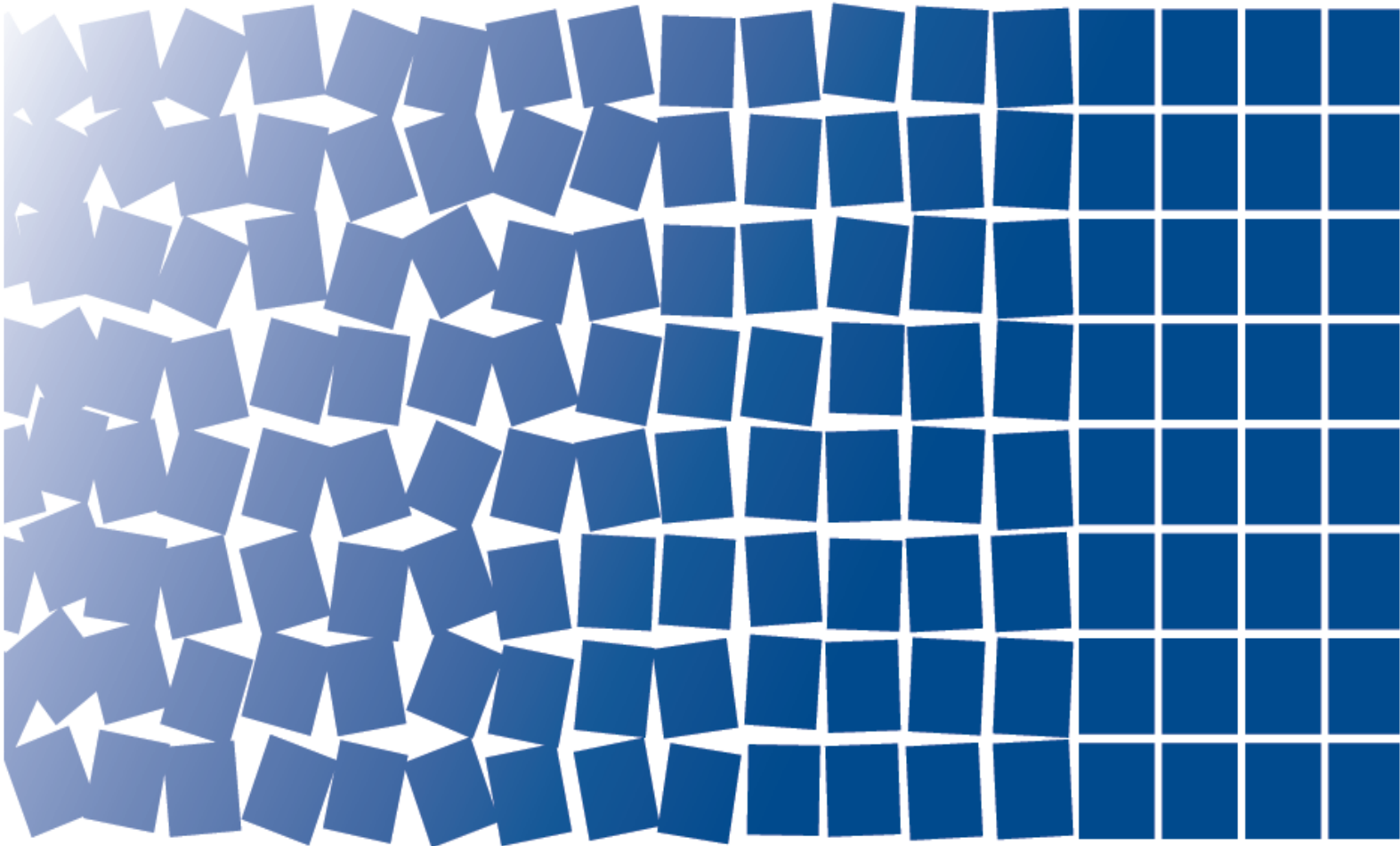


JUSTICE INSTITUTE OF BRITISH COLUMBIA OPERATIONAL RECORDS CLASSIFICATION SYSTEM



GOVERNMENT RECORDS SERVICE

**JUSTICE INSTITUTE
OF
BRITISH COLUMBIA**

**OPERATIONAL RECORDS
CLASSIFICATION SYSTEM**



GOVERNMENT RECORDS SERVICE

RECORDS RETENTION AND DISPOSITION AUTHORITY

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

Title: Justice Institute of British Columbia Operational Records Classification System

Justice Institute of British Columbia

Description and Purpose:

The *Justice Institute of British Columbia Operational Records Classification System* (ORCS) covers all operational records created, received, and maintained by the Justice Institute of British Columbia.

These records document the development, delivery and management of educational services and activities under the *College and Institute Act* (RSBC 1996, c. 52).

For more information, see attached schedule.

RECEIVED

MAR 01 2013


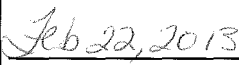



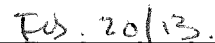
Start Date: 1970

INFORMATION

ACCESS OPERATIONS

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

THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:

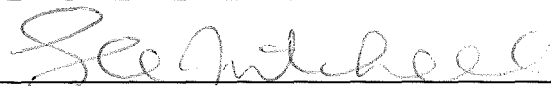
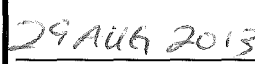
 Records Officer signature Print Name:	 Date
 VP, Finance & Administration signature Print Name: TRACEY TERNOWAY	 Date
 President signature Print Name: DR. MICHEL TARKO	 Date

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

March 12, 2014
Date

APPROVED BY RESOLUTION OF THE
LEGISLATIVE ASSEMBLY:

THE PUBLIC DOCUMENTS COMMITTEE CONCURS:

 Chair, PDC signature Print Name: GARY MITCHELL	 Date
--	--

April 10, 2014
Date

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 *College and Institute Act* (RSBC 1996, c. 52) and subsequent legislation governing the operational responsibilities and functions of the creating agency.

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.




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 signature Print Name: Linda Nobrega	2012-10-18 Date
 Senior Archivist signature Print Name: Mary McIntosh	2012-10-19 Date
The undersigned endorses the appraisal recommendations:  Manager, Policy, Appraisal and Storage signature Records Management Operations, Information Access Operations Print Name: Glen Isaac	2012-11-01 Date

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

A SA FD

JUSTICE INSTITUTE OF BRITISH COLUMBIA

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 Justice Institute of British Columbia (JIBC) under the *College and Institute Act* (RSBC 1996, c. 52).

These records document the development, delivery, and management of educational services and activities provided by the Justice Institute of British Columbia (JIBC). Created in 1978 with a provincial mandate under the *College and Institute Act* (RSBC 1996, c. 52), JIBC delivers experiential education in justice and public safety in British Columbia and provides its education programs to students and institutions across Canada and internationally.

This *ORCS* includes records relating to: governance and advancement of JIBC's educational mandate through activities such as applied research; development, accreditation and credentialing of academic programs and curricula; provision of services that enable and enhance the learning experience for students; maintenance of student records; and management of teaching activities.

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.

This *ORCS* covers records created and received by the JIBC since January 1, 1970. Prior to this time the functions covered by this *ORCS* were not carried out by the BC Government.

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

(continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

		<u>A</u>	<u>SA</u>	<u>FD</u>
1)	<u>Policy and Procedures</u>			
	-00 Policy and procedures (throughout ORCS)	SO	5y	FR
	81010-30 Policy – approved	SO	5y	FR

Throughout this ORCS, the government archives will retain all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. These records have evidential value.

The government archives will fully retain the formally approved institutional policies as evidence of the operations and expectations of JIBC students and staff in an institution that delivers unique education programs.

2)	<u>Student Services</u>			
	81800-03 Student Handbook	SO	7y	FR

The government archives will fully retain the Student Handbook as it provides a succinct summary of the services and amenities that were made available to JIBC students. These records have historical and informational value.

3)	<u>Human Rights</u>			
	81000-30 Human rights complaint and investigation files	SO	7y	FR

The government archives will fully retain Human rights complaint and investigation files because they document human rights cases involving JIBC staff and students. These records have evidential and informational value in documenting relations among students, employees and the employer.

4)	<u>Governance</u>			
	81010-02 Board of Governors' member biographies	SO	7y	FR
	81010-20 Board of Governors' meetings	SO	7y	FR

The government archives will fully retain Board of Governors' member biographies as they document the work history and community contributions of the members of the Board. These records have historical value.

(continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

		<u>A</u>	<u>SA</u>	<u>FD</u>
	<p>The government archives will fully retain Board of Governors' meeting records because they document the activities and decisions of the body responsible for the affairs of the JIBC. Records include JIBC program proposal and budget summaries, created under secondary 8100-50, directed to the Board for approval. The Board is the decision making body in JIBC and is accountable to the Minister responsible.</p>			
5)	<u>Calendars</u> 81100-07 Program and course calendars	SO	nil	FR
	<p>The government archives will fully retain the Program and course calendars because they provide a history of the programs and courses which JIBC is mandated to provide. The records contain thorough descriptions of courses and programs, the locations and costs of the course offerings.</p>			
6)	<u>Reports</u> 81200-25 Applied research reports	SO	nil	FR
	<p>The government archives will fully retain Applied research reports because they document justice and public safety applied research that engages key players in the goal of developing new knowledge that informs best practice, public policy, and enhances the school curriculum. The reports document the methodology practiced, the information gathered, and the analysis.</p>			
7)	<u>Convocation Programs</u> 81700-02 Convocation programs	SO	nil	FR
	<p>The government archives will fully retain Convocation programs because they document the order of proceedings and the names of graduates at a JIBC formal event. These records have historical value.</p>			

(continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

		<u>A</u>	<u>SA</u>	<u>FD</u>
8)	<u>Student Information</u> 81700-05 Student information data files	SO	60y	DE
<p>These records document the history of the students' relationship with JIBC and serve as the main source of student information in JIBC. These records are retained in JIBC's electronic database, TrainingPartner.</p> <p>The retention period is based on JIBC's <i>Student Records</i> policy stating that the records must be retained for 60 years.</p>				
9)	<u>Liability</u> 81000-04 Photo release forms, waivers, and releases	SO	50y	DE
<p>These records document waivers and releases from individuals who grant permission to JIBC to use their personal information for purposes specified.</p> <p>The retention period is based on the 50-year limitation period specified in the <i>Copyright Act</i> (R.S.C., 1985, c. C-42). The additional one year provides for service of notice and any extensions to the individual authorizing use of his or her photo in JIBC publications.</p>				
10)	<u>Applied Research Investigations</u> 81200-40 Research misconduct investigation case files	SO	9y	DE
<p>These records document investigations relating to misconduct by researchers in the applied research field. They include reviews, decisions and final reports.</p> <p>The retention period meets the Institute's reference needs and provides a reasonable period of time for the legal value of the records to be extinguished.</p>				

(continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

A SA FD

11) Electronic Records DE

The following electronic databases are covered by this *ORCS*:

- Blackboard Learning Management System
- Competency Tracking Tool
- Dynamics Customer Relationship Management
- Easy Schedule Database
- JIBC Web Site
- KeySurvey – Online Survey Tool
- LXR-Test
- Questionmark Perception Exam Software
- Remark Office OMR
- The Raiser's Edge Fund Raising Software
- Security Training Database
- Traceability Made Easy
- TrainingPartner Student Information System

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.

12) All Other Records DE

All other records are destroyed at the end of their semi-active retention periods. The retention of these records varies depending on the nature of the records and the function performed, but does not exceed 7 years. The information these records contain is summarized elsewhere, or reflects policies and procedures adequately documented in records covered by the -00 Policy and procedures secondaries. Significant issues are documented in records which will be retained under the provisions of this *ORCS*, as well as in briefing notes to the executive (*ARCS* secondary 280-20) and JIBC annual reports (*ARCS* secondary 400-02). These records have no enduring value to government at the end of their scheduled retention periods.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

JUSTICE INSTITUTE OF BRITISH COLUMBIA

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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ISO SECTION

COMMON SYSTEM NOTES

SIMPLE SYSTEM LISTING

INFORMATION SYSTEM OVERVIEWS (ISO):

Blackboard Learning Management System

Competency Tracking Tool

Dynamics Customer Relationship Management

JIBC Web Site

Questionmark Perception Exam Software

The Raiser's Edge Fund Raising Software

Security Training Database

TrainingPartner Student Information System

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INTRODUCTION TO THE JUSTICE INSTITUTE OF BRITISH COLUMBIA ORCS

For further information, call your Records Officer,
Cheryl Pfefferkorn, 604-528-5634

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

1. **General**

This introduction provides an overview of the functions and activities documented in records classified and scheduled under the *Justice Institute of British Columbia Operational Records Classification System (JIBC ORCS)*.

For general information about the purpose, organization, and elements of ORCS in general, and of the *Administrative Records Classification System (ARCS)*, see the *ARCS and ORCS User Guide* available on BC Government's Records Management web site at http://www.gov.bc.ca/citz/iao/arcs/admin/arcs_orcs_user_guide.pdf. It is designed to help you understand, interpret and use ARCS and ORCS.

For special schedules that cover records that are not covered by ARCS and ORCS, see http://www.gov.bc.ca/citz/iao/records_mgmt/special_schedules/index.html.

For legislation, policies, and standards for managing records in the BC Government, see http://www.gov.bc.ca/citz/iao/records_mgmt/policy_standards/.

For tips, guides, and FAQs on related topics, see http://www.gov.bc.ca/citz/iao/records_mgmt/guides/.

For Records Officer contact information, see http://www.gov.bc.ca/citz/iao/records_mgmt/rec_officers/.

2. **Overview of ORCS Purpose and Structure**

The operational records covered by this ORCS relate to the operations and services provided by your ministry or agency in carrying out the functions for which it is responsible according to statute, mandate, or policy.

This ORCS has the following parts:

- Executive Summary:
 - a copy of the signed records retention and disposal authority (ARS 008) form
 - a high-level overview of the ORCS
 - a register of approved formal or administrative amendments
- Table of Contents
- Introduction (this section)¹
- Section 1 and any other numbered sections with classifications and schedules for the records covered by this ORCS; see part 3 below for further information
- Information System Overview Section:
 - descriptions of complex electronic systems and web sites

¹ Pre-2011 ORCS have "How to Use" sections instead of the Introduction. Much of the information that used to be provided in the How to Use section is now available in the [ARCS/ORCS User Guide](#) available on the Records Management web site.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

- may also include a list of simple systems
- Index
- Appendices: may be added to provide file codes, ongoing accession numbers, filing procedures, and/or other classification or records management guidelines

ORCS KEY: the Key to your ORCS Codes and Acronyms

The following codes and acronyms are used throughout this *ORCS*:

Office information: **OPR** = Office of Primary Responsibility

Records life cycle: **A** = Active
SA = Semi-active
FD = Final Disposition

Active and semi-active periods: **CY** = Calendar Year
FY = Fiscal Year
NA = Not Applicable
SO = Superseded or Obsolete
w = week
m = month
y = year

Final dispositions: **DE** = Destruction
FR = Full Retention
SR = Selective Retention
OD = Other Disposition

Special flags: **FOI** = Freedom of Information/Privacy
PIB = Personal Information Bank
VR = Vital Records

For further explanation of terms, see the [ARCS and ORCS User Guide](#).

3. The Functions and Activities Covered by this ORCS

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

Section 1	81000-81999	Justice Institute of British Columbia
-----------	-------------	---------------------------------------

Covers records relating to the development, delivery, and management of educational services and activities provided by the Justice Institute of British Columbia (JIBC). Created in 1978 with a provincial mandate under the *College and Institute Act* (RSBC 1996, c. 52), JIBC delivers experiential education in

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

justice and public safety in British Columbia and provides its education programs to students and institutions across Canada and internationally.

JIBC offers academic and professional programs and courses that lead to graduate certificates, bachelor's degrees, diplomas, and certificates through its three schools: the School of Public Safety and Security delivering educational programs in policing, sheriffs, security, investigation, enforcement, corrections, firefighting, emergency management, and driver training; the School of Community and Social Justice delivering educational programs in conflict resolution, mediation, negotiation, counseling, leadership, and Aboriginal programs; and the School of Health Sciences delivering educational programs in paramedicine and continuing medical education.

This section includes records relating to: governance and advancement of JIBC's educational mandate through activities such as applied research; development, accreditation and credentialing of academic programs and curriculum; provision of services that enable and enhance the learning experience for students; maintenance of student records; and management of teaching activities.

4. **Legal Authority of this ORCS**

Under provisions of the *Document Disposal Act* (RSBC 1996, c. 99), this ORCS has been reviewed and endorsed by the following authorities:

- government archivists
- your executive
- the Public Documents Committee
- the Select Standing Committee on Public Accounts

Upon approval by the Legislative Assembly, this ORCS becomes a legally binding document, i.e., it has statutory authority governing the retention and disposition of the records that it covers.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

A SA FD

SECTION 1

JUSTICE INSTITUTE OF BRITISH COLUMBIA

PRIMARY NUMBERS

8 1 0 0 0 – 8 1 9 9 9

Section 1 covers records relating to the development, delivery, and management of educational services and activities provided by the Justice Institute of British Columbia (JIBC). Created in 1978 with a provincial mandate under the *College and Institute Act* (RSBC 1996, c. 52), JIBC delivers experiential education in justice and public safety in British Columbia and provides its education programs to students and institutions across Canada and internationally.

JIBC offers academic and professional programs and courses that lead to graduate certificates, bachelor's degrees, diplomas, and certificates through its three schools: the School of Public Safety and Security delivering educational programs in policing, sheriffs, security, investigation, enforcement, corrections, firefighting, emergency management, and driver training; the School of Community and Social Justice delivering educational programs in conflict resolution, mediation, negotiation, counseling, leadership, and Aboriginal programs; and the School of Health Sciences delivering educational programs in paramedicine and continuing medical education.

This section includes records relating to: governance and advancement of JIBC's educational mandate through activities such as applied research; development, accreditation and credentialing of academic programs and curriculum; provision of services that enable and enhance the learning experience for students; maintenance of student records; and management of teaching activities.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

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JUSTICE INSTITUTE OF BRITISH COLUMBIA

81000 - 81999

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81200	APPLIED RESEARCH
81300	FUNDRAISING, DONATIONS, ENDOWMENTS
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81800	STUDENT SERVICES – GENERAL
81810	– FINANCIAL ASSISTANCE
81900	TEACHING ADMINISTRATION

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

A SA FD

81000 JUSTICE INSTITUTE OF BRITISH COLUMBIA – GENERAL

Records not shown elsewhere in the Justice Institute of British Columbia (JIBC) section that relate generally to educational activities of JIBC. Includes cases involving the Human Rights Tribunal, waivers and releases relating to potential liabilities associated with activities undertaken with JIBC, and records relating to awards and recognition received from other organizations and institutions for JIBC's excellence in teaching, curricula design, and educational programs and services. Also includes information about customer/client relationship management such as current and prospective clients, sales opportunities with clients, contracted services with clients, and related marketing of JIBC's services.

NOTE: Customers/clients do not include students. For student records, see primary 81700.

Record types include: correspondence, memoranda, reports, and other 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 accounts receivable, see *ARCS* secondary 935-20.

For contract management relating to services purchased by the JIBC, see *ARCS* secondary 1070-20.

For convocations, see primary 81800.

For course delivery to JIBC students, see primary 81900.

For Dynamics CRM Online Information System Overview, see the ISO section.

For JIBC web site Information System Overview, see the ISO section.

For JIBC web site management, see *ARCS* secondary 340-40.

For ombudsperson's investigations, see *ARCS* secondary 155-20.

For policy development, see secondary 81010-30.

For procurement management, see *ARCS* secondary 1070-30.

For purchase requisitions and purchase orders, see *ARCS* secondary 825-02.

For reports and statistics, see *ARCS* primary 440.

For student confidentiality and release forms relating to specific classes, see secondary 81900-20.

(continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
81000	<u>JUSTICE INSTITUTE OF BRITISH COLUMBIA – GENERAL</u> (continued)			
	Unless otherwise specified below, the agency OPR (JIBC) will retain these records for:	SO	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other agency offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
	- OPR	<u>SO</u>	<u>nil</u>	<u>DE</u>
	- <u>non-OPR</u>			
	FR = Throughout this section, the government archives will 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	CY+1y	nil	DE
-02	Awards summary listings			
-03	Customer relationship management data (covers data stored in Dynamics CRM Online system) (electronic database records)			
	NOTE: This secondary is not for filing. It is used to schedule the data within the system.			
-04	Photo release forms, waivers, and releases (arrange chronologically by year) (covers waivers and releases from individuals who grant permission to JIBC to use their personal information for purposes specified) (includes original signed copies of photo release forms or other waivers and releases)	SO	50y	DE
	SO = when the photo or other information is used in publication or when the waiver or release is cancelled or rescinded			

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

81000 JUSTICE INSTITUTE OF BRITISH COLUMBIA – GENERAL
(continued)

50y = The retention period is based on the 50-year limitation period specified in the *Copyright Act* (R.S.C., 1985, c. C-42). The additional one year provides for service of notice and any extensions to the individual authorizing use of his or her photo in JIBC publications.

NOTE: Copyright is automatic when an original literary, dramatic, musical, and artistic work is created. This type of work is seldom registered. Therefore, this secondary should be used for records that prove JIBC copyright on works in which there might be a dispute over ownership.

NOTE: Classify forms signed by students under secondary 81900-20 (Class administration case files), as appropriate to the Division's requirements under educational program requirements. This includes forms such as the HSPnet form for practicum placements in hospitals pertaining to protecting patient confidentiality, BC Ambulance Confidentiality Agreements, Student Records Release forms, student medical conditions form, student profile information, and other related forms.

-20	External awards and recognition case files (arrange by name of award) (includes ceremony programs provided by the awarding institution)	SO	nil	DE
-----	--	----	-----	----

SO = when reference value has expired

PIB	-30	Human rights complaint and investigation files (arrange by name or case number) (includes harassment complaint forms, letters, e-mail, and other documentation relating to complaints and investigations)	SO	7y	FR
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SO = when the investigation and all appeals are completed or when the investigation is disbanded

(continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

A SA FD

81000 JUSTICE INSTITUTE OF BRITISH COLUMBIA – GENERAL
(continued)

7y = The retention period meets the Institute's reference needs and provides a reasonable period of time for the legal value of the records to be extinguished.

FR = The government archives will fully retain Human rights complaint and investigation files because they document human rights cases involving JIBC staff and students. These records have evidential and informational value in documenting relations among students, employees and the employer.

PIB	-40	Training services case files (arrange by name of client, contract number, training proposal number, or other arrangement based on the Division's requirements) (covers customers/clients that purchase training services from JIBC) (includes client information, training proposals, training materials developed for the client, original contracts with the client, and copy of invoices)	SO	7y	DE
		SO = when training project is completed or when file is no longer required to support administrative or operational activities			
		7y = The retention period ensures that JIBC's financial obligations are satisfied under the <i>Financial Administration Act</i> (RSBC 1996, c. 138), <i>Budget Transparency and Accountability Act</i> (SBC 2000, c. 23), <i>Balanced Budget and Ministerial Accountability Act</i> (SBC 2001, c. 28), and the <i>Financial Information Act</i> (RSBC 1996, c. 140). It also satisfies JIBC's reference requirements and ensures records are available for a reasonable period to facilitate research or reporting requirements.			

(continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

A SA FD

81000 JUSTICE INSTITUTE OF BRITISH COLUMBIA – GENERAL
(continued)

NOTE: Information about clients is entered into the Dynamics CRM Online database. For information about Dynamics CRM Online, see the Dynamics CRM Online Information System Overview.

NOTE: The Finance and Administration Division will issue and retain original invoices issued to clients under ARCS secondary 935-20. Other divisions may retain copies of invoices with the client training services case file under secondary 81000-40.

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

-01	General	CY+1y	nil	DE
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SECTION 1 - 8

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

		<u>A</u>	<u>SA</u>	<u>FD</u>
81010	<u>JUSTICE INSTITUTE OF BRITISH COLUMBIA – GOVERNANCE</u> (continued)			
	-02 Board of Governors' member biographies (arrange by year and then by name of member)	SO	7y	FR
	SO = when member's term on the Board expires			
	7y = The retention period satisfies JIBC's reference requirements and ensures records are available for a reasonable period to facilitate research or reporting requirements.			
	FR = The government archives will fully retain Board of Governors' member biographies as they document the work history and community contributions of the members of the Board. These records have historical value.			
VR	-20 Board of Governors' meetings (includes original agendas, signed meeting minutes, meeting packages and background materials that support meeting deliberations and decisions) (arrange by meeting date)	SO	7y	FR
	7y = The retention period satisfies JIBC's reference requirements and ensures records are available for a reasonable period to facilitate research or reporting requirements.			
	FR = The government archives will fully retain Board of Governors' meeting records because they document the activities and decisions of the body responsible for the affairs of the Justice Institute of BC (JIBC). Records include JIBC program proposals and budget summaries, created under secondary 81100-50, directed to the Board for approval. The Board is the decision making body in JIBC and is accountable to the Minister responsible.			

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

A SA FD

81010 JUSTICE INSTITUTE OF BRITISH COLUMBIA – GOVERNANCE
(continued)

NOTE: The Board of Governors' meeting minutes are referred to as the "Record of Decisions". The meeting minutes document the official meeting proceedings and decisions. The minutes are used to document all deliberations of the Board including motions, resolutions and approvals of governing decisions. Original signed meeting minutes (the "Record of Decisions") are kept in binders arranged chronologically by date in the President's Office.

VR -30 Policy – approved
(arrange by name of policy) SO 7y FR

FR = The government archives will fully retain the formally approved institutional policies as evidence of the operations and expectations of JIBC students and staff in an institution that delivers unique education programs.

NOTE: The President's Office and the Board of Governors' approve JIBC policies. JIBC Divisions may develop policies, but the President's Office is the Office of Primary Responsibility for all approved policies within JIBC.

-40 Policy – development
(arrange by name of policy)
(includes policy research, development, and draft policies) SO nil DE

SO = when policy is no longer applicable to JIBC's operations or mandate

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

A SA FD

81100 ACADEMIC PROGRAM PLANNING AND DEVELOPMENT

Records relating to academic program planning and development of JIBC's educational offerings. Includes development, credentialing, and accreditation of JIBC's programs, curricula, and courses. Also includes reviews and standards of educational offerings, academic program planning issues, distance education offerings, international programs, and program and course calendars and schedules.

JIBC's academic program development, review and governance approval process consists of two phases: Concept Phase and Full Program Proposal Phase. During the Concept Phase, the proposal is developed by a program area and undergoes review and approvals by the School Curriculum Committee (SCC), Aboriginal Education Advisory Committee, Vice President's Academic Council (VPAC) and Program Council. If approved, the program proposal will then go to the Full Program Proposal Phase.

In the Full Program Proposal (FPP) Phase, the concept proposal is developed into a full program proposal incorporating detail that is not provided during the Concept Phase. The full program proposal undergoes reviews and approvals by the SCC, VPAC, Vice President of Academic, Vice President of Finance and Administration, Program Council, Management Committee, and Board of Governors before the proposal is sent to the Ministry of Advanced Education/Degree Quality Assessment Board for Post-Secondary Institute Proposal System (PSIPS) review. In addition to these reviews and approvals, consultations are held with each School and department within JIBC. In the end, the School affected by the program makes the final decision to either implement (approve) or abandon the proposal.

A program is a group of formally related courses. Programs vary in length from days (e.g., TaxiHost Program) to years (e.g., Bachelor of Fire and Safety Studies). At JIBC, a "notional program" is a group of informally related courses as determined by the Office of the Registrar, in conjunction with the Ministry of Advanced Education for reporting purposes.

A curriculum is all the courses of study offered by the JIBC or a curriculum may refer to a group of related courses in a specific program.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

A SA FD

81100 ACADEMIC PROGRAM PLANNING AND DEVELOPMENT (continued)

A course is a set of learning objectives and activities that are described by a course outline. Courses may vary in length or credit value (credit or non-credit).

Credentialing is the process of evaluating and developing a degree, diploma or certificate that recognizes an area of study and the skills, knowledge, and competencies acquired as a result. The goals of credentialing are to promote and critically analyze degree path and professional path program development and their implementation at JIBC. Through credentialing, JIBC strengthens its academic standards while maintaining its applied practical standards.

Educational accreditation is an important factor in JIBC's academic programs. It is a type of quality assurance process under which services and operations of JIBC or its programs are evaluated by an external body to determine if applicable standards are met.

NOTE: Program development and approval are guided by JIBC's *Program Development and Approval Policy*. International program development is guided by JIBC's *Internationalization Policy*. Approved policies are classified under secondary 81010-30, but the policies may also be classified under secondary 81100-00 since they pertain to academic program planning and development.

For Blackboard Information System Overview, see the ISO section.
For classroom schedules, see primary 81900.

For course delivery, see primary 81900.

For course evaluations relating to specific classes, see primary 81900.

For partnership agreements, see ARCS primary 146.

For tuition fee development, see ARCS secondary 1120-20.

Record types include: correspondence, memoranda, reports, and other types of records as indicated under relevant secondaries.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

		<u>A</u>	<u>SA</u>	<u>FD</u>
81100	<u>ACADEMIC PROGRAM PLANNING AND DEVELOPMENT</u> (continued)			
	Unless otherwise specified below, the agency OPR (Academic Division) will retain these records for:	SO	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other agency offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
	- OPR	SO	nil	DE
	- <u>non-OPR</u>			
-01	General			
-02	Accreditations received (covers current listing of JIBC's accreditations)			
	NOTE: JIBC has earned ISO 9001:2008 certification from the International Organization for Standardization (ISO). JIBC also earned accredited designation through the BC Education Quality Assurance (BCEQA). The BCEQA identifies and promotes public and private post-secondary institutions that have met or exceeded government recognized quality assurance standards.			
	NOTE: JIBC's schools and divisions also have accreditation from other external organizations depending on their niche, such as accreditation from the Canadian Medical Association (CMA), Emergency Medical Assistant Licensing Board (EMALB), Alberta College of Paramedics (ACP), International Fire Service Accreditation Congress (IFSAC), Pro-Board, Insurance Corporation of British Columbia (ICBC), and others.			
-03	Credentialed programs (covers current listing of JIBC's credentialed programs)			

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

81100 ACADEMIC PROGRAM PLANNING AND DEVELOPMENT
(continued)

- 04 Distance education offerings
(covers current listings of distance education offerings)

NOTE: Development of distance education offerings are classified under secondary 81100-50.

- 05 Online learning data
(covers data stored in Blackboard Learn online system)
(electronic database records)

SO = when course is completed and grades are entered in the student information system (TrainingPartner)

NOTE: This secondary is not for filing. It is used to schedule the data within the system.

- 06 Pricing data
(covers data stored in TrainingPartner online system)
(electronic database records)

SO = when price for classes, courses, or programs is changed in the student information system (TrainingPartner)

NOTE: This secondary is not for filing. It is used to schedule the data within the system.

- 07 Program and course calendars SO nil FR
(arrange by year)
(includes one copy of the final published calendar)

SO = when reference value has expired

(continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

A SA FD

81100 ACADEMIC PROGRAM PLANNING AND DEVELOPMENT (continued)

FR = The government archives will fully retain the Program and course calendars because they provide a history of the programs and courses which JIBC is mandated to provide. The records contain thorough descriptions of courses and programs, the locations and costs of the course offerings.

-08 Program and course schedules
(arrange by program and/or course and then by date) CY+1y nil DE

-20 Academic program planning – issues
(arrange by topic)

SO = when issues are resolved or no longer required for reference purposes

-30 Accreditation reviews
(arrange by name of program or curriculum)
(includes planning for accreditation reviews, information regarding curriculum, credentials of instructors, program requirements, student files selected for accreditation reviews, and other related records) SO 7y DE

SO = when accreditation status changes

7y = The retention period satisfies JIBC's reference requirements and ensures records are available for a reasonable period to facilitate research or reporting requirements.

-40 Credentialing projects, issues and studies
(arrange by name of project, issue or study)
(covers program proposal, research and supporting documents that are used to conduct and evaluate the project, issue or study) SO 7y DE

SO = when project or study is completed or issue is resolved

(continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

81100 ACADEMIC PROGRAM PLANNING AND DEVELOPMENT
(continued)

7y = The retention period satisfies JIBC's reference requirements and ensures records are available for a reasonable period to facilitate research or reporting requirements.

-50	Curriculum/course/program development case files (arrange by name of curriculum, course, or program) (covers development of education offerings in all modalities including distance offerings as well as international curriculum, courses, and programs) (includes curriculum/course comparative studies, curriculum, program or course proposals, surveys, research materials, needs assessments, research results, program or course/curriculum redevelopment requests and approvals, curriculum or program approval cover sheets, course work plans, funding approvals, sign-offs by client and/or Program Council, and all materials associated with the approved curriculum, course, or program [e.g., student guides, instructor guides, etc.], as applicable to the specific curriculum/course)	SO	7y	DE
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DE = Curriculum/course/program development case files may be destroyed because Full Program Proposals that have received Program Council approval are directed to the Board of Governors and fully retained in their meeting records classified under secondary 81010-20.

7y = The retention period satisfies JIBC's reference requirements and ensures records are available for a reasonable period to facilitate research or reporting requirements.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
81100	<u>ACADEMIC PROGRAM PLANNING AND DEVELOPMENT</u> (continued)			
-60	Curriculum/course evaluations (arrange by name of curriculum/course)	SO	6y	DE
	SO = when one complete cycle of a program is completed			
	6y = The retention period satisfies JIBC's <i>Program Evaluation Policy</i> and related procedures that specify two phases of program evaluation.			
	NOTE: Phase 1 evaluations are conducted after one complete cycle of a program and are designed to improve the overall effectiveness of the program. Phase 1 evaluations are conducted by a Departmental Program Evaluation Committee for each program requiring a Phase 1 Evaluation. Phase 2 evaluations are conducted once every five years and are designed to ensure ongoing program accountability, demand and currency of content. Phase 2 evaluations are conducted by an Institute Program Evaluation Committee.			
-65	Curriculum/course/program surveys (covers data stored in KeySurvey Online Survey Tool) (electronic database records)			
	SO = when survey data is uploaded to other systems for analysis			
	NOTE: This secondary is not for filing. It is used to schedule the data within the system.			

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

A SA FD

81200 APPLIED RESEARCH

Records relating to applied research undertaken through JIBC. Includes profiles of research associates, research ethics, research projects, applied research reports, and investigations relating to research misconduct.

Applied research involves the systematic application of scientific principles to solve practical real-world problems that improve the human condition or aid in the development and commercialization of products. Applied research uses the research community's accumulated knowledge, theories, methods of inquiry, and research practices for client or partner driven purpose, and most often engages stakeholders in the process.

Through its Office of Applied Research, JIBC develops new knowledge in emerging disciplines that inform best practice and public policy, enhance justice and public safety curriculum, leverage learning technologies and methodologies, and increase public awareness. Applied research supports continued development of centers of excellence within the justice and public safety communities that provide opportunity for student learning and success, curriculum development, student engagement, and stakeholder interaction.

Record types include: correspondence, memoranda, reports, and other types of records as indicated under relevant secondaries.

For accounts payable, see *ARCS* primary 925.

For accounts receivable, see *ARCS* primary 935.

For audits, see *ARCS* primary 975.

For contracts, see *ARCS* primary 1070.

For grants management, see *ARCS* primary 1150.

For institutional research relating to the JIBC only, see *ARCS* primary 338.

For research centers and institutes, see *ARCS* primary 230.

For waivers and releases, see secondary 81000-04.

Unless otherwise specified below, the agency OPR (Applied Research and Graduate Studies) will retain these records for:

SO nil DE

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

SO nil DE

(continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

			<u>A</u>	<u>SA</u>	<u>FD</u>
81200	<u>APPLIED RESEARCH</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		CY+1y	nil DE
PIB	-02	Research associates (includes profiles, resumes, and photographs)			
	-20	Applied research projects (arrange by name of project) (covers project objectives, details of grant administration, client information, development of the project concept, results of the research project, cost control and project tracking) (includes research proposals, grant applications, project budgets, project expenditures, project and completion forms)		SO	7y DE
	SO =	when project is completed			
	7y =	The retention period ensures that JIBC's financial obligations are satisfied under the <i>Financial Administration Act</i> (RSBC 1996, c. 138), <i>Budget Transparency and Accountability Act</i> (SBC 2000, c. 23), <i>Balanced Budget and Ministerial Accountability Act</i> (SBC 2001, c. 28), and the <i>Financial Information Act</i> (RSBC 1996, c. 140). It also satisfies JIBC's reference requirements and ensures records are available for a reasonable period to facilitate research or reporting requirements.			
	NOTE:	If applied research projects require an ethics application, a copy of the application and decision is included in the project file. The original application and decision are retained under secondary 81200-30.			
	NOTE:	A copy of the applied research project report may be retained in secondary 81200-20 as part of the complete project, but one copy of the final report must also be classified under secondary 81200-25.			

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

		<u>A</u>	<u>SA</u>	<u>FD</u>
81200	<u>APPLIED RESEARCH</u> (continued)			
-25	Applied research reports (arrange by name of report) (covers final and published applied research reports) SO = when reference value has expired FR = The government archives will fully retain Applied research reports because they document justice and public safety applied research that engages key players in the goal of developing new knowledge that informs best practice, public policy, and enhances the school curriculum. The reports document the methodology practiced, the information gathered, and the analysis.	SO	nil	FR
-30	Research ethics applications and decisions (arrange by number) (covers input on human participants) (includes reviews, decisions and approvals) SO = when final decision is granted 7y = The retention period ensures that JIBC's financial obligations are satisfied under the <i>Financial Administration Act</i> (RSBC 1996, c. 138), <i>Budget Transparency and Accountability Act</i> (SBC 2000, c. 23), <i>Balanced Budget and Ministerial Accountability Act</i> (SBC 2001, c. 28), and the <i>Financial Information Act</i> (RSBC 1996, c. 140). It also satisfies JIBC's reference requirements and ensures records are available for a reasonable period to facilitate research or reporting requirements. NOTE: The Research Ethics Board reports to the Board of Governors supported by the Dean, Office of Applied Research. When a research initiative involves human participants, the policy requires review by the Research Ethics Board. The principal investigator completes the Request for Ethical Review form and a research ethics number is assigned.	SO	7y	DE

(continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

			<u>A</u>	<u>SA</u>	<u>FD</u>
81200		<u>APPLIED RESEARCH</u> (continued)			
PIB	-40	Research misconduct investigation case files (arrange by name of researcher) (includes investigations, reviews, decisions and final reports)	SO	9y	DE
		SO= when case is completed			
		9y = The retention period meets the Institute's reference needs and provides a reasonable period of time for the legal value of the records to be extinguished.			

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

		<u>A</u>	<u>SA</u>	<u>FD</u>
81300	<u>FUNDRAISING, DONATIONS AND ENDOWMENTS</u> (continued)			
-04	Fundraising data (covers data stored in Raiser's Edge online system) (electronic database records) SO = when data is no longer required to support fundraising efforts NOTE: This secondary is not for filing. It is used to schedule the data within The Raiser's Edge application.	SO	nil	DE
PIB	-20 Donations and endowments (arrange by name of donor or sponsor) (includes donor contact information sheets, copies of donor receipts and other supporting documents)			
-30	Fundraising projects (arrange by name of project) SO = when project is completed 7y = The retention period ensures that JIBC's financial obligations are satisfied under the <i>Financial Administration Act</i> (RSBC 1996, c. 138), <i>Budget Transparency and Accountability Act</i> (SBC 2000, c. 23), <i>Balanced Budget and Ministerial Accountability Act</i> (SBC 2001, c. 28), and the <i>Financial Information Act</i> (RSBC 1996, c. 140). It also satisfies JIBC's reference requirements and ensures records are available for a reasonable period to facilitate research or reporting requirements.	SO	7y	DE

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

A SA FD

81700 STUDENT RECORDS

Records relating to registration and tracking of information of JIBC students. Includes student applications for admissions and enrolment, appeals, reassessments and conduct, awards, diplomas, degrees, certificates, transcripts, Recognition for Prior Learning (RPL), and convocation programs.

NOTE: The complete student record is held electronically in the student information system (TrainingPartner). Unless otherwise noted in this primary, information identified in the secondaries below held in paper form, is used to update the student information system (TrainingPartner).

Record types include: correspondence, memoranda, reports, and other types of records as indicated under relevant secondaries.

For class attendance, see primary 81900.

For CompTracker Information System Overview, see the ISO section.

For convocation event planning, see ARCS primary 220.

For Human Rights complaints, see primary 81000.

For legal requests for records, see ARCS primary 352.

For personal information requests under the *Freedom of Information and Protection of Privacy Act*, see ARCS primary 292.

For personal information requests for correction, see ARCS primary 293.

For student financial assistance, see primary 81800.

For TrainingPartner Information System Overview, see the ISO section.

For tuition fee development, see ARCS primary 1120.

For waivers and releases not relating to individual class participation, see secondary 81000-04.

Unless otherwise specified below, the agency OPR (JIBC) will retain these records for:

CY+2y nil DE

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

SO nil DE

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
81700	<u>STUDENT RECORDS</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		CY+1y	nil DE
	-02	Convocation programs (arrange chronologically by year) (covers Honourary Degree recipients)		SO	nil FR
		SO =	when reference value has expired		
		FR =	The government archives will fully retain Convocation programs because they document the order of proceedings and the names of graduates at a JIBC formal event. These records have historical value.		
		NOTE:	Honourary Degree recipients are identified at least five months in advance of each convocation by the Honours Committee. Information about Honourary Degree nominees and approvals are maintained in the Honours Committee meeting files under ARCS primary 200.		
VR	-03	Requests for replacement certificates, degrees and diplomas			
	-04	Requests for transcripts			
PIB/VR	-05	Student information data files (covers data stored in TrainingPartner (electronic database records)	SO	60y	DE
		SO =	when data is migrated to a new application		
		60y =	Under JIBC's <i>Student Records</i> policy, student records must be retained for 60 years.		

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

81700 STUDENT RECORDS (continued)

VR = Because these records document the history of the students' relationship with JIBC and information about students can be requested from other governing bodies, these records serve as the main source of student information in JIBC and need to be protected and retained for the life of the student.

NOTE: Pricing properties in TrainingPartner are classified under secondary 81100-07.

NOTE: This secondary is not for filing. It is used to schedule the data within the system.

PIB	-20	<p>Recognition for Prior Learning (RPL) (arrange by student identifier and then by year) (includes application form, assessment and other documents relating to evaluation of course equivalencies)</p> <p>SO = when RPL evaluation process is completed and information is entered in the student information system (TrainingPartner)</p> <p>NOTE: JIBC supports flexible prior learning assessment and qualifications recognition that meet students' needs. The recognition for prior learning (RPL) is consistent with JIBC's policies and standards as well as established practice in the post-secondary system.</p> <p>Academic studies, graduate and undergraduate studies, and professional and continuing professional studies may allow up to 50 percent of program credits through a combination of prior learning assessment and credit transfers from approved courses and programs at other post-secondary institutions or other organizations. For some degree programs, up to 75 percent credits can be transferred from other recognized programs.</p>	SO+1y 2y DE
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[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

A SA FD

81700 STUDENT RECORDS (continued)

Divisions may set more restrictive allowances for prior learning assessment and qualification recognition where considered necessary to maintain the quality, integrity or financial viability of the program.

PIB/VR	-30	Student appeals, assessments/re-assessments, and conduct issues (arrange by student identifier and then by year) (covers appeals and conduct issues, marks assessments/re-assessments, behavior issues, plagiarism, cheating, and related records)	SO	5y	DE
		SO = when appeal, assessment/re-assessment, or conduct issue is settled and final report is submitted			
	-40	Student applications for admission and enrolment (arrange by year) (includes application forms, candidate assessments, student profiles including emergency contact information, and tuition payment receipts)			
	-50	Student graduation and completion (arrange by year) (includes awards of recognition, certificates, degrees, diplomas or other awards)			
		NOTE: In some instances, JIBC administers and grades exams, and certifies students without delivering the course. An external agency delivers the course. In these instances, class files are not created under secondary 81900-20. Instead, copies of certificates are classified under secondary 81700-50.			
	-60	Student transcripts and grades (arrange by year) (includes information release forms, copy of Registrar's transcript and original Student Information Sheet)			

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

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

			<u>A</u>	<u>SA</u>	<u>FD</u>
81800		<u>STUDENT SERVICES – GENERAL</u> (continued)			
VR	-03	Student Handbook (includes final version of the approved Student Handbook)	SO	7y	FR
		FR = The government archives will fully retain the Student Handbook as it provides a succinct summary of the services and amenities that were made available to JIBC students. These records have historical and informational value.			
		VR = The Student Handbook is the basis for learning policies and procedures in JIBC.			
		NOTE: For development of the Student Handbook, see ARCS primary 312.			
PIB	-20	Academic advising – student case files (arrange by name of student) (includes advice provided to individual students)			
		SO = when reference value has expired			
		NOTE: A case file for individual students is opened when the student requires ongoing advice.			

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
81810	<u>STUDENT SERVICES – FINANCIAL ASSISTANCE</u> (continued)			
-30	Bursary case files (arrange by name of bursary) (includes bursary criteria and applications)	FY+1y	6y	DE
8y =	The retention period ensures that JIBC's financial obligations are satisfied under the <i>Financial Administration Act</i> (RSBC 1996, c. 138), <i>Budget Transparency and Accountability Act</i> (SBC 2000, c. 23), <i>Balanced Budget and Ministerial Accountability Act</i> (SBC 2001, c. 28), and the <i>Financial Information Act</i> (RSBC 1996, c. 140). It also satisfies JIBC's reference requirements and ensures records are available for a reasonable period to facilitate research or reporting requirements.			
NOTE:	The JIBC bursary program is established from tuition fees. Bursaries and awards may also be established through the JIBC Foundation. Bursaries are intended to offset the costs of tuition, mandatory fees, books, supplies, and related educational obligations.			
NOTE:	The JIBC Bursary Selection Committee decides on the awarding of all bursaries. Decisions of the JIBC Bursary Selection Committee are final. Procedures and criteria for bursaries are approved by the JIBC Management Committee. Internal bursary procedures and criteria for bursary award are classified in secondary 81810-00. For JIBC Bursary Selection Committee proceedings, see ARCS primary 200.			
NOTE:	The JIBC Bursary Selection Committee and the Student Services and Registration Office help to administer bursaries funded by the JIBC Foundation.			

(continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

		<u>A</u>	<u>SA</u>	<u>FD</u>
81810	<u>STUDENT SERVICES – FINANCIAL ASSISTANCE</u> (continued)			
-40	Scholarship case files (arrange by name of scholarship) (covers for example: the Community Safety Scholarship and the Project Hero Scholarship) (includes scholarship criteria and applications)	FY+1y	6y	DE
8y =	The retention period ensures that JIBC's financial obligations are satisfied under the <i>Financial Administration Act</i> (RSBC 1996, c. 138), <i>Budget Transparency and Accountability Act</i> (SBC 2000, c. 23), <i>Balanced Budget and Ministerial Accountability Act</i> (SBC 2001, c. 28), and the <i>Financial Information Act</i> (RSBC 1996, c. 140). It also satisfies JIBC's reference requirements and ensures records are available for a reasonable period to facilitate research or reporting requirements.			

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

SECTION 1 - 33

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

A SA FD

81900 TEACHING ADMINISTRATION (continued)

- 02 Cancelled classes
 (includes class change forms and class master forms)
- 03 Classroom schedules

 SO = when schedules are updated
- 04 Classroom scheduling data
 (covers data stored in Easy Schedule online system)
 (electronic database records)

 SO = when schedules are updated

 NOTE: This secondary is not for filing. It is used to
 schedule the data within the system.

- PIB -05 Examinations/tests applications data
 (covers data stored in LXR-Test, Questionmark
 Perception, and Remark online systems)
 (electronic database records)

 SO = when grades are entered in the student
 information system (TrainingPartner)

 NOTE: Examination software is used to prepare,
 administer and grade student examinations.
 Examination results are entered in the student
 information system (TrainingPartner).

 Two examination applications are currently used
 by JIBC. They are LXR-Test (used by Police
 Academy, Pacific Traffic Education Centre, and
 School of Health Science) and Questionmark
 Perception (used by the Fire and Safety Division,
 and the School of Health Sciences).

 NOTE: This secondary is not for filing. It is used to
 schedule the data within the system.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

			<u>A</u>	<u>SA</u>	<u>FD</u>
81900		<u>TEACHING ADMINISTRATION</u> (continued)			
PIB	-20	Class administration case files (arrange by name and/or number of class and/or date of class and/or student name) (includes class checklists, application forms for classes [or student information forms as specific to class checklists], class syllabus/schedules, training plans, class attendance lists, class address list, course evaluation summaries, classroom booking requests, equipment/audio-visual requests, supplies requests, copy of course manual, classroom planner, notes from instructors, summary reports of completed assignments and exams or other reports, medical fitness assessment forms, and other related records that document the history of the activities of the class)	SO+1y	2y	DE
		SO = when the class is completed and final grades are assigned, verified and posted			
		NOTE: In addition to, or instead of, creating class files, some Divisions create student files relating to each instance of a class or program. The information in the student files is not always entered in the student information system (TrainingPartner), but is necessary to track student progress through a specific program (e.g., Police Academy opens both class and student files). Therefore, student information pertaining to classes taken by students may be held in paper form only.			
		NOTE: Registration forms for classes/courses may be received directly from the student or from an organization where the student is an employee. An organization may register and pay for several of its employees to attend a course at JIBC. Where the employer is registering and paying for the students, an account agreement is set up to manage the individual registrations. For account agreements, see ARCS secondary 1150-30.			

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

A SA FD

81900 TEACHING ADMINISTRATION (continued)

NOTE: Each student's information relating to their history with JIBC including program, course, or class enrolment, final grades, certificate awards, etc. must be entered in the student information system (TrainingPartner). The records in the student information system (TrainingPartner) will be retained according to the retention schedule under secondary 81700-05.

- 30 Class/course reference materials
(arrange by name and/or number of course)
(includes materials approved for use in courses/classes such as instructor guides, student guides, course examinations, course exercises, course handouts, course forms, course materials checklists, course textbooks and readings, videos, audio recordings, and other materials relevant to class/course delivery)

NOTE: This secondary is for reference purposes only and may contain a listing and/or samples of approved course materials as well as course masters used in online training delivery. Approved curriculum is classified under secondary 81100-50.

- PIB -40 Competency tracking data
(covers data stored in CompTracker online system)
(electronic database records)

SO = when final grades are entered in the student information system (TrainingPartner)

NOTE: This secondary is not for filing. It is used to schedule the data within the system.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

			<u>A</u>	<u>SA</u>	<u>FD</u>
81900		<u>TEACHING ADMINISTRATION</u> (continued)			
PIB	-50	Examinations/tests – security training (arrange by exam number and then by student identifier) (includes exams, answer sheets, and reports submitted to the Ministry responsible)	SO+1y	2y	DE
		SO = when final report is submitted to the Security Programs Licensing Division of the Ministry of Public Safety and Solicitor General			
PIB	-55	Examinations/tests – security training data (covers data stored in Security Training Database online system) (electronic database records)			
		SO = when functions supported by the database are no longer performed by JIBC			
		NOTE: Information about students from other institutions that write security training examinations administered by JIBC is not included in JIBC's student information system (TrainingPartner). The information is maintained separately in the Security Training Database.			
		NOTE: This secondary is not for filing. It is used to schedule the data within the system.			

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

JUSTICE INSTITUTE OF BRITISH COLUMBIA

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

INFORMATION SYSTEM OVERVIEW SECTION

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

COMMON SYSTEM NOTES

Technical Maintenance

Electronic records are maintained on the systems until their retention schedules are completed. The electronic records are then purged from the system. Any exceptions to this purge routine are noted under relevant secondaries.

The electronic systems are routinely backed up in accordance with JIBC policy and classified under *ARCS* 6820-05.

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

Classification

Electronic System

The electronic systems are not classified in the *ORCS*. The classifications for the electronic records that the systems generate are listed in the individual ISO. The system schedule is provided under "System Scheduling and Disposition."

Other Related Records

- For transitory electronic data processing (EDP) records, see special schedule 102902 in the *ARCS* manual.
- For computer system backup records, see *ARCS* 6820-05.
- For administrative records relating to the system, see *ARCS* section 6 and other relevant primaries.
- For user guides and manuals, see *ARCS* secondary 6450-80.

System Scheduling and Disposition

A system will be destroyed when the function it supports is no longer performed by JIBC and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere. If all data is migrated to a new system performing the same function, this ISO applies to the new system and the old system may be destroyed.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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SIMPLE SYSTEM LIST

Simple Systems

Easy Schedule Database

Purpose: This web-based scheduling program is used to schedule instructors for classes. It tracks classes and instructors for the Emergency Management Division and the Justice and Public Safety Division. It includes information about the type of class, course, start and end dates, length of class, venue address and location, client type, instructions to the instructor, status of the class, name and email of person scheduling the class and proposal number (if applicable). All the data contained in Easy Schedule is also retained in JIBC's student information system (TrainingPartner).

Data Classification: 81900-04 Classroom scheduling data

KeySurvey – Online Survey Tool

Purpose: KeySurvey-Online Survey Tool is an online surveying tool that is used to create and administer surveys. This includes collecting and analyzing response data, and contains question banks and survey templates. The application is used primarily to conduct course evaluations, but can be used for other types of surveys. The application interfaces to JIBC's SQL server for reporting purposes so that consolidated data from across JIBC can be produced as relevant to each program area.

Data Classification: 81100-65 Curriculum/course/program surveys

LXR-Test

Purpose: LXR-Test is used by the Police Academy, Pacific Traffic Education Centre and School of Health Sciences to prepare, administer, and grade paper-based examinations. Exam files produced from LXR-Test are retained on JIBC's local area network (W: drive). The application contains databanks of questions, exam specifications, exams, and grading tables. In addition, student names and ID numbers are held in the scores (results) files that are created in LXR-Test. Completed paper bubble sheets are scanned into LXR-Test and scored by the application, or student responses can be entered directly into LXR-Test. The application automatically scores exams and posts exam grades to student IDs set up in LXR-Test.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

Test scores are then manually entered into the student information system (TrainingPartner). Bubble sheets used in the administration of the exam are filed with the student file.

Data Classification: 81900-05 Examinations/test applications data

Remark Office OMR

Purpose: Remark Office OMR is used with Questionmark Perception for paper-based exams. The software is designed to collect data from optical marks (bubbles, checkboxes) and barcodes on plain paper forms. The software works in conjunction with an image scanner to collect the data. Forms for input to Remark can be produced using any software program (e.g., word processing package, survey design package, etc.). Remark does not require special marks or drop-out inks and respondents do not need to use a special pencil to fill in the forms. There are three steps to using the software:

1. Scan a blank copy of the form and tell the software how to interpret the questions on the form by creating a form template
2. Scan the completed forms and proof for exceptions using Remark's "data center"
3. Run reports or convert the data to file format compatible with a database or spreadsheet package using Remark "Quick Stats"

Data Classification: 81900-05 Examinations/test applications data

Traceability Made Easy

Purpose: This web-based inventory tracking system is used by the School of Health Sciences and the Fire and Safety Division to manage and track safety equipment that is used in training. Traceability Made Easy (TME) can also be used to manage inventory of consumables and initiate purchasing actions and work orders maintenance. The system provides information about the assets' history including asset number, description, serial number, manufacturer, make, model, purchase date, price, install and rebuild dates, warranty start and end dates, condition of asset, category and group of asset, barcode number, label, rental cost, location and comments. Once an asset is entered in TME, the information about the asset can be managed as required. The item can be checked in or out of storage and it can be reserved for use for upcoming classes.

Data classification: ARCS 705-20 Asset inventory records

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Justice Institute of British Columbia

System Title

Blackboard Learn

Purpose

Blackboard Learn ("Blackboard") is a web-based learning management system for online and blended course delivery for JIBC programs.

Information Content

Blackboard contains material necessary for delivery of courses. Depending on the course, this may include PowerPoint slides, HTML, web links, PDF documents, videos, audio recordings, embedded links to other programs such as YouTube, wiki tool, journals, grade books, and other learning materials. Blackboard also includes an internal e-mail system that can be accessed by all learners within a specific course and e-mail generated during a specific course is treated as part of the student's course participation.

Inputs, Processes, and Outputs

Inputs

Inputs to Blackboard include course content as designed by the instructor. The system also contains student registration information that is downloaded from the student information system (TrainingPartner) or it can be uploaded from TrainingPartner. For example, a student can send a written/e-mail asking JIBC to register them into an online course. JIBC enters the registration information manually into Blackboard and then this information will be uploaded to TrainingPartner when the student commences the course.

Processes

After a student is registered in an online course, they receive a userid and password to access the course. To access the course, the student accesses JIBC's website (www.jibc.ca) and clicks on "My Online Courses" to log into Blackboard.

All activities by the student in Blackboard are retained in the system (e.g., e-mail, journal writing, uploaded assignments, etc.)

When a student completes a course, final grades are uploaded to the student information system (TrainingPartner).

Outputs

Outputs from Blackboard include student class assignments (including course participation) and grades. Course masters for each course published in Blackboard are maintained in Blackboard.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Classification

Electronic Records

Secondary No.	Secondary Title
81100-05	Online learning data
81700-05	Student information data files

Inputs

Secondary No.	Secondary Title
81700-05	Student information data files
81700-40	Student applications for admission and enrolment
81900-20	Class administration case files

Outputs

Secondary No.	Secondary Title
81700-60	Student transcripts and grades
81900-20	Class administration case files
81900-30	Class/course reference materials

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Justice Institute of British Columbia
School of Health Sciences

System Title

CompTracker

Purpose

CompTracker tracks student performance toward obtaining their program competencies. It is used by the School of Health Sciences to evaluate competencies in simulation environments. Competency forms used as input to CompTracker include Classroom Simulation Records (CSR), Clinical Worksheets (CWS), Patient Care Record (PCR) and Job Dimensions (JD).

Information Content

CompTracker contains information about student demographics; what students have accomplished within a program(s); comments from preceptors/clinicians about students' performance; comments relating to interventions relating to low performance; student grades; student attendance; and standard and customized reports. CompTracker also contains lists of instructors, clinicians, preceptors, and other faculty as well as lists of hospitals and ambulance stations used for practicum placements.

Information in CompTracker relates to competencies as determined through situations in classroom simulations, and hospital and ambulance practicum placements as outlined by the Paramedic Association of Canada's (PAC) National Occupational Competency Profiles (NOCP) for Primary Care and Advanced Care Paramedics.

The environments in which competencies are tracked include simulations (S), hospital/clinical settings (C) and ambulance practicum (P).

Inputs, Processes, and Outputs

Inputs & Processes

For each course offering, a class is set up in CompTracker. Then for a given class, students submit their component forms: Classroom Simulation Records (CSR), Clinical Worksheets (CWS), Patient Care Record (PCR), and Job Dimensions (JD). Each component form includes a list of competencies associated with the particular study area and on which the student is requesting evaluation. The forms are used to evaluate a student's competency on specific criteria, which criteria were taught and demonstrated in class.

The student enters the competency form information into CompTracker using the Internet and then the form is assigned to a specific instructor/preceptor for assessment.

Once a form is submitted by the student, an instructor/preceptor grades each competency and enters the grade and comments on the form directly into CompTracker.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Outputs

Outputs from CompTracker include reports on students' competencies and overall performance. CompTracker provides standard student and course reports, as well as customized reports (e.g., lists of preceptors for a specific class, activity of specific preceptors, etc.). Data from CompTracker may be exported to Excel to create further customized reports.

Reports are retained with the class or student files, as appropriate to the Division's requirements since the reports pertain to class and/or student files.

Classification

Electronic Records

Secondary No.	Secondary Title
81900-40	Competency tracking data

Inputs

Secondary No.	Secondary Title
81900-20	Class administration case files
81900-30	Class/course reference materials

Outputs

Secondary No.	Secondary Title
ARCS 440-20	Reports and statistics (not covered elsewhere)
81700-60	Student transcripts and grades
81900-20	Class administration case files

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Justice Institute of British Columbia
Emergency Management Division

System Title

Dynamics CRM Online

Purpose

Dynamics CRM Online (Dynamics) is a customer relationship management database providing capabilities for marketing, sales, and customer service interactions.

Information Content

Dynamics tracks and maintains information about organizations (and their representatives) that contact JIBC about training services or that purchased training services from JIBC. Currently, only the Emergency Management Division is using Dynamics.

A customer is defined as any organization that approaches JIBC about providing training to the organization. Customers do not include students.

Inputs, Processes, and Outputs

Inputs

When a customer contacts JIBC, information about the customer is manually entered into Dynamics. In the system, each customer is associated with an 'opportunity' (i.e., an opportunity is a potential sale) and a proposal number is assigned to each opportunity. A customer may have many opportunities with JIBC. Each opportunity includes information such as customer name, primary contact, sales stage, owner of the opportunity, program area as well as the proposal topic (this is the deliverable that the customer is requesting), cost of the opportunity, start and end dates for the deliverable, service confirmation, and description of the service being proposed.

When an opportunity is completed (or JIBC's proposal is declined by the customer), Dynamics is updated with financial data including purchase order and/or contract number, payment method, total invoiced, and invoice date, as applicable.

When an invoice is prepared by JIBC, information about the payment status, services/products provided by JIBC and cost centre details are manually entered in Dynamics CRM Online.

Processes

If an opportunity is successful, a request for invoice is submitted to the Finance and Administration Division. This is done by importing data from Dynamics to an electronic ("Request for Invoice") form that, when completed, is e-mailed to Finance and Administration Division requesting an invoice be prepared to the customer.

When the invoice is issued, the Emergency Management Division receives a paper copy of the invoice from which they manually enter data into Dynamics. When the invoice data

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

is entered into Dynamics, the customer file is updated as "Opportunity Won" indicating that the project is closed. A blue copy of the invoice is filed with the training proposal under secondary 81000-40.

Outputs

Outputs from Dynamics include standard and customized reports relating to opportunities (sales), leads, accounts, contacts, competitors, products, sales literature, quotes, orders, invoices, goals, and goal metrics.

Classification

Electronic Records

Secondary No.	Secondary Title
81000-03	Customer relationship management data

Inputs

Secondary No.	Secondary Title
ARCS 825-02	Purchase requisitions and purchase orders
ARCS 935-20	Accounts receivable files

Outputs

Secondary No.	Secondary Title
81000-40	Training services case files
ARCS 440-20	Reports and statistics (not covered elsewhere)
ARCS 935-20	Accounts receivable files

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

INFORMATION SYSTEM OVERVIEW FOR A WEB SITE

Name of Creating Agency

Justice Institute of British Columbia
Communications and Marketing Department

Web Site Title and URL

Justice Institute of British Columbia (JIBC) web site: <http://www.jibc.ca>.

Purpose

The JIBC website provides Internet access to information for students and the public. It also allows students to register for JIBC programs, courses and classes, and to participate in online courses and review their student record.

Information Content

The JIBC web site contains information about:

- JIBC as an organization including reasons for choosing JIBC, news and events, success stories, social media, working at JIBC, governance, strategic plan and reports, accreditations and memberships, JIBC educational partnerships, facility rentals, and JIBC contacts
- JIBC's services, programs and courses including program and course search feature, schools and departments, degrees, diplomas and certificates, graduate studies and academic services, careers, eLearning, and calendar of courses
- Registration including how to register, fees and refunds, transcripts and tax receipts, recognition for prior learning (RPL), and registration contact
- Student services including counseling services, financial aid and award, housing and hotels, the JIBC Store, Aboriginal student services, convocation, Student Handbook, international student information, safety tips, and student services contact
- Research including vision and goals, research team and projects, Centre for the Prevention and Reduction of Violence, publications, research policies and procedures, events and research contact
- Supporting JIBC including awards gala, how to give to JIBC, impact of support, priority projects, and alumni
- JIBC's campuses including location, description, and contact information

Web Site Features

The web site was launched on December 6, 1996 with new versions of the site launched on March 31, 2003, February 2004, April 1, 2007 and February 10, 2011.

The web site is maintained through Drupal, an open source content management system that includes four levels of permissions:

1. Content editor – can revise content on pages, but cannot make the web site live
2. Local administrator – can revise content only in their area of permission and can approve content editor changes, change navigation and add/delete pages

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

3. Site administrator – this includes Communications and Marketing Department members who can change any page on the site and have access to all areas of the web site
4. User administrator – this is the Information Technology Division with access to the full administrative menu for the web site.

Features of the JIBC web site include links to the student information system (TrainingPartner) in Training Partner through “My Online Courses” (for student records and course pages), the Library and access to its content database, myJIBC (log in for students to access their unofficial transcripts), Blackboard (for online learning), and PayPal (for registration and course fees).

The web site also includes e-forms accessible by staff and students. The Information Technology Division maintains e-forms on the web site. In addition anyone can sign up for JIBC’s e-newsletter through the web site.

A JIBC channel houses videos through a streaming server on the web site (e.g., YouTube videos).

Classification and Scheduling

Records are maintained on the web site as long as appropriate. For retention and disposition schedules covering these records, see relevant secondaries, which are listed below.

Web Site

Secondary No.	Secondary Title
ARCS 340-30	Simple web sites

Records on the web site

Secondary No.	Secondary Title
ARCS 105-02	Organization charts and organization histories
ARCS 105-20	Ministry/agency organization files
ARCS 1120-20	Ministry/agency fee inventory files
ARCS 146-25	Approved extra-provincial agreements
ARCS 146-45	Approved internal and local agreement files
ARCS 220-20	Conference and event files
ARCS 285-20	Forms management files
ARCS 330-25	Media relations files
ARCS 400-10	Final internal strategic and business plans
ARCS 525-30	Building and land case files – centrally managed
81010-02	Board of Governors’ member biographies
81010-20	Board of Governors’ meetings
81100-02	Accreditations received
81100-03	Credentialed programs

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

81100-04	Distance education offerings
81100-07	Program and course calendars
81100-08	Program and course schedules
81200-02	Research associates
81200-25	Applied research reports
81300-30	Fundraising projects
81700-02	Convocation programs
81800-03	Student Handbook
81810-02	Student financial aid types and availability

Other Related Records

- For web site development, see ARCS primary 340.
- For student records, see the TrainingPartner Information System Overview (ISO).
- For online learning, see the Blackboard Learn ISO.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Justice Institute of British Columbia
Fire and Safety Division
School of Health Sciences

System Title

Questionmark Perception

Purpose

The Questionmark Perception (Questionmark) assessment management system enables trainers, educators and testing professionals to author, schedule, deliver, and report on surveys, quizzes, tests, and exams. The application is used by JIBC's Fire and Safety Division and School of Health Sciences.

Information Content

Questionmark contains question banks and templates that can be used for development of exams and surveys. The application also contains students' scores for completed exams.

Inputs, Processes, and Outputs

Inputs

Student information (name, e-mail address, course/class) necessary to administer the exam is imported from the student information system (TrainingPartner). The questions in the exam data bank are manually entered into Questionmark. Exam schedules are also manually entered.

Processes

Questions from the question data bank are compiled for specific exams. The compilation can be done manually or Questionmark can automatically generate exams based on specified criteria. Once the exam is ready, it is scheduled and distributed as a link by e-mail to students.

Students take the exam online. Once completed, the exam is scored and grades are automatically uploaded to the students' profiles. However, a paper-based exam may also be administered. If paper-based, then the bubble answer sheets are scanned into an application called "Remark" (a simple database) and the results are uploaded from Remark to Questionmark. The application can also be used to administer surveys relating to the exams or courses.

Outputs

Outputs from Questionmark include student scores on exams and standard and customized reports. If surveys are administered, statistical reports relating to exams, exam questions and scores can be produced. Surveys and statistical reports can be used for enhancing or developing curriculum and courses at JIBC.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

Classification

Electronic Records

Secondary No.	Secondary Title
81700-05	Student information data files
81900-05	Examinations/tests applications data

Inputs

Secondary No.	Secondary Title
81700-05	Student information data files
81900-20	Class administration case files
81900-30	Class/course reference materials

Outputs

Secondary No.	Secondary Title
ARCS 440-20	Reports and statistics (not covered elsewhere)
81100-50	Curriculum/course/program development case files
81700-60	Student transcripts and grades
81900-20	Class administration case files

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Justice Institute of British Columbia
The JIBC Foundation

System Title

The Raiser's Edge

Purpose

The Raiser's Edge (Raiser's Edge) is used as a contact management system for fundraising.

Information Content

Raiser's Edge contains demographics about donors, JIBC's Board of Governors, JIBC Foundation Board, and others associated with fundraising initiatives in JIBC. Records in the database are from March 2004.

Inputs, Processes, and Outputs**Inputs & Processes**

Contact information about prospects and donors is manually entered into the database. Some of the contacts are associated with specific lists within the database (e.g., Christmas card list, newsletter list, invitation to events list, etc.). Individual contacts or lists can be selected and copied to other software such as Word documents, Excel, etc.

Outputs

Outputs from Raiser's Edge include donor and donation reports, mailing labels, and income tax receipts. For income tax receipts, three signed copies are generated – one stays with the JIBC Foundation, one stays in the Finance and Administration Division, and one is mailed to the donor.

Classification**Electronic Records**

Secondary No.	Secondary Title
81300-04	Fundraising data

Inputs

Secondary No.	Secondary Title
81010-02	Board of Governors' member biographies
81300-02	Donor and sponsor profiles
81300-20	Donations and endowments

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Outputs

Secondary No.	Secondary Title
ARCS 375-07	Postal mailing lists
ARCS 440-20	Reports and statistics (not covered elsewhere)
ARCS 1050-09	Financial transaction batches
ARCS 1210-02	Taxable payment reporting
81300-20	Donations and endowments

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Justice Institute of British Columbia
Justice and Public Safety Division – Security Training Programs

System Title

Security Training Database

Purpose

The Security Training Database (Security Training) tracks exams, information about students from other institutions taking the security training examination from JIBC, and security training certificate numbers issued by JIBC.

Information Content

Security Training, developed with FileMaker Pro, contains exam results for students who undergo security training. The students are not students of JIBC, but students of other institutions who must take the provincially-mandated security training exams. These exams are administered by JIBC.

While student records are held in TrainingPartner for students of JIBC, TrainingPartner does not include information about students that are attending other institutions, but are required to take the JIBC-administered security training examination. Information about security training students is included in the Security Training Database and includes student name and date of birth.

In addition to exam results, the Security Training Database contains exam numbers, certificate numbers, and information about instructors and schools where security training is administered.

Inputs, Processes, and Outputs

Inputs and Processes

Exam questions are downloaded from the Logic eXtension Resources (LXR-Test) database and a paper test is created. The test is assigned a number in Security Training. The test is administered in a face-to-face setting and the bubble answer sheets are collected and scanned into LXR-Test. The exams are then scored by LXR-Test and exam marks are uploaded to Security Training.

Outputs

The results of the exam including certificate numbers are summarized into a PDF document and submitted to the school where the student took the security training program. In addition, the results are sent to the Security Programs Licensing Division at the Ministry of Public Safety and Solicitor General.

The hardcopy exams and bubble answer sheets are retained by the Division, filed by exam number.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Classification

Electronic Records

Secondary No.	Secondary Title
81900-55	Examinations/tests – security training data

Inputs

Secondary No.	Secondary Title
81900-05	Examinations/tests applications data

Outputs

Secondary No.	Secondary Title
ARCS 440-20	Reports and statistics (not covered elsewhere)
81900-50	Examinations/tests – security training

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Justice Institute of British Columbia

System Title

TrainingPartner

Purpose

TrainingPartner is a learning management system that has been customized for use by the JIBC to manage JIBC's student records.

Information Content

TrainingPartner contains information about courses, classes, programs, instructors, facilities, students and their organizations, as well as financial reporting.

Student records were maintained in the "Old Registration System" and migrated in 1998 to TrainingPartner.

TrainingPartner links to JIBC's financial information system, Agresso, as well as PayPal (for receipt of payments online), and to Blackboard Learn (online learning management system).

Student information is set up in "Student Properties" and includes personal information such as driver license number, birth date, immigration status, citizenship, Aboriginal status, special needs, and other information as relevant to the registration process. In addition, when a student enrolls in a program, course or class, "Enrolment Properties" are updated in Training Partner. This includes registration date and time (both are automatically generated by the system), confirmation number (automatically generated by TrainingPartner), status of the student's enrolment (e.g., withdrew, completed, etc.), achievement status, class type, certificate number and payment information.

Course information is set up in "Course Properties" and includes number of hours required to complete the course, credits, minimum and maximum seats for the course, CIP (classification of instructional program) number, course name, type of delivery for course (e.g., classroom, Internet), length of course (e.g., weeks), technology requirements, division to which course pertains, course level, transcript, and other information as relevant to the course (e.g., whether the course will be exported to Blackboard if it's an online course, and whether it's viewable online).

Pricing for courses is set up in the "Pricing Properties" section of the application. This includes information such as the course name, division, general ledger account to which pricing pertains, and other related information.

If a program is being created, then the "Program Properties" section of TrainingPartner is completed. This includes the program name, program type, delivery method, required credits, entrance requirements, classification of instructional program (CIP) number, division within which program is offered, website URL to access the program

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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information, as well as courses, skills, financial, description, objectives and other notes associated with the program.

Class details entered into TrainingPartner include start and end dates and times, location of class, status, delivery method, minimum and maximum enrolment including tracking of total seats used and available, class type (e.g., tuition-based, contract, etc.), technological requirements, class price, associated general ledger account, and other information necessary to track delivery of the class. Class details can be uploaded from TrainingPartner to Blackboard.

Inputs, Processes, and Outputs

Inputs

Inputs to TrainingPartner include student demographic data, organizational data (if student is attending as an employee of an organization), as well as course, program, class and instructor information. Inputs also include student graduation and completion (e.g., issuance of diplomas, degrees, and certificates), student applications for admission and enrolment, and student communication including requests for transcripts and replacement certificates, degrees, diplomas. Inputs are done manually except in instances when students use JIBC's online website portal to register.

Processes

When students register with JIBC, they can enter information directly through the JIBC website (www.jibc.ca) through "myJIBC." The information is automatically captured in TrainingPartner. The student needs a userid and password to log into this portal. Within "myJIBC," students can view and register for courses, and access student services and online courses. Registration can also be done by e-mail, telephone or other written format. If e-mail, telephone or hardcopy, JIBC staff manually enter information into TrainingPartner.

Payment for online registrants is through PayPal for automatic deposit to JIBC's account. For manual registration, invoicing is done in TrainingPartner and payments are processed through Moneris ESelect. All invoices created during the day are batched and uploaded to Agresso.

When a student completes a class, course, program, or other offering at JIBC, grades are manually entered into TrainingPartner. Other data is also entered as relevant (e.g., graduation date, certificate award date, etc.).

TrainingPartner also has the capability to book a room for upcoming courses.

Outputs

Outputs from TrainingPartner include parchments (diplomas, degrees, certificates), tuition tax receipts, registration confirmation letters, invoices, credit memos, and standard and customized reports (e.g., Central Data Warehouse report, FTE audit report, student records, and other reports).

Hardcopy files ("Registration Forms") are held for reconciliation purposes. All other records are held electronically in TrainingPartner.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Classification

Electronic Records

Secondary No.	Secondary Title
81100-06	Pricing data
81700-05	Student information data files

Inputs

Secondary No.	Secondary Title
ARCS 1120-20	Ministry/agency fee inventory files
81100-05	Online learning data
81100-50	Curriculum/course/program development case files
81700-03	Requests for replacement certificates, degrees and diplomas
81700-04	Requests for transcripts
81700-20	Recognition for Prior Learning (RPL)
81700-40	Student applications for admission and enrolment
81700-50	Student graduation and completion
81900-02	Cancelled classes
81900-03	Classroom schedules
81900-20	Class administration case files
81900-40	Competency tracking data

Outputs

Secondary No.	Secondary Title
ARCS 440-20	Reports and statistics (not covered elsewhere)
ARCS 935-20	Accounts receivable files
ARCS 1050-09	Financial transaction batches
ARCS 1210-02	Taxable payment reporting
81700-50	Student graduation and completion
81700-60	Student transcripts and grades

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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SUBJECT HEADINGS

PRIMARY NUMBERS

JUSTICE INSTITUTE OF BRITISH COLUMBIA

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

INDEX

This index provides an alphabetical guide to ORCS subject headings and relevant primary number(s). It should enable the user to locate the 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 that 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 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 that appear in primary titles;
- b) All keywords that appear under secondary titles;
- c) Keywords that 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.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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