u> (secondaries 62390-03 and -04)	SO	7y	DE
These records document the information used to support research initiated and/or funded by Ministry programs.			
7y = This retention period ensures the National Health Research Development Program standards are met. Verification of project results must be supported by original documentation.			

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32)	<u>Research participant survey questionnaire and consent forms</u> (secondaries 62230-05, 62300-05, and 64100-02)	SO	7y	DE

These records include reference materials, and background material collected for the provincial health officer's annual report.

7y = This retention period ensures the National Health Research Development Program standards are met.

33)	<u>Issue case files</u> (secondary 62330-20)	SO+2y	5y	DE
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These records document health prevention and promotion issues including back care in the workplace and environmental workplace issues.

7y = This retention period ensures records are retained for ongoing operational and reference requirements.

34)	<u>Tobacco inspection reports</u> (secondary 64500-03)	SO	3y	DE
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These records document the inspection of tobacco retailers and contraventions of the *Tobacco Sales Act*

8y = This combined active and semi-active retention period ensures that these records are retained to support the operational and administrative needs of the program.

35)	<u>Electronic Records</u> (secondary 62390-60)	SO+2y	5y	DE
	(secondary 60000-20, 61000-20, 62230-30, 64000-20 and -30, 64600-20, and 62700-41)	SO	nil	DE

The following electronic databases are covered by this ORCS:

Audiology Information System

The audiology system was developed to provide program management with accurate and up-to-date statistics which describe the audiology program and assist in evaluating effectiveness. The system includes demographic, clinic management and hearing evaluation data.

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SA

FD

Heart Health Demonstration Project Information System

The Heart Health Information System was developed to manage and measure community health initiatives of the British Columbia Heart Health Demonstration Project by capturing data in a timely and effective manner for use in operational planning, the production of reports and for the dissemination of successful project components. The information produced is invaluable for determining costs, health impacts and outcomes or results, outreach and support for public initiatives carried out by the community sites. The ability to relate health outcomes to service cost and utilization is important for program performance evaluation and utilization management

7y = This retention period ensures that National Health Research Development Program standards are met.

Non-Communicable Disease Epidemiological databases (NCDE)

The databases analyze data collected from Vital Statistics Agency, the BC Center for Disease Control, and other Ministry of Health databases, using epidemiological methods to produce statistical reports. Data collected is entered into databases and then recompiled using the methodology designated for that project. Analysis of the resulting statistical reports indicates changes in the incidence or prevalence of non-communicable diseases. The information is produced at the request of the Provincial Health Officer, the Medical Health Officers, and other Ministry of Health programs

Tobacco Ticketing Database

Automatic tracking of violation ticket status, retailer status, and location status as required by the *Tobacco Sales Act* (RSBC 1996, c.451)

The Information System Overview section provides information about the electronic systems, 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 as the information they contain is documented elsewhere.

(continued on next page)

The following program area's web pages are covered by this ORCS.

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

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 the Corporate Records Management Branch. For information regarding this ORCS, contact your Records Officer.

A SA FD

Office of the Provincial Health Officer (60000-20)
Tobacco Strategy (64000-20)
Tobacco Reduction and Prevention (Tobacco Facts) (64000-30)
Public/Community Health (61000-20)

36) All Other Records

DE

All other records are destroyed at the end of their semi-active retention periods. The retention period of these records varies depending on the nature of the records and the function performed, but does not exceed seven years. The information these records contain is summarized elsewhere, or reflects policies and procedures adequately documented in 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 Ministry of Health Planning and Ministry of Health Services annual reports (ARCS secondary 442-20). These records have no enduring value to government at the end of their scheduled retention periods.

A = Active
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FD = Final Disposition
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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COMMUNITY HEALTH PROGRAMS

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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HOW TO USE *ORCS*

For further information, contact your Records Officer

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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HOW TO USE *ORCS*

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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 government policy and procedures. For assistance, contact your Records Officer.

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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 government policy and procedures. For assistance, contact your Records Officer.

PART 1

THE *OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)*

1.1 General Introduction

The purpose of this chapter of the *ORCS* Manual is to explain the nature, purpose, and usage of the *ORCS*. This chapter is a training tool which should be read by anybody attempting to classify, file, retrieve, or dispose of records covered by the *ORCS*. It is also a reference tool which can help users understand how to implement the *ORCS* and interpret specific parts of it.

This chapter is organized into three parts. Part One gives an overview of *ORCS* in general and an introduction to this *ORCS* in particular. Part Two explains how to read a primary, the basic building block of the *ORCS*. Part Three gives detailed background information on the records management system used by the BC Government, and procedures for using the *ORCS* as part of this system.

1.2 What is an *ORCS*?

ORCS is a combined records classification and scheduling system that facilitates the efficient and systematic organization, retrieval, storage, and destruction or permanent retention of the government's operational records.

A standard classification system such as *ORCS* is the cornerstone of an effective records management program. Each *ORCS* is tailored to fit the specific operational records relating to a function or program of government.

ORCS is also a records scheduling system. A records schedule is a timetable that governs the life span of a record from creation, through active use within an office and retention in off-site storage, to destruction or transfer to the government archives.

The records schedules incorporated into *ORCS* ensure that all operational records are retained for sufficient periods of time to meet the legal, operational, audit, fiscal or other requirements of government. A records schedule identifies those records that have enduring values and provides for their transfer to the government archives. Records schedules also provide for the timely destruction of routine operational records when they are no longer required to support the government's operational functions.

An integral part of the *ORCS* is the Information System Overview (ISO) Section, which ensures that electronic records are properly identified and scheduled. For further explanation of the ISO, see 3.11.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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What are Operational Records?

Operational records relate to the operations and services provided by a ministry or agency in carrying out the functions for which it is responsible according to statute, mandate, or policy. Operational records are distinct from administrative records and are unique to each government organization.

Operational records are created in a variety of media, including: textual records, photographs, sound recordings, motion picture films, video recordings, audio-visual materials, pictorial records, paintings, prints, maps, plans, blueprints, architectural drawings, and other sound, film, video, photographic, or cartographic materials. Records exist in a number of different physical formats, such as paper, microfilm, and electronic (disks, diskettes, magnetic tape, etc.).

Records documenting administrative functions that are common to all government offices are classified in the government-wide *Administrative Records Classification System* (ARCS). Administrative records document and support functions such as the management of finances, personnel, facilities, property, or information systems. They also document common management processes, including committees, agreements, contract management, public information services, information and privacy, records management, postal services, legal opinions and other similar functions. Although these records are considered administrative, they may have considerable operational importance. For example, a committee may make decisions which affect ministry or agency policy. The ARCS manual is available in hardcopy from your Records Officer, or online at <http://www.bcarchives.gov.bc.ca/ARCS/index.htm>

Some categories of records or data have special retention and disposition requirements and are handled by special records schedules. These schedules are standardized for all ministries and agencies, and cover both administrative and operational records. They can be used effectively to dispose of records not covered by ARCS and ORCS.

The following categories of special records schedules are provided in the ARCS manual:

Schedule No.	Schedule Title
112907	Commission of Inquiry Records
112910	Computer System Electronic Backup Records
102903	Electronic Mail
102906	Executive Records
102908	Record Copies of Published Maps
102905	Special Media Records (photographs, motion pictures etc.)
102902	Transitory Electronic Records
102901	Transitory Records
112913	Unsolicited Records
112914	Voice Mail Records
102904	Word Processing Records

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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See the special schedules section of the *ARCS* manual for a description of these records and the records retention and disposition schedules covering them. For further guidance on applying these schedules, contact your Records Officer.

The Purpose of *ORCS*

ORCS facilitates the efficient management of operational information by:

- providing a tool for executive control of recorded information;
- ensuring that needed information can be accessed quickly and accurately;
- ensuring that records are available to protect the fiscal, legal, operational, audit and other liabilities of government for required periods of time;
- providing for the timely destruction of routine operational records that are no longer required and ensuring that records of enduring value are retained by the government archives;
- providing a framework for the audit and review of operational functions;
- providing a legal basis on which the integrity, authenticity, and completeness of operational records may be established; and
- ensuring that electronic records are appropriately documented and scheduled, in relevant primaries and/or in the Information System Overview (ISO).

Responsibility for *ORCS*

The British Columbia Archives is responsible for establishing standards for the development of *ORCS* for the operational records of public bodies covered by the *Document Disposal Act* (RSBC 1996, c.99).

Each ministry, government agency, and Crown corporation has a designated person responsible for implementing and coordinating records management procedures. This records officer, usually known as the Ministry Records Officer or Corporate Records Officer, should be contacted for further information whenever necessary. If you cannot determine who your records officer is, call BC Archives at 387-1321.

The BC Archives is responsible for preserving and providing access to records of enduring value to the province. The BC Archives takes care of records that are no longer needed by their creating agencies and have been appraised by an archivist for full or selective retention. In scheduling terms, these records have become inactive and have final disposition designations of full or selective retention. Records in BC Archives custody can be accessed through the BC Archives Reference Room, located at 655 Belleville Street, Victoria, or through the BC Archives website at <http://www.bcarchives.gov.bc.ca>. Access is subject to provisions of the *Freedom of Information and Protection of Privacy Act* (RSBC 1996, c. 165).

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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1.3 Introduction to the Community Health Programs ORCS

The operational records in this ORCS relate to the operations and services provided by your division in carrying out the functions for which it is responsible according to statute, mandate, or policy. These records document the roles and responsibilities of the provincial health officer; development of programs and policies for the provision of prevention services directed at persons and groups who are at risk of developing a health problem, disease or disorder; the provision of human immunodeficiency virus (HIV) and acquired immune deficiency syndromes (AIDS) prevention services to the general public; and smoking prevention and cessation programs specifically for youth and teens, researching the health effects of tobacco, and enforcing the *Tobacco Sales Act* (RSBC 1996, c.451). They also document community public health treatment and education services provided in most or all health regions when such services were initiated before April 1, 1997. After this date, responsibility for community audiology services, community dental services, community nutrition services, community public health nursing services and community speech and language services was transferred to health authorities.

This ORCS covers all operational record series created or received by your division since 1895, with the exception of the records relating to public and community health services provided by health units after the date of regionalization of the program. It does not cover files closed before 1895. To obtain approval for disposition of such records, contact your Records Officer.

ORCS are divided into two types of sections: one or more numbered sections covering broad groupings of primary subjects corresponding to major operational functions and program activities; and an Information System Overview Section, which identifies and describes electronic records. This ORCS includes the following sections:

Section Number	Primary Numbers	Section Title
----------------	-----------------	---------------

Section 1	60000 – 60999	Office of the Provincial Health Officer
-----------	---------------	---

Covers records relating to roles and responsibilities of the provincial health officer as mandated by the *Health Act* (RSBC 1996, c. 179). These include providing independent advice to the minister and Ministry of Health on health issues in British Columbia; identifying the need for legislation, policies and practices respecting those issues; monitoring and analyzing the health of British Columbians; and reporting to the people of British Columbia on health issues identified by the provincial health officer.

Section 2	61000 – 61999	Community Public Health Services
-----------	---------------	----------------------------------

Covers records relating to community public health treatment and education services provided in most or all health regions. This includes records relating to: community audiology services, community dental services, community nutrition services, community public health nursing services and community speech and language services. This section covers records opened or created before April 1, 1997 when responsibility for community public health services was transferred to the health

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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authorities. All files created prior to this date are in the physical custody of health authorities during their active retention periods, but remain in the legal custody of the Ministry of Health Services, and will be scheduled in accordance with this section of the *Operational Records Classification System*. This applies to any file opened or created prior to April 1, 1997, regardless of whether records have been added to the file subsequent to this date

Section 3 62000 - 62999 Public and Preventive Health

Covers records relating to the development of programs and policies for the provision of prevention services directed at persons and groups who are at risk for developing a health problem, disease or disorder. These programs are guided by the *Health Act* (RSBC 1996, c. 179), the *Health Act Communicable Disease Regulations* (BC Regulation 567/98), and the *Dentists Act* (RSBC 1996, c. 94). This includes records relating to ensuring best evidence policy and program development and maintenance, dental health services, non-communicable disease epidemiology, community health services issues pertaining to cardiovascular disease, communicable disease, communication disorders, musculoskeletal disorders, neurological and behavioral disorders, nutrition issues, and health promotion; and health services for mentally challenged adults living in the community.

Section 4 63000 - 63999 HIV/AIDS Services

Covers records relating to the provision of human immunodeficiency virus (HIV) and acquired immune deficiency syndrome (AIDS) prevention services to the general public including the needle exchange program, education workshops, outreach programs, prevention education, and municipal, provincial, national and international consultation and liaison.

Section 5 64000 - 64999 Tobacco Programs

|| Covers records relating to: the development and provision of smoking prevention and cessation programs; research undertaken regarding the health effects of tobacco; administration of the *Tobacco Testing and Disclosure Regulations* (BC Reg. 282/98), which was repealed in November 2007; and the enforcement and imposition of penalties for contravening the *Tobacco Control Act* (RSBC 1996, c. 451), the *Tobacco Control Regulations* (BC Reg. 232/2007) and the *Offence Act* (RSBC 1996, c. 338).

ISO HHISDemo Heart Health Information system – demonstration project

The Heart Health Information System was developed to manage and measure community health initiatives of the British Columbia Heart Health Demonstration Project by capturing data in a timely and effective manner for use in operational planning, the production of reports and for the dissemination of successful project components. The information produced is invaluable in determining costs, health impacts and outcomes or results, outreach and support for public initiatives carried out by the community sites. The ability to relate health outcomes to service cost and utilization is important for program performance evaluation and utilization management.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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ISO	NCDE	Non-communicable disease epidemiology
-----	------	---------------------------------------

The databases are used to analyze data collected from the Vital Statistics Agency, the BC Centre for Disease Control, and other Ministry of Health databases, using epidemiological methods to produce statistical reports. Data collected is entered into databases and then recompiled using the methodology designated for that project. Analysis of the resulting statistical reports indicate changes in the incidence or prevalence of non-communicable diseases. The information is produced at the request of the Provincial Health Officer, the Medical Health Officers, and other Ministry of Health programs

ISO	TEIS	Tobacco Enforcement Information System
-----	------	--

|| Covers automatic tracking of violation ticket status, retailer status, and location status as required by the *Tobacco Control Act* (RSBC 1996, c. 451), formerly known as the *Tobacco Sales Act*. The System became obsolete in April 2009 because the Ministry is no longer required to receive or track violation tickets.

ISO	TTDS	Tobacco Enforcement Information System
-----	------	--

|| Covers automatic collection of tobacco testing and disclosure data received from Tobacco manufacturers as required by the former *Tobacco Sales Act*, now the *Tobacco Control Act* and the *Tobacco Testing and Disclosure Regulation*, which was repealed in November 2007.

Within each section, primaries are presented in numerical order and grouped as follows:

- First, there is a section default primary, which provides general information relating to the whole section and to records repeated in other primaries throughout the section (“reserved secondaries” - see 2.6.1).
- The section default primary is followed by all the other primaries, arranged in alphabetical order.
- Groups of related primaries, called “primary blocks”, appear together, indicated by two-part titles and an initial “general” primary (for example, “Client Group Issues - General” and “Client Group Issues - Families”).

As well as the sections consisting of primaries and the ISO section, the *ORCS* has several other parts:

- Executive Summary (provides a high-level overview of the *ORCS*)
- Table of Contents
- How to Use *ORCS* (this section)
- Glossary of Terms (provides useful definitions of records management terminology used throughout the *ORCS*)
- Appendices

||

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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- Index (aids in classifying and finding records - see 3.6 for further discussion)

This *ORCS* was reviewed by BC Archives staff, your executive, the Public Documents Committee, and the Select Standing Committee on Public Accounts (commonly called the Public Accounts Committee). It was then approved by resolution of the Legislative Assembly. That resolution established this *ORCS* as the retention and disposition schedule for the operational records of the division. This means that this *ORCS* is a legally binding document, i.e. it has statutory authority.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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PART 2

HOW TO READ A PRIMARY

Although the structure of this *Operational Records Classification System* has been described earlier in this section, you will need to know more about its basic building block, the primary, in order to apply the *ORCS* schedule effectively.

The following is a sample primary in which each element is annotated with a number. The pages following the sample primary explain the elements, as listed below.

- 2.1 Primary Number and Title
- 2.2 Scope Note
- 2.3 Cross References
- 2.4 Records Retention and Disposition Schedule
 - 2.4.1 Active retention period column
 - 2.4.2 Semi-active retention period column
 - 2.4.3 Final disposition column
- 2.5 Office of Primary Responsibility (OPR)
- 2.6 Secondary Number and Title
 - 2.6.1 Reserved secondaries
 - 2.6.2 Secondaries -02 to -19 (subject secondaries)
 - 2.6.3 Case file secondaries (-20 and higher)
 - 2.6.4 Coded series
- 2.7 Key of Terms (Abbreviations in Footer)
 - 2.7.1 Terms used in the active and semi-active disposition columns
 - 2.7.2 Terms used in the final disposition column
 - 2.7.3 Other terms
- 2.8 Freedom of Information and Protection of Privacy Flags
- 2.9 Explanatory Notes
 - 2.9.1 Qualifiers
 - 2.9.2 Other notes
- 2.10 Media Designations
- 2.11 Vital Records Flags

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2.1

A

SA

FD

23120 EXTRATERRESTRIAL REGISTRATION AND TRACKING

Records relating to the registration of extraterrestrial visitors to the province. An extraterrestrial is any sentient being originating from another planet, regardless of appearance or ancestry.

2.2

Extraterrestrials are registered and tracked to ensure they do not contravene federal and provincial legislation by attempting world domination, body-snatching, or other anti-democratic activities. Registrants must provide identifying information and report regularly to the ministry liaison assigned. Includes registration forms, reference materials, photographs, videotapes, correspondence, memoranda, and reports.

2.3

For a description of the Extraterrestrial Registration System (ERS), see Information System Overview (ISO) section.

For records relating to diplomatic etiquette and protocol used in communication with representatives of foreign governments, see ARCS primary 415.

2.4

2.5

Unless otherwise specified below, the ministry OPR (Unidentified Flying Objects Branch) will retain these records for:

CY+1y

3y

DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

2.6

SO

nil

DE

-00 Policy and procedures

- OPR

SO

5y

FR

- non-OPR

SO

nil

DE

-01 General

-02 Complaints and inquiries

-03 Extraterrestrial reports and statistics

CY+1y 3y

FR

FR = The government archives will fully retain these records because they document and analyse extraterrestrial visitors to the province.

2.7

(continued on next page)

A = Active

SA = Semi-active

FD = Final Disposition

PIB = Personal Information Bank

PUR = Public Use Records

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DOCUMENT PATH:YYYY/MM/DD

Schedule #####

ORCS/ACRONYM HOW TO - 12

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
23120	<u>EXTRATERRESTRIAL REGISTRATION AND TRACKING</u> (continued)				
	-04	Visits by unidentified extraterrestrials (includes reference materials relating to visits and visitors as yet unconfirmed and unidentified)	SO	NA	NA
		NA = Reclassify records to appropriate case file under secondary 23120-20 when visitor is identified.			
		2.8 — FOI: As these records relate to extraterrestrials who may present a threat to provincial security, access is restricted under the <i>Freedom of Information and Protection of Privacy Act</i> (RSBC 1996, c. 165, s. 15(1)(b)).			
PIB	-20	Extraterrestrial registrant case files (arrange by registration number) (includes textual records and photographs)	SO+3y	300y	SR
		2.9 — SO = when extraterrestrial visitor leaves the province			
		NOTE: The OPR will store extraterrestrial registrant case files under ongoing RCS accession number 99-9111.			
		303y = This ensures that the file can be reopened if the extraterrestrial returns later in its lifetime.			
		SR = The government archives will selectively retain these records because they document the effect of extraterrestrial visitors on the province. All files relating to green extraterrestrials will be retained. All other files will be boxed separately and destroyed.			
VR	-30	Extraterrestrial Registration System (ERS) (electronic database)	SO	nil	DE
		2.10 — SO = when the function supported by the database is no longer performed by government			
		2.11			

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DOCUMENT PATH:YYYY/MM/DD

Schedule #####

ORCS/ACRONYM HOW TO - 13

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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2.1 **Primary Number and Title**

Each heading covering a functional or subject grouping of records is allocated a unique five-digit primary number and title within *ORCS*. This primary is used to classify all information related to the relevant subject or function, regardless of its physical format.

2.2 **Scope Note**

The scope note describes the functions, uses and content of the records that are to be classified within a primary records classification. A scope note indicates the operational function to which the records relate and outlines the activities and/or work processes leading to records creation. It will also give a general statement about the record types (memos, forms, reports, etc.) and media (photographs, video recordings, etc.) covered, in a paragraph beginning "Includes" or "Record types include". If this paragraph does not appear to be comprehensive, the information should appear in "includes" qualifiers under the relevant secondaries.

2.3 **Cross References**

Cross references link the primary to related primaries, both within the *ORCS* and in *ARCS*. This information can be used to help determine whether records should be classified in a different place, and to ensure that related records can be viewed together. If electronic records are included or referred to in the primary, a reference for the Information System Overview (ISO) section will be included.

2.4 **Records Retention and Disposition Schedule**

Every *ORCS* includes a record retention and disposition schedule that indicates how long records should be retained in active storage space, when they should be transferred to semi-active storage, when they should be disposed of, and what their final disposition will be.

Scheduling information for each record series is indicated in the three columns to the right of the classification system information. These columns are headed A (Active), SA (Semi-active), and FD (Final Disposition). They correspond with the active, semi-active, and inactive phases of the life cycle of the record. The abbreviations used in each column are explained in 2.7, "Key of Terms."

For further information regarding the scheduling system used in *ORCS*, see 3.7.

2.4.1 **Active Retention Period Column**

The active (A) column indicates the length of time a record should be retained in the active phase of its life cycle.

Active records are those that are used frequently and therefore need to be retained and maintained in the office space and equipment of the user.

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 government policy and procedures. For assistance, contact your Records Officer.

Entries in the active column often use the designations of “CY” or “FY”, with any additional time period indicated. The following are examples of how to apply and interpret the active retention period using “CY” and “FY.”

CY+1y

Maintain all records created or received within the calendar year (1 January to 31 December) together until the end of the calendar year. Then retain them for an additional calendar year.

FY+1y

Maintain all records created or received within the fiscal year (1 April to 31 March) together until the end of the fiscal year. Then retain them for an additional fiscal year. When required by financial administration policy and procedures, place financial records relating to the prior fiscal year, but created or received after March 31, on the file for the prior fiscal year.

For information about Superseded or Obsolete (SO and other terms and abbreviations used in the active retention period column, see 2.7.1. For file maintenance guidelines see 3.8.1

In the sample primary, extraterrestrial reports and statistics (secondary -03) are active for the calendar year (CY) of their receipt or creation, plus one more year.

2.4.2 Semi-active Retention Period Column

The semi-active (SA) column indicates the length of time a record will be retained in the semi-active phase of its life cycle.

Semi-active records are those that are used only occasionally and therefore need not be maintained in the expensive office space and equipment of the ministry or agency responsible for them. Semi-active records still retain administrative, operational, fiscal, audit, or legal value for the ministry or agency which created the records. Storage of semi-active records in economical, off-site facilities until all values have lapsed results in significant savings.

In the sample primary, extraterrestrial reports and statistics (secondary -03) are semi-active for three years. This means they will be transferred to off-site storage until no longer needed, or in other words until the semi-active period is over. If required, these records may be retrieved from off-site storage during their semi-active phase.

For boxing and transfer instructions for semi-active records, see 3.9.

2.4.3 Final Disposition Column

The final disposition (FD) column ensures that records with enduring value to the Province are preserved and those that have no enduring value are destroyed.

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 government policy and procedures. For assistance, contact your Records Officer.

Records are eligible for final disposition when they become inactive, that is, when their active and semi-active retention periods have lapsed.

In the sample primary, extraterrestrial reports and statistics (secondary -03) are fully retained when they become inactive. This means they will enter the custody of the government archives and can only be accessed through the BC Archives Access Services (655 Belleville Street, phone 387-1952, website <http://www.bcarchives.gov.bc.ca>). Complaints and inquiries (secondary -02) will be destroyed under the primary default schedule.

2.5 Office of Primary Responsibility (OPR)

The retention and disposition requirements for records that are duplicated in central service or headquarters branches and field offices normally differ. In recognition of these differing requirements, every ORCS primary contains two statements regarding the levels of responsibility for records within an ministry or agency (known as the “unless and except statements”).

For each primary, ORCS distinguishes between the office having primary responsibility for a category of records (OPR) and all other offices which hold copies of the same records (non-OPRs). The OPR is the office that has been designated the holder of the official record for the ministry. The OPR maintains the official or master record in order to satisfy long-term operational, financial, legal, audit, and other requirements. All other offices holding duplicate copies are non-OPR offices and maintain their copies for a shorter retention period. All non-OPR retention periods and final dispositions are underscored.

In the sample primary, the Unidentified Flying Objects Branch is the OPR. All offices holding records covered by this primary are non-OPR.

For secondaries that have retention or disposition requirements different from the default retention and disposition values established for the primary, the OPR and/or non-OPR retention periods are listed in the columns to the right of the records classification.

Offices that have primary responsibility for the retention and disposition of records classified in each primary are responsible for retaining those records as the OPR. The Records Officer is responsible for tracking changes to OPRs as reorganizations occur, and for ensuring that OPRs and BC Archives are aware of these changes.

2.6 Secondary Number and Title

Secondary numbers and titles designate specific series or groupings of records relating to the function covered by the primary. Secondary titles describe specific types of records and secondary numbers link them to the records retention and disposition schedule. The two-digit secondary number is added to the five-digit primary number to form a complete file number, for example, 23120-04.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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All offices must use the same secondary number to refer to the same series or grouping of records. Standardization ensures continuity and consistency in retention and disposition of operational records.

Three types of secondaries exist within ORCS: reserved secondaries, subject secondaries, and case file secondaries.

2.6.1 **Reserved Secondaries**

Reserved secondaries are secondary numbers used to cover records series which are repeated in several primaries.

There are two kinds of reserved secondaries: those reserved throughout the specific ORCS or a section of it, and those reserved throughout all government records schedules (in ARCS and every ORCS).

Secondaries reserved within a specific ORCS are given generic titles and are listed in the section default primaries. Section default primaries contain all relevant notes (qualifiers, final disposition statements, etc.) for the reserved secondaries; these notes may also appear in relevant primaries. To find out whether a secondary included in a particular primary is reserved, check the section default primary.

Secondaries -00 and -01 are reserved throughout all ORCS and in ARCS.

Secondary number -00 is always reserved for "Policy and procedures" records. These files are used for records concerning operational functions, policies, procedures, regulations, and records which set precedents, reflect management decisions and usage, or document general goals and acceptable procedures of the creating ministry or agency. They include correspondence and other records relating to draft and approved policies on a specific subject including actual policy statements, interpretations of policy, development and discussion of policy, and policy decisions.

Secondary number -01 is always reserved for "general" records that cannot be classified in the specified subject or case file secondaries. Within each primary, the standardized secondary -01 is reserved as a general file. Records which meet one or more of the following criteria may be filed in the general file:

- The document does not relate to any of the existing secondaries, but does fall within the primary.
- There is no existing classification number for the document. The general number is used TEMPORARILY, until the subject is significant enough to warrant creating a new primary or secondary number and title. If you need to use the general secondary in this way, contact your Records Officer and see 3.14, regarding amendment and update of ORCS.
- The document contains information of a general nature and does not reflect actions or decisions of the creating office.

Note when filing anything under secondary -01 that its retention period may be shorter than that of the related subject or case file secondary, and/or the related secondaries

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 government policy and procedures. For assistance, contact your Records Officer.

may be scheduled for selective or full retention for the government archives. If this is the case, it is imperative that the file be reclassified before disposition.

If a document relates to two or more secondaries, you should be more precise and file the original or a photocopy of the record in each specific file. It is not appropriate to file such documents under "General" because this will cause access and scheduling problems.

2.6.2 Secondaries -02 to -19 (subject secondaries)

Within a primary, secondaries -02 to -19 represent files for specific subjects and other non-case file series, that is, records filed chronologically in one file folder (e.g., inquiries or reports). These are commonly referred to as subject files. In the sample primary, secondaries -03 (extraterrestrial reports and statistics) and -04 (visits by unidentified extraterrestrials) are subject secondaries.

While the files covered by most subject secondaries can be organized chronologically, some need to be broken down into files covering different aspects of the same subject, different types of report, or some other organization. In these cases, subject secondaries may be coded. For an explanation of coded series, see 2.6.4.

2.6.3 Case File Secondaries (-20 and higher)

Case file series consist of many different files relating to a common function or activity. Each case file contains records pertaining to a specific time-limited entity, such as a person, event, project, transaction, product, organization, etc. The component records within each file in a case file series are generally consistent; that is, a file may contain a variety of documents (such as forms, correspondence, reports, and photographs), but this variety will be consistent with other files in the same series (for example, the same form may appear in every file). Case file series are assigned secondary numbers -20 and higher (-30, -40, -50, etc.). In the sample primary, secondaries -20 (extraterrestrial registrant case files) and -30 (the Extraterrestrial Registration System) are case file secondaries.

2.6.4 Coded Series

Case file secondaries are usually subdivided through the use of codes. A code identifies the specific person, event, project, or other entity covered by the file. Codes can take the following forms: proper names; acronyms, or alphanumeric codes developed within government. Consult your Records Officer if you wish to develop an appendix for your own set of codes.

In special cases, subject files may also be coded to facilitate retrieval (e.g., studies on different aspects of one interprovincial agreement). Coded subject files usually consist of many different files, each dealing with a different aspect of the same subject. Codes may take the form of names, titles, abbreviations, or other alphabetic codes.

In references to coded files, an oblique (/) separates the identifying code from the secondary number.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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In the sample primary, secondary -20 is indicated to be a coded case file series with a qualifier "(arrange by registration number)". A reference to one of these files might read "23120-20/000326".

2.7 **Key of Terms (Abbreviations in Footer)**

The key at the bottom of each ORCS page indicates the abbreviations used. An explanation of how to read and interpret the records schedule and the possible abbreviations for each of the three columns follows below.

2.7.1 **Terms Used in the Active and Semi-Active Retention Period Columns**

The purposes of the Active (A) column and the Semi-Active (SA) column are explained in 2.4.1 and 2.4.2 respectively.

The following abbreviations are used, in combination with numbers, to indicate how long records will be kept in the office or offsite:

w = week

m = month

y = year

CY = Calendar Year (1 January to 31 December)

FY = Fiscal Year (1 April to 31 March)

SO = Superseded or Obsolete

"SO" identifies records that must be retained as long as they are useful and for which an active retention period cannot be predetermined because retention is dependent upon the occurrence of some event. This retention category is used in ORCS in the following different ways:

i) Routine Records

"SO" is commonly used to indicate the active retention period for routine records which are useful only for reference or informational purposes and which usually have no legal, fiscal, or audit values. In those cases, "SO" is not defined by a specific event or action. Rather, it is used to delegate to the creating offices the authority to decide when the records have no further value and are ready for storage or disposition.

The most common form of delegated disposition authority is:

Active

Semi-Active

Final Disposition

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 government policy and procedures. For assistance, contact your Records Officer.

SO

nil

DE

This retention category is used throughout ORCS to streamline the disposition of records with short-term retention value, especially for non-OPR records. It delegates the entire responsibility for retention and disposition of the records to the ministry or agency responsible for them. Records with the above retention and disposition schedule may be destroyed when no longer required for operational purposes. In the sample primary, non-OPR policy and procedures files (secondary -00) are routine records which are designated SO.

For information on destruction services, contact your Records Officer.

ii) Specific Definition of SO

"SO" is also used to identify the active retention period for records that must be retained until a case is closed or some other specified event occurs. In those cases, it is not possible to predetermine the length of time a file may be open and required for active use, and "SO" is defined in terms of some specific action, event, or the completion of a procedure.

In the sample primary, extraterrestrial registrant case files (secondary -20) are active for SO+3y, with SO defined as "when extraterrestrial visitor leaves the province". This means that the OPR will retain each file in active storage space for three years after the relevant visitor has left, after which the records will be transferred to off-site storage.

NA = Not Applicable

"NA" is used for records that, for some reason, are not covered by the secondary at the specified stage of their life. This is usually because the records are reclassified at the semi-active or inactive period, with some files moving to a different secondary from others, so they can be scheduled appropriately. The reasons for the "NA" designation may be stated in a "NA =" note, or in an "SO =" note or some other note under the secondary, as appropriate. In the sample primary, visits by unidentified extraterrestrials files (secondary -04) have a semi-active and final disposition of "NA" because files are reclassified to secondary -20 when the visitor is identified.

nil = no semi-active retention period

"Nil" is used in the semi-active column to identify records with no semi-active retention period.

Many types of government records remain active as long as they serve an operational function. When their usefulness for that function ceases, they have no semi-active retention period. If they have any residual operational, legal, fiscal, or other values, ORCS may specify in the final disposition

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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column that they are to be transferred to the government archives. Otherwise, the final disposition of such records is usually physical destruction.

In the sample primary, the semi-active period for records in non-OPR offices is designated as nil. This means that as there is no semi-active period, the records are ready for destruction (as designated in the final disposition column) upon expiry of the active period.

2.7.2 Terms Used in the Final Disposition Column

The purpose of the final disposition column (FD) is explained in 2.4.3.

Some government records contain information or data that has long-term value to the agency responsible for them, the government generally, and/or to the public. These records are part of the documentary heritage of the Province of British Columbia and are transferred to the custody of BC Archives for archival preservation. The final disposition of operational records with enduring value can be full retention, selective retention, or destruction, as explained below.

FR = Full Retention

"FR" means that a government archivist has determined that all of the records covered by a secondary have enduring value. BC Archives, also known as the government archives, preserves records designated FR in their entirety. Under the terms of full retention, the archivist responsible may destroy unnecessary duplicates, publications, waste and scrap materials, ephemera (often published material of short-term value), and other items which are not an integral part of the record series. The reasons for full retention are explained in an "FR =" statement. In the sample primary, extraterrestrial reports and statistics (secondary -03) are FR "because they document and analyse extraterrestrial visitors to the province."

SR = Selective Retention

"SR" means that a government archivist has determined that a portion of these records have enduring value and should be retained. BC Archives, also known as the government archives, preserves a selection of the records designated SR, following explicit criteria. The reasons and criteria for selective retention are explained in an "SR =" statement. In the sample primary, extraterrestrial registrant case files (secondary -20) are SR "because they document extraterrestrial visitors to the province" and the selection criteria is to retain "all files relating to green extraterrestrials."

SR statements often include instructions requiring staff to box selected records separately from those to be destroyed. They may also require staff to help identify records to be retained under the selection criteria specified; this may involve consultation with the Records Officer and with an archivist from BC Archives. The instructions for extraterrestrial registrant case files

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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require that after records to be retained are identified, they are to be boxed separately from records to be destroyed.

Do not destroy records scheduled for selective or full retention. For instructions on how to box and transfer archival records to off-site storage, see 3.9.

Most government records serve no further purpose to government or to the public once they become inactive. The final disposition of such records is:

DE = Destruction

The final disposition of inactive records that have no residual value or insufficient public value to justify their preservation is physical destruction. In some cases, especially in section default primaries, the destruction is justified with a "DE =" note.

Some government records are reclassified in a new primary and/or secondary at the end of their active or semi-active retention period or are alienated from government, either through sale, gift, or loan at the time of their final disposition. The final disposition of such records is:

NA = Not Applicable

See explanation of NA in 2.7.1.

2.7.3 Other Terms

The purpose of the other terms which appear in the key of terms is explained in other sections; see references below:

FOI =	Freedom of Information/Privacy	see 2.8
OPR =	Office of Primary Responsibility	see 2.5
PIB =	Personal Information Bank	see 2.8
PUR =	Public Use Record	see 2.8
VR =	Vital Record	see 2.11

2.8 Freedom of Information and Protection of Privacy Flags

All Personal Information Banks (PIB) and Public Use Records (PUR) must be flagged within BC Government records classification systems (see glossary for definitions of PIB and PUR). The flags are placed in the left-hand column, directly in front of the relevant secondary. In the sample primary, the extraterrestrial registrant case files secondary (-20) is flagged as a PIB.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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In certain instances, a more specific justification as to why the information contained in a record series is restricted, in whole or in part, from public disclosure is required for inclusion in the records classification system. In those cases, a special form of explanatory note ("FOI =") is used to explain the access restrictions for the secondary and to point to the section of the *Freedom of Information and Protection of Privacy Act* (RSBC 1996, c. 165) that allows for the exemption. In the sample primary, the visits by unidentified extraterrestrials secondary (-04) has an FOI note which quotes section 15 (1)(b) of the Act to justify restricting access.

For further information about FOI issues, see 3.10.

2.9 **Explanatory Notes**

Explanatory notes are used in the ORCS to provide information critical to understanding the records, to explain office procedures and practice, and to summarize provisions governing the creation, processing, accessing, and disposition of documents. They essentially function as scope and content notes for specific secondaries. The two types of explanatory notes are qualifiers and other notes.

2.9.1 **Qualifiers**

Qualifiers provide information that will help users know what to expect when they actually view the files covered by a secondary. They are provided directly under the relevant secondary title, indented and placed in curved brackets. They are presented below in the order in which they appear below a secondary:

- "Includes" qualifier: this lists types or forms of records covered by the secondary. If there is no includes qualifier, see the "Includes ..." sentence in the scope note for this information. In the sample primary, the visits by unidentified extraterrestrials secondary (-04) "includes reference materials relating to visits and visitors as yet unconfirmed and unidentified."
- "Arrange" qualifier: this gives the method of arrangement. In the sample primary, the extraterrestrial registrant case files secondary (-20) instructs records creators to "arrange by registration number."
- Media qualifiers: see 2.10 for an explanation of this qualifier.

2.9.2 **Other Notes**

Other notes provide information to assist with applying schedules to the records; they also assist with comprehending the nature of the records and providing access to them. They are presented below in the order in which they may appear below a secondary.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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- OPR =** This note provides the name of the office of primary responsibility if it is different from the primary default OPR. See discussion of OPR in section 2.5.
- SO =** This note explains when a file designated SO should be closed. See discussion of SO in section 2.7.1.
- ##y =** This note gives reasons for active and/or semi-active retention periods which are longer than seven years. In the sample primary, there is a “303y =” note under secondary -20.
- NA =** This note explains why the usual active, semi-active, or final disposition designation does not apply, usually because records have been reclassified or transferred to another agency. See discussion of NA in section 2.7.1.
- SR/FR/DE =** These notes explain why records are being selectively or fully retained, or (if not self-evident) why they are being destroyed. See discussion of these notes in section 2.7.2.
- FOI:** This note explains issues of confidentiality relating to the records. See discussion of the FOI note in section 2.8.
- NOTE:** This note provides any other useful information related to the scope of the secondary, such as history of the records, volume of the records, filing procedures, whether there is an ongoing accession number, or location of copies. In the sample primary, secondary -20 has a note specifying that when the files go offsite, they will be stored “under ongoing RCS accession number 99-9111.” For discussion of ongoing accession numbers, see section 3.9.1(b).

2.10 Media Designations

All government records, regardless of physical media, must be classified under either an ARCS or an ORCS secondary number. Different media versions are all part of a single record series if the information content remains the same, with only the physical format varying. For example, there may be a paper (or “hardcopy”) version and a microfilm version of the same series.

When records are held in several different media types each media version is identified and scheduled under the same ORCS secondary, unless the versions do not contain identical information or retention schedules vary. In those cases, the media types have separate secondaries, with the media type identified in the secondary title rather than in a qualifier. The media designation is expressed as a qualifier under the secondary title. Retention periods are specified for each media designation, unless the primary's default retention periods apply. In the sample primary, the Extraterrestrial Registration System (secondary -30) is identified in a qualifier as an electronic database.

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Some media designations used in ARCS and ORCS are: paper, microfilm, microfiche, mylar-based, computer output microfilm (COM), computer output microfiche (COMfiche), optical disk, electronic database, electronic image, and electronic record.

A media designation is not required for a secondary covering a series which includes records of different media in the same file, for example photographs, plans, and textual records. This information is conveyed, instead, in an “(includes)” qualifier or in the paragraph of the scope note beginning “Includes” or “Record types include”. All the records in a file are covered by the same retention schedule, regardless of media. Related information in an electronic database is subject to the same schedule; for example, in the sample primary, registration information in the ERS (secondary -30) concerning a specific extraterrestrial can be purged when the relevant extraterrestrial registrant case file (under secondary -20) becomes inactive.

NOTE: ORCS approved prior to 2000 may contain secondaries with media qualifiers with different retention schedules.

2.11 **Vital Records Flags**

Vital records are those containing information essential to the functioning of government during and after a disaster, and essential for preserving the rights of citizens (see glossary for more detailed definition).

BC Archives recommends that the vital records (VR) of a ministry or agency be flagged within a records classification system. The flag is placed in the left-hand column, directly in front of the secondary that it qualifies. In the sample primary, the Extraterrestrial Registration System (secondary -30) is flagged as a vital record.

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 government policy and procedures. For assistance, contact your Records Officer.

PART 3

ORCS AND AN EFFECTIVE RECORDS MANAGEMENT SYSTEM

3.1 The Purpose of ORCS

ORCS is a standard classification system for operational records. It is a system for the identification and management of operational records regardless of physical format (paper files, microfilm, optical disk, magnetic tape, diskettes, etc.) or media (maps, photographs, videotapes, etc.). It helps you find the information you need, when you need it, at the least possible cost. *ORCS* also provides a framework to manage the retention and disposition of records. With *ORCS* you can identify and preserve the essential and dispose of the valueless in a timely fashion.

ORCS integrates three vital records management concepts into one comprehensive management plan for your operational records. *ORCS* is organized to serve as a retrieval aid, a records classification system, and a records retention and disposition schedule.

A records schedule is a timetable describing and governing the lifespan of a record from the date of its creation through the period of its active and semi-active use, to the date of its disposition, either by destruction, transfer to the custodianship of the government archives, or removal from the control of the Government of British Columbia.

The records schedules incorporated into *ORCS* identify records of permanent value; protect the operational, audit, legal, and fiscal values of all records; and permit the routine, cost-effective disposition of inactive records.

3.2 Records and Recorded Information

The *Document Disposal Act* (RSBC 1996, c.99) establishes approval requirements for the retention and disposition of records and recorded information. An *ORCS* is approved under the provisions of the *Document Disposal Act* and describes types of operational records and specifies their retention periods.

The *Document Disposal Act* uses the term "record" as defined in the *Interpretation Act* (RSBC 1996, c. 238, s. 29). Record is defined broadly to include all recorded information regardless of physical format or media:

"Record" includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by any means whether graphic, electronic, mechanical or otherwise.

This definition applies to all recorded information created, kept, used, or filed by the ministries, commissions, boards, and other institutions of the Executive Government of British Columbia to which the *Document Disposal Act* applies.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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The *Document Disposal Act* establishes procedures for the approval of the records schedules and classification systems developed by BC Archives, government ministries, and other government agencies. This ORCS was reviewed by BC Archives staff, your executive, the Public Documents Committee, and the Select Standing Committee on Public Accounts (commonly called the Public Accounts Committee). It was then approved by resolution of the Legislative Assembly. That resolution established this ORCS as the retention and disposition schedule for the operational records of the division. This means that this ORCS is a legally binding document.

3.3 **An Effective Records Management System**

An effective records management system has five essential elements to aid retrieval and maintenance:

- the classification and scheduling system
- the file list
- finding aids (indexes and cross-reference guides)
- filing and maintenance procedures
- boxing and transfer instructions

3.4 **The Classification System**

A standard classification system such as ORCS is the cornerstone of an effective records management system. The classification gives an indication of what records are created and used by the ministry or agency and how the records are placed within a records system. The sections, primaries, scope notes, and secondaries of ORCS not only indicate standard classification and filing categories, but also aid access and guide retrieval.

ORCS is organized to facilitate records classification, retrieval, retention, and disposition. It is a block numeric records classification system based upon the federal government's model for the development of classification systems.

ORCS is a classification system based upon function and subject. Each functional or subject grouping of records is assigned a unique five-digit number which is called a primary number and is the system's main building block. This number is used to classify all information related to a subject or function, regardless of physical format.

Primaries which form a logical group of related subjects or functions are assigned sequential numbers in what is called a primary block. Each block contains primary subjects subordinate to the major function of the block.

Primaries are arranged in alphabetical order by title, except for the first primary within a section or primary block. The first primary is the general or "section default" primary and contains records of a general nature relevant to the entire section or primary block. The numerical arrangement of the section or primary block is sufficient to permit expansion and amendment.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A primary may cover a variety of types of records or files, such as policy and procedures, general and routine files, subject files, and case files. Each type is designated by a secondary number. Secondary numbers describe and delineate specific types or series of records. When a greater detail of files is required for any subject, the subordinate files may be coded.

A secondary may cover records created in various physical formats (such as paper, microfilm, microfiche, magnetic media, and optical disk) and media (such as maps, photographs, videotapes). Records in different physical formats may contain the same information but be scheduled differently (for example, the paper and microfilm versions of the same file). Records in different media often contain different information but are filed and scheduled together (for example, textual records and photographs concerning the same building).

A secondary may be flagged for special access and preservation considerations, as a Personal Information Bank (PIB), Public Use Record (PUR), or a Vital Record (VR); see explanations of these terms in 2.8 and 2.11.

For a detailed analysis of primaries and secondaries, see Part 2, "How to Read a Primary."

The classification system is the basis for other finding aids, such as file lists and indexes. ORCS describes all of the operational records which might exist in an office responsible for the functions covered by the ORCS. The file list documents those files that have actually been opened. See 3.5 and 3.6 for discussions of file lists and other finding aids.

3.4.1 Staff Responsibilities and Procedures

BC Archives recommends that each staff member be responsible for classifying documents which he or she creates. This includes recording the complete primary and secondary number on the top right hand corner of the document before it is printed, photocopied, filed, or distributed. Over time, your correspondents will begin to quote your file number on return mail and less incoming mail will require classification.

BC Archives also recommends that the staff member responsible for opening, logging, and distributing incoming mail classify all incoming mail before it is distributed to the addressee. If that individual is unable to classify an individual item, he or she should refer it to the recipient for a primary and secondary number.

Each staff member is encouraged to organize working papers according to ORCS.

One individual within each filing area should have overall responsibility for the central filing system, ensuring that filing procedures, file lists, and finding aids are accurately maintained. He or she will liaise with the staff member responsible for procuring records equipment and supplies. This individual will also check classifications assigned by others and, in the event of amendments, will update the mail logs, file lists, etc.

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3.4.2 Classifying Records

It is important to be consistent in assigning primary and secondary numbers, as filing and retrieval is dependent upon the classification number assigned to a document.

BC Archives recommends that a memo deal with only one subject. Occasionally, it may be necessary to photocopy a document which deals with more than one subject, place it on two or more files and cross-reference it appropriately. If the document has more than one page, only photocopy the first page and cross-reference it to the location of the complete document.

Records are classified based upon how they will be referenced and retrieved. In order to select a classification number, first read and understand the document. The subject is not always obvious. When the document deals with more than one subject and you are having difficulty classifying it, think about where someone other than yourself would look first for the information.

When classifying the document, use the alphabetic subject index and/or the broad subject approach to find the appropriate secondary. Remember that the secondary relates to the subject and purpose of the document and not necessarily the sender or recipient.

a) Alphabetic Subject Index

To use the index, think of various subject terms which describe the record. Look under that term or synonyms in the index. Locate a number, and then refer to that primary block in the classification system to ensure that the number is the best possible one. Reading the primary scope notes will clarify whether or not a document should be classified in a given primary. Often the cross-references listed below the scope note will lead to a more appropriate primary. If the appropriate classification proves difficult to locate, you may want to contact your Records Officer and suggest an update to the index. For a discussion of the index, see 2.4.

b) Broad Subject Approach

When it is difficult to describe a document in subject terms, decide under which of the main primary headings the record is most likely to fall. Turn to the list of primaries for the most relevant ORCS section, pick one or more primaries which might be applicable and then browse through those primaries, reading scope notes and reviewing secondary numbers and titles. Choose the most appropriate primary and secondary and classify the document accordingly.

3.5 The File List

The file list is a listing of every file created by or currently in use within an office. An accurate file list is an essential tool, as it documents the creation and existence of government records. It assures the integrity and authenticity of records and may serve as legal evidence.

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The file list is vital to ORCS and is a primary tool for the retrieval, control, and maintenance of records. The *Administrative Records Classification System (ARCS)* specifies that file lists will be maintained and classified under ARCS 423 "Records Management - File Control". ARCS 423-03 classifies current lists covering both operational and administrative files.

The file list is also a ready retrieval guide. For the frequent user, it indicates which files have been opened and quickly directs the user to the proper primary and secondary. If a file does not appear on the current file list, a file may be opened under the appropriate primary and secondary. File lists should be regularly updated.

3.6 **Other Finding Aids**

A wide variety of finding aids may be created and used to facilitate retrieval and classification of operational records. These include subject and keyword indexes, automated retrieval systems, file tracking systems, and lists of case file codes and corresponding titles.

Offices may also develop indexes to meet special needs, including subject cross-reference indexes, automated keyword indexes, proper name indexes, geographic location indexes, etc. The indexes themselves are classified in ARCS 423-05. Please note that they are selectively retained by the government archives.

The index included with this ORCS contains an alphabetical listing of primary and secondary subjects, frequently used terms, organizations, form titles or numbers, etc. This index is the main access point by which the user may quickly locate a subject and the appropriate primary. For commonly used subjects or forms, the index allows rapid access into the classification system in order to determine a primary number.

As a further aid in the retrieval and classification of administrative and operational records, BC Archives has compiled lists of standard codes currently used by various ministries and agencies of the British Columbia Government. For information about using coded series, see 2.6.4.

See 2.6.4 for further information about coded series.

3.7 **The Scheduling System**

An essential element of ORCS is the retention and disposition schedule. This schedule is based on the concept that records have a three-stage life cycle.

During the "active" stage, records are needed for frequent reference and updates. At this stage, therefore, records are maintained and stored in the offices of the ministry or agency responsible for the records.

During the "semi-active" stage, records are needed for occasional reference and/or for legal, fiscal, or audit purposes. At this stage records are transferred to the off-site storage facilities provided by Records Centre Services, BC Archives (see 3.9 for boxing and transfer instructions).

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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When records retrieval ceases, and records no longer have any operational, administrative, legal, fiscal, audit, or other primary values, the records become “inactive,” and are ready for final disposition. Based on archival appraisal decisions, the final disposition may be to destroy the records, or to fully or selectively retain them for the government archives.

By retaining records for the retention periods specified in the records schedule, creating offices comply with statutory, regulatory, and policy requirements to maintain certain types of information and data. By disposing of records as specified in the records schedule, creating offices ensure that records of enduring value are preserved for the province, in accordance with Legislature-approved ORCS.

The three stages of the records schedule are expressed in three columns on the right-hand side of the primary page, beside the relevant classification information (primary numbers, titles, and notes). These columns are labelled “A” for active, “SA” for semi-active, and “FD” for final disposition. Appropriate numbers and abbreviations appear in these columns beside the relevant secondaries, indicating what should be done with the records during each stage of the schedule. Notes below the secondaries give any needed explanation and instructions about implementing the schedule.

For further information on the records retention and disposition schedule as it appears in a primary, refer to section 2.4.

3.8 **Filing and Maintenance Procedures**

Filing and maintenance procedures are essential to the use and maintenance of any record-keeping system. They are vital to records control. They establish rules for consistency of classification and control of location and access. They provide a set of regular operations for identifying records, incorporating them into the classification system, controlling their use, and disposing of them when no longer required.

The basic activities involved in filing and maintenance are:

- mail management
- sorting
- registration
- classification
- indexing and cross-reference
- location control
- filing
- charge-out
- distribution
- recall and search
- re-filing
- physical maintenance
- purging
- retention and disposition

Requirements for records retrieval, control, and maintenance vary from office to office, and filing and maintenance procedures should reflect these needs. There are a variety

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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of methods and systems which can provide effective operations for these basic functions. Contact your Records Officer for advice.

Use of ORCS does not dictate a specific set of procedures for registration, indexing, location, charge-out, etc. Rather, ORCS is flexible so that it can fit into a wide variety of record-keeping environments.

To effectively implement and maintain ORCS, offices should develop and document records management procedures. Filing and maintenance procedures are classified in ARCS 423-00. Your Records Officer can help to develop appropriate procedures for your office.

3.8.1 File Maintenance

An ORCS covers many types of operational records stored in various physical formats. The ministry or agency responsible for the records has special needs and requirements for its filing system. Each ministry or agency must establish standards for maintaining their files. The following system of file maintenance works well.

When incoming mail and other records have been classified, they are filed in folders labelled with the complete primary and secondary number and corresponding title.

Government has standardized the use of letter size file folders, paper and filing equipment wherever possible. The purpose of ending the use of legal size files is to reduce government costs by eliminating the necessity of having both legal and letter size papers for records and correspondence. Contact your Records Officer for further information about this important choice.

File folder labels are increasingly generated by records management databases, however it will sometimes be necessary to generate a label manually. Prepare the file folder label with the primary and secondary number on the left and the title on the right. It is not necessary to type the full title in all cases. Type the portions of the title which make the label meaningful. Common sense is used to prepare labels that are concise, yet distinguish files adequately.

The actual file sequence and physical location within the office will be dictated by access requirements and indicated on the file list.

Prepare documents for filing by checking that the primary and secondary number is indicated, paper clips are removed, and duplicate copies of no further value are discarded. Documents should be filed in chronological order with the oldest on the bottom.

In the case of flimsy paper, such as teletype documents and facsimile documents not produced on bond paper FAX machines, photocopy the information onto bond paper prior to filing and discard the flimsy copy. Flimsy paper facsimile documents rapidly deteriorate and the information they contain is lost when this procedure is not followed.

Monitor the files for bulk and when the paper thickness exceeds the scoring on the bottom of the folder, close the full folder and start a new one labelled volume 2, 3, 4, etc.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Place a coloured paper as the top document in order to indicate that a file is closed. Indicate on that coloured sheet the date range and where future information will be filed. Related volumes are stored together while they are active, and older ones are placed in semi-active storage when their active retention period expires. If multi-volume sets are frequently opened under a single classification, this may indicate the need to create new, more specific classifications.

Where possible, sheets should be fastened in the file folder. When this is not possible or for ease in culling files at the end of the year, BC Archives recommends attaching documents to a file back sheet. The file back should be labelled with the fiscal or calendar year and classification number. Use a closed file notice for each file back when the file is closed and mark on it the method and date of final disposition (e.g., "for DE on 1 April 1999"; "for SR on 1 January 2010"; "for FR on 1 April 2001").

Minimize misfiling in the following ways:

- keep file labels legible and simple
- maintain 3-4 inches of free space on each file shelf or drawer
- place papers in folders so they do not go beyond the scoring on the folder or cover the file label
- write the correct file number or heading on each document or underline it if it appears in the text

3.8.2 **File Circulation**

To avoid loss of files, especially when numerous staff refer to the same records, use circulation or "out" cards when removing a folder from the cabinet. Write the borrower's initials on the out card. Only remove papers for photocopying and return the papers to their original location in the file. Return files promptly after use.

When photocopies are made for use as working papers, mark them clearly as a "copy" with a stamp which uses a colour of ink other than black.

3.9 **Boxing and Transfer Instructions**

The records schedules contained in ORCS specify the active, semi-active, and inactive phases of the life cycle of the record and provide for the efficient and systematic transfer of semi-active and inactive records to the off-site storage facilities provided by Records Centre Services, BC Archives. Each office should document instructions and procedures for the regular boxing and transfer of records to off-site storage. (For further discussion of records scheduling, refer to 2.4 and 2.7.)

In some cases the records schedule will provide for the immediate destruction of records when they are no longer active. In this case, contact your Records Officer. The Records Officer can provide you with information about the availability of recycling and/or destruction services. Use appropriate forms and procedures as instructed by

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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your Records Officer and **notify your Records Officer before any destruction of records occurs.**

To identify records suitable for boxing, review the files against the ORCS schedules annually and determine what operational records have become semi-active or inactive during the past year. If your office uses an automated database to track files, it may be possible to generate this list automatically. When the list is ready and records are boxed, contact your Records Officer to report that you have semi-active or inactive scheduled operational records which are ready for transfer. Your Records Officer will then request off-site storage and retrieval services from Records Centre Services.

If accumulations of active records produce space problems in office areas before the annual review, contact your Records Officer.

3.9.1 Accession Numbers

Records Centre Services issues and tracks all accession numbers. An accession number is a number identifying a group of records to be transferred, and is used to label, transfer and store records. Each box within an accession is given a unique box number by adding sequential numbers, beginning with number one, to the accession number. The full number must appear on the label of each box.

For the purposes of illustration, we will use 91-0123 as an example of an accession number. No office should use it to prepare records for transfer!

Box Number: 91-0123-01

91-0123 = the accession number issued by Records Centre Services
-01 = the first consecutive box number in accession 91-0123

There are two types of accession numbers: one-time and ongoing.

a) One-time Accession Numbers

A one-time accession number is used by a single office for a one-time transfer of records to Records Centre Services. For further information about one-time accession numbers, contact your Records Officer.

b) Ongoing Accession Numbers (OANs)

BC Archives may establish ongoing accession numbers for categories of administrative or operational records that can be transferred to off-site storage or archival custody year after year. The purpose of an OAN is to group together the same type of records from the same office, and facilitate transfer of those records. The OAN for a category of records must only be used for future transfers of the same type of records.

The "NOTE" format indicated below is used in ORCS to annotate secondary numbers and titles to which an OAN applies.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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NOTE: The OPR will store [SECONDARY TITLE] under ongoing RCS accession number 91-0123.

If 91-0123 were a real OAN, the office to which it was issued would use it for a specific record series or category of records. Accession number 91-0123 is reserved for use by the same office for the same record series until box number 9999 is reached. Then, please ask your Records Officer to obtain a new OAN from Records Centre Services.

An ongoing accession number differs from a one-time number in that box numbers within an accession are always consecutive. For example, if box numbers 91-0123-1 to 91-0123-10 were transferred in July 1991 and ten more boxes were ready for transfer in October 1992, the box numbers used in October 1992 would begin with the next unused number (i.e., in October 1992 numbers 91-0123-11 to 91-0123-20 would be used).

The OAN uniquely identifies the transferring office and the category of records which may be transferred as part of the accession.

If several offices are responsible for transferring records of the same type to semi-active storage or archival custody, each office will be assigned its own OAN. Other special arrangements may be made in consultation with your Records Officer and Records Centre Services.

3.9.2 Transfer of Records to Off-Site Storage

Records Centre Services manages off-site storage for all records having a scheduled semi-active retention period, and for all inactive records scheduled for selective or full retention. Contact your Records Officer if you have concerns about the following:

- if a records schedule does not provide for semi-active storage for a record series which, in your opinion, requires it
- if a records schedule does not provide for the archival retention of a record series which does, in your opinion, have evidential or historical value, or
- if you require off-site storage for active records.

a) Arranging Boxes

Organize records for transfer as follows: (These guidelines are based on the *ARS 517 "Authority to Apply Approved Schedule" Standards and Orientation Guide*).

1. Do not put files covered by different retention and disposition schedules (ARCS - 100001 or ORCS) in the same box.
2. Box records scheduled for destruction (DE) separately from records scheduled for selective retention (SR) or full retention (FR).

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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3. Box SR records separately from FR. Contact your Records Officer if your office does not generate a sufficient volume of records to allow for full separate boxes.
4. If records have no scheduled semi-active retention period and a scheduled final disposition of SR or FR (e.g., SO, nil, SR), box them separately from all other records. Arrange the files within the box by primary and secondary number. Contact your Records Officer if your office does not generate a sufficient volume of records to allow for full separate boxes.
5. Place records of the same or similar retention periods and date ranges in the same box.
6. Whenever possible, box records of the same type together (e.g., case file series or large subject file series should be boxed together).
7. If records have different semi-active retention periods, box first by retention period and then within retention period by primary and secondary numbers.

b) Box Numbering

Arrange and number boxes that have similar classifications, date ranges, retention periods and final dispositions consecutively according to the date range of the records (e.g., accounts payable, fiscal year 1994/95 in boxes 1 & 2; accounts payable, fiscal year 1995/96 in boxes 3 & 4; accounts payable, fiscal year 1996/97 in boxes 5 & 6).

c) Boxes With Varied Classifications, Retention Periods And Date Ranges

Please consult with your Records Officer when records within a box have varying classifications, retention periods and date ranges.

Records Centre Services provides off-site storage for all inactive records scheduled for selective or full retention. If a records schedule does not provide for the archival retention of a record series which does, in your opinion, have historical, archival, or other residual values, contact your Records Officer to propose that the schedule be amended.

3.10 Freedom of Information and Protection of Privacy

The purpose of the *Freedom of Information and Protection of Privacy Act* (RSBC 1996, c. 165) is to ensure that the public has the right to access government records and to protect personal information about an individual from unauthorized collection, use or disclosure by public bodies. That legislation affects the design, development, retention scheduling, and implementation stages of all operational and administrative records classification systems.

To determine whether your records are outside the scope of the legislation, whether your records contain personal or confidential material, and what procedures for information

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disclosure exist within your ministry or agency, contact your Manager/Director of Information and Privacy. If you have questions specific to file operations or procedures, contact your Records Officer. For information about FOI notes in the *ORCS*, see 2.8.

3.11 Electronic Records and the Information System Overview

Information that has been created, collected, maintained and/or retained by a government ministry or agency is classified and scheduled within *ORCS*, regardless of media. The additional technical information required for the scheduling of electronic records is documented using the standard format for the Information System Overview (ISO) and Information System Overview for an Subsystem (ISOS). See the ISO section of this *ORCS*.

The Information System Overview (ISO) serves three main purposes:

- to provide a high-level description of the function and information content of the system, in other words a map of the data managed by the system and the major stages through which it flows while being processed;
- to document the records-keeping context of the system by identifying how the system and related records are classified in the *ORCS*;
- it may be used to schedule the electronic system by indicating when its active life ends and what the final disposition will be.

Electronic records (that is, the records created and maintained on an electronic system) are scheduled as secondaries like all other forms of records, as well as being documented in the ISO. An electronic system may be scheduled in the Information System Overview Section, and also may be included under the primary covering the function or activity to which it relates; for example, the Extraterrestrial Registration System (ERS) appears as secondary -30 in the sample primary. A system related to functions covered by an entire section of the *ORCS* will appear in the section default primary, or if it relates to the entire *ORCS*, in the *ORCS* default primary. Information in the database relating to specific entities is covered by the schedules relating to the relevant case files; for example, the registration information in the ERS concerning a specific extraterrestrial can be purged when the relevant extraterrestrial registrant case file (under secondary -20) becomes inactive.

Electronic mail (or "email") should be classified and filed under the secondaries covering the relevant functions and activities. For further information on email, see special schedule 102903 in the *ARCS* manual.

3.12 Implementation of ORCS

Each ministry, government agency and Crown corporation has a designated officer responsible for implementing and coordinating records management procedures. This records officer, often called the Ministry Records Officer (or MRO) or Corporate Records Officer (CRO), should be contacted for further information whenever necessary. If you cannot determine who your Records Officer is, call BC Archives at 387-1321.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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The Records Officer plans and coordinates the implementation of *ORCS*.

The eight requirements for implementation and maintenance of *ORCS* are:

1. Executive support.
2. A records management policy.
3. An implementation and training plan.
4. Designated responsibilities for implementation and maintenance of *ORCS*.
5. Designation of offices of primary responsibility for types of operational records requiring multiple levels of retention.
6. Training in *ORCS* and general records management for support staff in a training program established by your Records Officer.
7. Established procedures for the storage and retrieval of semi-active records and disposition of inactive records.
8. Established maintenance, review, and update procedures under the administration of the Records Officer.

3.13 **Advisory Services**

BC Archives provides limited advisory services to assist records officers with the implementation and maintenance of *ORCS*. Your Records Officer is available to help you establish efficient filing procedures and effective records administration. Other services which may be provided by your Records Officer are as follows:

- project planning and coordination assistance
- file conversions
- a records management training program
- selection of filing equipment and supplies
- assistance with retrieval systems, indexes, file tracking, and active records control
- off-site storage and retrieval of semi-active records
- disposition of inactive records
- transfer of permanently valuable records to archival custody
- automation of records management functions

3.14 **Amendment and Update of *ORCS***

Maintenance of *ORCS*, including the use of primaries and secondaries, is a joint responsibility of the records holder and the Records Officer.

Effective maintenance depends upon:

- trained records staff
- documented policies and procedures

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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- coordination and review by the Records Officer
- designated responsibilities for:
 - records classification
 - maintenance of indexes and file lists
 - other record and file operations

BC Archives maintains the master edition of this ORCS and is responsible for administering the amendment and review process. The Records Officer is responsible for advising BC Archives of proposed amendments. Amendments take effect upon the approval of the Legislative Assembly. Distribution of amendment pages and implementation of amendments is a responsibility of the ministry or agency.

Filing instructions and explanations of changes accompany the distributed amendments. After updating the ORCS, insert the instructions behind the Register of Amendments, located at the front of the ORCS manual. Date and sign the Register of Amendments.

Offices should refer proposals for new primaries and secondaries or other suggested changes to their Records Officer, who will in turn refer them to BC Archives. Proposals will be jointly reviewed by BC Archives staff and the Records Officer. While awaiting formal approval, “interim secondaries” may be established. These must be different from any existing secondary numbers and titles. Include records covered by interim secondaries in file lists, and highlight them on the Records Officer’s copy of each file list. Once interim secondaries are approved, they will be included in future editions of the ORCS.

Changes in the status of primaries, secondaries, and scope notes will be highlighted on the far left of each relevant primary page, in two ways:

- || Double vertical bars indicate a proposed change at the primary or secondary level or to a scope or explanatory note. Proposed changes may be used for classification purposes, but require the approval of the Legislative Assembly before they may be used for records disposition actions.
- A bullet indicates a change at the primary or secondary level that has been approved by the Legislative Assembly.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

SECTION 1

OFFICE OF THE PROVINCIAL HEALTH OFFICER

PRIMARY NUMBERS

6 0 0 0 0 - 6 0 9 9 9

Section 1 covers records relating to the roles and responsibilities of the provincial health officer as mandated by the *Health Act* (RSBC 1996, c. 179). These include providing independent advice to the minister and Ministry of Health on health issues in British Columbia; identifying the need for legislation, policies and practices respecting those issues; monitoring and analyzing the health of British Columbians; and reporting to the people of British Columbia on health issues identified by the provincial health officer. The final dispositions in this section supersede those in the executive records schedule (schedule 102906).

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

SECTION 1

60000 – OFFICE OF THE PROVINCIAL HEALTH OFFICER - 60999

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60000	PROVINCIAL HEALTH OFFICER- GENERAL
60100	PROVINCIAL HEALTH REPORTING
60200	HEALTH AUTHORITY CONSULTATION AND LIAISON

A = Active
SA = Semi-active
FD = Final Disposition
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A SA FD

60000 PROVINCIAL HEALTH OFFICER – GENERAL

Records not shown elsewhere in the office of the provincial health officer section that relate generally to the provision of advice to the ministry and the public regarding health issues, as well as the maintenance of population health standards, guidelines, policy, and procedures as they pertain to issues the provincial health officer has identified. Includes reports, statistics, web site, correspondence and memoranda.

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

Unless otherwise specified below, the ministry OPR
(Office of the Provincial Health Officer) will retain these records for: SO 10y DE

Except where non-OPR retention periods are identified below, all
other ministry offices will retain these records for: SO nil DE

-00	Policy and procedures	- OPR	SO	10y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				

10y = The default active and semi-active retention period ensures that the operational requirements of the creating agency are met, and is consistent with the executive records schedule.

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 duplicate materials which hold insufficient evidential value to merit preservation may be purged and discarded.

(Continued on next page)

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A SA FD

60000 PROVINCIAL HEALTH OFFICER – GENERAL (Continued)

-20 Provincial Health Officer website SO nil DE

SO = when the web site is altered, updated or redesigned

NOTE: This web site provides general information about the Office of the Provincial Health Officer, as well as publicly released reports. All documents presented on the web site are classified under appropriate secondaries within this *ORCS* or in the *Administrative Records Classification System (ARCS)*. Because this is a simple system, an information system overview has not been developed.

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VR = Vital Records

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 the Corporate Records Management Branch. For information regarding this ORCS, contact your Records Officer.

A SA FD

60100 PROVINCIAL HEALTH REPORTING

Records relating to the provision of advice and recommendations by the provincial health officer to government and the public by way of annual reports and special reports on population and specific health issues which affect the people of British Columbia. This primary also relates to the provincial health officer annual reports required by the *Health Act* (RSBC 1996 c. 179, s.49). Includes reports, statistics, correspondence and memoranda.

For committees, see ARCS primaries 200 to 206.

For conferences, seminars and symposia, see ARCS primary 220.

For health authority annual reports, see primary 60200.

Unless otherwise specified below, the ministry OPR

(Office of the Provincial Health Officer) will retain these records for:

SO 10y DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO nil DE

-00 Policy and procedures

- OPR

SO 5y FR

- non-OPR

SO nil DE

-01 General

-02 Provincial health office final reports

SO+2y 8y FR

(includes all final project reports as well as annual reports)

(arrange in alphabetical order by title)

SO = upon release or publication of the report

10y = This retention ensures the records are retained for ongoing operational and reference requirements and is consistent with the executive records schedule.

(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

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 the Corporate Records Management Branch. For information regarding this ORCS, contact your Records Officer.

A SA FD

60100 PROVINCIAL HEALTH REPORTING (Continued)

FR = The government archives will fully retain a copy of each provincial health office final report for its significant evidential and informational value. These records summarize the functions and activities of the provincial health office. Duplicate and draft copies of the reports can be destroyed.

-20	Provincial health office annual report development (includes all background material collected for the provincial health officer's annual report required by the <i>Health Act</i> (RSBC 1996, c. 179, s.49)) (arrange in chronological order by report year)	SO+2y	8y	DE
-----	---	-------	----	----

SO = when the report has been released

10y = This retention ensures the records are retained for ongoing operational and reference requirements and is consistent with the executive records schedule.

-30	Provincial health office issue and project files (arrange in alphabetical order by issue or project)	SO	10Y	SR
-----	---	----	-----	----

SO = when the project or issue is concluded and when all issues surrounding the project or issue have been resolved

10y = This retention is consist with the executive records schedule.

(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
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y = year

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FOI - Freedom of Information/Privacy
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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 the Corporate Records Management Branch. For information regarding this ORCS, contact your Records Officer.

A SA FD

60100 PROVINCIAL HEALTH REPORTING (Continued)

SR = The government archives will selectively retain provincial health office issue and project files by retaining files that document the most significant issues and projects with the greatest affect on the health and welfare of British Columbians, or that deal with the most important health issues in the province. At the time of transfer to semi-active storage provincial health office staff will identify and box files for retention separately from files for destruction.

-40	Provincial health office reference files (arrange in alphabetical order by topic)	SO	10y	DE
-----	--	----	-----	----

SO = when the records are no longer current

10y = This retention is consistent with the executive records schedule.

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

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FY = Fiscal Year
NA = Not Applicable
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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 the Corporate Records Management Branch. For information regarding this ORCS, contact your Records Officer.

A SA FD

60200 HEALTH AUTHORITY CONSULTATION AND LIAISON

Records relating to consultation and liaison with medical health officers in the health authorities pursuant to the *Health Act* (RSBC 1996, c. 179, s.4). This primary also relates to the provincial health officer's monitoring of medical health officers, their professional standards, and specific professional issues as directed by the *Health Act* (RSBC 1996, c. 179, s.4). This also relates to specific health issues within each health authority and the health authority annual reports submitted to the minister as required by the *Health Act* (RSBC 1996, c.179, s.49). Includes reports, correspondence, and memoranda.

For committees and commissions, see ARCS primaries 200 to 206.

For conferences, seminars and symposia, see ARCS primary 220.

Unless otherwise specified below, the ministry OPR (Office of the Provincial Health Officer) will retain these records for:

SO 10y DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO nil DE

-00 Policy and procedures

- OPR
- non-OPR

SO 5y FR
SO nil DE

-01 General

-20 Health authority annual reports

(covers the annual report documenting the sanitary conditions of a community and the medical health officers annual report as required by *Health Act* (RSBC 1996, c.179, s.49))
(arrange in alphabetical order by health authority)

SO 10y FR

(Continued on next page)

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SA = Semi-active
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OPR = Office of Primary Responsibility

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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

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 the Corporate Records Management Branch. For information regarding this ORCS, contact your Records Officer.

A SA FD

60200 REGIONAL HEALTH AUTHORITY CONSULTATION AND LIAISON (Continued)

SO = when the reports are no longer required for operational requirements of the provincial health officer

10y = This retention is consistent with the executive records schedule.

FR = The government archives will fully retain a copy of the annual report from each of the health authorities for the significant evidential and informational value. These records summarize the work of medical health officers and health issues in each of the regions of the province.

PIB	-30	Medical health officer case files (includes order in council or other documentation ordering appointment, officer appraisals, delegation forms, annual goals, issues) (arrange alphabetically by surname)	SO+1y	9y	FR
-----	-----	---	-------	----	----

SO = upon termination of employment

10y = This retention ensures these records are retained for ongoing operational and reference requirements and is consistent with the executive records schedule.

FR = The government archives will fully retain medical health officer case files for their evidential and informational value. These records document biographical information about all medical health officers in the province as well as regional goals and issues.

(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

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 the Corporate Records Management Branch. For information regarding this ORCS, contact your Records Officer.

A SA FD

60200 HEALTH AUTHORITY CONSULTATION AND LIAISON

(Continued)

NOTE: Medical health officers are employed by the health authorities. As per the *Health Act* (RSBC 1996, c. 179, s.4) the provincial health officer must establish and monitor professional standards for medical health officers. This includes individual plans for each medical health officer, delegation of authority forms, and individual issues.

PIB	-40	<i>Health Act</i> s. 11 contravention case files (includes Section 11 of the <i>Health Act</i> (RSBC 1996, c. 179, s.11) orders and all supporting and subsequent documentation) (arrange alphabetically by surname of individual contravening s. 11)	SO+1y	9y	DE
-----	-----	---	-------	----	----

SO = upon conclusion of the occurrence and when all issues pertaining to the occurrence are resolved

10y = This retention ensures the records are retained for ongoing operational and reference requirements and is consistent with the executive records schedule.

NOTE: Issues could include detainment for non-compliance or extension of the detainment period by the provincial court.

(Continued on next page)

A = Active
SA = Semi-active
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OPR = Office of Primary Responsibility

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

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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 the Corporate Records Management Branch. For information regarding this ORCS, contact your Records Officer.

A SA FD

60200 HEALTH AUTHORITY CONSULTATION AND LIAISON

(Continued)

NOTE: The *Health Act* (RSBC 1996, c. 179, s.11) states that if a medical health officer determines that "a person has a reportable communicable disease or is infected with an agent that is capable of causing a reportable communicable disease, and the person is likely to willfully, carelessly or because of mental incompetence, expose others to the disease or the agent", the medical health officer may require the individual to comply with identified conditions to prevent exposure to others, take or continue medical tests and treatment, or place himself in isolation, partial isolation or quarantine. If the individual does not comply with these orders, the provincial judicial system can prosecute them.

-50	Health authority case files (includes all interaction between individual health authorities and the provincial health officer) (arrange in alphabetical order by health authority)	SO+2y	8y	FR
-----	--	-------	----	----

SO = when the records are no longer required for operational or legal purposes

10y = This retention ensures the records are retained for ongoing operational and reference requirements and is consistent with the executive records schedule.

FR = The government archives will fully retain health authority case files for their significant evidential and informational value. These records document health concerns and issues in the regions of the province, and advice given by the provincial health office.

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

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FY = Fiscal Year
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w = week m = month
y = year

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DE = Destruction
SR = Selective Retention
FR = Full Retention
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VR = Vital Records

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

SECTION 2

COMMUNITY PUBLIC HEALTH SERVICES

PRIMARY NUMBERS

61 0 0 0 - 61 9 9 9

Section 2 covers records relating to community public health treatment and education services provided in most or all health regions. This includes records relating to: community audiology services, community dental services, community nutrition services, community public health nursing services and community speech and language services. This section covers records opened or created before April 1, 1997, when responsibility for community public health services was transferred to health authorities. All files created prior to this date are in the physical custody of health authorities during their active retention periods, but remain in the legal custody of the Ministry of Health Services, and will be scheduled in accordance with this section of the *Operational Records Classification System*. This applies to any file opened or created prior to April 1, 1997, regardless of whether records have been subsequently added to the file.

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

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FY = Fiscal Year
NA = Not Applicable
w = week m = month
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

SECTION 2

61000 - COMMUNITY PUBLIC HEALTH SERVICES - 61999

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61000	COMMUNITY PUBLIC HEALTH SERVICES - GENERAL
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61400	COMMUNITY DENTAL HEALTH SERVICES
61600	COMMUNITY NUTRITION SERVICES
61800	COMMUNITY PUBLIC HEALTH NURSING SERVICES - GENERAL
61810	- COMMUNICABLE DISEASE CONTROL BY IMMUNIZATION
61830	- COMMUNICABLE DISEASE CONTROL FOR SEXUALLY TRANSMITTED DISEASES
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A = Active
SA = Semi-active
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FY = Fiscal Year
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w = week m = month
y = year

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DE = Destruction
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FR = Full Retention
FOI = Freedom of Information/Privacy
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SECT 2 - 3

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

61000 COMMUNITY PUBLIC HEALTH SERVICES -
 GENERAL (continued)

NOTE: This web site provides general information about the public health services for the general public – specifically families. All documents presented on the web site are classified under appropriate secondaries within this ORCS or in the *Administrative Records Classification System* (ARCS). Because this is a simple system, an information system overview has not been developed.

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

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y = year

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DE = Destruction
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SECT 2 - 5

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

61200 COMMUNITY AUDIOLOGY SERVICES (continued)

-05 Hearing status or index cards SO NA NA

SO = when assessment and/or therapy is complete

NA = Reclassify index cards with the corresponding client file (see secondary -20 and -30) when the file goes to offsite storage.

-06 Hearing register questionnaires
(includes HLTH 1441 or equivalent health authority record)

PIB -20 Hearing service client files - adult
(arrange alphabetically by client surname) SO+1y 9y DE

SO = when assessment and/or therapy is complete

10y = This retention period is based upon those prescribed in the *Hospital Act Regulation* (B.C. Reg. 121/97, ss. 13, 14) for the retention of patient records by hospitals.

DE = Hearing services client files (adult) can be destroyed as they contain little ongoing information of value. Hearing services are summarized in other ministry records such as annual reports and other administrative and executive records.

PIB -30 Hearing service client files - minor
(arrange alphabetically by client surname) SO+1y 25y DE

SO = when assessment and/or therapy is complete

(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

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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 the Corporate Records Management Branch. For information regarding this ORCS, contact your Records Officer.

DE = Hearing services deceased client files (adults and minors) can be destroyed as they contain little ongoing information of value. Hearing services are summarized in other ministry records such as annual reports and other administrative and executive records.

CHP\Sect 2:2003-05-29 last revised: 2008/05/28 Schedule 122353 ORCS/CHP SECT 2 - 7

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 the Corporate Records Management Branch. For information regarding this ORCS, contact your Records Officer.

SECT 2 - 8

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

61400 COMMUNITY DENTAL HEALTH SERVICES (continued)

FR = The government archives will fully retain annual regional dental statistical reports for their evidential and informational value. One copy of each annual regional dental statistical report from the office with the responsibility for creating the report. These reports summarize information about dental health services for people in long term care facilities, school children, and persons with mental disabilities.

-05	Local and regional statistical dental reports	CY	nil	DE
-06	Facility dental screening	CY+1y	5y	DE
-07	School dental screening (includes class lists results and individual priority records (IPR) not requiring follow-up) (arrange alphabetically by name of school)	CY+1y	5y	DE

PIB	-20	Dental treatment referral client files - adult	SO+1y	9y	DE
-----	-----	--	-------	----	----

SO = when treatment is complete

10y = This retention period is based upon ministry practice to retain patient files for the ten-year period specified in the *Hospital Act Regulation* (B.C. Reg. 121/97, ss. 13, 14) regarding the retention of patient records maintained by hospitals.

DE = Dental treatment referral program client files (adult) can be destroyed as they contain information of little ongoing value. Dental services are summarized in other ministry records such as annual reports and other administrative and executive records.

(continued on next page)

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

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 the Corporate Records Management Branch. For information regarding this ORCS, contact your Records Officer.

A SA FD

61400 COMMUNITY DENTAL HEALTH SERVICES (continued)

PIB -30 Dental treatment referral program client files - minor
(covers Save a Smile and Young Children
in Urgent Need programs)

SO+1y 25y DE

SO = when treatment is complete

26y = This retention period is based upon the
Limitation Act (RSBC 1996, c. 266, ss. 7
and 8), which allows minors up to six years
after they reach the age of majority to
instigate legal action in cases of alleged
hospital negligence or medical malpractice.
The additional year is allowed for the
serving of notice on all parties.

DE = Dental treatment referral program client files
(minor) can be destroyed as they contain
information of little ongoing value. Dental services
are summarized in other ministry records such as
annual reports and other administrative and
executive records.

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
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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 the Corporate Records Management Branch. For information regarding this ORCS, contact your Records Officer.

A SA FD

61600 COMMUNITY NUTRITION SERVICES

Records relating to the provision of nutrition information to local community organizations, local health service providers and the public, and to the provision of nutritional assessment and counselling services to individuals. This primary also relates to the assessment and monitoring of nutrition guidelines at licensed community care facilities to ensure compliance with the *Adult Care Regulation* (B.C. Reg. 536/80, s. 7) and the *Child Care Licensing Regulation* (B.C. Reg. 319/89, s. 32). Includes inspection reports, nutrition analysis reports, correspondence and memoranda.

For nutrition issues, see primary 62380.

For nutrition services in community care facilities, see *Health Protection and Safety ORCS*, primaries 32120 and 32150.

Unless otherwise specified below, the ministry OPR (community health centres) will retain these records for:

CY+1y 2y DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO nil DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Nutrition appointment books and sheets		CY+1y	nil	DE
-03	Eating disorder program				
-04	Nutrition counselling		CY+1y	nil	DE
-05	Nutritional statistical reports		SO	nil	DE
	(includes standard and ad hoc statistical reports)				

NOTE: Notes and other materials used in the preparation of statistical tabulations are transitory records and should be destroyed in accordance with special schedule 102901.

(continued on next page)

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
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PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		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 the Corporate Records Management Branch. For information regarding this ORCS, contact your Records Officer.

61600 COMMUNITY NUTRITION SERVICES (continued)

SO = when assessment and or counselling is complete

10y = This retention period is based upon those prescribed in the *Hospital Act Regulation* (B.C. Reg. 121/97, ss. 13, 14) for the retention of patient records by hospitals.

DE = Nutrition client files (adult) can be destroyed because they contain routine documents with information of little ongoing value. Nutrition programs are documented in annual reports and other administrative and executive records.

SO = when assessment and/or counselling is complete

26y = This retention period is based upon the *Limitation Act* (RSBC 1996, c. 266, ss. 7 and 8), which allows minors up to six years after they reach the age of majority to instigate legal action in cases of alleged hospital negligence or medical malpractice. The additional year is allowed for the serving of notice on all parties.

DE = Nutrition client files (adult) can be destroyed because they contain routine documents with information of little ongoing value. Nutrition programs are documented in annual reports and other administrative and executive records.

(continued on next page)

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

SO = Superseded or Obsolete
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
61600	<u>COMMUNITY NUTRITION SERVICES</u> (continued)			
-40	Adult care facility nutrition assessment case files (arrange alphabetically by facility name)	SO+1y	6y	DE
	SO = when facility is closed			
-50	Child care facility nutrition assessment case files (arrange alphabetically by facility name)	SO+1y	6y	DE
	SO = when facility is closed			
-60	Community nutrition program subject files (arrange alphabetically by program name or subject)	SO	nil	DE
	SO = when information is no longer current			

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SA = Semi-active
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CY = Calendar Year
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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 the Corporate Records Management Branch. For information regarding this ORCS, contact your Records Officer.

A SA FD

61800 COMMUNITY PUBLIC HEALTH NURSING SERVICES - GENERAL

Records relating to the provision of services to promote and preserve the well-being of persons and families throughout their life span not shown elsewhere in this primary block. Specific services are provided or monitored by public health nurses and public health nursing (PHN) administrators and are targeted toward communicable disease control and perinatal, maternal, family, children's, youths', women's and seniors' health. Includes index cards, reports, laboratory test results and logs, correspondence and memoranda.

Unless otherwise specified below, the ministry OPR (community health centre) will retain these records for:

CY+1y 2y DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO nil DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Clinic appointment sheets		CY+1y	nil	DE
-03	Public health nursing daybooks		CY+1y	nil	DE
-04	Communicable disease forms		CY+2y	nil	DE
-05	Communicable disease case reports		SO+1y	nil	DE
	(arrange chronologically in alphabetical ranges)				

SO = upon completion of treatment, follow-up, or monitoring

(continued on next page)

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

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 the Corporate Records Management Branch. For information regarding this ORCS, contact your Records Officer.

A SA FD

61800 COMMUNITY PUBLIC HEALTH NURSING SERVICES - GENERAL (continued)

DE = These records can be destroyed because information is duplicated in Outbreak Investigation Files (secondary 20210-20) in the *Communicable Disease Control Services ORCS*, which are selectively retained, as well as summarized in monthly statistical reports (secondary 20280-07) in the *Communicable Disease Control Services ORCS*, which are fully retained.

NOTE: For ease of reference, disease case reports may be further subdivided by disease. Information from communicable disease case reports is entered onto the Communicable Disease Surveillance System (CDSS). For more information on CDSS see the *Communicable Disease Control Services ORCS*.

-06	Community public health nursing statistical reports (includes HLTH 52 or equivalent health authority records)	CY+1y	nil	DE
-07	Laboratory test result logs (MEDINET)	SO	nil	DE
	SO = upon confirmation of test results receipt			
-08	Laboratory test results (covers vector-borne diseases) (arrange chronologically in alphabetical ranges)	CY	nil	DE

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y = year

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

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61810 COMMUNITY PUBLIC HEALTH NURSING SERVICES –
COMMUNICABLE DISEASE CONTROL BY IMMUNIZATION

Includes child health record (HLTH 182), requests for immunization, appointment books/sheets, correspondence and memoranda.

For disease control surveillance, see the *Communicable Disease Control Services ORCS*, primaries 20280 and 20420.

Unless otherwise specified below, the ministry OPR (community health centres) will retain these records for:

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO nil DE

-00	Policy and procedures	- OPR - non-OPR
-----	-----------------------	--------------------

SO	5y	FR
SO	nil	DE

	-01	General	
PIB	-02	Adverse reaction reports	
		(includes HLTH 2319 or equivalent	
		health authority record)	
		(arrange alphabetically by client surname)	

- non-OPR	SO+1y	nil	DE
-----------	-------	-----	----

SO = one year after adverse event is resolved or, one year and up to thirty days after initiation of report, and when information is entered onto the HLTH 182 or equivalent health authority record (in the case of an infant immunization)

(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

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 the Corporate Records Management Branch. For information regarding this ORCS, contact your Records Officer.

A SA FD

61810 COMMUNITY PUBLIC HEALTH NURSING – COMMUNICABLE
DISEASE CONTROL BY IMMUNIZATION (continued)

NOTE: The Office of Primary Responsibility (OPR) for adverse reaction reports is Epidemiology Services, B.C. Centre for Disease Control. For more information, see the *Communicable Disease Control Services ORCS*.

-03 Child health index cards SO nil DE

SO = when all records that contain information that is entered onto the HLTH 182, and the HLTH 182 itself, have been sent to off-site storage

PIB -04 Adult immunization SO+1y 9y DE
(covers hepatitis, tetanus, rabies, etc., and travel immunization)
(includes HLTH 186 or equivalent health authority record)
(arrange alphabetically by client surname)

SO = date of immunization

10y = This retention period is based upon those prescribed in the *Hospital Act Regulation* (B.C. Reg. 121/97, ss. 13, 14) for the retention of patient records by hospitals.

-05 Immunization logs SO+1y nil DE
(arrange chronologically)

SO = when the log is closed and a new one is opened

(continued on next page)

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

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 the Corporate Records Management Branch. For information regarding this ORCS, contact your Records Officer.

A SA FD

61810 COMMUNITY PUBLIC HEALTH NURSING – COMMUNICABLE DISEASE CONTROL BY IMMUNIZATION (continued)

-20 Child health records CY+15y 11y DE
(includes HLTH 182 or equivalent health authority record)
(arrange chronologically by child's date of birth (month/calendar year) and in alphabetical ranges)

26y = This retention period is based upon the *Limitation Act* (RSBC 1996, c. 266, ss. 7 and 8), which allows minors up to six years after they reach the age of majority to instigate legal action in cases of alleged hospital negligence or medical malpractice. The additional year is allowed for the serving of notice on all parties.

DE = Child health records can be destroyed because they contain information on immunization and minor health monitoring of little ongoing value.

-30 Requests for immunization CY+15y 11y DE
(arrange chronologically by calendar year of birth, and in alphabetical ranges)

26y = This retention period is based upon the *Limitation Act* (RSBC 1996, c. 266, ss. 7 and 8), which allows minors up to six years after they reach the age of majority to instigate legal action in cases of alleged hospital negligence or medical malpractice. The additional year is allowed for the serving of notice on all parties.

NOTE: For ease of reference, requests for immunizations may be filed with the HLTH 182 or equivalent health authority record.

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

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 the Corporate Records Management Branch. For information regarding this ORCS, contact your Records Officer.

A SA FD

61830 COMMUNITY PUBLIC HEALTH NURSING SERVICES - COMMUNICABLE DISEASE CONTROL FOR SEXUALLY TRANSMITTED DISEASES

Records relating to the screening, treatment and follow-up of sexually transmittable diseases (STD) conducted at the community health centres according to the requirements of the *Health Act* (RSBC 1996, c. 179), the *Venereal Disease Act* (RSBC 1996, c. 475) and the *Health Act Communicable Disease Regulation* (B.C. Reg. 4/83). This primary also relates to Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS) issues and prevention services. Includes appointment books/sheets, consultation reports, contact tracing records, laboratory results, correspondence and memoranda.

For epidemiological surveillance of sexually transmitted diseases (STD), see the *Communicable Disease Control Services ORCS*, primary 22100.

For sexually transmitted disease control program and policy development, see primaries 62240, and 63000 to 63300. In the *Communicable Disease Control Services ORCS*, see primaries 22500 to 22570.

NOTE: Records relating to the development of provincial policy concerning the treatment and control of sexually transmitted disease (STD), and to the examination and treatment of patients seen in standing STD clinics and travelling clinics operated by the Division of STD/AIDS Control are classified in the *Communicable Disease Control Services ORCS*, section 3.

Unless otherwise specified below, the ministry OPR (community health centres) will retain these records for:

CY+1y 2y DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO nil DE

(continued on next page)

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

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 the Corporate Records Management Branch. For information regarding this ORCS, contact your Records Officer.

			<u>A</u>	<u>SA</u>	<u>FD</u>
61830	<u>COMMUNITY PUBLIC HEALTH NURSING SERVICES -</u> <u>COMMUNICABLE DISEASE CONTROL FOR SEXUALLY</u> <u>TRANSMITTED DISEASES</u> (continued)				
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	HIV/AIDS services (covers AIDS prevention clinics, needle exchange programs and material relating generally to HIV and AIDS issues)				
-03	STD testing, treatment and counselling (includes HLTH 208, 209 and 209A or equivalent health authority records) (arrange chronologically in alphabetical ranges)				

A = Active
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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 the Corporate Records Management Branch. For information regarding this ORCS, contact your Records Officer.

SECT 2 - 21

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 the Corporate Records Management Branch. For information regarding this ORCS, contact your Records Officer.

61850 COMMUNITY PUBLIC HEALTH NURSING SERVICES -
COMMUNICABLE DISEASE CONTROL FOR
TUBERCULOSIS (continued)

10y = This retention period is based upon Ministry practice to retain patient files for the ten-year period specified in the *Hospital Act Regulation* (B.C. Reg. 121/97, ss. 13, 14) regarding the retention of patient records maintained by hospitals.

-05	Tuberculosis medication tracking (arrange chronologically)	CY+1y	2y	DE
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NOTE: Reclassify the index cards with the corresponding client file (see secondary -20 and -30) when the file goes to off-site storage.

SO = when patient ceases to attend treatment and no further follow-up is required

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 the Corporate Records Management Branch. For information regarding this ORCS, contact your Records Officer.

61850 COMMUNITY PUBLIC HEALTH NURSING SERVICES-
COMMUNICABLE DISEASE CONTROL FOR
TUBERCULOSIS (continued)

10y = This retention period is based upon Ministry practice to retain patient files for the ten-year period specified in the *Hospital Act Regulation* (B.C. Reg. 121/97, ss. 13, 14) regarding the retention of patient records maintained by hospitals.

DE = Tuberculosis client files can be destroyed because they contain no treatment information beyond test results from mobile testing units, and information on medications prescribed. Long term medical treatment for tuberculosis is documented in client files fully retained by the B.C. Centre for Disease Control. See the *Communicable Disease Control Services ORCS*, secondary 23400-20.

PIB	-30	Tuberculosis client files - minor (arrange alphabetically by client surname)	SO+1y	25y	DE
-----	-----	---	-------	-----	----

SO = when patient ceases to attend treatment and no further follow-up is required

26y = This retention period is based upon the *Limitation Act* (RSBC 1996, c. 266, ss. 7 and 8), which allows minors up to six years after they reach the age of majority to instigate legal action in cases of alleged hospital negligence or medical malpractice. The additional year is allowed for the serving of notice to all parties.

(continued on next page)

A = Active
SA = Semi-active
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PIB = Personal Information Bank
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OPR = Office of Primary Responsibility

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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

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 the Corporate Records Management Branch. For information regarding this ORCS, contact your Records Officer.

A SA FD

61850 COMMUNITY PUBLIC HEALTH NURSING SERVICES-
COMMUNICABLE DISEASE CONTROL FOR
TUBERCULOSIS (continued)

DE = Tuberculosis client files can be destroyed because they contain no treatment information beyond test results from mobile testing units, and information on medications prescribed. Long term medical treatment for tuberculosis is documented in client files fully retained by the B.C. Centre for Disease Control. See the *Communicable Disease Control Services ORCS*, secondary 23400-20.

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PIB = Personal Information Bank
PUR = Public Use Records
OPR = Office of Primary Responsibility

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FY = Fiscal Year
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w = week m = month
y = year

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DE = Destruction
SR = Selective Retention
FR = Full Retention
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VR = Vital Records

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SECT 2 - 25

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
61880	<u>COMMUNITY PUBLIC HEALTH NURSING SERVICES - INDIVIDUAL AND FAMILY HEALTH SERVICES</u> (continued)				
	-06	Family planning and pregnancy counselling program (covers Healthiest Babies Possible program)	CY+1y	nil	DE
	-07	School health services	CY+1y	nil	DE
PIB	-08	Vision screening (includes HLTH 15 or equivalent health authority record) (arrange alphabetically by client surname)	SO+2y	nil	DE
		SO = upon completion of HLTH 15 or equivalent health authority record, and when results have been recorded on HLTH 182 or equivalent health authority record			
PIB	-09	Infant risk screening (includes HLTH 184 or HLTH 1589, episodic notes, and the Physician's Notice of a Live Birth or Stillbirth Form (Copy 1, HLTH 403), or equivalent health authority records) (arrange alphabetically by client surname)	SO+2y	nil	DE
		SO = when information is recorded on HLTH 182 or equivalent health authority record			
		NOTE: This secondary supersedes approved schedule 104136 for Physician's Notice of a Live Birth and Stillbirth Forms (Copy 1).			
PIB	-20	Family folders (includes Client Record (HLTH 183), Progress Notes (HLTH 183A), and flowsheets for follow up of high risk children (HLTH 190A, B and C), or equivalent health authority records)	SO+1y	25y	SR

(continued on next page)

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SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

61880 COMMUNITY PUBLIC HEALTH NURSING SERVICES -
INDIVIDUAL AND FAMILY HEALTH SERVICES
(continued)

26y = This retention period is based upon the *Limitation Act* (RSBC 1996, c. 266, ss. 7 and 8), which allows minors up to six years after they reach the age of majority to instigate legal action in cases of alleged hospital negligence or medical malpractice. The additional year is allowed for the serving of notice to all parties.

SR = The government archives will selectively retain family folders as evidence of this important public health service. Records document health issues for families consulting with public health nurses with particular emphasis on young children and those with developmental problems. Files will be selected by retaining one box of family folders each year from one of three community health centres on a rotational basis: Central Vancouver Island – Nanaimo; Thompson – Kamloops; Peace Liard – Dawson Creek. The boxes will be chosen in such a manner that over time the full alphabetical range of files from each of the three health centres will be represented in the sample.

PIB -30 Family planning and pregnancy counselling files CY+1y 5y DE
(includes pregnancy counselling forms)
(arrange alphabetically by client name)

DE = Family planning and pregnancy counselling files can be destroyed because they contain routine documents with information of little ongoing value. The privacy concerns associated with these records outweigh any value that the records have. Family planning programs are documented in annual reports and other administrative and executive records.

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y = year

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DE = Destruction
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SECT 2 - 28

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 the Corporate Records Management Branch. For information regarding this ORCS, contact your Records Officer.

A SA FD

61900 COMMUNITY SPEECH AND LANGUAGE SERVICES

(continued)

PIB	-20	Speech and language client files - adult (arrange alphabetically by client surname)	SO+1y	9y	DE
-----	-----	--	-------	----	----

SO = when assessment and/or therapy complete

10y = This retention period is based upon those prescribed in the *Hospital Act Regulation* (B.C. Reg. 121/97, ss. 13, 14) for the retention of patient records by hospitals.

DE = Speech and language client files (adult) can be destroyed at the end of their semi-active retention period because they contain routine documents with information of little ongoing value. Speech and language programs are sufficiently documented in annual reports and other administrative and executive records.

PIB	-30	Speech and language client files - minor (arrange alphabetically by client surname)	SO+1y	25y	DE
-----	-----	--	-------	-----	----

SO = when assessment and/or therapy complete

26y = This retention period is based upon the *Limitation Act* (RSBC 1996, c. 266, ss. 7 and 8), which allows minors up to six years after they reach the age of majority to instigate legal action in cases of alleged hospital negligence or medical malpractice. The additional year is allowed for the serving of notice on all parties.

(continued on next page)

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
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FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
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PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

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DE = Speech and language deceased client files (adults and minors) can be destroyed as they contain little ongoing information of value. Hearing services are summarized in other ministry records such as annual reports and other administrative and executive records.

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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 the Corporate Records Management Branch. For information regarding this ORCS, contact your Records Officer.

A SA FD

SECTION 3

PUBLIC AND PREVENTIVE HEALTH

PRIMARY NUMBERS

62000 - 62999

Section 3 covers records relating to the development of programs and policies for the provision of prevention services directed at persons and groups who are at risk for developing a health problem, disease or disorder. These programs are guided by the *Health Act* (RSBC 1996, c. 179), the *Health Act Communicable Disease Regulations* (BC Regulation 567/98), and the *Dentists Act* (RSBC 1996, c. 94). This includes records relating to ensuring best evidence policy and program development and maintenance, dental health services; non-communicable disease epidemiology, community health services issues pertaining to cardiovascular disease, communicable disease, communication disorders, musculoskeletal disorders, neurological and behavioral disorders, nutrition issues, and health promotion; and health services for mentally challenged adults living in the community.

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
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FOI - Freedom of Information/Privacy
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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 the Corporate Records Management Branch. For information regarding this ORCS, contact your Records Officer.

A SA FD

62000 –PUBLIC AND PREVENTIVE HEALTH - 62999

PRIMARY NUMBERS AND PRIMARY SUBJECTS

62000 PUBLIC AND PREVENTIVE HEALTH - GENERAL

62100 CLINICAL SUPPORT

62230 COMMUNICATION DISORDERS – GENERAL

62250 - HEARING AND AUDITION

62270 - SPEECH AND LANGUAGE

62290 - PROFESSIONAL AND REGIONAL CONSULTATION
AND LIAISON

62300 COMMUNITY HEALTH SERVICES - GENERAL

62330 - HEALTH PROMOTION AND PREVENTION

62360 - COMMUNICABLE DISEASE

62390 - NON-COMMUNICABLE DISEASE

62420 - NUTRITION

62450 - PROFESSIONAL AND REGIONAL CONSULTATION
AND LIAISON

62500 DENTAL SERVICES

62600 HEALTH SERVICES FOR COMMUNITY LIVING – GENERAL

62620 - MEDICAL SERVICES

62640 - NURSING SERVICES

62660 - REHABILITATION THERAPY SERVICES

62700 NON-COMMUNICABLE DISEASE EPIDEMIOLOGY

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

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DE = Destruction

SR = Selective Retention

FR = Full Retention

FOI - Freedom of Information/Privacy

VR = Vital Records

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 the Corporate Records Management Branch. For information regarding this ORCS, contact your Records Officer.

A SA FD

62000 PUBLIC AND PREVENTIVE HEALTH - GENERAL

Records not shown elsewhere in the Public and Preventive Health section that relate generally to the development of programs and policies for the provision of prevention services directed at persons and groups who are at risk for developing a health problem, disease or disorder. This includes records relating to ensuring best evidence policy and program development and maintenance, dental health services, non-communicable disease epidemiology, community health services issues pertaining to cardiovascular disease, communicable disease, communication disorders, musculoskeletal disorders, neurological and behavioral disorders, nutrition issues, and health promotion, and health services for mentally challenged adults living in the community. Includes reports, statistics, correspondence and memoranda.

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

Unless otherwise specified below, the ministry OPR

(Public and Preventive Health Division) will retain these records for:

CY+1y 2y DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO nil DE

-00 Policy and procedures

- OPR

SO 5y FR

- non-OPR

SO nil DE

-01 General

4y = The default active and semi-active retention period ensures that the operational requirements of the creating agency are met.

(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

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DE = Destruction

SR = Selective Retention

FR = Full Retention

FOI - Freedom of Information/Privacy

VR = Vital Records

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 the Corporate Records Management Branch. For information regarding this ORCS, contact your Records Officer.

A SA FD

62000 PUBLIC AND PREVENTIVE HEALTH – GENERAL (Continued)

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 duplicate materials which hold insufficient evidential value to merit preservation may be purged or discarded.

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI - Freedom of Information/Privacy
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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 the Corporate Records Management Branch. For information regarding this ORCS, contact your Records Officer.

A SA FD

62100 CLINICAL SUPPORT

Records relating to the promotion of “best evidence” methodology for maintenance of policy and program development, including evaluation of the impacts of policy and procedures on the provision of mental health, addiction, HIV/AIDS, and pharmacare services. This ensures that policy and program initiatives are informed by the best evidence in the scientific and health services research literature during the development and review processes. This primary also relates to the Vancouver Downtown Eastside project, consultation and liaison with other governments, professional associations and organizations. Includes reports, correspondence and memoranda.

For committees, and commissions, see *ARCS* 200 to 206.
For legal interpretation, see *ARCS* primary 350.

Unless otherwise specified below, the ministry OPR
(Mental Health and Addictions and Primary Health Care)
will retain these records for:

CY+1y 2y DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO nil DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Clinical support associations and organizations (covers records relating generally to association and organizations involved in promoting the best evidence methodology for policy and program development and maintenance) (arrange alphabetically by association or organization)		SO	nil	DE

SO = when the records are no longer current

(Continued on next page)

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI - Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
62100	<u>CLINICAL SUPPORT</u> (Continued)			
-20	Clinical support consultation and liaison with associations and organizations (covers consultation and liaison activities with stakeholder groups and academic partners including the British Columbia College of Physicians and Surgeons and the University of British Columbia) (arrange alphabetically by association or organization)	SO	5y	DE
	SO = when the records are no longer current			
-25	Clinical support consultation and liaison with government (covers consultation and liaison activities with health authorities and local, provincial, federal and international governments in support of the implementation of best evidence plans, programs, strategies, and to ensure that all aspects of these activities are monitored) (arrange alphabetically by government)	SO	5y	DE
	SO = when the records are no longer current			
-30	Clinical support reference files (includes journal articles, web pages, and reports) (arrange alphabetically by issue)	SO	nil	DE
	SO = when the records are no longer current			

(Continued on next page)

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A SA FD

62100 CLINICAL SUPPORT (Continued)

-35	Clinical support research articles and abstracts (includes draft manuscripts) (arrange alphabetically by title)	SO+2y	5y	SR
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SO = when the journal has been published and the records are no longer required for current operational, audit or investigative purposes

7y = This retention ensures records are retained for ongoing operational and reference requirements.

SR = The government archives will selectively retain clinical support research articles and abstracts for their evidential and informational value. Selection will be limited to significant research articles. At the time of transfer to semi-active storage, the director or manager will indicate which files should be permanently retained at the end of their semi-active period. These files will be boxed separately at the time of transfer. Those records not selectively retained will be destroyed.

-40	Clinical support issues (arrange alphabetically by issue)	SO	5y	DE
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SO = when the issue has been resolved and the records are no longer current

-45	Clinical support projects (includes mental health plan development) (arrange alphabetically by project)	SO	5y	FR
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SO = when the project is completed and when all issues pertaining to the project have been resolved

(Continued on next page)

A = Active
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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
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

62100 CLINICAL SUPPORT (Continued)

FR = The government archives will fully retain clinical support projects for their significant evidential and informational value. These records document the development of programs for best practices in the delivery of health services in the province.

-50	Clinical support programs (covers the Vancouver Downtown Eastside Initiative coordination and monitoring) (arrange alphabetically by program)	SO	5y	FR
-----	--	----	----	----

SO = when the program is completed and when all issues pertaining to the program have been resolved

FR = The government archives will fully retain clinical support programs for their significant evidential and informational value. These records document the development of programs for best practices in the delivery of health services in the province.

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A SA FD

62230 COMMUNICATION DISORDERS - GENERAL

Records relating generally to communication disorders programs not shown elsewhere in this primary block. Communication disorders include any form of hearing impairment impacting communication function (hearing loss, deafness, central auditory processing disorders) and disorders which impair or prevent an individual's ability to develop speech and language skills. This primary also relates to research and statistical analysis, and the development and review of standards and guidelines for use in the delivery, practice and provision of communication disorder programs. Includes reports, statistics, correspondence and memoranda.

For agreements, see ARCS 146 to 154.

For business planning, see ARCS 400.

For committees, see ARCS primaries 200 to 206.

For community health services issues, project, programs, research, standards or guidelines, see primaries 62300 to 62450.

For conferences, seminars and symposia, see ARCS primary 220.

For contracts, see ARCS primaries 1060 to 1080.

For legal interpretation, see ARCS primary 350.

For publication development, see ARCS primary 312.

Unless otherwise specified below, the ministry OPR (Health and Disability Support Services, Preventive Health Branch) will retain these records for:

CY+1y 2y DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO nil DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				

(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
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
62230	<u>COMMUNICATION DISORDERS – GENERAL</u> (Continued)			
-02	Communication disorder associations and organizations (covers records relating generally to associations and organizations involved in communication disorder related programs) (arrange alphabetically by association or organization)	SO	nil	DE
	SO = when the records are no longer current			
-03	Communication disorder approved ministerial standards and guidelines (arrange alphabetically by title)	SO+1y	9y	FR
	SO = when new or revised standards or guidelines are issued			
	10y = This retention period ensures that standards and guidelines are maintained for review and analysis.			
	FR = The government archives will fully retain all standards and guidelines for their residual operational, evidential and informational value. These records document standards and guidelines for the provision of services and programs.			
-04	Communication disorder standards and guidelines from other jurisdictions (arrange alphabetically by jurisdiction then title)	SO	nil	DE
	SO = when the records are no longer current			

(Continued on next page)

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			<u>A</u>	<u>SA</u>	<u>FD</u>
62230	<u>COMMUNICATION DISORDERS – GENERAL</u> (Continued)				
PIB	-05	Communication disorder research participant survey questionnaire and consent forms (arrange by participant surname)	SO	7y	DE
		SO = when the research project has been completed and when all issues regarding the project have been resolved.			
		7y = This retention period ensures that National Health Research Development program standards are met.			
		DE = This ensures compliance with the <i>National Code of Ethics for Research Involving Humans, Article 3.2</i> .			
		NOTE: Issues relating to a research project include publication of the results in an academic journal or investigation of the project by any sponsoring organization.			
	-06	Communication disorder research project findings reports (includes only reports produced from projects carried out by the ministry) (arrange alphabetically by title)	SO+2y	5y	FR
		SO = upon publication or release of the final report			
		7y = This ensures National Health Research Development Program audit requirements are met.			

(Continued on next page)

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A SA FD

62230 COMMUNICATION DISORDERS – GENERAL (Continued)

FR = The government archives will fully retain research project findings reports for their significant evidential and informational value. These records document original research projects conducted by Ministry of Health staff.

-07 Audiology Information system reports SO+4y nil SR
(includes annual and year to date reports)

SO = when latest report is produced and received

SR = The archives will selectively retain audiology information system reports for their evidential and informational value. The Archives will fully retain the most complete annual summary reports and the Hearing Services Section will discard year to date reports at the end of their active retention.

NOTE: Reports document hearing assessments and treatment of hearing impairments provided at community health centers and Speech and Hearing offices located in Burnaby, Richmond, the capital Regional District, and at Jericho Hill school.

NOTE: This secondary supersedes ongoing records schedule 880226.

(Continued on next page)

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A SA FD

62230 COMMUNICATION DISORDERS – GENERAL (Continued)

-20 Communication disorder research projects SO+2y 5y SR
(includes all records pertaining to research projects, progress reports to the National Research Council of Canada, Research Ethics Board review, and investigation by sponsoring organizations, except participant records) (arrange alphabetically by project title)

SO = when the research project has been completed and when all issues regarding the project have been resolved

7y = This ensures National Health Research Development Program standards are met.

SR = The government archives will selectively retain communication disorder research projects for their evidential and informational value. Selection will be limited to significant or long-term special research projects or studies. At the time of transfer to semi-active storage, the program director or manager will indicate on the file list which files should be retained at the end of their semi-active period. These files will be boxed separately from files for destruction.

NOTE: Issues relating to a research project include publication of the results in an academic journal or investigation of the project by any sponsoring organization.

NOTE: Classify research project final reports under 62230-06.

(Continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
62230	<u>COMMUNICATION DISORDERS – GENERAL</u> (Continued)			
-30	Audiology Information System (AIS) (electronic database)	SO	nil	DE
	SO = when the ministry is no longer collecting hearing assessment and treatment information of hearing impairments and the data is no longer of value to government			
	NOTE: This secondary supersedes ongoing records schedule 880226.			
-50	Communication disorder standard and guideline development files (arrange alphabetically by standard or guideline)	SO+1y	2y	DE
	SO = when a new or revised standard or guideline has been issued			
	3y = This retention period ensures that records are maintained for consultation and review.			
-55	Communication disorder standard and guideline review files (arrange alphabetically by standard or guideline)	SO+1y	2y	FR
	SO = when the standard or guideline has been reviewed and when all issues pertaining to the review outcome have been resolved			
	3y = This retention period ensures that records are maintained for evaluation of development process.			

(Continued on next page)

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A SA FD

62230 COMMUNICATION DISORDERS – GENERAL (Continued)

FR = The government archives will fully retain communication disorder standard and guideline review files for their significant evidential and informational value. These records document the valuation of existing standards and guidelines for effectiveness and currency with program changes, legislation and new best practices. They also document significant issues and professional and interjurisdictional consultation.

A = Active

SA = Semi-active

FD = Final Disposition

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PUR = Public Use Records

OPR = Office of Primary Responsibility

CY = Calendar Year

FY = Fiscal Year

NA = Not Applicable

w = week m = month

y = year

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

62250 COMMUNICATION DISORDERS – HEARING AND AUDITION

Records relating to the development, monitoring and support of community health hearing and audition programs providing public and preventive education, identification, diagnostic assessment and rehabilitation. This primary also relates to the B.C. Hearing Aid program, and early identification and intervention in infants, children and at-risk adults. Includes reports, statistics, correspondence and memoranda.

For agreements, see ARCS 146 to 154.

For business planning, see ARCS 400.

For committees, see ARCS primaries 200 to 206.

For conferences, seminars and symposia, see ARCS primary 220.

For contracts, see ARCS primaries 1060 to 1080.

For communication disorders standards and guidelines, see primary 62230.

For communication disorders research projects, see primary 622300.

For community audiology services provided at community health centers, see primary 61200.

For legal interpretation, see ARCS primary 350.

For the provision of professional consultation and liaison services regarding the delivery of communication disorders programs, see primary 62420.

For publication development, see ARCS primary 312.

NOTE: Public health service delivery was regionalized in April 1997. These services included delivery of speech, language, audiology and hearing services.

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OPR = Office of Primary Responsibility

CY = Calendar Year

FY = Fiscal Year

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			<u>A</u>	<u>SA</u>	<u>FD</u>
62250	<u>COMMUNICATION DISORDERS – HEARING AND AUDITION</u> (Continued)				
	Unless otherwise specified below, the ministry OPR (Health and Disability Support Services, Preventive Health Branch) will retain these records for:				
			CY+1y	2y	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:				
			<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Communication disorder associations and organizations – hearing and audition (covers records relating generally to associations and organizations involved with hearing and audition disorders) (arrange alphabetically by association or organization)		SO	nil	DE
	SO = when the records are no longer current				
-20	Communication disorder hearing and audition issues (arrange alphabetically by disorder)		SO	5y	SR
	SO = when the issue is resolved and the records are no longer current				

(Continued on next page)

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A SA FD

62250 COMMUNICATION DISORDERS – HEARING AND AUDITION (Continued)

SR = The government archives will selectively retain communication disorder hearing and audition issue files for their evidential and informational value. The archives will retain files that document significant or long term issues including ones related to regionalization, regulations and standards, closing or opening of institutions, and major changes to programs and services. At the time of transfer to semi-active storage, the director or manager will indicate on the file list which files should be permanently retained at the end of their semi-active period. Files for retention will be boxed separately from files for destruction.

-30 Communication disorder hearing and audition projects SO 5y SR
(arrange alphabetically by project)

SO = upon completion of the project and when all issues surrounding the project have been resolved

SR = The government archives will selectively retain communication disorder hearing and audition project files for their evidential and informational value. The archives will retain files that document significant or long term issues and projects including ones related to regionalization, regulations and standards, closing or opening of institutions, and major changes to programs and services. At the time of transfer to semi-active storage, the director or manager will indicate on the file list which files should be permanently retained at the end of their semi-active period. Files for retention will be boxed separately from files for destruction.

(Continued on next page)

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A SA FD

62250 COMMUNICATION DISORDERS – HEARING AND AUDITION (Continued)

-40	Communication disorder hearing and audition programs (covers program development, monitoring, and evaluation) (arrange alphabetically by program)	SO	5y	SR
-----	--	----	----	----

SO = upon conclusion of the program and when all
issues pertaining to the program have been
resolved

SR = The government archives will selectively retain
communication disorder hearing and audition
program files for their evidential and informational
value. The archives will retain files that document
significant or long-term programs in consultation
with management and staff of the Communication
Disorders section, Preventive Health Branch. At
the time of transfer to semi-active storage, the
director or manager will indicate on the file list
which files should be permanently retained at the
end of their semi-active period. Files for retention
will be boxes separately from files for destruction.

-50	Communication disorder hearing and audition reference files (arrange alphabetically by disorder)	SO	nil	DE
-----	---	----	-----	----

SO = when the records are no longer current

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

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DE = Destruction

SR = Selective Retention

FR = Full Retention

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A SA FD

62270 COMMUNICATION DISORDERS – SPEECH AND LANGUAGE

Records relating to the development, monitoring and support of the speech and language program involving service to adults with speech, language and related communication disorders and vocal tract (dys)function including swallowing disorders (oropharyngeal dysphagia). This primary also relates to public sector service to adults in a variety of settings including community health units, hospitals, community clinics, and some school district settings; as well as tertiary/provincial programs for stuttering and voice disorders. Includes reports, statistics, correspondence and memoranda

For agreements, see ARCS 146 to 154.

For business planning, see ARCS 400.

For committees, see ARCS primaries 200 to 206.

For conferences, seminars and symposia, see ARCS primary 220.

For contracts, see ARCS primaries 1060 to 1080.

For communication disorders standards and guidelines, see primary 62230.

For communication disorders research projects, see primary 62230.

For community speech and language services provided by community health centers, see primary 61900.

For communication disorder related issues pertaining to mentally disabled adults in the Health Services for Community Living program, see primaries 62600 to 62660.

For legal interpretation, see ARCS primary 350.

For the provision of professional consultation and liaison services regarding the delivery of communication disorders programs, see primary 62290.

For publication development, see ARCS primary 312.

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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

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			<u>A</u>	<u>SA</u>	<u>FD</u>
62270	<u>COMMUNICATION DISORDERS – SPEECH AND LANGUAGE</u> (Continued)				
	Unless otherwise specified below, the ministry OPR (Health and Disability Support Services, Preventive Health Branch) will retain these records for:				
			CY+1y	2y	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:				
			<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Communication disorders associations and organizations – speech and language (covers records relating generally to associations and organizations involved with speech and language disorders) (arrange alphabetically by association or organization)		SO	nil	DE
	SO = when the records are no longer current				
-03	Directory of health authority speech language pathologists		SO	nil	FR
	SO = when the directory has been updated				
	FR = The government archives will fully retain a copy of each directory of speech language pathologists for their significant evidential and informational value. These records document which professionals are providing which services in each of the regions of the province.				

(Continued on next page)

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PUR = Public Use Records	y = year	FOI - Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

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(Continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

62270 COMMUNICATION DISORDERS – SPEECH AND LANGUAGE (Continued)

SR = The government archives will selectively retain communication disorder speech and language project case files for their evidential and informational value. The archives will retain files that document significant or long term issues and projects including ones related to regionalization, regulations and standards, closing or opening of institutions, and major changes to programs and services. At the time of transfer to semi-active storage, the director or manager will indicate on the file list which files should be permanently retained at the end of their semi-active period. Files for retention will be boxed separately from files for destruction.

-40	Communication disorder speech and language programs (covers program development, monitoring, and evaluation) (arrange alphabetically by program)	SO	5y	SR
-----	--	----	----	----

SO = upon conclusion of the program and when all issues pertaining to the program have been resolved

(Continued on next page)

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
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A SA FD

62270 COMMUNICATION DISORDERS – SPEECH AND LANGUAGE (Continued)

SR = The government archives will selectively retain communication disorder speech and language program files for their evidential and informational value. The archives will retain files that document significant or long-term programs in consultation with management and staff of the Communication disorder, Preventive Health Branch. At the time of transfer to semi-active storage, the director or manager will indicate on the file list which files should be permanently retained at the end of their semi-active period. Files for retention will be boxed separately from files for destruction.

-50	Communication disorders speech and language reference files (arrange alphabetically by disorder)	SO	nil	DE
-----	---	----	-----	----

SO = when the records are no longer current

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
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A SA FD

62290 COMMUNICATION DISORDERS – PROFESSIONAL CONSULTATION AND LIAISON

Records relating to consultation and liaison with health authorities regarding communication disorder program implementation and coordination. This primary also relates to the liaison with, and the provision of professional advice to, community based, professional, provincial, national, and international government and non-government organizations and associations regarding the delivery, practice and provision of communication disorder programs. This primary also relates to development and review of standards and guidelines for communication professionals. Includes reports, statistics, correspondence and memoranda.

For committees, see ARCS primaries 200 to 206.

For conferences, seminars and symposia, see ARCS primary 220.

For contracts, see ARCS primaries 1060 to 1080.

For funding agreements financial records, see ARCS 950.

For funding agreement original agreements and non-financial supporting documentation, see ARCS 146 to 154.

Unless otherwise specified below, the ministry OPR (Health and Disability Support Services, Preventive Health Branch) will retain these records for:

CY+1y 2y DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO nil DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				

(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
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
62290	<u>COMMUNICATION DISORDERS – CONSULTATION AND LIAISON</u> (Continued)			
-20	Communication disorder liaison with non-government organizations (covers local, provincial, national and international organizations and associations) (arrange alphabetically by organization or association) SO = when the records are no longer current	SO	5y	DE
-25	Communication disorder liaison with other governments (covers municipal, provincial, national and international governments) (arrange alphabetically by government) SO = when the records are no longer current	SO	5y	DE
-30	Communication disorder liaison files with professional associations (covers professional organizations and associations) (arrange alphabetically by organization or association) SO = when the records are no longer current	SO	5y	DE
-40	Communication disorder regional issues files (arrange alphabetically by issue) SO = when the issue is resolved and the records are no longer current	SO	5y	SR

(Continued on next page)

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A SA FD

62290 COMMUNICATION DISORDERS – CONSULTATION AND LIAISON (Continued)

SR = The government archives will selectively retain communication disorder regional issues files by retaining files that document the most significant issues affecting the provision of services and program for communication disorders in the regions of the province. At the time of transfer to semi-active storage communication disorder staff will identify significant files for retention and box them separately from files for destruction.

-50	Communication disorder health authority consultation and liaison files (arrange alphabetically by health authority)	SO	5y	DE
-----	--	----	----	----

SO = when the records are no longer current

-65	Communication disorder health profession approved standard and guideline files (covers standards and guidelines developed by ministry staff which support health profession association standards and guidelines) (arrange alphabetically by health profession and then by standard or guideline)	SO+1y	9y	FR
-----	---	-------	----	----

SO = when new or revised standards or guidelines are issued

10y = This retention ensures that standard and guidelines are maintained for review and analysis.

(Continued on next page)

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI - Freedom of Information/Privacy
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

62290 COMMUNICATION DISORDERS – CONSULTATION AND LIAISON (Continued)

FR = The government archives will fully retain all communication disorder health profession approved standards and guidelines files for their significant evidential and informational value. These records document professional guidelines for the provision of health services and programs.

-70	Communication disorder health profession standard and guideline development (includes background documents, stakeholder input, reference materials, significant drafts) (arrange alphabetically by profession then by standard or guideline)	SO+1y	2y	DE
-----	--	-------	----	----

SO = when a new or revised standard or guideline has been issued

-75	Communication disorder health profession standard and guideline review (includes stakeholder feedback, reference materials, significant drafts) (arrange alphabetically by profession then by standard or guideline)	SO+1y	2y	FR
-----	--	-------	----	----

SO = when the standard or guideline has been reviewed and when all issues pertaining to the review outcome have been resolved

(Continued on next page)

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FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
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A SA FD

62290 COMMUNICATION DISORDERS – CONSULTATION AND LIAISON (Continued)

FR = The government archives will fully retain communication disorder health profession approved standard and guideline review files for their significant evidential and informational value. These records document the review of professional guidelines for the provision of health services and programs to reflect changes in legislation and current best practices. They also document consultation with professional organizations.

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FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
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A SA FD

62300 COMMUNITY HEALTH SERVICES - GENERAL

Records relating generally to the promotion, prevention, maintenance and improvement of health for individuals, families and communities not shown elsewhere in this primary block. This primary also relates to the development and review of standards and guidelines for use in the delivery, practice and provision of community health services including communicable and non-communicable disease control and prevention, nutrition, and health promotion. This primary also covers research activities whose outcome will effect future community health services, delivery methodologies, programs and policies. Includes surveys, reports, statistics, correspondence and memoranda.

For committees, see ARCS primaries 200 to 206.

For conferences, seminars and symposia, see ARCS primary 220.

For contracts, see ARCS primaries 1060 to 1080.

For development and review of standards and guidelines used by individual professions, see primary 62450.

For funding agreements financial records, see ARCS 950.

For funding agreement original agreements and non-financial supporting documentation, see ARCS 146 to 154.

For the provision of professional consultation and liaison services regarding the delivery of community health services programs, see primary 62450.

For health promotion and prevention, see primary 62330.

For legal interpretation, see ARCS primary 350.

For publication development, see ARCS primary 312.

NOTE: Community public health services were decentralized effective April 1, 1997.

(Continued on next page)

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			<u>A</u>	<u>SA</u>	<u>FD</u>
62300	<u>COMMUNITY HEALTH SERVICES - GENERAL</u> (Continued)				
	Unless otherwise specified below, the ministry OPR (Community Health Services Section, Preventive Health Branch) will retain these records for:				
			CY+1y	2y	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:				
			<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	SO	nil	DE
-01	General				
-02	Community health service associations and organizations (covers records relating generally to associations and organizations involved in community health services programs) (arrange alphabetically by association or organization)		SO	nil	DE
	SO = when the records are no longer current				
-03	Community health service approved ministerial standards and guidelines (arrange alphabetically by standard or guideline)		SO+1y	9y	FR
	SO = when new or revised standards or guidelines are issued				
	10y = This retention period ensures that standards and guidelines are maintained for review and analysis.				

(Continued on next page)

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SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
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OPR = Office of Primary Responsibility		VR = Vital Records

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A SA FD

62300 COMMUNITY HEALTH SERVICES - GENERAL (Continued)

FR = The government archives will fully retain community health services approved ministerial standards and guidelines for the delivery and practice of community health services for communicable and non-communicable disease control and prevention, nutrition and health promotion.

-04	Community health service standards and guidelines from other jurisdictions (arrange alphabetically by jurisdiction then title)	SO	nil	DE
-----	---	----	-----	----

SO = when the records are no longer current

PIB	-05	Community health service research participant survey questionnaire and consent forms (arrange alphabetically by participant surname)	SO	7y	DE
-----	-----	---	----	----	----

SO = when the research project has been completed and when all issues regarding the project have been resolved.

7y = This retention period ensures that National Health Research Development program standards are met.

DE = This ensures compliance with the *National Code of Ethics for Research Involving Humans, Article 3.2*.

NOTE: Issues relating to a research project include publication of the results in an academic journal or investigation of the project by any sponsoring organization.

(Continued on next page)

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FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
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A SA FD

62300 COMMUNITY HEALTH SERVICES - GENERAL (Continued)

- 06 Community health service research project findings reports SO+2y 5y FR
(includes only reports produced from projects
carried out or funded by the Ministry)
(arrange alphabetically by title)

SO = upon publication or release of the final report

7y = This ensures National Health Research
Development Program audit requirements are
met.

FR = The government archives will fully retain research
project findings reports for their significant
evidential and informational value. These records
document the findings from research projects
carried out by Ministry of Health staff.

NOTE: Reports for research projects funded by the
Ministry of Health and carried out by another
agency are classified here.

- 20 Community health service research projects SO+2y 5y FR
(includes all records pertaining to research
projects, progress reports to the National
Research Council of Canada, Research Ethics
Board review, and investigation by sponsoring
organizations, except participant records)
(arrange alphabetically by project title)

SO = when the research project has been completed
and when all issues regarding the project have
been resolved

(Continued on next page)

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A SA FD

62300 COMMUNITY HEALTH SERVICES - GENERAL (Continued)

7y = This ensures National Health Research Development Program standards are met.

FR = The government archives will fully retain community health services research projects files for their significant evidential and informational value. These records document research projects carried out by Ministry of Health staff, and the participation of professional and national research organizations in these research projects.

NOTE: Issues relating to a research project include publication of the results in an academic journal or investigation of the project by any sponsoring organization.

NOTE: 1. Classify research project interim and final reports under 62300-06.
2. Classify research project participant records under 62300-05.

-50 Community health service standard and guideline development files SO+1y 2y DE
(arrange alphabetically by standard or guideline)

SO = when a new or revised standard or guideline has been issued

3y = This retention period ensures that records are maintained for consultation and review.

(Continued on next page)

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FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
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A SA FD

62300 COMMUNITY HEALTH SERVICES - GENERAL (Continued)

-55 Community health services standard and guideline
review files SO+1y 2y FR
(arrange alphabetically by standard or guideline)

SO = when the standard or guideline has been
reviewed and when all issues pertaining to the
review outcome have been resolved

3y = This retention period ensures that records are
maintained for evaluation of development
process.

FR = The government archives will fully retain standard
and guideline review files for their significant
evidential and informational value. These records
document the review of standards and guidelines
for the delivery of services and treatments of
clients done in response to changes in legislation
and best practices for treatment. They also
document consultation with professional
organizations and the public.

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

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A SA FD

62330 COMMUNITY HEALTH SERVICES – HEALTH PROMOTION AND PREVENTION

Records relating to the development and monitoring of concepts, models and frameworks in support of general population health promotion and disease prevention (e.g., cancer prevention); health behaviors (e.g., physical activity), and determinants of health (e.g., poverty and literacy). Includes reports, statistics, correspondence, and memoranda.

NOTE: For consistency, community health services staff will define time limited activities (ones that have a definitive end date) as projects and ongoing activities as programs.

For committees, see ARCS primaries 200 to 206.

For conferences, seminars and symposia, see ARCS primary 220.

For contracts, see ARCS primaries 1060 to 1080.

For community health services standards and guidelines, see primary 62300.

For development and review of standards and guidelines used by individual professions, see primary 62450.

For legal interpretation, see ARCS primary 350.

For legal interpretation, see ARCS primary 350.

For the provision of professional consultation and liaison services regarding the delivery of community health services programs, see primary 62450.

For publication development, see ARCS primary 312.

For research, see primary 62300.

Unless otherwise specified below, the ministry OPR (Community Health Services, Preventive Health Branch) will retain these records for:

CY+1y 2y DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO nil DE

(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

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y = year

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DE = Destruction

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FR = Full Retention

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VR = Vital Records

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			<u>A</u>	<u>SA</u>	<u>FD</u>
62330	<u>COMMUNITY HEALTH SERVICES – HEALTH PROMOTION AND PREVENTION</u> (Continued)				
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Health promotion and prevention associations and organizations (arrange alphabetically by association or organization)		SO	nil	DE
	SO = when records are no longer current				
-03	Health promotion and prevention initiatives, programs and strategies from other jurisdictions (arrange alphabetically by jurisdiction then initiative, program or strategy)		SO	nil	DE
	SO = when the records are no longer current				
-20	Health promotion and prevention issues (arrange alphabetically by issue)		SO+2y	5y	DE
	SO = when the issue is resolved and the records are no longer current				
	7y = This retention ensures the records are retained for operational and reference requirements.				
	NOTE: Health promotion and prevention issues arise or resurface approximately every five years. This retention period enables new staff to identify how the issue has previously been addressed.				

(Continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
62330	<u>COMMUNITY HEALTH SERVICES – HEALTH PROMOTION AND PREVENTION</u> (Continued)			
-30	Health promotion and prevention projects, programs, initiatives, and strategies (includes project monitoring or evaluation reports) (arrange alphabetically by project)	SO	5y	FR
	SO = upon conclusion of the project and when all issues pertaining to the project have been resolved			
	FR = The government archives will fully retain health promotion and prevention project, program, initiative and strategy files for their significant evidential and informational value. These records document the development, monitoring and evaluation of program, projects, initiatives and strategies for the provision of services and treatment.			
	NOTE: Supporting reference materials which are not used to document a decision will be classified under 62330-50 prior to the project, program, initiative or strategy being transferred to semi-active storage. Supporting examples from other jurisdictions will be classified under 62330-03 prior to the project, program, initiative or strategy being transferred to semi-active storage.			
-50	Health promotion and prevention reference files (arrange alphabetically by subject)	SO	nil	DE
	SO = when the records are no longer current			

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

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A SA FD

62360 COMMUNITY HEALTH SERVICES – COMMUNICABLE DISEASES

Records relating to the development, monitoring and support of communicable disease prevention and control programs, implemented by the health authority's public health nursing divisions and the ministry, for the surveillance, screening, treatment, and follow-up of communicable diseases such as sexually transmitted diseases, AIDS and tuberculosis; as well as policies and programs for immunization against vaccine preventable disease. Includes reports, statistics, correspondence and memoranda.

NOTE: For consistency, community health services staff will define time limited activities (ones that have a definitive end date) as projects and ongoing activities as programs.

For agreements, see ARCS primaries 145 to 154.

For committees, see ARCS primaries 200 to 206.

For conferences, seminars and symposia, see ARCS primary 220.

For contracts, see ARCS primaries 1060 to 1080.

For communicable disease research project, standards and guidelines, see primary 62300.

For communicable disease control services provided at community health centers, see primaries 61810 to 61850.

For development and review of standards and guidelines used by individual professions, see primary 62450.

For health promotion and prevention, see primary 62330.

For legal interpretation, see ARCS primary 350.

For the provision of professional consultation and liaison services regarding the delivery of community health services programs, see primary 62450.

For publication development, see ARCS primary 312.

For public health inspection, see HPS ORCS primaries 32400 to 32450.

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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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
62360	<u>COMMUNITY HEALTH SERVICES – COMMUNICABLE DISEASES</u> (Continued)				
	Unless otherwise specified below, the ministry OPR (Community Health Services Section, Preventive Health Branch) will retain these records for:				
			CY+1y	2y	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:				
			<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Communicable disease associations and organizations (covers records relating generally to associations and organizations involved in communicable disease programs and issues) (arrange alphabetically by association or organization)		SO	nil	DE
	SO = when records are no longer current				
-03	Communicable disease statistical reports (covers immunization and communicable disease statistics collected for program effectiveness monitoring) (organize by health authority and/or issue)		SO	nil	FR
	SO = when the information in the report is no longer needed for operational requirements				
	FR = The government archives will fully retain communicable disease statistical reports for their significant evidential and informational value. These records summarize the incidence of communicable diseases in the province on an annual basis.				

(Continued on next page)

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI - Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

62360 COMMUNITY HEALTH SERVICES – COMMUNICABLE
DISEASES (Continued)

-20	Communicable disease issue files (arrange alphabetically by issue)	SO	5y	FR
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SO = when the issue is resolved and the records are no longer current

FR = The government archives will fully retain communicable disease issue files for their significant evidential and informational value. These records document decisions made, and the reasons for them regarding the prevention and treatment for communicable diseases in the province.

-30	Communicable disease prevention and control projects and programs (includes project monitoring and evaluation reports, and program development, monitoring [including effectiveness monitoring] or review, and evaluation) (arrange alphabetically by disease, then by project or program)	SO+1y	25y	FR
-----	--	-------	-----	----

SO = upon conclusion of the project and when all issues pertaining to the project have been resolved

26y = This retention ensures that communicable disease prevention and control projects and programs are retained for the period specified under the *Limitation Act* (RSBC 1996, c.266, s.8) for the expiration of the right to bring legal action, allowing an additional year for the serving of notice.

(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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

62360 COMMUNITY HEALTH SERVICES – COMMUNICABLE DISEASES (Continued)

FR = The government archives will fully retain communicable disease project and program files for their significant evidential and informational value. These files document projects and programs for the prevention and treatment of communicable diseases in the province. They also document consultation with professional organizations and the public.

-50	Communicable disease reference files (includes journal articles, reports) (arrange alphabetically by disease)	SO	nil	DE
-----	---	----	-----	----

SO = when the records are no longer current or operationally valuable

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
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

62390 COMMUNITY HEALTH SERVICES - NON-COMMUNICABLE DISEASE

Records relating to the development, monitoring, and support of non-communicable disease prevention and control programs for the surveillance, prevention, screening, treatment, and follow-up of non-communicable diseases including cancers, diabetes, cardiovascular diseases and issues (e.g., obesity, cholesterol, high blood pressure), musculoskeletal diseases (e.g., arthritis, osteoporosis, muscular dystrophy), and behavioural and neurological disorders (e.g., autism). This primary also relates to the data collected and used by the Canadian Heart Health database for the Canadian Heart Health Survey, the Canadian Heart Health Initiative Process Evaluation database containing demonstration data collected nationally, the G7 database containing heart health data collected from the G7 countries, and the BC Heart Health Information System demonstration project. Includes reports, statistics, correspondence, and memoranda.

NOTE: For consistency, community health services staff will define time limited activities (ones that have a definitive end date) as projects and ongoing activities as programs.

For agreements, see ARCS primaries 145 to 154.

For committees, see ARCS primaries 200 to 206.

For computer system development and administration, see ARCS 6000 to 6940.

For conferences, seminars, and symposia, see ARCS primary 220.

For contracts, see ARCS primaries 1060 to 1080.

For funding agreement financial records, see ARCS 950.

For funding agreement original agreements and non-financial supporting documentation, see ARCS 146 to 154.

For health promotion and prevention, see primary 62330.

For legal interpretation, see ARCS primary 350.

(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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

62390 COMMUNITY HEALTH SERVICES - NON-COMMUNICABLE DISEASE (Continued)

For non-communicable disease research projects including participant records, see primary 62300.
 For more information on the Heart Health Information System, see the information system overview.
 For the provision of professional consultation and liaison services regarding the delivery of community health services programs, see primary 62450.
 For publication development, see ARCS primary 312.
 For non-communicable disease standard and guideline development and review, see primary 62300.
 For community health service profession standard and guideline development and review, see primary 62450.

Unless otherwise specified below, the ministry OPR (Community Health Services Section, Preventive Health Branch) will retain these records for:

CY+1y 2y DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO nil DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Non-communicable disease associations and organizations (covers records generally relating to associations and organization involved in communicable disease related programs) (arrange alphabetically by association or organization)		SO	nil	DE

SO = when the records are no longer current

(Continued on next page)

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
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FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

62390 COMMUNITY HEALTH SERVICES - NON-COMMUNICABLE DISEASE (Continued)

- 03 Non-communicable disease database input records
 (paper) SO 7y DE
 (includes hardcopy information entered on the
 Canadian Heart Health database, the Canadian
 Heart Health Initiative Process Evaluation
 database, the G7 database, and the BC Heart
 Health Information System demonstration project)
 (arrange alphabetically by database)
SO = upon verification of the data and when all issues
 pertaining to the data have been dealt with

7y = This retention period ensures that National Health
 Research Development Program standards are
 met. This data must be kept to ensure
 compliance with the National Health Research
 Development Program standards. Verification of
 project results must be supported by original
 documentation.

NOTE: Issues include publication of the results in an
 academic journal, investigation or audit of the
 project by any sponsoring organization.
- 04 Non-communicable disease database input records
 (electronic) SO 7y DE
 (includes electronic information entered on the
 Canadian Heart Health database, the Canadian
 Heart Health Initiative Process Evaluation
 database, the G7 database, and the BC Heart
 Health Information System demonstration project)
 (arrange alphabetically by database)

SO = upon verification of the data and when all issues
 pertaining to the data have been dealt with

(Continued on next page)

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SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
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A SA FD

62390 COMMUNITY HEALTH SERVICES - NON-COMMUNICABLE DISEASE (Continued)

7y = This retention period ensures that National Health Research Development Program standards are met. This data must be kept to ensure compliance with the National Health Research Development Program standards. Verification of project results must be supported by original documentation.

NOTE: Issues include publication of the results in an academic journal, investigation or audit of the project by any sponsoring organization.

-05	Non-communicable disease statistical and operational reports (includes reports from the Canadian Heart Health database, the Canadian Heart Health Initiative Process Evaluation Database, the G7 database, and the Heart Health Information System demonstration project) (arrange alphabetically by database, health authority and/or issue)	SO	nil	FR
-----	--	----	-----	----

SO = when the information in the report is no longer required to meet the operational needs of the program

FR = The government archives will fully retain non-communicable disease statistical and operational reports for their significant evidential and informational value. These records document conditions and incidences of non-communicable diseases in the province.

(Continued on next page)

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PIB = Personal Information Bank	w = week m = month	FR = Full Retention
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		<u>A</u>	<u>SA</u>	<u>FD</u>
62390	<u>COMMUNITY HEALTH SERVICES - NON-COMMUNICABLE DISEASE</u> (Continued)			
-20	Non-communicable disease issue files (arrange alphabetically by issue)	SO	5y	DE
	SO = when the issue is resolved and the records are no longer current			
-30	Non-communicable disease project and program files (covers program development, monitoring or review and evaluation) (arrange alphabetically by project or program)	SO	5y	FR
	SO = upon conclusion of the project or program and when all issues pertaining to the project or program have been resolved			
	FR = The government archives will fully retain non-communicable disease project and program files for their significant evidential and informational value. These files document projects and programs for the prevention and treatment of non-communicable diseases in the province. They also document consultation with professional organizations and the public.			
	NOTE: Non-communicable disease project and program reports will be classified under 62390-04.			
-50	Non-communicable disease reference files (includes journal articles and reports) (arrange alphabetically by disease)	SO	nil	DE
	SO = when the records are no longer current or operationally valuable			

(Continued on next page)

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PIB = Personal Information Bank	w = week m = month	FR = Full Retention
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A SA FD

62390 COMMUNITY HEALTH SERVICES - NON-COMMUNICABLE DISEASE (Continued)

-60 Heart Health Information System SO+2y 5y DE
 demonstration project database
 (electronic database – stored on magnetic tape)

SO = when the research project has been completed
 and when all issues regarding the project have
 been resolved

7y = This retention ensures that National Health
 Research Development Program standards are
 met.

DE = Ensures compliance with the *National Code of
 Ethics for Research Involving Humans, Article
 3.2.*

- NOTE: 1. Issues relating to a research project include
 publication of the results in an academic
 journal or investigation of the project by any
 sponsoring organization.
2. This secondary contains data collected for the
 BC Heart Health Demonstration project.
3. The data collection was performed between
 1992 and 1997. This data, along with the
 participant records, is required to support the
 resulting documents.
4. Reports produced from this system will be
 classified under 62390-04.

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OPR = Office of Primary Responsibility

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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
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A SA FD

62420 COMMUNITY HEALTH SERVICES – NUTRITION

Records relating to the development, monitoring and management of provincial nutrition projects and programs for the prevention and control of such issues as elevated cholesterol, osteoporosis, diabetes, eating disorders, special requirements for the handicapped, sports programs, obesity, healthy eating, and food security (ensuring healthy food is available for consumption). Includes reports, statistics, correspondence and memoranda.

NOTE: For consistency, community health services staff will define time limited activities (ones that have a definitive end date) as projects and ongoing activities as programs.

For committees, see ARCS primaries 200 to 206.

For conferences, seminars and symposia, see ARCS primary 220.

For contracts, see ARCS primaries 1060 to 1080.

For community nutrition services provided by community health centers, see primary 61600.

For health promotion and prevention, see primary 62330.

For nutrition standard and guideline development and review, see primary 62300.

For legal interpretation, see ARCS primary 350.

For professional standards and guidelines, see primary 62450.

For the provision of professional consultation and liaison services regarding the delivery of community health services programs, see primary 62450.

For publication development, see ARCS primaries 308 to 312.

Unless otherwise specified below, the ministry OPR (Community Health Services Section, Preventive Health Branch) will retain these records for:

CY+1y 2y DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO nil DE

(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

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DE = Destruction

SR = Selective Retention

FR = Full Retention

FOI - Freedom of Information/Privacy

VR = Vital Records

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			<u>A</u>	<u>SA</u>	<u>FD</u>
62420	<u>COMMUNITY HEALTH SERVICES – NUTRITION</u> (Continued)				
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Nutrition and food service associations and organizations (covers records generally relating to associations and organizations involved with nutrition programs) (arrange alphabetically by association or organization)		SO	nil	DE
	SO = when records are no longer current				
-20	Nutrition issue files (arrange alphabetically by issue)		SO	5y	SR
	SO = when the issue is resolved and the records are no longer current				
	SR = The government archives will selectively retain nutrition issues files for their evidential and informational value. Selection will be limited to significant or long-term special issues. At the time of transfer to semi-active storage the program director or manager will indicate on the files list which files should be retained at the end of their semi-active period. These files will be boxed separately from files for destruction.				

(Continued on next page)

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI - Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

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A SA FD

62420 COMMUNITY HEALTH SERVICES – NUTRITION (Continued)

-30 Nutrition project files SO 5y SR
(covers project monitoring or evaluation reports
for projects such as “Feed Our Future”)
(arrange alphabetically by project)

SO = upon conclusion of the project and when all
issues pertaining to the project have been
resolved

SR = The government archives will selectively retain
nutrition disorders project files for their evidential
and informational value. Selection will be limited
to significant or long-term special research
projects or studies. At the time of transfer to
semi-active storage the program director or
manager will indicate on the file list which files
should be retained at the end of their semi-active
period. These files will be boxed separately from
files for destruction.

-40 Nutrition program and initiative files SO 5y SR
(includes program monitoring and evaluation
reports for programs such as “Dial a Dietitian”)
(arrange alphabetically by program)

SO = upon conclusion of the program or initiative and
when all issues pertaining to the program have
been resolved

(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

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DE = Destruction

SR = Selective Retention

FR = Full Retention

FOI - Freedom of Information/Privacy

VR = Vital Records

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A SA FD

62420 COMMUNITY HEALTH SERVICES – NUTRITION (Continued)

SR = The government archives will selectively retain nutrition program and initiative files for their evidential and informational value. Selection will be limited to significant or long-term special programs or initiatives. At the time of transfer to semi-active storage, the program director or manager will indicate on the file list which files should be retained at the end of their semi-active period. These files will be boxed separately from files for destruction.

-45	Nutrition and food service reports (covers reports resulting from projects, programs and initiatives developed by the provincial nutrition program) (arrange alphabetically by title)	SO	nil	FR
-----	---	----	-----	----

SO = when the records are no longer current

FR = The government archives will fully retain nutrition and food service reports for their significant evidential and informational value. These reports summarize nutrition projects, programs and initiatives filed in 62420-20, 30, and 40.

-50	Nutrition reference files (arrange alphabetically by disorder)	SO	nil	DE
-----	---	----	-----	----

SO = when the records are no longer current

A = Active	CY = Calendar Year
SA = Semi-active	FY = Fiscal Year
FD = Final Disposition	NA = Not Applicable
PIB = Personal Information Bank	w = week m = month
PUR = Public Use Records	y = year
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DE = Destruction
SR = Selective Retention
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FOI = Freedom of Information/Privacy
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A SA FD

62450 COMMUNITY HEALTH SERVICES – PROFESSIONAL AND REGIONAL CONSULTATION AND LIAISON

Records relating to consultation and liaison with Health Authorities regarding community health services program implementation and coordination. This primary also relates to the liaison with, and the provision of professional advice to, community based, professional, provincial, national, and international government and non-government organizations and associations regarding the delivery, practice and provision of community health services programs. These programs include communicable disease control and prevention, non-communicable disease control and prevention, and health promotion. This primary also relates to development and review of standards for community health professionals including public health nurses and nutritionists. Includes reports, statistics, correspondence and memoranda.

NOTE: For records relating generally to associations and organizations, refer to the primary dealing with that disorder or disease.

For committees, see ARCS primaries 200 to 206.

For conferences, seminars and symposia, see ARCS primary 220.

For contracts, see ARCS primaries 1060 to 1080.

For funding agreements financial records, see ARCS 950.

For funding agreement original agreements and non-financial supporting documentation, see ARCS 146 to 154.

For health promotion, see primary 62330.

Unless otherwise specified below, the ministry OPR (Community Health Services Section, Preventive Health Branch) will retain these records for:

CY+1y 2y DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO nil DE

(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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
62450	<u>COMMUNITY HEALTH SERVICES – PROFESSIONAL AND REGIONAL CONSULTATION AND LIAISON</u> (Continued)				
-00	Policy and procedures	- OPR - <u>non-OPR</u>	SO <u>SO</u>	5y <u>nil</u>	FR <u>DE</u>
-01	General				
-20	Community health liaison files with non-government organizations (covers local, provincial, national and international organizations and associations) (arrange alphabetically by organization or association)		SO	5y	DE
	SO = when the records are no longer current				
-25	Community health liaison with other governments (covers municipal, provincial, national and international governments) (arrange alphabetically by government)		SO	5y	DE
	SO = when the records are no longer current				
-30	Community health liaison files with professional associations (covers professional organizations and associations) (arrange alphabetically by organization or association)		SO	5y	DE
	SO = when the records are no longer current				

(Continued on next page)

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FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
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OPR = Office of Primary Responsibility		VR = Vital Records

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		<u>A</u>	<u>SA</u>	<u>FD</u>
62450	<u>COMMUNITY HEALTH SERVICES – PROFESSIONAL AND REGIONAL CONSULTATION AND LIAISON</u> (Continued)			
-40	Community health regional issue files (covers inter-regional and multi-regional issues) (arrange alphabetically by issue)	SO	5y	SR
	SO = when the issue is resolved and the records are no longer current			
	SR = The government archives will selectively retain community health regional issues files for their evidential and informational value. Selection will be limited to significant or long-term issues that have a significant effect on policies and practices in regional health authorities. At the time of transfer to semi-active storage the program director or manager will indicate on the file list which files should be retained at the end of their semi-active period. These files will be boxed separately from files for destruction.			
-50	Community health services health authority consultation and liaison files (arrange alphabetically by health authority)	SO	5y	DE
	SO = when the records are no longer current			
-60	Community health services health profession issue case files (covers issues relating to specific health professions such as public health nursing scope of practice) (arrange alphabetically by profession and then issue)	SO+2y	5y	FR
	SO = when the issue is resolved and the records are no longer current.			

(Continued on next page)

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI - Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

62450 COMMUNITY HEALTH SERVICES – PROFESSIONAL AND REGIONAL CONSULTATION AND LIAISON (Continued)

7y = This retention ensures the records are retained for ongoing operational and reference requirements as issues tend to resurface.

FR = The government archives will fully retain community health services health profession issue case files for their evidential and informational value.

-65	Community health service health profession approved standard and guideline files (covers standards and guidelines developed by ministry staff which support health profession association standards and guidelines) (arrange alphabetically by health profession and then by standard or guideline)	SO+1y	9y	FR
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SO = when new or revised standards or guidelines are issued

10y = This retention ensures that standard and guidelines are maintained for review and analysis.

FR = The government archives will fully retain all community health service health profession approved standards and guidelines for their residual, operational, evidential and informational value.

(Continued on next page)

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
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A SA FD

62450 COMMUNITY HEALTH SERVICES – PROFESSIONAL AND REGIONAL CONSULTATION AND LIAISON (Continued)

- 70 Community health services health profession standard and guideline development
(includes background documents, stakeholder input, reference materials, significant drafts)
(arrange alphabetically by profession then by standard or guideline)
- SO+1y 2y FR

SO = when a new or revised standard or guideline has been issued

FR = The government archives will fully retain health profession standards and guidelines development files for their significant evidential and informational value. These records document decisions by the Ministry of Health about what are the best professional practices for ministry programs and services. They also include stakeholder input.

- 75 Community health services health profession standard and guideline review
(includes stakeholder feedback, reference materials, significant drafts)
(arrange alphabetically by profession then by standard or guideline)
- SO+1y 2y FR

SO = when the standard or guideline has been reviewed and when all issues pertaining to the review outcome have been resolved

(Continued on next page)

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A SA FD

62450 COMMUNITY HEALTH SERVICES – PROFESSIONAL AND REGIONAL CONSULTATION AND LIAISON (Continued)

FR = The government archives will fully retain community health service health profession standard and guideline review files for their significant evidential and informational value. These records document the professional standards and guidelines for the provision of ministry programs and services.

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A SA FD

62500 DENTAL SERVICES

Records relating to dental services provided to the handicapped, adults, seniors and children including health education, dental assessment, program monitoring, and urgent dental need support. This primary also covers the provision of consultation services to agencies, and the development and review of dental service standards and guidelines. This primary relates to the Save-a-Smile and Young Children in Urgent Need programs. Includes reports, statistics, correspondence and memoranda.

For legislation development and review, see ARCS primaries 120 to 145.

For College of Dental Surgeons annual report, see ARCS primary 442.

For committees, see ARCS primaries 200 to 206.

For community dental services provided by community health centers, see primary 61400.

For conferences, seminars and symposia, see ARCS primary 220.

For contracts, see ARCS primaries 1060 to 1080.

For publication development, see ARCS primary 195.

For public relations projects, see ARCS primary 336.

Unless otherwise specified below, the ministry OPR

(Dental Services, Preventive Health Branch) will retain these records for: CY+1y 2y DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO nil DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

-01 General

(Continued on next page)

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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

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		<u>A</u>	<u>SA</u>	<u>FD</u>
62500	<u>DENTAL SERVICES</u> (Continued)			
-02	Dental service associations and organizations (covers records generally relating to associations and organizations involved with dental programs) (arrange alphabetically by association or organization)	SO	nil	DE
	SO = when the records are no longer current			
-03	Dental service approved ministerial standards and guidelines (arrange alphabetically by standard or guideline)	SO+1y	9y	FR
	SO = when standard or guideline is superseded or obsolete			
	10y = This retention period ensures that standards and guidelines are maintained for review and analysis.			
	FR = The government archives will fully retain all dental services approved standards and guidelines for their significant evidential and informational value. These records document the professional standards and guidelines for the provision of ministry programs and services.			
-04	Dental service standards and guidelines for other jurisdictions (arrange alphabetically by jurisdiction, then by standard/guideline)	SO	nil	DE
	SO = when the records are no longer current			

(Continued on next page)

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PIB = Personal Information Bank	w = week m = month	FR = Full Retention
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

62500 DENTAL SERVICES (Continued)

-05 Dental service statistical and project reports SO+2y 5y FR
(covers statistical reports collected to survey the
dental health of British Columbians)
(arrange alphabetically by title)

SO = when the records are no longer current

7y = This retention ensures the records are retained
for ongoing operational and reference
requirements.

FR = The government archives will fully retain the
dental service statistical reports for their
significant evidential and informational value.
These records summarize the dental services
programs and the state of dental health in the
province.

NOTE: The annual report of the College of Dental
Surgeons (*Dentist's Act*, (RSBC 1994, c.94, s.6))
will be classified under ARCS primary 442. The
Legislation and Professional Regulation Branch is
the Ministry of Health OPR for this report.

PIB -06 Dental surgeon candidate certification files CY+2y nil DE
(includes the candidate's examination papers, the
certified copy of the examiners report and the
marks awarded to each candidate on the exam)
(arrange chronologically by calendar year, and
then alphabetically by candidate surname)

2y = This retention ensures compliance with the
Dentist's Act (RSBC 1996, c. 94, s. 30 (2)).

(Continued on next page)

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PUR = Public Use Records	y = year	FOI - Freedom of Information/Privacy
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A SA FD

62500 DENTAL SERVICES (Continued)

NOTE: The register of certified dental surgeons is maintained by the College of Dental Surgeons.

-20	Dental service consultation and liaison (covers contact with educational institutions, the College of Dental Surgeons, other professions and organizations, other governments, other ministries, and the general public) (arrange alphabetically by organization)	SO	5y	DE
-----	---	----	----	----

SO = when the records are no longer current

-30	Dental service issue files (arrange alphabetically by issue)	SO	5y	DE
-----	---	----	----	----

SO = when the issue has been resolved and the records are no longer current

-35	Dental service project files (arrange alphabetically by project)	SO	5y	SR
-----	--	----	----	----

SO = when the project has been completed and when all issues surrounding the project have been resolved

(Continued on next page)

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A SA FD

62500 DENTAL SERVICES (Continued)

SR = The government archives will selectively retain the dental services project case files for their evidential and informational value. Selection will be limited to significant or long-term special projects or studies. At the time of transfer to semi-active storage, the director or manager will indicate on the file list which files should be permanently retained at the end of their semi-active period. These files will be boxed separately from files for destruction.

-40	Dental services programs (covers "Save a Smile" and "Dental Program for Young Children in Urgent Need" programs and includes program monitoring and evaluation) (arrange alphabetically by program)	SO	5y	FR
-----	---	----	----	----

SO = when the program has been completed and when all issues surrounding the program have been resolved

FR = The government archives will fully retain the dental services programs for their significant evidential and informational value. These records document the provision of dental programs and services in the province by the government, including public and professional consultation.

-45	Dental service reference files (includes hazard files dealing with fluoridation) (arrange alphabetically by topic)	SO	nil	DE
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SO = when the records are no longer current

(Continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
62500	<u>DENTAL SERVICES</u> (Continued)			
-50	Dental service standard and guideline development files (arrange alphabetically by standard or guideline)	SO+1y	2y	DE
	SO = when a new or revised standard or guideline has been issued			
	3y = This retention period ensures that records are maintained for consultation and review.			
-55	Dental service standard and guideline review files (arrange alphabetically by standard or guideline)	SO+1y	2y	FR
	SO = when the standard or guideline has been reviewed and when all issues pertaining to the review have been resolved			
	3y = This retention period ensures that records are maintained for consultation and review.			
	FR = The government archives will fully retain the dental services standards and guidelines review files for their significant evidential and informational value. These records document the review of standards and guidelines for the delivery of services and treatment of clients done in response to changes in legislation and best practices for treatment. They also document consultation with professional organizations and the public.			

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A SA FD

62600 HEALTH SERVICES FOR COMMUNITY LIVING - GENERAL

Records relating to the coordination of the Health Services for Community Living (HSCL) program servicing adults with mental disabilities living in the community. This primary relates to program administration, nursing, rehabilitation and occupational therapy, and medical support required by field staff and caregivers, and provision of expert advice to health authorities, caregivers, and other agencies and organizations. This primary also relates to the development and review of standards and guidelines for medical services, nursing services, occupational and rehabilitation services. Includes reports, statistics, correspondence and memoranda.

For budgets, see *ARCS* primaries 1000 to 1025.

For committees, see *ARCS* primaries 200 to 206.

For conferences, seminars and symposia, see *ARCS* primary 220.

For contracts, see *ARCS* primaries 1060 to 1080.

For dental services and issues, see primary 62500.

For nutrition issues, see primary 62420.

Unless otherwise specified below, the ministry OPR (Health Services for Community Living, Preventive Health Branch) will retain these records for:

CY+1y 2y DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO nil DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				

(Continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
62600	<u>HEALTH SERVICES FOR COMMUNITY LIVING – GENERAL</u> (Continued)			
-02	Health Services for Community Living associations and organizations (covers records generally relating to associations and organizations involved with health services for community living programs) (arrange alphabetically)	SO	nil	DE
	SO = when the records are no longer current			
-03	Health Services for Community Living approved ministerial standards and guidelines (includes approval statements from the Registered Nurses Association of BC, the Occupational Therapists Association of BC and the BC College of Physiotherapy) (arrange alphabetically by standard or guideline title)	SO+1y	9y	FR
	SO = when standard or guideline is superseded or obsolete			
	10y = This retention period ensures that standards and guidelines are maintained for review and analysis.			
	FR = The government archives will fully retain approved ministerial standards and guidelines for their significant evidential and informational value. These records document standards and guidelines for the provision of health services to adults with mental disabilities living in the community.			

(Continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
62600	<u>HEALTH SERVICES FOR COMMUNITY LIVING – GENERAL</u> (Continued)			
-04	Health Services for Community Living standards and guidelines for other jurisdictions (arrange alphabetically by jurisdiction then title) SO = when the records are no longer current	SO	nil	DE
-05	Health Services for Community Living annual and statistical reports (includes statistical reports collected for program effectiveness and adherence to standards and guidelines monitoring) (arrange alphabetically by health authority and/or issue) SO = when the information in the report is no longer needed for operational requirements FR = The government archives will fully retain the health services for community living annual and statistical reports for their significant evidential and informational value. These records summarize government health services programs and services for adults with mental disabilities living in the community.	SO	nil	FR
-20	Health Services for Community Living health authority consultation and liaison (arrange alphabetically by health authority) SO = when the records are no longer current	SO	5y	DE

(Continued on next page)

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A SA FD

62600 HEALTH SERVICES FOR COMMUNITY LIVING – GENERAL

(Continued)

-25	Health Services for Community Living consultation and liaison with agencies, governments and organizations (arrange alphabetically by agency, government or organization name)	SO	5y	SR
-----	--	----	----	----

SO = when the records are no longer current

SR = The government archives will selectively retain health services for community living consultation and liaison files for their evidential value by retaining files that document significant issues requiring intensive involvement by ministry staff. At the time of transfer to semi-active storage community health staff will identify files for retention and box them separately from files for destruction.

-30	Health Services for Community Living issue files (arrange alphabetically by issue)	SO	5y	SR
-----	--	----	----	----

SO = when the issue is resolved

SR = The government archives will selectively retain health services for community living issue files for their evidential and informational value. Selection will be limited to significant or long-term special issues. At the time of transfer to semi-active storage the program director or manager will indicate on the file list which files should be retained at the end of their semi-active period. These files will be boxed separately from files for destruction.

(Continued on next page)

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A SA FD

62600 HEALTH SERVICES FOR COMMUNITY LIVING – GENERAL (Continued)

-40 Health Services for Community Living project files SO 5y SR
(arrange alphabetically by project)

SO = when the project is completed and when all issues pertaining to the project are resolved

SR = The government archives will selectively retain the health services for community living project files for their evidential and informational value. Selection will be limited to significant or long-term special projects or studies. At the time of transfer to semi-active storage, the director or manager will indicate on the file list which files should be permanently retained at the end of their semi-active period. These files will be boxed separately from files for destruction.

-45 Health Services for Community Living program files SO 5y FR
(arrange alphabetically by program)

SO = when the program is concluded and when all issues pertaining to the program are resolved

FR = The government archives will fully retain the health services for community living program files for their significant evidential and informational value. These files document the provision of medical programs and services for adults with mental disabilities in the province by the government.

Continued on next page)

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OPR = Office of Primary Responsibility

CY = Calendar Year

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A SA FD

62600 HEALTH SERVICES FOR COMMUNITY LIVING – GENERAL (Continued)

-50 Health Services for Community Living standard and guideline development files
(covers background material including recommendations from the Registered Nurses Association of BC, the Occupational Therapists Association of BC, and the College of Physiotherapy, field staff, and caregivers)
(arrange alphabetically by standard or guideline title)

SO+1y 2y FR

SO = when the standard or guideline has been superseded or is obsolete

3y = This retention period ensures the records are maintained for consultation and review.

FR = The government archives will fully retain standards and guidelines review files for their significant evidential and informational value. These records document the development of standards and guidelines to insure the delivery of services and treatment of clients in accordance with best practices for treatment. They also document consultation with professional organizations and the public.

(Continued on next page)

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A SA FD

62600 HEALTH SERVICES FOR COMMUNITY LIVING – GENERAL (Continued)

-55 Health Services for Community Living standard and guideline review files
(includes recommendations from the Registered Nurses Association of BC, the Occupational Therapists Association of BC, and the College of Physiotherapy, field staff, and caregivers)
(arrange alphabetically by standard or guideline title)

SO+1y 2y FR

SO = when the standard or guideline has been reviewed and when all issues pertaining to the review outcome have been dealt with

FR = The government archives will fully retain the health services for community living standard and guideline review files for their significant evidential and informational value. These records document the review of standards and guidelines for the delivery of services and the treatment of clients done in response to changes in legislation and best practices for treatment. They also document consultation with professional organizations and the public.

-60 Health Services for Community Living reference materials
(arrange alphabetically by topic)

SO nil DE

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CY = Calendar Year

FY = Fiscal Year

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A SA FD

62620 HEALTH SERVICES FOR COMMUNITY LIVING - MEDICAL SERVICES

Records relating to the medical services provided to the Health Services for Community Living (HSCL) clients and issues arising from the service provision. This primary relates to the mortality review process that documents a methodical review of the unexpected death of a health services for community living client. This primary relates to issues regarding medical ethics, informed consent, adult guardianship, and access to care. Includes authorization for Hepatitis B immunization forms (HLTH 2218), reports, statistics, correspondence and memoranda.

NOTE: Client files located in the health authorities are included with Ministry of Health Continuing Care client files and are covered by schedule 881207.

For committees, see ARCS primaries 200 to 206.

For conferences, seminars and symposia, see ARCS primary 220.

For contracts, see ARCS primaries 1060 to 1080.

For Health Services for Community Living program medical service projects and programs, see primary 62600.

For Health Services for Community Living medical service standard and guideline development and review files, see primary 62600.

Unless otherwise specified below, the ministry OPR (Health Services for Community Living, Preventive Health Branch) will retain these records for:

CY+1y 2y DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO nil DE

-00 Policy and procedures

- OPR

SO

5y

FR

- non-OPR

SO

nil

DE

-01 General

(Continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
62620	<u>HEALTH SERVICES FOR COMMUNITY LIVING - MEDICAL SERVICES</u> (Continued)			
-02	Approval for Hepatitis B immunization (includes the HLTH 2218 yellow copy) (arrange chronologically by date)	SO	NA	NA
	SO = when the information has been entered onto the Hepatitis B immunization datasheet and the information has been verified			
	NA = the yellow copy will be attached to the appropriate invoice for reconciliation and re-classified under ARCS primary 925.			
PIB	-20 Health Services for Community Living medical services client files (includes notification of hospitalization, do not resuscitate orders [HLTH 302.1], critical incident report [HLTH 4669], and all other records relating to a specific client) (arrange alphabetically by client surname)	SO	NA	NA
	SO = upon death of the client			
	NA = Reclassify the client file with the mortality review file (see secondary -25) after the death of the client.			

(Continued on next page)

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PUR = Public Use Records	y = year	FOI - Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

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 the Corporate Records Management Branch. For information regarding this ORCS, contact your Records Officer.

A SA FD

62620 HEALTH SERVICES FOR COMMUNITY LIVING - MEDICAL SERVICES (Continued)

PIB -25 Health Services for Community Living mortality review files SO+2y 29y SR
(includes approvals for Transfer of Function under Section 3 of the *Health Services for Community Living Transfer of Function Guidelines*, pertinent client files, notification of death, autopsy report, coroner's office consultation and report, health care plan[s], lab test results, the licensing officer's facility inspection report [HLTH 4663], and final report) (arrange alphabetically by client surname)

SO = upon conclusion of the review, all issues relating to that review have been resolved and the case has been closed or the records have been subpoenaed by the Office of the Coroner for the purposes of an inquest

31y = This ensures that Health Services for Community Living mortality review files are retained until the expiration of the right to initiate a legal action specified under the *Limitation Act* (RSBC 1996, c. 266, s. 8(1)(c)).

SR = The government archives will selectively retain mortality review files that document deaths that were the subject of formal reviews. Files documenting initial routine review only will be destroyed. At the time of transfer to semi-active storage files for retention will be boxed separately from files for destruction.

NOTE: In the event of a coroner's inquest or investigation, this file would contain the request for records from the coroner's office.

(Continued on next page)

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A SA FD

62620 HEALTH SERVICES FOR COMMUNITY LIVING - MEDICAL SERVICES (Continued)

NOTE: The mortality review process is outlined in the Ministry for Children and Families' *"Field guide to Death and Dying"*. Stakeholders in the process include Ministry of Health, Ministry of Attorney General, Ministry for Children and Families, and the Ministry for Social Development and Economic Security.

PIB	-27	Health Services for Community Living mortality review duplicate file (includes the duplicate file created for reference purposes in the instance of a coroner's inquest or investigation and the original file has been transferred to the coroner's office) (arrange alphabetically by client surname)	SO	nil	DE
		SO = when the coroner's inquest or investigation has concluded and when all issues pertaining to the inquest or investigation has been resolved			
	-30	Health Services for Community Living medical consultation issues (covers all records pertaining to issues not including those pertaining to individual clients) (arrange alphabetically by issue)	SO	5y	SR
		SO = when the records are no longer current			

(Continued on next page)

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A SA FD

62620 HEALTH SERVICES FOR COMMUNITY LIVING - MEDICAL SERVICES (Continued)

SR = The government archives will selectively retain issue files by retaining files that document issues with a significant affect on the provision of medical services to adults with mental disabilities living in communities. At the time of transfer to semi-active storage program staff will identify files for retention and box them separately from files for destruction.

A = Active
SA = Semi-active
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A SA FD

62640 HEALTH SERVICES FOR COMMUNITY LIVING - NURSING SERVICES

Records relating to the coordination of nursing services provided by the health authorities for the Health Services for Community Living (HSCL) program clients including definition of critical and reportable incidents, health care planning guidelines, and approving request for transfer of function under section 3 of the *Health Services for Community Living Transfer of Function Guidelines*. Includes reports, statistics, correspondence and memoranda.

NOTE: Section 3 of the *Health Services for Community Living Transfer of Function Guidelines* enables the HSCL nursing consultant to train primary caregivers to perform services normally provided by a nurse. These functions include services to assist disabled patients with dysphagia.

For committees, see ARCS primaries 200 to 206.

For conferences, seminars and symposia, see ARCS primary 220.

For contracts, see ARCS primaries 1060 to 1080.

For dysphagia issues relating to speech and language disorders in the general population, see primary 62270.

For Health Services for Community Living nursing service projects and programs, see primary 62600.

For Health Services for Community Living nursing service standard and guideline development and review files, see primary 62600.

Unless otherwise specified below, the ministry OPR (Health Services for Community Living, Preventive Health Branch) will retain these records for:

CY+1y 2y DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO nil DE

(Continued on next page)

A = Active

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			<u>A</u>	<u>SA</u>	<u>FD</u>
62640	<u>HEALTH SERVICES FOR COMMUNITY LIVING - NURSING SERVICES</u> (Continued)				
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
PIB	-20	Health Services for Community Living nursing service client files (includes the request for transfer of function under Section 3 of the <i>Health Services for Community Living Transfer of Function Guidelines</i> , all documentation requesting a transfer of function to a designated caregiver, monitoring reports, and any recommendations provided during a review) (arrange alphabetically by client surname)	SO	NA	NA
		SO = upon the death of the client			
		NA = As per the death review process, all client records must be forwarded to the medical consultant upon death of the client. At that time, this file will be re-classified as 62620-25.			
	-30	Health Services for Community Living nursing service issues (covers all records pertaining to issues brought forward by field staff not including those pertaining to individual clients) (arrange alphabetically by health authority)	SO	5y	SR
		SO = when the issue is resolved			

(Continued on next page)

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A SA FD

62640 HEALTH SERVICES FOR COMMUNITY LIVING - NURSING SERVICES (Continued)

SR = The government archives will selectively retain issue files by retaining files that document issues with a significant affect on the provision of medical services to adults with mental disabilities living in communities. At the time of transfer to semi-active storage program staff will identify files for retention and box them separately from files for destruction.

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A SA FD

62660 HEALTH SERVICES FOR COMMUNITY LIVING - REHABILITATION SERVICES

Records relating to the coordination of rehabilitation and occupational therapy services provided by the health authorities for the Health Services for Community Living (HSCL) program clients including requests for transfer of function under Section 3 of the *Health Services for Community Living Transfer of Function Guidelines*. Includes reports, statistics, correspondence and memoranda.

For committees, see ARCS primaries 200 to 206.

For conferences, seminars and symposia, see ARCS primary 220.

For contracts, see ARCS primaries 1060 to 1080.

For Health Services for Community Living program rehabilitation projects and programs, see primary 62600.

For Health Services for Community Living rehabilitation standard and guideline development and review files, see primary 62600.

Unless otherwise specified below, the ministry OPR (Health Services for Community Living, Preventive Health Branch) will retain these records for:

CY+1y 2y DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO nil DE

-00 Policy and procedures

- OPR

SO 5y FR

- non-OPR

SO nil DE

-01 General

(Continued on next page)

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A SA FD

62660 HEALTH SERVICES FOR COMMUNITY LIVING - REHABILITATION SERVICES (Continued)

PIB	-20	Health Services for Community Living rehabilitation client files (includes the request for transfer of function under Section 3 of the <i>Health Services for Community Living Transfer of Function Guidelines</i> , all documentation requesting a transfer of function to a designated caregiver, monitoring reports, and any recommendations provided during a review) (arrange alphabetically by client surname)	SO	NA	NA
-----	-----	--	----	----	----

SO = upon the death of the client

NA = In accordance with the death review process, all client records must be forwarded to the medical consultant upon death of the client. At that time, this file will be re-classified as 62620-25.

-30	Health Services for Community Living rehabilitation service issues (covers all records pertaining to issues brought forward by field staff not including those pertaining to individual clients) (arrange alphabetically by health authority)	SO	5y	SR
-----	---	----	----	----

SO = when the issue is resolved and the records are no longer current

SR = The government archives will selectively retain issue files by retaining files that document issues with a significant affect on the provision of medical services to adults with mental disabilities living in communities. At the time of transfer to semi-active storage program staff will identify files for retention and box them separately from files for destruction.

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A SA FD

62700 NON-COMMUNICABLE DISEASE - EPIDEMIOLOGY

Records relating to the investigation and reporting of occurrences, distribution and determinants of health and disease in the population, and activities required to support population health planning, evaluation, and policy development at provincial and local levels. This primary also relates to the liaison with provincial and national initiatives to ensure surveillance, prevention and control of non-communicable disease. Includes database files, reports, statistics, correspondence and memoranda.

For committees, see *ARCS* primaries 200 to 206.

For conferences, seminars and symposia, see *ARCS* primary 220.

For contracts, see *ARCS* primaries 1060 to 1080.

For more information on databases used to support non-communicable disease epidemiology, see the information system overview.

For publication development, see *ARCS* primary 195.

For public relations projects, see *ARCS* primary 336.

Unless otherwise specified below, the ministry OPR (Non-communicable disease epidemiology section, Preventive Health Branch) will retain these records for:

CY+1y 2y DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO nil DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				

(Continued on next page)

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A SA FD

62700 NON-COMMUNICABLE DISEASE EPIDEMIOLOGY (Continued)

-02	Non-communicable disease epidemiology associations and organizations (covers records generally relating to associations and organizations involved with non- communicable disease epidemiology) (arrange alphabetically by association and organization)	SO	nil	DE
-----	--	----	-----	----

SO = when records are no longer current

-05	Non-communicable disease epidemiology reports (includes statistical reports produced from projects carried out by the Ministry) (arrange alphabetically by report title)	SO	nil	FR
-----	---	----	-----	----

SO = when the report is no longer current

FR = The provincial archives will fully retain non-communicable disease epidemiological reports for their significant evidential and informational value. These records document the occurrence of non-communicable diseases in the province. They also document geographical and environmental criteria and disease occurrence demographics.

NOTE: Within six months of the approval of this ORCS, the Ministry of Health will re-create non-communicable disease epidemiology reports from the computer system from 1990 to the present for immediate transfer to the archives.

(Continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
62700	<u>NON-COMMUNICABLE DISEASE EPIDEMIOLOGY</u> (Continued)			
-20	Non-communicable disease epidemiology consultation and liaison (arrange alphabetically by government, agency or organization)	SO	5y	DE
	SO = when the records are no longer current			
-30	Non-communicable disease epidemiology issues/topics (arrange alphabetically by disease)	SO	nil	DE
	SO = when the records are no longer current			
-40	Non-communicable disease epidemiology projects (paper records) (covers projects requested by the Provincial Health Officer, the Ministry of Health, and the Health Authorities, including project methodology and background) (arrange alphabetically by project)	SO	5y	SR
	SO = when the project is completed and when all issues surrounding the project are resolved			
	SR = The provincial archives will selectively retain non-communicable disease epidemiology project files by retaining files that document significant or long term special projects or studies. At the time of transfer to semi-active storage staff of the non-communicable disease epidemiology section, Preventive Health branch will identify files for retention and box them separately from files for destruction.			

NOTE: Project reports will be classified to 62700-05.

(Continued on next page)

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62700 NON-COMMUNICABLE DISEASE EPIDEMIOLOGY (Continued)

SR = The government archives will selectively retain non-communicable disease epidemiology program files by retaining files that document significant or long term special programs. At the time of transfer to semi-active storage staff of the non-communicable disease epidemiology section, Preventive Health branch will identify files for retention and box them separately from files for destruction.

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A SA FD

SECTION 4

HIV/AIDS SERVICES

PRIMARY NUMBERS

6 3 0 0 0 - 6 3 9 9 9

Section 4 covers records relating to the provision of human immunodeficiency virus (HIV) and acquired immune deficiency syndrome (AIDS) prevention and control services to the general public including the needle exchange program, education workshops, outreach programs, prevention education, and municipal, provincial, national and international consultation and liaison.

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A SA FD

SECTION 4

63000 – HIV/AIDS SERVICES - 63999

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63200	HIV/AIDS SERVICES
63300	HIV/AIDS STANDARDS AND GUIDELINES

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A SA FD

63000 HIV/AIDS – GENERAL

Records not shown elsewhere in the HIV/AIDS section that relate generally to the provision of HIV/AIDS prevention and control services to the province. Includes reports, correspondence and memoranda.

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

Unless otherwise specified below, the ministry OPR

(Disease and Injury Prevention Planning) will retain these records for:

CY+1y 2y DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO nil DE

-00 Policy and procedures

- OPR

SO

5y

FR

- non-OPR

SO

nil

DE

-01 General

4y = The default active and semi-active retention period ensures that the operational requirements of the creating agency are met.

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 duplicate materials that hold insufficient evidential value to merit preservation may be purged and discarded.

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A SA FD

63100 HIV/AIDS CONSULTATION AND LIAISON

Records relating to the provision of expert advice and coordination of HIV and AIDS prevention and control programs, strategies and projects with municipal, provincial, federal, international governments, and other associations and organizations. Includes reports, correspondence and memoranda.

For committees and commissions, see *ARCS* primaries 200 to 206.

For contracts, see *ARCS* primaries 1060 to 1080.

Unless otherwise specified below, the ministry OPR (Disease and Injury Prevention Planning) will retain these records for: CY+1y 2y DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for: SO nil DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	HIV/AIDS associations and organizations (covers records generally relating to associations and organizations that are concerned with or working in the HIV/AIDS field) (arrange alphabetically by association or organization)		SO	nil	DE

SO = when the records are no longer current

(Continued on next page)

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A SA FD

63100 HIV/AIDS CONSULTATION AND LIAISON (Continued)

-20	HIV/AIDS liaison with non-government organizations (covers consultation with HIV/AIDS support groups, agencies, and organizations) (arrange alphabetically by organization)	SO	5y	SR
	SO = when the records are no longer current			
-25	HIV/AIDS liaison with other governments (covers consultation with municipal, provincial, national and international governments) (arrange alphabetically by government)	SO	5y	SR
	SO = when the records are no longer current			
-30	HIV/AIDS liaison with professional associations (arrange alphabetically by professional association or organization)	SO	5y	SR
	SO = when the records are no longer current			
-40	HIV/AIDS liaison with health authorities (covers consultation with the individual health authorities) (arrange alphabetically by health authority)	SO	5y	SR
	SO = when the records are no longer current			

(Continued on next page)

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A SA FD

63100 HIV/AIDS CONSULTATION AND LIAISON (Continued)

SR = The government archives will selectively retain HIV/AIDS liaison files by retaining files that document plans, strategies and issues with the greatest effect on the provision of programs for the prevention and control of HIV and AIDS. Significant records include NGO meeting minutes, HIV/AIDS plans and strategies for British Columbia, and inquiry reports. At the time of transfer to semi-active storage program staff will identify files for retention and box them separately from files for destruction.

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VR = Vital Records

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

63200 HIV/AIDS SERVICES

Records relating to the coordination of HIV/AIDS prevention and control services to the general public including workshops, needle exchanges, counseling, research, outreach programs, and prevention education. This primary includes contract management to support the funding of these programs and reviews. Includes reports, statistics, correspondence and memoranda.

For contract financial records, see *ARCS* primary 925.
For contract administration, see *ARCS* primaries 1060 to 1080.
For committees and commissions, see *ARCS* primaries 200 to 206.

Unless otherwise specified below, the ministry OPR
(Disease and Injury Prevention Planning) will retain these records for: CY+1y 2y DE

Except where non-OPR retention periods are identified below, all
other ministry offices will retain these records for: SO nil DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

-01	General				
-----	---------	--	--	--	--

-20	HIV/AIDS issue case files		SO	5y	DE
	(includes issue documentation excluding final reports)				
	(arrange alphabetically by issue)				

SO = when the issue is resolved

(Continued on next page)

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI - Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

63200 HIV/AIDS SERVICES (Continued)

-25 HIV/AIDS issue reports SO nil FR
(covers reports produced documenting HIV/AIDS issues)
(arrange alphabetically by issue)

SO = when the records are no longer required for ongoing operational or reference requirements.

FR = The government archives will fully retain HIV/AIDS issue reports for their significant evidential and informational value. These records document analysis of HIV/AIDS issues by Ministry of Health staff.

-30 HIV/AIDS projects and program case files SO 5y FR
(arrange alphabetically by project or program)

SO = when the project or program is completed and all issues pertaining to the project or program are resolved

FR = The government archives will fully retain the HIV/AIDS project and program case files for their significant evidential and informational value. These records document the development and implementation of plans, projects and programs for the prevention and treatment of HIV/AIDS in British Columbia.

-40 HIV/AIDS reference files SO nil DE
(arrange alphabetically by subject)

SO = when the records are no longer current

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

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DE = Destruction

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

63300 HIV/AIDS STANDARDS AND GUIDELINES

Records relating to the maintenance of provincial HIV/AIDS prevention and control standards and guidelines. This also includes standards and guidelines from other jurisdictions. Includes reports, correspondence and memoranda.

For committees and commissions, see *ARCS* primaries 200 to 206.

For contracts, see *ARCS* primaries 1060 to 1080.

Unless otherwise specified below, the ministry OPR (Disease and Injury Prevention Planning) will retain these records for:

CY+1y 2y DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO nil DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	HIV/AIDS ministry approved standards and guidelines (covers treatment, counseling for the affected population and their support group, needle exchange program) (arrange alphabetically by standard or guideline)		SO+1y	9y	FR

SO = when the standard or guidelines is superseded or obsolete

10y = This retention period ensures that standards and guidelines are maintained for review and analysis.

(Continued on next page)

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A SA FD

63300 HIV/AIDS STANDARDS AND GUIDELINES (Continued)

FR = The government archives will fully retain these records for their significant operational and informational value. These records document ministry approved standards and guidelines for the prevention and treatment of HIV/AIDS.

-03	HIV/AIDS standards and guidelines for other jurisdictions (arrange alphabetically by jurisdiction, then by standard/guideline)	SO	nil	DE
-----	---	----	-----	----

SO = when the records are no longer current

-20	HIV/AIDS standard and guideline development files (arrange alphabetically by standard or guideline title)	SO+1y	2y	DE
-----	--	-------	----	----

SO = when the new or revised standard or guideline comes into effect

-30	HIV/AIDS standard and guideline review files (arrange alphabetically by standard or guideline title)	SO+1y	2y	FR
-----	---	-------	----	----

SO = when the standard or guideline has been reviewed and all issues pertaining to the review have been resolved

(Continued on next page)

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

63300 HIV/AIDS STANDARDS AND GUIDELINES (Continued)

FR = The government archives will fully retain HIV/AIDS standards and guidelines review files for their significant evidential and informational value. These records document the evaluation of existing standards and guidelines for effectiveness and currency with program changes, legislation and new best practices. They also document significant issues and professional and interjurisdictional consultation.

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

SECTION 5

TOBACCO PROGRAMS

PRIMARY NUMBERS

64000 - 64999

Section 5 covers records relating to: the development and provision of smoking prevention and cessation programs; research undertaken regarding the health effects of tobacco; administration of the *Tobacco Testing and Disclosure Regulations* (B.C. Reg. 282/98), which was repealed in November 2007; and the enforcement and imposition of penalties for contravening the *Tobacco Control Act* (RSBC 1996, c. 451), the *Tobacco Control Regulations* (B.C. Reg. 232/2007) and the *Offence Act* (RSBC 1996, c. 338).

The Ministry is responsible for the administration of the *Tobacco Control Act* and the *Tobacco Control Regulations* while their day-to-day implementation resides with tobacco enforcement officials employed by the health authorities.

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A SA FD

SECTION 5

64000 – T O B A C C O P R O G R A M S - 64999

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64100	– RESEARCH AND DEVELOPMENT
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A = Active
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A SA FD

64000 TOBACCO PROGRAMS – GENERAL

Records not shown elsewhere in the Tobacco Programs section that relate generally to the prevention and cessation of smoking, and the control and enforcement of tobacco under the *Tobacco Control Act* (RSBC 1996, c. 451) and the *Tobacco Control Regulations* (B.C. Reg. 232/2007).

Record types include reports, publications, web pages, correspondence and memoranda.

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

Unless otherwise specified below, the ministry OPR (Tobacco Control Program) will retain these records for:

CY+1y 2y DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO nil DE

-00 Policy and procedures

- OPR
- non-OPR

SO 5y FR
SO nil DE

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.

-01 General

-02 Tobacco program publications and resources

(includes the Year in Review, Quick Guide, Tobacco Retailer Toolkit, pamphlets and other resources produced in hard copy and posted to the Tobacco Control Program website)

SO nil FR

(continued on next page)

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A SA FD

64000 TOBACCO PROGRAMS – GENERAL (continued)

SO = when published

FR = One copy of each publication will be retained by the government archives because they document tools and techniques employed to communicate tobacco laws and regulations to affected groups such as businesses, employers, the hospitality sector, tobacco retailers, individuals and the community at large.

-20 Tobacco Control internet web pages SO nil DE

SO = when the web pages are altered, updated, redesigned or closed

DE = As the web pages are updated, superseded/obsolete versions of documents on them may be destroyed in accordance with approved retention schedules. When the web pages are closed, they can be destroyed after relevant schedules have elapsed and/or the documents have been classified elsewhere.

NOTE: The Tobacco Control web pages are accessed through the Ministry of Healthy Living and Sport internet website <http://www.health.gov.bc.ca/tobacco/>. The web pages provide general information about tobacco control programs in the province, and include guides to assist employers, business, the hospitality sector, retailers and individuals to comply with the tobacco legislation. Because this is a simple system, an information system overview has not been developed.

(continued on next page)

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

64000 TOBACCO PROGRAMS – GENERAL (continued)

NOTE: All documents presented on the web pages are classified under the appropriate secondaries within this *ORCS* or in the *Administrative Records Classification System (ARCS)*.

-30	Tobacco facts website (website)	SO	nil	DE
-----	------------------------------------	----	-----	----

SO = when the website is altered, updated or redesigned

NOTE: This website provides information oriented to children and teens about the health dangers of tobacco. This includes resources, posters and graphic features. The website can be destroyed as the pages are fully retained under 64000-31. Because this is a simple system, an information system overview has not been developed.

NOTE: The Tobacco facts website was discontinued in November 2009.

-31	Tobacco facts website (paper)	NA	NA	FR
-----	----------------------------------	----	----	----

FR = The government archives will fully retain a paper printout of the Tobacco Facts website pages because it documents a ministry program to educate children through the internet about the health risks posed by tobacco use. This information is not available in this format elsewhere, and is provided in a way to appeal to children and teenagers. Ministry staff will print out the pages for transfer to the archives immediately upon approval of this *ORCS*, and when the website is redesigned or closed down.

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

64100 TOBACCO PROGRAMS – RESEARCH AND DEVELOPMENT

Records relating to smoking prevention and cessation, and the protection of British Columbians through policy and legislation, programs, community development, public education and research. This primary includes the development and review of standards and guidelines for use in the delivery of tobacco prevention, cessation, protection and enforcement programs.

Record types include surveys, reports, statistics, correspondence and memoranda.

For committees, see *ARCS* primary 200.

For conferences, seminars and symposia, see *ARCS* primary 220.

For contracts, see *ARCS* primary 1070.

For cost sharing agreements, see *ARCS* primary 950.

For other agreements, see *ARCS* primary 146.

Unless otherwise specified below, the ministry OPR (Tobacco Control Program) will retain these records for:

CY+1y 2y DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO nil DE

-00	Policy and procedures	- OPR - non-OPR
-----	-----------------------	--------------------

SO	5y	FR
SO	nil	DE

	-01	General	
PIB	-02	Tobacco program research participant survey questionnaire and consent forms (arrange by participant surname)	

SO 7v DE

SO = when the research project has been completed and all issues regarding the project have been resolved, including publication of the results in an academic journal or investigation of the project by any sponsoring organization

(continued on next page)

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A SA FD

64100 TOBACCO PROGRAMS – RESEARCH AND DEVELOPMENT (continued)

7y = This retention ensures that National Health Research Development Program standards are met.

DE = These records can be destroyed because tobacco research projects are sufficiently documented in tobacco program research project findings reports (64100-03).

-03	Tobacco program research project findings reports (includes only reports produced from projects carried out by the Ministry) (arrange by title)	SO+2y	5y	FR
-----	---	-------	----	----

SO = upon publication or release of the final report

7y = This retention ensures that National Health Research Development Program audit requirements are met.

FR = The government archives will fully retain all tobacco program research project findings reports for their significant evidential and informational value. These records document the results of research projects conducted by ministry staff on significant public health issues.

-04	Tobacco program ministry approved standards and guidelines (arrange by standard or guideline)	SO+1y	9y	FR
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SO = when a standard or guideline is superseded or obsolete

10y = This retention period ensures that standards and guidelines are maintained for review and analysis.

(continued on next page)

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y = year

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DE = Destruction
SR = Selective Retention
FR = Full Retention
OD = Other Disposition
VR = Vital Records

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

64100 TOBACCO PROGRAMS – RESEARCH AND DEVELOPMENT (continued)

SO = when a standard or guideline is superseded or obsolete

10y = This retention period ensures that standards and guidelines are maintained for review and analysis.

FR = The government archives will fully retain ministry approved standards and guidelines for their significant evidential and informational value. These records document standards and guidelines for the delivery of tobacco prevention, cessation, control and enforcement programs in British Columbia.

-05	Tobacco standards and guidelines from other jurisdictions (arrange by jurisdiction, then standard or guideline)	SO	nil	DE
-----	---	----	-----	----

SO = when the records are no longer current

-20	Tobacco program research projects (covers all records relating to research projects, progress reports to the National Research Council of Canada, Research Ethics Board reviews, and investigations by sponsoring organizations, except participant records and final reports) (arrange by project title)	SO+2y	5y	DE
-----	---	-------	----	----

SO = when the research project has been completed and all issues regarding the project have been resolved, including publication of the results in an academic journal or investigation of the project by any sponsoring organization
(continued on next page)

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A SA FD

64100 TOBACCO PROGRAMS – RESEARCH AND DEVELOPMENT (continued)

7y = This retention ensures National Health Research Development Program standards are met.

DE = These records can be destroyed because they do not document significant activities that are not documented elsewhere. Research programs are sufficiently documented in program findings reports and standards and guidelines that are fully retained in secondaries 64100-03 and -04.

NOTE: Classify research project final reports under 64100-03.

-50	Tobacco program standard and guideline development (arrange by standard or guideline)	SO+1y	2y	DE
-----	--	-------	----	----

SO = when a new or revised standard or guideline has been issued

-55	Tobacco program standard and guideline review (arrange by standard or guideline)	SO+1y	2y	FR
-----	---	-------	----	----

SO = when the standard or guideline has been reviewed and all issues pertaining to the review have been resolved

FR = The government archives will fully retain tobacco standards and guidelines review files for their significant evidential and informational value. These records document the evaluation of existing standards and guidelines for effectiveness and currency with program changes, legislation and new best practices. They also document significant issues and professional and inter-jurisdictional consultation.

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A SA FD

64200 TOBACCO USE PREVENTION, CESSATION AND PROTECTION

Records relating to the provision of programs to prevent smoking by youth, to promote smoking cessation and to protect British Columbians from second-hand smoke.

Record types include correspondence, memoranda, reports and others types of records as indicated under relevant secondaries.

For budget planning, see *ARCS* primary 1000.

For committees and commissions, see *ARCS* primary 200.

For contracts, see *ARCS* primary 1070.

For cost-sharing agreements, see *ARCS* primary 950.

For other agreements, see *ARCS* primary 146.

For legal advice, see *ARCS* primary 350.

Unless otherwise specified below, the ministry OPR (Tobacco Control Program) will retain these records for:

CY+1y 2y DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO nil DE

-00	Policy and procedures	- OPR - non-OPR
-----	-----------------------	--------------------

SO	5y	FR
SO	nil	DE

-01 General

-02 Tobacco use prevention, cessation and protection associations and organizations (arrange by association or organization) (covers records relating generally to association and organizations involved in tobacco prevention, cessation and protection programs)

SO nil DE

SO = when the records are no longer current

(continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
64200	<u>TOBACCO USE PREVENTION, CESSATION AND PROTECTION</u> (continued)			
-03	Tobacco use prevention, cessation and protection speaking notes and presentation materials (arrange by presentation)	SO	nil	DE
	SO = when the records are no longer current			
-04	Tobacco use prevention, cessation and protection status reports (includes weekly updates, project tracking reports) (arrange in chronological order)	SO	nil	DE
	SO = when the report is no longer current			
-05	Tobacco use prevention, cessation and protection statistical reports – British Columbia (includes survey results, generated statistics, collected statistics) (arrange by subject)	SO	nil	FR
	SO = when the records are no longer operationally valuable to the program			
	FR = These records will be fully retained because they document tobacco use, smoking prevalence and demographics in British Columbia. These records have significant scientific and medical value.			
-06	Tobacco use prevention, cessation and protection statistical reports – other jurisdictions (includes survey results, generated statistics, collected statistics) (arrange by subject)	SO	nil	DE

(continued on next page)

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A SA FD

64200 TOBACCO USE PREVENTION, CESSATION AND PROTECTION (continued)

SO = when the records are no longer operationally valuable to the program

-20	Tobacco use prevention, cessation and protection consultation and liaison files (supersedes former secondary -25 Tobacco use prevention and cessation consultation and liaison with other governments, agencies and organizations)	SO	5y	DE
-----	---	----	----	----

-25 (superseded by secondary -20 Tobacco use prevention, cessation and protection consultation and liaison files)

-30	Tobacco use prevention, cessation and protection issues files (arrange by issue)	SO	5y	DE
-----	---	----	----	----

SO = when the issue is resolved

-35	Tobacco use prevention, cessation and protection project files (arrange by project title)	SO	5y	FR
-----	--	----	----	----

SO = when the project is concluded and when all issues pertaining to the project are resolved

FR = These records will be fully retained because they document projects of the BC government to prevent and discontinue tobacco use among British Columbians. These records have value in documenting significant measures taken in regard to a significant health issue.

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		<u>A</u>	<u>SA</u>	<u>FD</u>
64200	<u>TOBACCO USE PREVENTION, CESSATION AND PROTECTION</u> (continued)			
-40	Tobacco use prevention, cessation and protection program planning files (includes plans and strategies, program evaluations, and program reviews by legal services, the Tobacco Strategy Branch, and Communications Branch) (arrange by program)	SO	5y	FR
	SO = when the program is concluded and when all issues pertaining to the program have been resolved			
	FR = These records will be fully retained because they significantly document the planning, evaluation and review of a significant health protection program in the Province.			
-50	Tobacco use prevention, cessation and protection reference files (arrange by subject)	SO	nil	DE
	SO = when the records are no longer current			

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

64500 TOBACCO LEGISLATION ADMINISTRATION - GENERAL

Records not shown elsewhere in the Tobacco Legislation Administration section that relate generally to the administration of the *Tobacco Control Act* (RSBC 1996, c. 451) and the *Tobacco Control Regulations* (B.C. Reg. 232/2007).

Record types includes correspondence, memoranda, reports and others types of records as indicated under relevant secondaries.

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

For administrative penalty referrals and hearings, see primary 64600.

For agreements, see ARCS primaries 146 and 950.

For committees and commissions, see ARCS primary 200.

For contracts, see ARCS primary 1070.

For Insurance Corporation of British Columbia contravention reports, see primary 64600.

For legal advice, see ARCS primary 350.

For retailer suspensions under the former *Tobacco Sales Act*, see primary 64600.

For the Tobacco Enforcement Information System Information System Overview (ISO), see ISO section.

For the Tobacco Testing and Disclosure System ISO, see the ISO section.

For tobacco testing and disclosure records, see primary 64700.

For tobacco violation tickets under the former *Tobacco Sales Act*, see primary 64600.

Unless otherwise specified below, the ministry OPR (Tobacco Control Program) will retain these records for:

CY+1y 2y DE

(continued on next page)

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			<u>A</u>	<u>SA</u>	<u>FD</u>
64500	<u>TOBACCO LEGISLATION ADMINISTRATION - GENERAL</u> (continued)				
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Tobacco enforcement statistical reports (includes reports submitted to Health Canada as per funding agreement requirements) (arrange in chronological order)		CY+2y	5y	FR
8y =	This retention period ensures that the records are retained to support the operational and administrative requirements of the program.				
FR =	The government archives will fully retain tobacco enforcement statistical reports for their significant evidential and informational value. These records document tobacco enforcement and compliance by retailers in British Columbia each month.				
-03	Pre-September 2007 tobacco inspections reports (includes [HLTH 124], warning letter if necessary, and the health authority monthly summary report) (arrange chronologically by month, then by health authority) (covers reports received prior to September 2007)		SO	3y	DE
SO =	60 months				
8y =	The combined active and semi-active retention period ensures the records are retained to support the operational and administrative requirements of the program.				
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A SA FD

64500 TOBACCO LEGISLATION ADMINISTRATION - GENERAL

(continued)

DE = Tobacco inspection reports can be destroyed because the summary reports are retained under Tobacco enforcement statistical reports (64500-02).

NOTE: 60 months ensured compliance with the former *Tobacco Sales Act* (RSBC 1996, c. 451, s.7) which stated that a dealer was liable to be issued a certificate suspending their licence if, within a 60 month period, the dealer had received two or more convictions for the same business location. Suspensions of this type have been discontinued due to the introduction of the administrative penalty process.

NOTE: For reports received after the introduction of the administrative penalty process, see secondary 64500-04.

-04	Post-September 2007 tobacco inspections reports (covers a variety of ad-hoc inspection reports received from the health authorities after September 2007)	CY+2y	2y	DE
-05	Federal tobacco inspector identification card designations (includes correspondence, copies of photographs, supporting documentation, federal designation tracking sheets, and equivalents)	SO	nil	DE

SO = April 1, 2008

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A SA FD

64500 TOBACCO LEGISLATION ADMINISTRATION - GENERAL
(continued)

NOTE: This secondary covers requests received from health authorities to have their staff designated to enforce federal legislation. This process was discontinued by the federal government effective April 1, 2008.

- | | | | | |
|-----|--|----|----|----|
| -20 | (superseded by secondary 64600-30 Tobacco retailer suspension of licence case files) | | | |
| -30 | (superseded by secondary 64700-20 Smoke constituents annual reports) | | | |
| -35 | (superseded by secondary 64700-25 Smoke constituents annual report analysis and results) | | | |
| -40 | (superseded by secondary 64700-30 Tobacco ingredient and additive reports) | | | |
| -45 | (superseded by secondary 64700-35 Tobacco ingredient and additive report analysis and results) | | | |
| -50 | Tobacco enforcement consultation and liaison files
(supersedes and merges former secondaries -55 Tobacco enforcement consultation and liaison with health authorities and -60 Tobacco enforcement consultation with non government agencies or organizations) | SO | 5y | DE |
| -55 | (superseded by secondary -50 Tobacco enforcement consultation and liaison files) | | | |
| -60 | (superseded by secondary -50 Tobacco enforcement consultation and liaison files) | | | |

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A SA FD

64500 TOBACCO LEGISLATION ADMINISTRATION - GENERAL
(continued)

-70 Tobacco enforcement issues files SO 5y DE
(arrange by issue)

SO = when the issue is resolved

-75 Tobacco enforcement program implementation files SO 5y DE
(arrange by program)

SO = when the program is concluded and when all issues pertaining to the program have been resolved

DE = These records will be destroyed because they document only the manner in which programs are implemented and do not significantly document tobacco enforcement programs. These programs are sufficiently documented in records fully retained from secondary 64500-80 (Tobacco enforcement project files).

-80 Tobacco enforcement project files SO 5y FR
(arrange by project)

SO = when the project is completed and when all issues pertaining to the project have been resolved

FR = These records will be fully retained because they document projects to enforce the regulation of tobacco products in the province. They document government actions in regard to a significant health hazard.

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A SA FD

64600 TOBACCO LEGISLATION ADMINISTRATION - CONTRAVENTION

Records relating to the enforcement of contraventions of the *Tobacco Control Act* (RSBC 1996, c. 451) (formerly the *Tobacco Sales Act*), *Tobacco Control Regulations* (B.C. Reg. 232/2007) and the *Offence Act* (RSBC 1996, c. 338).

Penalty options available to enforcement officers include: issuance of a violation ticket, long-form prosecutions, and issuance of a penalty under the administrative penalty process. Administrative penalties were introduced in 2007 as an alternative to violation tickets and court-based prosecutions for tobacco retailer contraventions. Under this option, convictions could result in a fine and/or a time-limited sales prohibition.

Record types includes correspondence, memoranda, reports and others types of records as indicated under relevant secondaries.

For more information on the Tobacco Enforcement Information System, see the Information Overview Section.

For Ombudsperson's investigations, see ARCS secondary 155-20.

For tobacco inspection reports (including [HLTH 124]), see primary 64500.

Unless otherwise specified below, the ministry OPR (Tobacco Control Program) will retain these records for:

CY+1y 2y DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO nil DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				

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A SA FD

64600 TOBACCO LEGISLATION ADMINISTRATION - CONTRAVENTION (continued)

- 02 Insurance Corporation of British Columbia
contravention reports
(arrange in chronological order) FY+4y nil DE

DE = These records will be destroyed because the information is often not accurate and is used for information purposes only. The reports are not relied upon in court.

NOTE: These reports identify changes to ticket status that have occurred since the last report.

- 03 Violation tickets
(green paper copy) FY+4y 5y DE
(includes copies of issued, void and cancelled tickets)

10y = This retention ensures the tickets are available to the program for the duration of a contravention, beginning at the initial violation and completed at the conclusion of the suspension.

NOTE: Each tobacco enforcement officer (TEO) maintains a ticket book. Each numbered ticket has an original and 3 copies. The distribution is as follows:

- original to retailer at time of inspection
- copy to Insurance Corporation of British Columbia for ticket status tracking
- copy with Tobacco Enforcement Officer
- green copy to Tobacco for retailer/location and ticket status tracking.

(continued on next page)

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A SA FD

64600 TOBACCO LEGISLATION ADMINISTRATION - CONTRAVENTION (continued)

NOTE: As of April 2009, violation tickets are no longer received or tracked by the Ministry. Under the former *Tobacco Sales Act*, violation tickets were used to trigger a retailer suspension and were therefore required as support to the suspension initiation process. This is no longer the case under the current *Tobacco Control Act*.

-04	Violation tickets data (covers data stored in the Tobacco Enforcement Information System) (electronic records)	SO	nil	DE
-----	--	----	-----	----

SO = when the information is superseded or obsolete and the information has migrated to a new format

NOTE: The Tobacco Enforcement Information System became obsolete in April 2009 because the Ministry is no longer required to receive or track violation tickets.

-05	Administrative penalty tracking sheets	SO	nil	FR
-----	--	----	-----	----

FR = These records will be fully retained for the government archives because they provide a concise summary of the administrative penalties imposed by the program.

-20	(superseded by the Tobacco Enforcement Information System. For scheduling information, see the Information System Overview section.)			
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(continued on next page)

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A SA FD

64600 TOBACCO LEGISLATION ADMINISTRATION - CONTRAVENTION (continued)

-25 Administrative penalty referrals SO+1y 6y DE
(includes reports to the Administrator, supporting documentation and Administrator written decisions)

SO = when decision is made whether to issue notice of hearing

7y = The retention period ensures these records will not be of further use.

DE = These records will be destroyed because the administrative penalties are sufficiently documented in administrative penalty tracking sheets that are fully retained in secondary 64600-05.

NOTE: If a decision is made to issue a notice of hearing, re-classify the file to 64600-27 Administrative penalty hearing files.

NOTE: This secondary covers enforcement officials' requests to initiate the administrative penalty process.

-27 Administrative penalty hearing files SO+1y 6y DE
(includes reports to the Administrator, supporting documentation, hearing notices, requests to reschedule a hearing, hearing proceeding records, decision records, administrative penalty notices, and equivalents)
(arrange in alphanumerical order by retail location address)

SO = when hearing is concluded and decision is published

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A SA FD

64600 TOBACCO LEGISLATION ADMINISTRATION - CONTRAVENTION (continued)

7y = The retention period ensures these records will not be of further use.

DE = These records will be destroyed because the administrative penalties are sufficiently documented in administrative penalty tracking sheets that are fully retained in secondary 64600-05.

NOTE: This secondary covers referrals to the Administrator under the *Tobacco Control Act* (RSBC 1996, c. 451) and the *Tobacco Control Regulations* (B.C. Reg. 232/2007). When a hearing is warranted, a notice is sent to the retailer. If the hearing determines that the retailer is in contravention of the Act, an administrative penalty will be imposed as set out in the Regulations.

-30	Tobacco retailer suspension of licence case files (supersedes former secondary 64500-20) (includes copies of the conviction documents, notice of intent, correspondence, notes, suspension officer report, certificate to suspend, and suspension letter) (arrange in alphanumerical order by retail location address)	SO+1y 5y DE
-----	---	-----------------

SO = upon termination of the suspension

NOTE: The Tobacco retailer suspension of licence case file was opened when the Tobacco Enforcement Information System report identified that the same location had accrued a specified number of convictions within a legislated period.

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A SA FD

64600 TOBACCO LEGISLATION ADMINISTRATION - CONTRAVENTION (continued)

NOTE: Due to changes in legislation and the introduction of the administrative penalty process, suspensions of retailers under this process ceased in August 2007. For penalties under the new process, see secondaries 64600-25 and 64600-27.

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A SA FD

64700 TOBACCO LEGISLATION ADMINISTRATION – TESTING AND DISCLOSURE

Records relating to the administration of the *Tobacco Testing and Disclosure Regulation* (B.C. Reg. 282/98), including analysis and publication of the ingredient and additive reports and the smoke constituents reports submitted by the industry.

NOTE: The *Tobacco Testing and Disclosure Regulation* was repealed in November 2007. The tobacco industry is no longer required to provide tobacco testing and disclosure information related to their products to the Ministry.

Record types include reports and testing and disclosure data.

For more information on the Tobacco Testing and Disclosure System, see the Information System Overview section.

Unless otherwise specified below, the ministry OPR (Tobacco Control Program) will retain these records for:

CY+1y 2y DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO nil DE

-00	Policy and procedures	- OPR - non-OPR
-----	-----------------------	--------------------

SO	5y	FR
SO	nil	DE

-01 General

-20 Smoke constituents annual reports
 (supersedes former secondary 64500-30)
 (includes reports submitted by industry as per the
 Tobacco Testing and Disclosure Regulation (B.C.
 Reg. 282/98))
 (arrange by submitter, then by calendar year)

SO 5y FR

(continued on next page)

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A SA FD

64700 TOBACCO LEGISLATION ADMINISTRATION – TESTING AND DISCLOSURE (continued)

SO = when the report has been analyzed, the analysis published, and all issues pertaining to the analysis have been resolved

FR = The government archives will fully retain smoke constituent annual reports for their significant evidential and informational value. These records document the chemical composition of smoke for all brands of tobacco sold in British Columbia. Information gathered by the government of British Columbia is different than what is required by the federal government. This information has high scientific and health value.

NOTE: The *Tobacco Testing and Disclosure Regulation* was repealed in November 2007. These reports are no longer received.

-25	Smoke constituents annual report analysis and results (closed January 1, 2006 – do not create new files in this secondary) (supersedes former secondary 64500-35) (includes all analysis documentation) (arrange by submitter, then by calendar year)	SO	5y	DE
-----	--	----	----	----

SO = when no longer required for research and analysis purposes

DE = These records will be destroyed because they do not document significant activities. The analysis was never completed or published and the ministry no longer performs this activity. Smoke constituents are sufficiently documented in records fully retained from secondary 64700-20 (Smoke constituents annual reports).

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A SA FD

64700 TOBACCO LEGISLATION ADMINISTRATION – TESTING AND DISCLOSURE (continued)

NOTE: The *Tobacco Testing and Disclosure Regulation* was repealed in November 2007.

-30	Tobacco ingredient and additive reports (supersedes former secondary 64500-40) (includes quarterly reports submitted by industry as per the <i>Tobacco Testing and Disclosure Regulation</i> (B.C. Reg. 282/98)) (arrange by submitter, then by calendar year)	SO	5y	FR
-----	--	----	----	----

SO = when the reports have been analyzed, the final analysis is published and when all issues pertaining to the analysis have been resolved

FR = The government archives will fully retain ingredient and additive reports for their significant evidential and informational value. These records document the chemical composition of tobacco for all brands of tobacco sold in British Columbia. Information gathered by the government of British Columbia is different than what is required by the federal government. This information has high scientific and health value.

NOTE: The *Tobacco Testing and Disclosure Regulation* was repealed in November 2007. These reports are no longer received.

-35	Tobacco ingredient and additive report analysis and results (closed January 1, 2006 – do not create new files in this secondary) (supersedes secondary 64500-45) (includes all analysis documentation) (arrange by submitter, then by calendar year)	SO	5y	DE
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A SA FD

64700 TOBACCO LEGISLATION ADMINISTRATION – TESTING AND DISCLOSURE (continued)

SO = when no longer required for research and analysis purposes

DE = These records will be destroyed because they do not document significant activities. The analysis was never completed or published and the ministry no longer performs this activity. Tobacco ingredients and additives reports are sufficiently documented in records fully retained from secondary 64700-30 (Smoke ingredient and additive reports).

NOTE: The *Tobacco Testing and Disclosure Regulation* was repealed in November 2007.

-40	Tobacco testing and disclosure data (covers data stored on the Tobacco Testing and Disclosure System) (electronic records)	SO	nil	DE
-----	--	----	-----	----

SO = when the Ministry ceases to collect smoke constituents, tobacco ingredient and additive data from the tobacco industry, and when no longer required for reference purposes

DE = Tobacco testing and disclosure data can be deleted upon approval of the Ministry Records Officer because the reports received by the Tobacco industry are fully retained under secondaries -20 and -30.

NOTE: Audit logs and transaction logs maintained by the Tobacco Testing and Disclosure System are to be retained for a minimum of 2 years as per ARCS secondary 6920-50.

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A SA FD

64700 TOBACCO LEGISLATION ADMINISTRATION – TESTING AND DISCLOSURE (continued)

NOTE: The *Tobacco Testing and Disclosure Regulation* was repealed in November 2007. The tobacco industry is no longer required to provide tobacco testing and disclosure information related to their products to the Ministry.

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INFORMATION SYSTEM OVERVIEW

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AUDIOLOGY INFORMATION SYSTEM	AIS
HEART HEALTH INFORMATION SYSTEM – DEMONSTRATION PROJECT	HHISDEMO
NON-COMMUNICABLE DISEASE DATABASES	NCDE
TOBACCO ENFORCEMENT INFORMATION SYSTEM	TEIS
TOBACCO TESTING AND DISCLOSURE SYSTEM	TTDS

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 the Corporate Records Management Branch. For information regarding this *ORCS*, contact your Records Officer.

A SA FD

INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Ministry of Health Services
Population Health and Wellness
Childhood and Early Intervention

System Title

Audiology Information System (AIS)

Purpose

To provide program management with accurate and up-to-date statistics which describe the audiology program and assist in evaluating its effectiveness.

Information Content

The audiology Information System includes all the demographic, clinic management and hearing evaluation data contained on the HLTH 1259 form. Demographic information includes client surname and given names, sex, date of birth, and age at test. Clinic management information includes date of test, clinic number, patient file number, referral information, identification of hearing program high risk factors, type or nature of appointment, and type of follow-up. The hearing evaluation information includes the type of hearing loss, the degree of hearing loss, hearing aid evaluations and recommendations, and auditory training equipment needs assessment recommendations.

Inputs, Processes, and Outputs

Inputs consist of audiology information forms (HLTH 1259). As transitory input records they are disposed of in accordance with special schedule 102902. Copies of the HLTH 1259 are also maintained on the individual client file at the health center, which are classified in section 2 of this *ORCS*.

HLTH 1259 forms are completed by clinicians at individual community hearing clinics, and are sent to central office in Victoria where they are data entered and copied onto computer magnetic tapes by Accu Data Ltd., a professional data entry company. The tapes are transferred to the Technology Services Division where they are downloaded on the mainframe for processing. HLTH 1259 forms are returned to central office after data entry and Accu Data tapes are returned to the company to the company for reuse after the data is downloaded. A copy of the HLTH 1259 is filed in chronological order in the client files that are maintained at individual community health units. Statistical reports can be printed when requested by a clinician. The annual reports that are printed after the end of every fiscal year are maintained in central office.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

Outputs consist of reports which include:

Type and degree of hearing loss:

- On initial evaluation of High Priority Hearing Registry (HPRH) infants
- On evaluations of school screening
- On initial evaluation by clinic
- On initial evaluation for WCB clients

High risk factors that identified HPRH infants on initial evaluation by clinic

Number and percentage of type and degree of hearing impairment classification

False positives on initial evaluation by referral source by clinic

Initial evaluations:

- By age group
- Nature of appointment
- Referrals

Evaluations

- By audiologist
- For WCB

Re-evaluations:

- Number of
- Nature of appointment

Hearing aid evaluations:

- For initial evaluations
- For re-evaluations

Amplification Recommended:

- For initial evaluations
- For re-evaluations

Recommendations after hearing aid evaluations by clinics

Non-government hearing aids evaluated in the B.C. Hearing Aid Program by clinic

Technical Maintenance

Electronic records are maintained on the system until their retention schedule is completed. In most cases, this parallels the schedule for the related paper records. The electronic records are then purged from the system. Any exceptions to this purge routine are noted under relevant secondaries.

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 the Corporate Records Management Branch. For information regarding this *ORCS*, contact your Records Officer.

A SA FD

The electronic system is routinely backed up in accordance with ministry policy, as prescribed in *GMOP* 8.1.4 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.

Classification

Electronic System

The classifications for the electronic system and the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition".

Secondary No.

Secondary Title

62230-30

Audiology Information system (AIS)

Inputs

Secondary No.

Secondary Title

61200-20

Hearing service client files - adult

61200-30

Hearing service client files - minor

Outputs

Secondary No.

Secondary Title

62230-07

Audiology Information system reports

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 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 the Corporate Records Management Branch. For information regarding this *ORCS*, contact your Records Officer.

A SA FD

INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Ministry of Health Services
Population Health and Wellness Division
Prevention and Wellness Planning
Disease and Injury Prevention

System Title

BC Heart Health Information System Demonstration Project (HHISDEMO)

Purpose

The Heart Health Information System was developed to manage and measure community health initiatives of the British Columbia Heart Health Demonstration Project by capturing data in a timely and effective manner for use in operational planning, the production of reports and for the dissemination of successful project components. The information produced is invaluable in determining costs, health impacts and outcomes or results, reach and support for public initiatives carried out by the community sites. The ability to relate health outcomes to service cost and utilization is important for program performance evaluation and utilization management.

Information Content

The Heart Health Information System Demonstration Project contains data that has been collected from operational plans, quarterly reports submitted by community and provincial coordinators, meeting and interview records.

Operational Plans include objectives, indicators, strategies, action steps (community assessment/information analysis, development and design, implementation, monitoring/evaluation/interpretation, reporting/documentation, and diffusion/sustainability)

Quarterly reports, submitted by the community and provincial coordinators, can include information on specific community initiatives. The data includes highlights and lessons learned, influencing factors, outcomes, internal tools, products, publicity, diffusion, sustainability, timelines, in-kind contributions, financial statements and administration, and input from coordinators, the principal investigator, the database administrator, and the provincial coordinator.

Meeting minutes include date, attendees and association, committee description, agenda items, actions and meeting length.

Interviews with stakeholders include key contacts, key issues for each stakeholder, time spent on initiatives, meetings, influencing factors and questions and answers relating to activities which will affect sustainability of the project.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

Inputs, Processes, and Outputs

Inputs

Data is collected from operational plans, quarterly reports, meeting minutes and community specific evaluations (which include individual participant interviews). The data is entered on an ongoing basis or quarterly, and can be either quantitative or qualitative. The system stores both process and impact information for future analysis.

Processes

The system tracks data for project management, operational planning, decision-making reporting, tracking project progress, expenditures, contributions and diffusion and identification of successful components of the project. Data is collected and analyzed at the individual, organizational and environmental level through surveys, participant and event tracking forms as well as quarterly and annual reports.

Activities are tracked on a weekly or monthly basis. This information is used during interviews.

Outputs

The quarterly, annual and ad hoc reports are used by the central management team assessing the status of the community initiatives, determining how best to provide technical support to the communities and responding to reporting requests of the project funders and community stakeholders. Data is used for research publications and provincial and community level decision making.

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 policy, as prescribed in GMOP 8.14 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.

Classification

Electronic System

Secondary No.

Secondary Title

62390-60

Heart Health Information System Demonstration
Project database

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

Electronic Records

Secondary No.	Secondary Title
62390-03	Non-communicable disease database input records

Inputs

Secondary No.	Secondary Title
62390-03	Non-communicable disease database input records

Outputs

Secondary No.	Secondary Title
62390-04	Non-communicable disease statistical and operational reports
62300-06	Community health service research project findings reports

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.
- For participant survey questionnaire and consent forms, see Community Health Programs *ORCS* 62300-05.
- For research project findings reports, see Community Health Programs *ORCS* 62300-06.
- For Community Health Programs research projects, see Community Health Programs *ORCS* 62300-20.

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 the Corporate Records Management Branch. For information regarding this *ORCS*, contact your Records Officer.

INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Ministry of Health Services
Population Health and Wellness
Business Planning, Surveillance and Epidemiology
Epidemiology

System Title

Non-communicable disease epidemiology databases (NCDE)

Purpose

To analyze data collected from Vital Statistics Agency, the BC Centre for Disease Control, and other Ministry of Health databases, using epidemiological methods to produce statistical reports. Data collected is entered into databases and then recompiled using the methodology designated for that project. Analysis of the resulting statistical reports indicate changes in the incidence or prevalence of non-communicable diseases. The information is produced at the request of the Provincial Health Officer, the Medical Health Officers, and other Ministry of Health programs.

Information Content

Health statistics collected from Vital Statistics Agency, the BC Center for Disease Control, the Ministry of Health and other local, national and international agencies. Data used in each database is project-specific and can include the geographic location, the number of events (deaths, births, illnesses, etc.) sex, age and time.

Inputs, Processes, and Outputs

Input records for the databases are transitory records received from British Columbia Vital Statistics Agency, the BC Centre for Disease Control, and other Ministry of Health databases. These records are duplicates and their only function is to provide the data for the database.

The data is manipulated and massaged according to the project-specific methodology to provide results which are used for analysis or monitoring incidence and prevalence of disease.

Outputs consist of the provincial non-communicable disease epidemiology statistical reports which are presented in graphic formats including line graphs, bar graphs, and pie graphs.

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 policy, as prescribed in GMOP 8.1.4 and in speckle schedule 112910 in the *ARCS* manual.

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 the Corporate Records Management Branch. For information regarding this *ORCS*, contact your Records Officer.

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

Classification

Electronic System

Secondary No.	Secondary Title
62700-40	Non-communicable disease epidemiology system(s)

Electronic Records

Secondary No.	Secondary Title
62700-40	Non-communicable disease epidemiology projects

Outputs

Secondary No.	Secondary Title
62700-05	Non-communicable disease epidemiology reports

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.
- For methodologies used, see pertinent project file under *Community Health Programs ORCS* 62700-40.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Ministry of Healthy Living and Sport
Population and Public Health
Chronic Disease/Injury Prevention and Built Environment
Tobacco Control Program

System Title

Tobacco Enforcement Information System (TEIS)

Purpose

The TEIS was designed to automate the tracking of violation ticket status, retailer status, and location status as required by the *Tobacco Control Act* (RSBC 1996, c. 451), formerly known as the *Tobacco Sales Act*.

Note: The System became obsolete in April 2009 because the Ministry is no longer required to receive or track violation tickets.

Information Content

The TEIS contains information retrieved from the original violation ticket issued by tobacco enforcement officers. Health authorities send the green copies of these violation tickets to the Tobacco Control Program on a monthly basis. The information includes the violation ticket alphanumeric number, retailer name, location address (street, city, postal code if available), provincial sales tax number, name of health authority, date of violation, date of service and fine amount. To track violation tickets, data collected includes the section of the *Tobacco Control Act* violated, when the ticket was received by the Tobacco Control Program, ticket status (which is updated by the ICBC monthly reports [e.g. disputed, guilty by payment, or cancelled]), conviction date, date notice of intent issued, whether the ticket was disputed, date the certificate to suspend was sent to Ministry of Finance, did the suspension occur, the length of the suspension, the start date of the suspension, and any action required by the Tobacco Control Program. Action can include consultation with ICBC, consultation with the Ministry of Attorney General or the Ministry of Finance, or review of the legislation.

Inputs, Processes, and Outputs

The information is received from tobacco enforcement officers and ICBC and contains all information required to identify a specific retail location, the retail location's licence status, violation ticket status, and suspension process status. The violation ticket and the contravention report may be required as evidence in court proceedings so are not considered transitory input documents. The ICBC report is required to monitor the status of a violation ticket.

Data is stored on a relational database. All file entries have a unique identifier assigned to them. Data is retrieved using the unique identifier, or a query search using Boolean logic. Results are either displayed on the monitor or printed in a report as required.

Information on the database is used for program tracking, monitoring and statistical reporting. Once the data from the current ICBC contravention report is input, the data is re-organized to

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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monitor the status of tickets, and to determine if a retailer has accumulated two or more convictions within a 60 month period. It will also identify the status of current suspension processes, tickets that have been cancelled, and tickets that are being disputed.

The tobacco ticketing database generates reports for monitoring and tracking including monthly statistical reports, provincial reports, regional reports, other statistical reports, and location status reports.

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.

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

Classification

Electronic System

The electronic system is not classified in the ORCS. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition."

Electronic Records

Secondary No.	Secondary Title
64600-04	Violation tickets data

Inputs

Secondary No.	Secondary Title
64600-02	Insurance Corporation of British Columbia contravention reports
64600-03	Violation tickets

Outputs

Secondary No.	Secondary Title
64500-02	Tobacco enforcement statistical reports

Other Related Records

- For transitory electronic data processing (EDP) records, see special schedule 102902 in the ARCS manual.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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- 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, and when the approved retention schedules covering the information on them have elapsed, or the information has been preserved elsewhere.

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 government policy and procedures. For assistance, contact your Records Officer.

INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Ministry of Healthy Living and Sport
Population and Public Health
Chronic Disease/Injury Prevention and Built Environment
Tobacco Control Program

System Title

Tobacco Testing and Disclosure System (TTDS)

Purpose

The TTDS was designed to automate the collection of tobacco testing and disclosure data received from Tobacco manufacturers as required by the former *Tobacco Sales Act* (RSBC 1996, c. 451), now the *Tobacco Control Act* and the *Tobacco Testing and Disclosure Regulation* (B.C. Reg. 282/98), which was repealed in November 2007.

According to the 1998 regulation, Tobacco manufacturers were required to disclose, on a brand-by-brand basis the contents of cigarettes and the levels of potentially toxic chemicals in tobacco smoke and to release the information to the public.

In 2000, the Government of Canada introduced the *Tobacco Reporting Regulations* (S.O.R 2000-273) requiring tobacco manufacturers and importers to provide Health Canada with information on cigarette and tobacco constituents and smoke emissions from burning cigarettes. Since June 2006, Health Canada has made this information available to the public.

Information Content

The TTDS is an Oracle database containing information, dating from 1998, received from the tobacco manufacturers, including: ingredient/additives listing, manufacturer name, promotional activities being undertaken by the manufacturer in relation to specific tobacco products, report types, research activities in relation to specific tobacco product bands, physical characteristics of smoke, smoke constituents, unique identifier for each tobacco product brand, tobacco product sales figures, record of changes (made by manufacturers) to tobacco products, and tobacco tax revenue.

Inputs, Processes, and Outputs

The information was primarily received from tobacco manufacturers in hard copy and in flat file format on Compact Disc. Health Canada provided the tobacco sales data.

Files containing manufacturer data were sent to the Ministry in pre-defined formats. Data files were validated and loaded into the TTDS. Any of these input data files not meeting file acceptance criteria were rejected by the validation process, and the submitter was requested to correct and re-submit the entire file to the Ministry. All input files were processed through batch application programs. There were no online forms associated with the System.

The database was only operational for a short period and did not produce any fixed reports.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Technical Maintenance

Electronic records are maintained on the system until their retention schedule is completed. In most cases, this parallels the schedule for the related paper records. The electronic records are then purged from the system. 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.

Classification

Electronic System

The electronic system is not classified in the *ORCS*. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition."

Electronic Records

Secondary No.	Secondary Title
64700-40	Tobacco testing and disclosure data

Inputs

Secondary No.	Secondary Title
64700-20	Smoke constituents annual reports
64700-30	Tobacco ingredient and additive reports

Outputs

Secondary No.	Secondary Title
64700-25	Smoke constituents annual report analysis and results
64700-35	Tobacco ingredient and additive report analysis and results

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.

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 government policy and procedures. For assistance, contact your Records Officer.

System Scheduling and Disposition

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

This draft records schedule has NOT been approved under the provisions of the *Document Disposal Act* (RSBC 1996, c. 99) and DOES NOT constitute authority for disposition. This records schedule must receive legislative approval before any records can be disposed of. For assistance, contact your Records Officer.

APPENDICES

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APPENDIX A

Summary of Changes to the *Community Health Programs ORCS*
(concordance table)

APPENDIX A: Summary of Changes to the *Community Health Programs ORCS* (concordance table)

Primary/ Secondary	Title	Type of Change	New retention period A/SA/FD
Section 5 Title Page	Section 5 - Tobacco Programs	Updated to reflect new legislation and to fully describe all the functions covered in Section 5	n/a
Table of Contents	Table of Contents	Updated to reflect the following: <ul style="list-style-type: none"> primary 64200 title changed to Tobacco Use Prevention, Cessation and Protection secondary 64200 supersedes secondary 64300 addition of a new primary block -Tobacco Legislation Administration 	n/a
Through- out Section 5	n/a	Removed all instances of the term "alphabetically" from qualifiers as it is redundant	n/a
64000	TOBACCO PROGRAMS - GENERAL	Primary scope note adjusted to reflect new legislation Record types moved to separate sentence FR statement changed to reflect current standards	
64000-02	Tobacco program publications and resources	New	SO/nil/FR
64000-20	Tobacco Control internet web pages	Revised title, description and notes	n/a
64000-30	Tobacco facts website	Added a note to indicate that the website has been discontinued	n/a
64100	TOBACCO PROGRAMS - RESEARCH AND DEVELOPMENT	Updated cross-references to reflect revisions to ARCS	n/a
64100-02	Tobacco program research participant survey questionnaire and consent forms	Programs in title changed to program to be consistent with all other secondaries throughout this section. Revised DE note to remove mention of secondary 64100-20.	n/a

A = Active
SA = Semi-active (off-site storage)
FD = Final Disposition

CY = Calendar Year
FY = Fiscal Year
m = month
y = year

SO = Superseded or Obsolete
DE = Destruction
SR = Selective Retention
FR = Full Retention

APPENDIX A: Summary of Changes to the *Community Health Programs ORCS* (concordance table)

Primary/ Secondary	Title	Type of Change	New retention period A/SA/FD
64100-20	Tobacco program research projects	Amended covers qualifier to indicate that final reports are not classified under this secondary. Final reports are classified under secondary 64100-03. Final disposition changed from SR to DE. New DE note added.	SO+2y/5y/DE <i>Reduced</i>
64200	TOBACCO USE PREVENTION, CESSATION AND PROTECTION	Revised primary title to include the term protection and remove programs Revised scope note Updated cross-references to reflect revisions to ARCS	n/a
64200-02 to -50	Various	Updated all titles to include term protection	n/a
64200-02	Tobacco use prevention, cessation and protection associations and organizations	Revised covers note to include protection	n/a
64200-05	Tobacco use prevention, cessation and protection statistical reports – British Columbia	Secondary title updated to reflect that this secondary only pertains to statistical reports pertaining to British Columbia. Final disposition for British Columbia statistical reports changed to Full Retention. Additional secondary -06 created to cover off all other statistical reports.	SO/nil/FR <i>Increased</i>
64200-06	Tobacco use prevention, cessation and protection statistical reports – other jurisdictions	New	SO/nil/DE

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APPENDIX A: Summary of Changes to the *Community Health Programs ORCS* (concordance table)

Primary/ Secondary	Title	Type of Change	New retention period A/SA/FD
64200-20	Tobacco use prevention, cessation and protection consultation and liaison files	Supersedes former secondary 64200-25 Tobacco use prevention and cessation consultation and liaison with other governments, agencies and organizations	n/a
64200-25	Tobacco use prevention and cessation consultation and liaison with other governments, agencies and organizations	Deleted. Superseded by secondary 64200-20 Tobacco use prevention, cessation and protection consultation and liaison files	n/a
64200-30	Tobacco use prevention, cessation and protection issues files	Issue changed to issues within secondary title	n/a
64200-35	Tobacco use prevention, cessation and protection project files	Removed includes qualifier Final disposition changed from SR to FR. New FR note added.	SO/5y/FR <i>Increased</i>
64200-40	Tobacco use prevention, cessation and protection program planning files	Title updated Final disposition changed from SR to FR. New FR note added.	SO/5y/FR <i>Increased</i>
64300	TOBACCO STRATEGY	Deleted. Superseded by 64200 TOBACCO USE PREVENTION, CESSATION AND PROTECTION Program director determined that this primary was redundant as all the records could be classified within secondaries found within primary 64200	n/a
64300-00	Policy and procedures	Deleted. Superseded by secondary 64200-00 Policy and procedures	n/a
64300-01	General	Deleted. Superseded by secondary 64200-01 General	n/a

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APPENDIX A: Summary of Changes to the *Community Health Programs ORCS* (concordance table)

Primary/ Secondary	Title	Type of Change	New retention period A/SA/FD
64300-02	Tobacco strategy associations and organizations	Deleted. Superseded by secondary 64200-02 Tobacco use prevention, cessation and protection associations and organizations	n/a
64300-20	Tobacco strategy consultation and liaison with associations and organizations	Deleted. Superseded by secondary 64200-20 Tobacco use prevention, cessation and protection consultation and liaison files	n/a
64300-25	Tobacco strategy consultation and liaison with government	Deleted. Superseded by secondary 64200-20 Tobacco use prevention, cessation and protection consultation and liaison files	n/a
64300-30	Tobacco strategy consultation and liaison with stakeholders	Deleted. Superseded by secondary 64200-20 Tobacco use prevention, cessation and protection consultation and liaison files	n/a
64300-35	Tobacco strategy issue files	Deleted. Superseded by secondary 64200-25 Tobacco use prevention, cessation and protection issues files	n/a
64300-40	Tobacco strategy project files	Deleted. Superseded by secondary 64200-35 Tobacco use prevention, cessation and protection project files	n/a
64300-45	Tobacco strategy program, strategy and initiative files	Deleted. Superseded by secondary 64200-40 Tobacco use prevention, cessation and protection program planning files	n/a
64300-50	Tobacco strategy reference files	Deleted. Superseded by secondary 64200-50 Tobacco use prevention, cessation and protection reference files	n/a
64500	TOBACCO LEGISLATION ADMINISTRATION - GENERAL	<p>New title to reflect new primary block for Tobacco Legislation Administration.</p> <p>Revised scope note to reflect new legislation.</p> <p>Record types moved to separate sentence.</p> <p>Revised cross-references to reflect new processes, systems and ARCS revisions.</p>	n/a

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APPENDIX A: Summary of Changes to the *Community Health Programs ORCS* (concordance table)

Primary/ Secondary	Title	Type of Change	New retention period A/SA/FD
64500-02	Tobacco enforcement statistical reports	Updated includes statement to be more generic in terms of types of reports created	n/a
64500-03	Pre-September 2007 tobacco inspections reports	Title changed to reflect that these type of reports ceased to be received after September 2007 due to the introduction of the Administrative penalty process New qualifier added. Notes amended to reflect new process	n/a
64500-04	Post-September 2007 tobacco inspection reports	New. Reflects reports received after September 2007	n/a
64500-05	Federal tobacco inspector identification card designations	New	SO/nil/DE
64500-20	Tobacco retailer suspension of licence case files	Deleted. Superseded by secondary 64600-30 Tobacco retailer suspension of licence case files	n/a
64500-30	Smoke constituents annual reports	Deleted. Superseded by secondary 64700-20 Smoke constituents annual reports	n/a
64500-35	Smoke constituents annual report analysis and results	Deleted. Superseded by secondary 64700-25 Smoke constituents annual report analysis and results	n/a
64500-40	Tobacco ingredient and additive reports	Deleted. Superseded by secondary 64700-30 Tobacco ingredient and additive reports	n/a
64500-45	Tobacco ingredient and additive report analysis and results	Deleted. Superseded by secondary 64700-35 Tobacco ingredient and additive report analysis and results	n/a
64500-50	Tobacco enforcement consultation and liaison files	Supersedes and merges former secondaries 64500-55 Tobacco enforcement consultation and liaison with health authorities and 64500-60 Tobacco enforcement consultation with non government agencies or organizations	n/a

A = Active
SA = Semi-active (off-site storage)
FD = Final Disposition

CY = Calendar Year
FY = Fiscal Year
m = month
y = year

SO = Superseded or Obsolete
DE = Destruction
SR = Selective Retention
FR = Full Retention

APPENDIX A: Summary of Changes to the *Community Health Programs ORCS* (concordance table)

Primary/ Secondary	Title	Type of Change	New retention period A/SA/FD
64500-55	Tobacco enforcement consultation and liaison with health authorities	Deleted. Superseded by secondary 64500-50 Tobacco enforcement consultation and liaison files	n/a
64500-60	Tobacco enforcement consultation with non government agencies or organizations	Deleted. Superseded by secondary 64500-50 Tobacco enforcement consultation and liaison files	n/a
64500-70	Tobacco enforcement issues files	Issue changed to issues within secondary title	n/a
64500-75	Tobacco enforcement program implementation files	Final disposition changed from SR to DE. New DE note added.	SO/5y/DE <i>Reduced</i>
64500-80	Tobacco enforcement project files	Final disposition changed from SR to FR. New FR note added.	SO/5y/FR <i>Increased</i>
64600	TOBACCO LEGISLATION ADMINISTRATION - CONTRAVENTION	New Title to reflect new primary block for Tobacco Legislation Administration Revised scope note to reflect new legislation. Revised cross-references to reflect new processes and systems.	n/a
64600-02	Insurance Corporation of British Columbia contravention reports	Revised retention period from FR to DE and reduced total retention period from 10 years to 5 years Revised note to reflect the current use of the reports and to justify the new final disposition	FY+4y/nil/DE <i>Reduced</i>
64600-03	Violation tickets	Notes updated to reflect that the tickets are no longer received or required under the Administrative penalty process	n/a

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APPENDIX A: Summary of Changes to the *Community Health Programs ORCS* (concordance table)

Primary/ Secondary	Title	Type of Change	New retention period A/SA/FD
64600-04	Violation tickets data	Title update to reflect material designation Additional qualifier added to identify name of system where data is stored. Note added to indicate when the system became obsolete.	n/a
64600-05	Administrative penalty tracking sheets	New	SO/nil/FR
64600-20	Tobacco ticketing database	Deleted. System scheduling information is now found in the Tobacco Enforcement Information System ISO	n/a
64600-25	Administrative penalty referrals	New	SO+1y/6y/DE
64600-27	Administrative penalty hearing files	New	SO+1y/6y/DE
64600-30	Tobacco retailer suspension of licence case files	Supersedes former secondary 64500-20 Noted added to indicate that suspensions of this type have been discontinued	n/a
64700	TOBACCO LEGISLATION ADMINISTRATION - TESTING AND DISCLOSURE	New. Majority of secondaries within this primary were originally classified under primary 64500	n/a
64700-20	Smoke constituents annual reports	Supersedes former secondary 64500-30	n/a

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APPENDIX A: Summary of Changes to the *Community Health Programs ORCS* (concordance table)

Primary/ Secondary	Title	Type of Change	New retention period A/SA/FD
64700-25	Smoke constituents annual report analysis and results	Supersedes former secondary 64500-35 Includes note changed SO note changed Final disposition changed from SR to DE. New DE noted added.	SO/5y/DE <i>Decreased</i>
64700-30	Tobacco ingredient and additive reports	Supersedes former secondary 64500-40	n/a
64700-35	Tobacco ingredient and additive report analysis and results	Supersedes former secondary 64500-45 Includes note changed SO note changed Final disposition changed from SR to DE. New DE noted added.	SO/5y/DE <i>Decreased</i>
64700-40	Tobacco testing and disclosure data	New	SO/nil/DE

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A SA FD

COMMUNITY HEALTH PROGRAMS

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

I N D E X

This index provides an alphabetical guide to ORCS subject headings and relevant primary number(s) in which documents relating to a specific subject or function may be classified. It should also aid the user in retrieving, by subject, documents which have been classified and filed.

Employees responsible for records classification should use this index as a means of access to the contents of ORCS. Once they have located what appear to be relevant index entries for a given subject, they should refer to the primary or primaries listed in order to determine which is the correct classification and also to determine the correct secondary. Often, the primary scope notes will clarify whether or not a document should be classified in a given primary. Primary scope notes should be read carefully as they delineate a primary's subject and content.

This index contains an alphabetical listing of:

- a) all keywords which appear in primary titles;
- b) all keywords which appear in secondary titles;
- c) keywords which appear in primary scope notes;
- d) common synonyms for indexed keywords; and
- e) common abbreviations.

Cross-references:

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

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

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

- A -

ACQUIRED IMMUNE DEFICIENCY SYNDROME (See AIDS)

ACCESS TO CARE

- For handicapped adults 62620

ADMINISTRATIVE PENALTIES

64600

ADULT GUARDIANSHIP

- For handicapped adults 62620

AFTER HOURS NURSING

- For handicapped adults 62640

AIDS

(See also HIV/AIDS programs)

- Needle exchange program 61830, 63200

- Provincial strategy 63200

- Outreach programs 63200

- Prevention education 61830, 63200

ANNUAL REPORT (See Reports – Annual)

AUDIOLOGY SERVICES

- identification, assessment and treatment 61200

- Program coordination 62250

AUDIOLOGY SCREENING

61200

AUTISM (See Neurological Disorders)

(See Behavioural Disorders)

AUTOPSY REPORTS

(See also Mortality Review)

- Medical Services – HSCL 62620

- B -

BC HEARING AID PROGRAM

62250

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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	<u>A</u>	<u>SA</u>	<u>FD</u>
BEHAVIOURAL DISORDERS			
- Autism			62390
- Issues			62390
- Program Coordination			62390
- Projects			62390
BEST EVIDENCE METHODOLOGY			
- Research articles and abstract			62100
- Program maintenance			62100
- Standards and guidelines maintenance			62100
- Issues, reports, studies			62100
BRITISH COLUMBIA HEART HEALTH DEMONSTRATION PROJECT			
- HEART HEALTH INFORMATION SYSTEM (HHIS)			62390
- C -			
CANADIAN HEART HEALTH SURVEY			
- Participant consent forms			62300
- Participant surveys			62300
- Research			62300
CARDIOVASCULAR DISEASE			62390
CERTIFICATE TO SUSPEND			
- Tobacco retailer license			64500
CESSATION OF SMOKING FOR ADULTS			64200
CHILD ABUSE ISSUES/CONCERNS			61880
CLIENT FILES			
(See also Mortality Review)			
(See also Transfer of Function under Section 3)			
- Dental health			61400
- Nutrition services			61600
- Critical incident reports			62620
- Family folders			61880
- Hearing services			61200
- Infant risk screening			61880
- Medical Services – HSCL			62620

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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	<u>A</u>	<u>SA</u>	<u>FD</u>
- Notification of Death – HSCL			62620
- Nursing Services – HSCL			62640
- Rehabilitation Services – HSCL			62660
- Tuberculosis treatment			61850
- Vision screening			61880
CLINICAL SUPPORT (See also Best Evidence Methodology)			62100
COMMUNICABLE DISEASE			
- Case reports			61800
- Child health record			61810
- Contravention of the <i>Health Act</i> (RSBC 1996) Section 11			60200
- Control for sexually transmitted diseases - implementation			61830
- Control for tuberculosis – implementation			61850
- Prevention and control – program coordination			62360
- Prevention and control – program implementation			61810
COMMUNICATION DISORDERS (See also Hearing and Audition) (See also Speech and Language) (See also BC Hearing Aid program)			62230 - 62290
COMMUNITY HEALTH SERVICES PROGRAM			62300 - 62450
CONSULTATION, MEDICAL			
- Handicapped adults care issues			62620
- Mortality reviews for Health Services for Community Living			62620
- On “best evidence” methodology			62100
CONSULTATION, NURSING			
- Handicapped adults care issues			62640
- Training caregivers for transfer of function			64640
CONSULTATION, REHABILITATION			
- Handicapped adults care issues			62660
- Training caregivers for transfer of function			62660
CONSULTATION AND LIAISON (OTHER AGENCIES, ORGANIZATIONS, GOVERNMENTS) (See also Professional Associations)			
- Community Health			62420
- Dental Services			62500

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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	<u>A</u>	<u>SA</u>	<u>FD</u>
- Health Services for Community Living			62600
- HIV/AIDS Programs			63100
- Tobacco Cessation			64200
- Tobacco Enforcement			64500
- Tobacco Strategy			64200
CONSULTATION AND LIAISON – HEALTH AUTHORITIES			
- Community Health			62420
- Dental Services			62500
- Health Services for Community Living			62600
- HIV/AIDS Programs			63100
- Provincial Health Officer			60200
- Tobacco Cessation			64200
- Tobacco Enforcement			64500
- Tobacco Prevention			64200
CORONER			
(See also Mortality review)			
- HSCL - inquest			62620
- HSCL - investigation			62620
- Mortality review - request for records			62620
COURT PROCEEDINGS			
(See also Tobacco Enforcement)			
- Conviction documentation – tobacco retailer license suspension			64600
CRITICAL INCIDENT REPORTS			
- Notifying Medical Consultant, HSCL			62620
- D –			
DENTAL SCREENING			
- Facilities			61400
- School			61400
DENTAL SERVICES			
- Community provision of services			61400
- Program Coordination			62500
DETERMINANTS OF HEALTH			62400

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	<u>A</u>	<u>SA</u>	<u>FD</u>
"DIAL A DIETICIAN"			62380
DO NOT RESUSCITATE ORDER - Medical Services – HSCL			62620
DNR (See "Do Not Resuscitate" Order)			
DYSPHAGIA - For rehabilitation programs for handicapped adults - Speech and language issues			62660 62300
- E -			
ENFORCEMENT (See Tobacco Enforcement)			
- F -			
FAMILY FOLDER			61880
FAMILY HEALTH – COMMUNITY PUBLIC HEALTH NURSING			61880
FAMILY PLANNING AND PREGNANCY COUNSELING			61880
"FEED OUR FUTURE"			62380
- G -			
GENERAL POPULATION - Disease prevention - Health promotion			62400 62400
- H -			
HANDICAPPED ADULTS			62620
HEALTH AUTHORITIES (See also Consultation and Liaison) - Annual reports - Tobacco inspection – monthly summary report			60200 64500

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	<u>A</u>	<u>SA</u>	<u>FD</u>
HEALTH CANADA			
- Monthly statistical submissions – Tobacco Enforcement			64500
- Quarterly statistical submissions – Tobacco Enforcement			64500
HEALTH SERVICE FOR COMMUNITY LIVING			62600 – 62660
HEALTH SERVICES FOR COMMUNITY LIVING (HSCL)			
(See also – Nursing Services – Health Services for Community Living)			
(See also – Rehabilitation Services – Health Services for Community Living)			
- Guideline approvals – College of Physiotherapy			62600
- Guideline approvals – Registered Nurses Association of BC			62600
- Guideline approvals – Therapists Association of BC			62600
- Guideline recommendations – College of Physiotherapy			62600
- Guideline recommendations – Registered Nurses Association of BC			62600
- Guideline recommendations – Therapists Association of BC			62600
- Program effectiveness monitoring			62600
HEALTH PROMOTION			
- General population health promotion			62400
- General population disease prevention			62400
- Health behaviours			62400
- Determinants of health			62400
HEARING AND AUDITION			
(See also Communication disorders)			
- Preventive education			62280
- Diagnostic assessment			61200
HEART HEALTH INFORMATION SYSTEM			
(See also the HHIS Information System Overview in the ISO Section)			
- Input records			62390
- Statistical reports			62390
HEPATITIS B IMMUNIZATION APPROVAL – HSCL			62620
HHIS (See Heart Health Information System)			
HIV/AIDS PROGRAM			63000 – 63100

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	<u>A</u>	<u>SA</u>	<u>FD</u>
HIV/AIDS			
(See also AIDS)			
(See also Sexually Transmitted Diseases)			
- Client files			61830
- Contract management			63200
- Issue management			63200
- Program coordination			63200
HLTH 2218			(See Immunization – Hepatitis B approval)
HSCL			(See Health Services for Community Living)
- I -			
ICBC			(See Insurance Corporation of British Columbia)
IMMUNIZATION			
(see also Vaccine preventable disease)			
- Adverse reaction reports			61810
- Communicable disease prevention			62360
- Communicable disease control			62360
- Hepatitis B - approval			62620
- Communicable disease control – logs			61810
- Communicable disease control – request for			61810
- Communicable disease control – adult health records			61810
- Communicable disease control – child health records			61810
INFANT RISK SCREENING – COMMUNITY PUBLIC HEALTH NURSING			61880
INFORMED CONSENT			
- By handicapped adults			62620
INSURANCE CORPORATION OF BRITISH COLUMBIA			
- Contravention reports			64600
- J -			
- K -			
KIDZONE			64200

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A SA FD

- L -

LABORATORY TEST RESULTS

- Community Public Health Nursing 61800
- MEDINET logs 61800

LETTER OF SUSPENSION

(See also Tobacco Enforcement)

- Notification of suspension of tobacco retailer's license 64600
- Recommendation to suspend tobacco retailer's license 64600

LIAISON (See Consultation and Liaison)

- M -

MUSCULOSKELETAL DISORDERS 62320

MEDICAL ETHICS

- For handicapped adults 62620

MEDICAL HEALTH OFFICERS

- case files 60200
- order in council (OIC) appointment documentation 60200

MEDICAL SERVICES – HEALTH SERVICES FOR COMMUNITY LIVING 62620
(See also Health Service for Community Living)

MORTALITY REVIEW 62620
(See also Client files)
(See also Coroner)

MOTOR VEHICLE BRANCH CONTRAVENTION REPORTS (See Insurance Corporation of British Columbia)

- N -

NATIONAL RESEARCH COUNCIL OF CANADA

- Research progress reports – community health 62200

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	<u>A</u>	<u>SA</u>	<u>FD</u>
NEEDLE EXCHANGE PROGRAM			
(See also AIDS)			
- Program coordination			63100
- delivery			61830
NEUROLOGICAL DISORDERS			62390
NON-COMMUNICABLE DISEASES			
- Surveillance program coordination			62360
- Screening program coordination			62360
- Treatment program coordination			62360
- Follow-up program coordination			62360
NON-COMMUNICABLE DISEASE EPIDEMIOLOGY			
- Methodology			62700
- Databases – individual for each project			62700
NOTICE OF INTENT			64500
(See also Tobacco Enforcement)			
NOTIFICATION OF DEATH			
(See also Client Files)			
- For mortality review – HSCL			62620
NURSING SERVICES – HEALTH SERVICES FOR COMMUNITY LIVING			62640
NUTRITION SERVICES			
- Care facility nutrition assessment case files			61600
- Client files			61600
- Community based provision of			61600
- Program development			62380
- O -			
OFFICE OF THE PROVINCIAL HEALTH OFFICER			60000 – 60100
OFFICE OF THE PROVINCIAL HEALTH OFFICER			
- Annual reports			60100
- Contravention of Health Act (RSBC 1996) s. 11 case files			60200
- Investigations			60100
- Medical Health Officer case files			60200
- Special reports			60100

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	<u>A</u>	<u>SA</u>	<u>FD</u>
ORDER IN COUNCIL (OIC)			
- Appointing a Medical Health Officer			60200
OUTREACH PROGRAMS			
- HIV/AIDS			63100
- P -			
PHYSICAL ACTIVITY (See Health Promotion)			
PREVENTION OF SMOKING IN CHILDREN AND YOUTH			64200
PROFESSIONAL ASSOCIATIONS			
(See also Consultation and Liaison)			
- BC College of Physicians and Surgeons			62100
- College of Dental Surgeons			62500
- College of Physiotherapy		62600,	62660
- Liaison – Clinical Support			62100
- Liaison – Community Health Services			62460
- Liaison – Dental Services			62500
- Registered Nurses Association of BC – HSCL		62600,	62640
- Therapists Association of BC		62600,	62660
PROJECT FILES			
- Behavioural disorders			62390
- Cardiovascular disease			62390
- Clinical support			62100
- Communicable disease			62240
- Community living for handicapped adults			62600
- Dental health			62500
- Health promotion			62400
- Hearing and audition			62280
- HIV/AIDS			63200
- Musculoskeletal disorders			62320
- Neurological disorders			62390
- Non-communicable disease epidemiology			62700
- Non-communicable disease			62360
- Nutrition issues			62380
- Provincial health office			60100
- Services for handicapped adults in the community – medical			62620
- Services for handicapped adults in the community – nursing			62640

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	<u>A</u>	<u>SA</u>	<u>FD</u>
- Services for handicapped adults in the community – rehabilitation			62660
- Speech and language			62300
- Tobacco cessation			64200
- Tobacco prevention			64200
- Tobacco strategy			64300
PROGRAM FILES			
- Behavioural disorders			62390
- Best evidence methodology promotion			62100
- Cardiovascular disease			62390
- Communicable disease			62240
- Control of tobacco sales			64400
- Dental – adults			62500
- Dental – children			62500
- Dental – handicapped			62500
- Dental – seniors			62500
- Dental – urgent dental need support			62500
- Determinants of health			62400
- General population disease prevention			62400
- General population health promotion			62400
- Health behaviours			62400
- Hearing and audition			62280
- HIV/AIDS			63200
- Musculoskeletal disorders			62320
- Neurological disorders			62390
- Non-communicable disease epidemiology			62700
- Non-communicable disease			62360
- Nutrition			62380
- Services for handicapped adults in the community - medical			62620
- Services for handicapped adults in the community – nursing			62640
- Services for handicapped adults in the community – rehabilitation			62660
- Speech and language			62300
- Stuttering			62300
- Tobacco strategy			64200
- Tobacco use - cessation			64200
- Tobacco use - prevention			64200
- Tobacco use – reduction			64200
- Voice disorders			62300
PROGRAM EFFECTIVENESS MONITORING			
- Communicable diseases			62240
- Services for handicapped adults living in the community (HSCL)			62600

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	<u>A</u>	<u>SA</u>	<u>FD</u>
PROGRAM MAINTENANCE USING BEST EVIDENCE METHODOLOGY			62100
PUBLIC HEALTH NURSING SERVICES			
- Communicable disease control for immunization			61810
- Communicable disease control for sexually transmitted diseases			61830
- Communicable disease control for tuberculosis			61850
- Individual and family health services			61880
- Q -			
QUARTERLY REPORTS (See Reports – Quarterly) (See also Tobacco Enforcement)			
- R -			
REHABILITATION SERVICES – HEALTH SERVICES FOR COMMUNITY LIVING (See also Health Services for Community Living)			62660
RESEARCH			
- Articles - clinical support			62100
- Projects – community health			62200
- Projects – tobacco programs			64100
- Projects – HIV/AIDS			63200
RESEARCH ETHICS BOARD			
- Review of research practices- community health			62200
REPORTS			
- Non-communicable disease determinants			62700
- Non-communicable disease distribution			62700
- Non-communicable disease occurrences			62700
- Provincial Health Officer			60100
- Smoke Constituent Analysis findings report			64700
- Tobacco Ingredient and Additive analysis findings report			64700
REPORTS – ANNUAL			
- Office of the Provincial Health Officer			60100
- Regional Health Authority			60200
- Smoke Constituents			64700

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	<u>A</u>	<u>SA</u>	<u>FD</u>
REPORT – QUARTERLY			
- Tobacco Ingredient and Additive reports			64700
REPORTS – STATISTICAL			
- Canadian Heart Health databases			62390
- Canadian Heart Health Initiative Process Evaluation Database			62390
- Cardiovascular disease			62390
- Communicable disease - program monitoring			62240
- Community public health nursing standard and ad hoc	61800	-	61880
- Dental statistical reports – health center – annual			61400
- Dental statistical reports – regional – annual			61400
- Dental statistical reports – local and regional interim			61400
- G7 international database			62390
- Health Services for Community Living			62600
- Heart Health Information System – Demonstration Project			62390
- Immunization program monitoring			62240
- Non-communicable disease			62360
- Speech and language – community services			61900
- Tobacco enforcement			64600
- S –			
SAVE A SMILE PROGRAM			
- Client files			61400
- Program files			62500
SCHOOL BASED TOBACCO PREVENTION PROGRAMS			64200
SCHOOL HEALTH SERVICES			61880
SEXUALLY TRANSMITTED DISEASES			
(See also HIV/AIDS)			
- Community Health programs			62360
- Community Public Health Nursing – services			61830
- Community Public Health Nursing – testing, treatment, counseling			61830
- Contravention of Health Act (RSBC 1996) s. 11, case files			60200
SMOKE CONSTITUENTS ANNUAL REPORT			
(See also Tobacco Testing and Disclosure)			
- Analysis			64700
- Submissions			64700

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	<u>A</u>	<u>SA</u>	<u>FD</u>
SPEECH AND LANGUAGE			
- Dysphagia – programs			62270
- Program delivery			61900
- Stuttering - programs			62270
- Voice disorders - programs			62270
- Client files (adult and child)			61900
STANDARDS AND GUIDELINES			
- Behavioural disorders			62300
- Cardiovascular diseases			62300
- Communicable disease			62300
- Hearing and audition			62230
- Speech and language			62230
- Community Health Services			62450
- Dental services			62500
- Health promotion			62300
- Health Services for Community Living			62600
- HIV/AIDS programs			63300
- Musculoskeletal diseases			62300
- Neurological disorders			62300
- Non-communicable disease			62300
- Non-communicable disease epidemiology			62300
- Nutrition issues			62300
- Tobacco programs			64100
STANDARDS AND GUIDELINES MAINTENANCE USING BEST EVIDENCE METHODOLOGY			62100
STATISTICAL REPORTS (See Reports – Statistical)			
STD (See Sexually Transmitted Diseases)			
SUSPENSION			
(See also Tobacco Enforcement)			
- Of tobacco retailer's licence			64600
- T -			
TB (See Tuberculosis)			
TEEN TOBACCO TEAM			64200

(continued on next page)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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	<u>A</u>	<u>SA</u>	<u>FD</u>
TOBACCO ENFORCEMENT			
(See also Administrative penalties)			
(See also Court proceedings)			
(See also Letter of suspension)			
(See also Suspension)			
(See also Enforcement)			
- Notice of intent			64600
- Tracking retailer suspensions			64600
- Tracking violation ticket status			64600
- Investigation of retailer suspension			64600
TOBACCO ENFORCEMENT INFORMATION SYSTEM			64600
(See also the Information System Overview in the ISO section)			
TOBACCO CESSATION PROGRAMS			64200
TOBACCO CONTROL PROGRAM IMPLEMENTATION			64200
TOBACCO INGREDIENT AND ADDITIVE REPORTS			
(See also Tobacco Testing and Disclosure)			
- Analysis			64700
- Submissions			64700
TOBACCO PREVENTION PROGRAMS			64200
TOBACCO PROGRAMS		64000 – 64700	
- Publications and resources			64000
- Web pages			64000
TOBACCO REDUCTION STRATEGY, PROVINCIAL			64200
TOBACCO RESEARCH			64100
TOBACCO STANDARDS AND GUIDELINES			64100
TOBACCO STRATEGY			64200
TOBACCO ENFORCEMENT INFORMATION SYSTEM			64600
TOBACCO TESTING AND DISCLOSURE			
(See also Smoke Constituents Annual Report)			
(See also Tobacco Ingredient and Additive Reports)			
- Data analysis			64700
- Submissions from industry			64700
(continued on next page)			

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	<u>A</u>	<u>SA</u>	<u>FD</u>
TOBACCO TESTING AND DISCLOSURE SYSTEM (See also the Information System Overview in the ISO section)			64700
TRANSFER OF FUNCTION UNDER SECTION 3 (See also Client Files)			
- Nursing Services – HSCL			62640
- Rehabilitation Services – HSCL			62660
TUBERCULOSIS			
- Prevention and control – Community Health Services Program			62360
- Community Public Health Nursing Services			61850
- Contact tracing			61850
- Screening negative results			61850
- Screening correspondence			61850
- Medication tracking			61850
- Client files (child and adult)			61850
- U -			
- V -			
VACCINE PREVENTABLE DISEASE (See also Immunization)			61810, 62360
VANCOUVER DOWNTOWN EASTSIDE PROJECT			62100
VIOLATION TICKETS (See also Tobacco Enforcement)			64600
VISION SCREENING – COMMUNITY PUBLIC HEALTH NURSING			61880
- Y -			
YOUNG CHILDREN IN URGENT NEED DENTAL PROGRAM			
- Client files			61400
- Program files			62500