

LEGAL SERVICES OPERATIONAL RECORDS CLASSIFICATION SYSTEM



GOVERNMENT RECORDS SERVICE

ORCS REGISTER OF AMENDMENTS

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

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

Original schedule approval date: 1987/12/17

Amendment Number	Amendment Type	Date Approved	Section/ Primary/ Secondary	Changes
189834	Administrative	2019-05-07	Sections 1 and 2	Removal of Section 1 Litigation and Section 2 Solicitors as they have been superseded. These functions/activities are covered in the <i>Barrister and Solicitor Services ORCS</i> .
142698	Formal	2003-05-29	Section 5	Addition of Section 5 Dispute Resolution
881110	Formal	1999-07-15	Section 4	Addition of Section 4 Legislative Counsel Services
890067	Formal	1989-07-20	Sections 1 and 2	Removal of primary covering conveyancing and some adjustments to retention periods

RECORDS RETENTION AND DISPOSITION AUTHORITY

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

Title: *Legal Services Operational Records Classification System, amendment 3 (addition of section 5 "Dispute Resolution")*

Ministry of Attorney General and Minister Responsible for Treaty Negotiations
Justice Services
Dispute Resolution Office

Description and Purpose:

The purpose of this amendment is to incorporate a new Section 5 relating to Dispute Resolution services, which are aimed at developing and promoting non-adversarial dispute resolution options within the justice system and within government ministries and agencies.. These services include: provision of educational and training materials on dispute resolution; the preparation of and advice on policy, legislation and other documents; monitoring of notices to mediate; and research and program development.

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

Date range: 1997 ongoing

Physical format of records: see attached schedule

Annual accumulation: .64 cubic meters

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

THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:

<u><i>Teresa McKenna</i></u>	<u>2002-02-11</u>
Records Officer	Date
<u><i>[Signature]</i></u>	<u>2002-02-20</u>
Executive Director/ADM	Date
<u><i>[Signature]</i></u>	<u>2002-02-22</u>
Deputy Minister/Corporate Executive	Date

THE PUBLIC DOCUMENTS COMMITTEE CONCURS:	<u>7 Mar 2002</u>
<u><i>[Signature]</i></u>	Date
Chair, PDC	

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

2003/05/28
Date

APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY:

2003/05/29
Date

OTHER STATUTORY APPROVALS:

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

CONTACT: Terrence McKenny, Ministry Records Officer, 356-6528

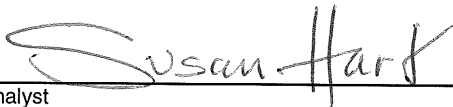
RECORDS MANAGEMENT APPRAISAL:

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

There is no legislation governing the operational responsibilities and functions of the creating agency, but one function covered by the *ORCS*, the notice to mediate process, is covered by regulations under relevant legislation.

Functional duplicates are indicated in the attached schedule.

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


Records Analyst

2002/02/07
Date

ARCHIVAL APPRAISAL:

This appraisal documents the recommendation for final disposition.

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

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

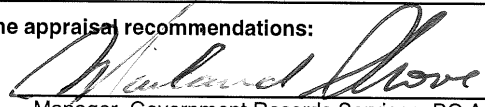
Record series or groups of records which will be retained in part are indicated by "Selective Retention." Selective retention means that portions of the record series will be retained by means of recognized archival selection criteria. For the meaning of selective retention with respect to a specific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

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


Archivist

2002/02/07
Date

The undersigned endorses the appraisal recommendations:


Manager, Government Records Services, BC Archives

2002/02/18
Date

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A SA FD

LEGAL SERVICES

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

EXECUTIVE SUMMARY

This *Operational Records Classification System (ORCS)* is being amended to incorporate a new section for records relating to dispute resolution. Section 5 establishes a classification system and retention and disposition schedule for the operational records created by the Dispute Resolution Office, Justice Services Branch of the Ministry of the Attorney General. There is no governing legislation but one function covered by the ORCS, the notice to mediate process, is covered by regulations under relevant legislation.

These records document the development and promotion of non-adversarial dispute resolution options within the justice system and within government ministries and agencies. Only some dispute resolution processes are covered by the mandate of this office; other types of dispute resolution processes occur in the legal system without its involvement. Programs and services in the office mandate include: monitoring of notices to mediate; provision of educational and training materials on dispute resolution; the preparation of and advice on policy, legislation and other documents; and, research and program development.

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

This ORCS covers records created and received since 1997. 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

(Continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A SA FD

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

- | | | | | |
|----|---|----|----|----|
| 1) | <u>Policy and Procedures</u>
(secondary -00 throughout ORCS) | SO | 5y | FR |
|----|---|----|----|----|

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

- | | | | | |
|----|--|-------|----|----|
| 2) | <u>Dispute resolution program case files</u>
(secondary 29400-20) | SO+1y | 5y | FR |
|----|--|-------|----|----|

These records document the research and development of dispute resolution initiatives, projects and programs.

The records are retained for 6 years after the cessation or completion of a project or program.

The government archives will fully retain dispute resolution program case files because they document the development, implementation, and evaluation of government programs designed to provide innovative methods for resolving disputes and reducing use of the courts.

- | | | | | |
|----|---|----|----|----|
| 3) | <u>Model dispute resolution contracts and agreements clause files</u>
(secondary 29175-03) | SO | 2y | FR |
|----|---|----|----|----|

These records document the model clauses for documents that contain references to dispute resolution.

(Continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A SA FD

The government archives will fully retain model dispute resolution contracts and agreements clause files. The model documents represent the approach recommended for such documents by the Office to its clients.

- 4) Dispute resolution resource development case SO 2y FR
 files - internal
 (secondary 29250-30)

These records document the development and collection of resource materials by the Dispute Resolution Office that are used to promote the use of dispute resolution options.

The government archives will fully retain dispute resolution resource development case files developed by the Dispute Resolution Office. These records document high-level advice and guidance given by the office to its clients, much of which is made available as information bulletins on its website. Draft and duplicate materials may be purged and discarded.

- 5) Dispute resolution series training binders SO 2y FR
 (secondary 29450-10)

These records document the development and provision of dispute resolution training resource materials.

The government archives will fully retain the dispute resolution series training binders because they document dispute resolution techniques developed and promoted by the Dispute Resolution Office, in cooperation with other organizations. These binders are used to train judges, legal professionals, government staff, and other persons in these techniques.

(Continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

		<u>A</u>	<u>SA</u>	<u>FD</u>
6)	<u>Notice to mediate evaluation files</u> (secondary 29050-02)	CY+1y	2y	SR
	<p>These records document the evaluation of the notice to mediate process and the monitoring of its use.</p> <p>The government archives will selectively retain notice to mediate evaluation files because they document the implementation and evaluation of mediation processes in various legal contexts in the province.</p>			
7)	<u>Dispute resolution advisory services reports and studies</u> (secondary 29175-02)	SO	2y	SR
	<p>These records document the development of mediation programs and policies.</p> <p>The government archives will selectively retain dispute resolution advisory services reports and studies because they influence the development of mediation programs and policies. Significant reports and studies are those developed and used by the Dispute Resolution Office as models for developing programs and policies.</p>			
8)	<u>All Other Records</u>			DE
	<p>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 seven 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</p>			

(Continued on next page)

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PUR = Public Use Records y = year	VR = Vital Records	
OPR = Office of Primary Responsibility		

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A

SA

FD

this ORCS, as well as in briefing notes to the ministry executive (ARCS secondary 280-03) and Dispute Resolution Office annual reports (ARCS secondary 442-20). These records have no enduring value to government at the end of their scheduled retention periods.

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

RECORDS RETENTION AND DISPOSITION AUTHORITY

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

Title: *Legal Services Operational Records Classification System*: amendment 2 (addition of section 4,

Ministry of Attorney General
Legal Services Branch
Legislative Counsel

Legislative Counsel services)

Description and Purpose:

The purpose of this amendment is to incorporate a new Section 4 relating to Legislative Counsel services. These services include drafting and publishing legislation; depositing, distributing, indexing, annotating, and filing regulations; and revising and consolidating statutes of the Province of British Columbia.

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

Date range: 1958 ongoing

Physical format of records: see attached schedule

Annual accumulation: 1.6 cubic meters

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

THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:

Terence McKenney

Records Officer

99-06-07

Date

[Signature]

Executive Director/ADM

22/06/99

Date

[Signature]

Deputy Minister/Corporate Executive

23/06/99

Date

THE PUBLIC DOCUMENTS COMMITTEE CONCURS:

[Signature]

Chair, PDC

1999/06/24

Date

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

JUL 13 1999

Date

APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY:

JUL 15 1999

Date

OTHER STATUTORY APPROVALS:

Signature
Title:

Date

Signature
Title:

Date

CONTACT: Terrence McKenny, Ministry Records Officer, 356-6528


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 *Regulations Act* (RSBC 1996, c. 402) and the *Queen's Printer Act* (RSBC 1996, c. 394) and subsequent legislation governing the operational responsibilities and functions of the creating agency.

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

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


Records Analyst


Date

ARCHIVAL APPRAISAL:

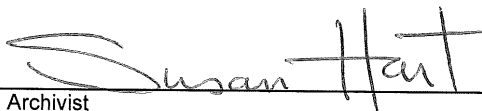
This appraisal documents the recommendation for final disposition.

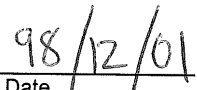
The final disposition recommendations protect records considered to have significant evidential and historical values. The specific reasons for retaining certain records are stated within the *ORCS*, as well as in the Executive Summary.

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


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

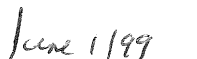
The definitions of both selective and full retention provide that unnecessary duplicates, transitory materials, and ephemera may be discarded.


Archivist


Date

The undersigned endorses the appraisal recommendations:


Director, Information and Data Management Branch


Date

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A SA FD

Legislative Counsel Services Section of Legal Services

Operational Records Classification System

EXECUTIVE SUMMARY

The Legal Services *Operational Records Classification System* (ORCS) is being amended to incorporate a new Section 4 relating to Legislative Counsel Services. The active and semi-active retention periods specified in the schedule meet all operational, administrative, legal, fiscal, and audit requirements. Information and Data Management Branch has reviewed the final disposition to ensure that records having residual values to government or historical values are preserved.

This ORCS is retroactive to 1958 which was when the first *Regulations Act* was enacted. Previous records relating to the functions documented in this ORCS have been transferred to the BC Archives or destroyed.

The summary which follows describes the basic types of records and identifies their retention periods and final disposition. In this summary, record types are linked to ORCS by primary and secondary numbers. Please consult the manual for further information. The Office of Primary Responsibility (OPR) for the following records is Legislative Counsel.

- 1) Policy and Procedures SO 5y FR
(secondary -00 throughout ORCS)

OPR policy and procedures files will be fully retained five years after becoming superseded or obsolete.

FR = The government archives will fully retain all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. These records have evidential value. Draft and duplicate materials which hold insufficient evidential value to merit preservation may be purged and discarded.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A SA FD

2) Drafting of legislation case files
(34200-20)

CY+2y 25y FR

Records relating to drafting individual bills, acts, regulations, and orders in council of the Province of British Columbia.

28y = sufficient time for legislation drafts to be used for reference purposes

FR = The government archives will fully retain drafting of legislation case files because they document the reasoning, issues and concerns affecting decisions made in the course of drafting legislation.

3) Requests for legislation case files - not approved
(34200-60)

CY+2y 25y FR

28y = sufficient time for legislation drafts to be used for reference purposes

FR = The government archives will fully retain these case files because they document the reasons why certain pieces of legislation were never approved.

4) Regulation Registry Service
(34600-03, 34600-09, and 34600-30)

SO nil FR

SO = when no longer required for reference purposes

FR = The government archives will fully retain the Annotated Gazette Part II files, the Regulation card index (hardcopy) files, and Filed regulation case files because they comprehensively document provincial regulations, and are therefore vital to the legal history of British Columbia.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A SA FD

5) Statute case files SO nil SR
(34800-20)

SO = when Revised Statutes are published, and the files are no longer required for reference purposes

SR = The government archives will selectively retain statute case files because they document legislation drafting issues.

6) Revised Statutes of British Columbia SO nil DE
(34440-20)

SO = when Revised Statutes are published

DE = Revised Statutes files can be destroyed because published copies of these are fully retained by the Legislative Library and the B.C. Archives Library.

7) All Other Records DE

All other records are destroyed at the end of their active and 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 3 years. These records have no enduring values to government at the end of their scheduled retention periods.

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



RECORDS RETENTION AND DISPOSAL AUTHORITY

This is a recommendation to: ☐ Authorize a one-time disposal of the records described below
☐ Establish a new Records Retention and Disposal Schedule
☒ Amend an existing Records Schedule with Schedule Registration No.

105050 WAVE
~~104-86~~ 1990/06/15

Record Series, Subject Section, Records Classification System, or Application Title:

Legal Services Branch Operational Records Classification System (ORCS)
Amendment: Sections 1 and 2

Ministry: **Ministry of Attorney General**
Division: **Legal Services Branch**
Branch:

Description and Purpose: ☐ Administrative ☒ Operational ☐ Both

RSIN: n/a

This amendment replaces sections 1 and 2 of Legal Services Branch ORCS. Changes include the removal of secondary -15 Release Documents under primaries 31100-31500 in Section 1 and the removal of primary 32860 Real Estate - Conveyancing. Release documents are now filed with the appropriate case under secondary -20 Case Files. Conveyances are classified under primary 32160 Crown Land Tenures - Cases (formerly called Crown Land Transactions - Cases).

This amendment also changes all six year semi-active retention periods to seven years and changes the four year semi-active retention for expropriations and trust fund agreements to seven years. For further descriptive information, please refer to the attached executive summary. ~~XXXXXXXXXXXXXXXXXXXX~~

Dates: **from 1987 ongoing**

Physical Format of Records: **see attached schedule**

Extent: **11.2 m³/year** Cubic Metres

No. of
Pieces **n/a**

Have documents been microfilmed?

☐ Yes ☒ No

Is the information in this record series recorded in any other form besides microfilm?

☐ Yes (See Records Management Appraisal) ☒ No

Recommended Retention:

- ☐ Dispose immediately ☐ Dispose on _____ day of _____
☐ Dispose in accord with attached disposal instructions
☒ Scheduled in accord with attached Records Retention and Disposal Schedule.

Recommended Disposition:

- ☐ Destruction ☐ Full Retention by Archives ☐ Selective Retention by Archives
☒ Scheduled in accord with attached Records Retention and Disposal Schedule.

THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:

Director Executive responsible for records Date **6/12/89**

Deputy Minister/Corporate Executive Date **8/2/89**

Minister Date **8/2/89**

Chairman PDC/Provincial Archivist Date **30 March 1989**

THE EXECUTIVE COUNCIL APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE:

O.I.C. Number _____ Date _____

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

Chairperson, Select Standing Committee Date _____
APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY
ON **JUL 20 1989** Date _____

OTHER STATUTORY APPROVALS:

Signature _____ Date _____
Title _____

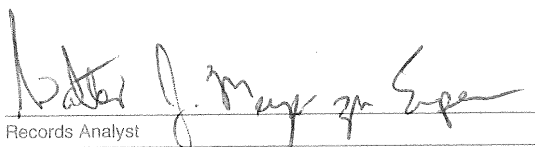
Signature _____ Date _____
Title _____

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

Ministry contact, title, and telephone: Mr. E. Robert A. Edwards, Asst. Deputy AG, 384-4434

These records are created and received under the authority of the Attorney General Act (RSBC 1979, c. 23), and subsequent legislation governing the operational responsibilities and functions of the creating agency.

The retention and disposal guidelines specified in the attached schedule 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. Residual values to government are protected by the final disposition recommendations.

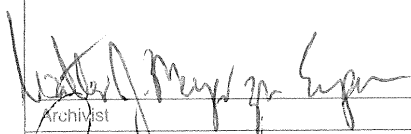

Records Analyst

1989/01/27
Date

ARCHIVAL APPRAISAL:

This appraisal documents the recommendation for final disposition.

The amendments to this Operational Records Classification System have not resulted in any changes to the category of final disposition. Amendments only affect the duration of semi-active retention. As a result, this amendment recommendation does not require archival appraisal.


Archivist

1989/01/27
Date

Provincial Archivist or Designate

Date

The undersigned endorse the appraisals and recommendations:


Director, Records Management

1989 Jan. 30
Date


Ministry Records Officer

Feb. 9/89
Date



Province of
British Columbia

RMB
File No.

RSIN

Schedule
Registration No.

RENUMBERED TO 105050

~~10486~~

105050
9/2/85

RECORDS SCHEDULE RECOMMENDATION AND AUTHORITY

This is a recommendation to:

- ☒ Establish a new Records Retention and Disposal Schedule;
☐ Amend an existing Records Schedule with Schedule Registration No. _____

Record Series, Subject Section or File Classification System Title:

Legal Services Branch Operational Records Classification System

Ministry: Attorney General

Division: Legal Services Branch (with the exception of Legislative Counsel)

Branch:

Description and Purpose: ☐ Administrative ☒ Operational

Under the Attorney General Act (RSBC 1979, c. 23, s. 2), the Attorney General is responsible for a number of functions which are administered by Legal Services Branch: advising on the legislative acts and proceedings of the Legislature; advising government ministries on all matters of law connected with the ministries; conducting litigation for the Crown or any ministry; conducting negotiations on contracts, real estate matters, financial matters, and other types of agreements for the Crown; and intervening in matters of family law. This records schedule covers all operational functions performed by Legal Services Branch, with the exception of those performed by Legislative Counsel. The annual accumulation of the records covered by this schedule is estimated to be 350 standard boxes (112 linear metres; 11.2 cubic metres). For the statutory authorities under which Legal Services Branch operates and other descriptive information, see the attached records schedule.

THE UNDERSIGNED ENDORSE THE RMB AND PABC APPRAISALS:

Director, Records Management Branch

Date

Ministry Records Officer

Date

Deputy Minister

Date

Minister

Date

THE PUBLIC DOCUMENTS COMMITTEE RECOMMENDS APPROVAL OF THE ATTACHED RECORDS RETENTION AND DISPOSAL SCHEDULES:

Chairperson PDC/Prov. Archivist

Date

ATTORNEY GENERAL AND JUDICIARY APPROVALS:

For land title and court records:

Attorney General

Date

For Supreme Court records:

Chief Justice of the Supreme Court

Date

For Court of Appeal records:

Chief Justice of British Columbia

Date

THE SELECT STANDING COMMITTEE OF THE LEGISLATIVE ASSEMBLY ON PUBLIC ACCOUNTS AND ECONOMIC AFFAIRS APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE:

Chairperson, Select
Standing Committee

Date

APPROVED BY RESOLUTION OF THE LEGISLATURE ASSEMBLY ON:

Date

Retention periods are listed on the attached schedule form(s).

The retention periods specified in RMB Schedule 104-86 meet all operational, administrative, legal, fiscal, and audit requirements. In terms of retention criteria, Legal Services Branch creates four categories of record series:

- 1) Records documenting the Crown's involvement in litigation will be retained for six years from the date on which legal action in a particular matter is concluded in order to protect the interests of the Crown in the event that one of the parties to the litigation initiates a suit against his legal counsel claiming professional negligence.
- 2) Records documenting contracts, leases, and other forms of agreements will be retained for six years from the date on which the agreement expires in order to protect the interests of the Crown in the event that one of the parties to the agreement initiates a suit against his legal counsel claiming professional negligence.
- 3) Records documenting the Crown's involvement in family law litigation will be retained until all children mentioned in a file attain the age of 25 years. Family Law Administration requires such files until all children mentioned in a file reach the age of majority at 19 years. Retention of the files for a further six years until all children reach the age of 25 years will protect the interests of the Crown in case one of the parties initiates a suit against his legal counsel claiming professional negligence.
- 4) All other record series will be retained for four years.

Walter J. Meyer for Super
Records Analyst (RMB)

1987/02/06
Date

PROVINCIAL ARCHIVES OF BRITISH COLUMBIA APPRAISAL:

Final disposition is listed on the attached schedule form(s). An appraisal of Selective Retention is recommended for Legal Services Branch files with the exception of Policy and Procedure files for which full retention is recommended. The filing system on which the schedule is based is new, and appraisals are based on estimates of the value of the records which will be placed in the new files. Application may be made to revise some appraisals if it becomes apparent that it is unnecessary or impractical to select from certain primaries.

It is assumed that the bulk of the files are routine and will not be retained in the Provincial Archives. Litigation files documenting cases important from a historical or legal point of view may be selected. The Legal Services Branch will be asked for assistance in identifying such cases. The purpose of selecting these files would be to make documentation on cases subjectively determined to be important as complete as possible, and in so doing to document procedures in the Branch. These files are not seen as the basic source of information on court cases. Such information is normally obtained from court records.

Solicitors' files in the Legislative, Opinions and Advise, and Quasi-Judicial Hearings sections will be examined carefully. In past appraisals, records relating to the preparation and amendment of legislation have been retained in the archives. The Legal Services Branch may be asked for assistance in selecting files of legal or historical significance from other primaries in this section. Access to any files selected would be determined in accordance with relevant legislation.

It is likely that most of the Native Title Project files will be retained. Photocopies may be retained for reasons of convenience or because they document the working of the project.

Thomas Gaudy
Archivist (PABC)

10. viii. 87.
Date

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

LEGAL SERVICES

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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 SUPP
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USEFUL INFORMATION

Key to Information Schedule Codes and Acronyms:

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

The following links provide additional resources for managing your information:

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

S E C T I O N 1

L I T I G A T I O N

P R I M A R Y N U M B E R S

3 1 1 0 0 – 3 1 9 9 9

This section has been fully superseded by the *Barrister and Solicitor Services (BSSE) ORCS*, schedule 164437.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

S E C T I O N 2

S O L I C I T O R S

P R I M A R Y N U M B E R S

3 2 0 0 0 - 3 2 9 9 9

This section has been fully superseded by the *Barrister and Solicitor Services (BSSE)* ORCS, schedule 164437.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

S E C T I O N 4

L E G I S L A T I V E C O U N S E L S E R V I C E S

P R I M A R Y N U M B E R S

3 4 0 0 0 - 3 4 9 9 9

Section 4 covers records relating to services provided by Legislative Counsel pursuant to the *Statute Revision Act* (RSBC 1996, c. 440), *Regulations Act* (RSBC 1996, c.402) and the *Queen's Printer Act* (RSBC 1996, c. 394). This includes records relating to: drafting and publishing legislation; depositing, distributing, indexing, annotating, and filing regulations; and revising and consolidating statutes of the Province of British Columbia.

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FD = Final Disposition	NA = Not Applicable	FR = Full Retention
OPR= Office of the Primary Responsibility	w = week	m = month y = year
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SO = Superseded or Obsolete		

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PRIMARY NUMBERS AND PRIMARY SUBJECTS

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A SA FD

34200 DRAFTING OF LEGISLATION

Records relating to drafting individual bills, acts, regulations, and orders in council of the Province of British Columbia. The processes of drafting legislation and orders in council are explained in detail below.

Legislative submissions to Cabinet are initiated by ministries in a cooperative process involving Legislative Counsel and Cabinet Policy and Communications Secretariat (CPCS). (This is known formally as the "request for legislation" (RFL) process.) Ministries send submissions requesting the establishment or amendment of statutes or regulations to CPCS, which registers and tracks the submissions. CPCS does not make a submission to Cabinet until Legislative Counsel has prepared and attached written comments on the feasibility of the request.

Once Cabinet approval is given to proposed legislation, and communicated to Legislative Counsel and the ministers by CPCS, the drafting stage begins. Legislative Counsel drafts the legislation in consultation with ministerial officials and relevant experts, and is responsible for setting standards for language, style and format. The length of time required for drafting depends on the complexity of the legislation, the number of unresolved policy issues and the priority of demands for drafting other legislation. The final draft is edited by the legislative editors, who are responsible for consistency of style and format.

First reading introduces a Bill into the Legislative Assembly. When the Bill is called for second reading the sponsoring minister explains the purpose of the Bill in general terms and then moves second reading. Clause by clause debate of the Bill then takes place and is known as the "Committee stage". The Committee consists of all Members of the Legislature, any of whom may ask questions, seek clarification, and suggest amendments.

(Continued on next page)

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

34200 DRAFTING OF LEGISLATION (Continued)

Whether or not the Bill has been amended, it moves to the third reading stage after it has passed second reading, unless it has been rejected or withdrawn during the committee stage. If the Bill has been amended a Report Bill is prepared by Legislative Counsel, with annotations (known as "redlining") to indicate changes.

Third Reading is the final reading. A Bill which passes third reading must await formal approval (Royal Assent) by the Lieutenant Governor, before it becomes law. A Bill may contain a Commencement provision (usually the last section), which affects the date on which the Bill (or portions of it) actually comes into force.

Legislative Counsel drafts some orders in council (OICs). OICs are always enacted by the Lieutenant Governor in Council under the authority of a particular statute without having first been debated in the Legislative Assembly. They provide the legal basis for the day-to-day operation of the government. They involve expenditures of money, appointing individuals to boards and commissions, proclaiming special events or days, and establishing or amending regulations.

Most of the OICs drafted by Legislative Counsel establish or amend regulations. Legislative Counsel will draft other types of OICs, but only if a ministry is having difficulty. The usual practice is for ministries to draft OICs and send them to Legislative Counsel for review and approval.

The Legislative Counsel Services only retains copies of OICs which are drafted by Legislative Counsel. Most of those OICs are regulations.

(Continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
34200	<u>DRAFTING OF LEGISLATION</u> (Continued)			
	Originals of enacted OICs are retained by Order in Council Administration, and copies are retained by individual ministries.			
	Includes correspondence, memoranda, legal opinions, requests for legislation, and copies of bills, acts, regulations and orders in council.			
	Unless otherwise specified below, the ministry OPR (Legislative Counsel) will retain these records for:	CY+2y	nil	DE
	Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
	- OPR	SO	nil	DE
	- non-OPR			
-01	General			
-02	Legislation drafting list	SO	nil	DE
	(includes statute name, ministry responsible for draft legislation, lawyer responsible for draft legislation, draft number, date drafted, and whether or not the draft is approved)			
	(arrange alphabetically by statute name)			
	SO = when legislation drafting list is updated			
-20	Drafting of legislation case files	CY+2y	25y	FR
	(arrange by sequential number)			
	28y = sufficient time for legislation drafts to be used for reference purposes			
	NOTE: The OPR will store drafting of legislation case files under ongoing RCS accession number 91-0187.			

(Continued on next page)

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

34200 DRAFTING OF LEGISLATION (Continued)

FR = The government archives will fully retain drafting of legislation case files because they document the reasoning, issues and concerns affecting decisions made in the course of drafting legislation.

NOTE: Requests for legislation are classified under secondary 34200-50, and are submitted to Cabinet for approval. If approved, Legislative Counsel will draft the legislation, and the request for legislation will be reclassified under secondary 34200-20. If the request for legislation is not approved, it is reclassified under secondary 34200-60 and may be resubmitted to Cabinet for approval the following year.

-30	Editing of acts case files (includes copies of working notes) (arrange alphabetically by statute name and draft number)	SO	nil	DE
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SO = when no longer required for reference purposes

NOTE: Legislation editors receive statute drafts for editing. When editing is completed, drafts are returned to the legislation drafters and reclassified under secondary 34200-20. Editors retain only copies of their working notes.

(Continued on next page)

A = Active	CY = Calendar Year	DE = Destruction
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FD = Final Disposition	NA = Not Applicable	FR = Full Retention
OPR= Office of the Primary Responsibility	w = week	m = month y = year
PIB= Personal Information Bank	VR = Vital Records	PUR= Public Use Records
SO = Superseded or Obsolete		

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
34200	<u>DRAFTING OF LEGISLATION</u> (Continued)			
-31	Editing log (includes name of drafter, name of editor, date received by editor, date returned to drafter) (arrange chronologically) SO = when legislation draft is returned to drafter	SO	nil	DE
-40	Editing of regulations case files (includes copies of editing suggestions) (arrange first alphabetically by regulation name, then by draft number) SO = when no longer required for reference purposes NOTE: Legislation editors receive regulation drafts for editing. When editing is completed, drafts are returned to the legislation drafters and classified under secondary 34200-20. Editors retain only copies of their working notes.	SO	nil	DE
-50	Request for legislation case files (includes request forms, legal opinions, correspondence, and background material) (arrange first by year, then alphabetically by statute name) SO = when the request for legislation is accepted, or when the deadline is reached for the next year's Cabinet submissions. This deadline is determined every year by the Premier's Office.	SO	NA	NA

(Continued on next page)

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A SA FD

34200 DRAFTING OF LEGISLATION (Continued)

NA = When the request for legislation is accepted, it is reclassified under secondary 34200-20. Requests for legislation that have not been accepted by the deadline for the next year's requests for legislation are reclassified under secondary 34200-60.

-60 Request for legislation case files - not approved CY+2y 25y FR
(includes request forms, legal opinions, correspondence, and background material)
(arrange first by year, then alphabetically by statute name)

28y = sufficient time for legislation drafts to be used for reference purposes

FR = The government archives will fully retain these case files because they document the reasons why certain pieces of legislation were never approved.

NOTE: The OPR will store drafting of legislation case files under ongoing RCS accession number 91-0187.

NOTE: If the request for legislation is repeated and accepted, the file will be reclassified under the new legislative file number.

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A SA FD

34400 PUBLISHING OF LEGISLATION - GENERAL

Records relating to publishing legislation which are not shown elsewhere in this primary block.

The *Queen's Printer Act* (RSBC 1996, c. 394) requires that acts, journals, sessional papers and other documents placed before the Legislature during the session be printed as soon as is practicable after the close of each session.

Legislative Counsel prepares publications for the Queen's Printer including *Third Reading Bills of British Columbia, Statutes of British Columbia, Revised Statutes of British Columbia, and British Columbia Rules of Court and Related Enactments*.

Includes lists, drafts and copies of current legislation.

Unless otherwise specified below, the ministry OPR (Legislative Counsel) will retain these records for: CY+2y nil DE

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

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

-01 General

-02 Act repeals and title changes list SO nil DE

(updated after the end of each session
of the Legislative Assembly)
(arrange alphabetically by statute name)

SO = when list has been updated

(Continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
34400	<u>PUBLISHING OF LEGISLATION - GENERAL</u> (Continued)			
-03	Blue clerical change cards (includes statute name, regulation number, order in council number, date regulation effective, looseleaf issue number, looseleaf issue cut-off date and general information) (arrange alphabetically by statute name) SO = when statute is repealed NOTE: These cards provide information about amendments that come into force by regulation. In case amendments have come into force since previous publications, the cards are checked when preparing the <i>Revised Statutes of British Columbia</i> status sheets and <i>Statutes of British Columbia</i> table of statutes for publication.	SO	nil	DE
-04	Comprehensive Order in Council act and provisions list (permanent updated record of statutes and statute sections that are not in force; includes names of statutes and statute sections that are not yet in force) (arrange alphabetically by statute name) SO = when statutes are revised and consolidated	SO	nil	DE
-05	Order in Council act and provisions list (used to check legislative publications before publication; includes names of statutes and statute sections passed in the most recent session that are not yet in force) (arrange alphabetically by statute name) SO = when next annual list has been prepared	SO	nil	DE

(Continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
34400	<u>PUBLISHING OF LEGISLATION - GENERAL</u> (Continued)			
-06	Publication checklist (used to verify that specific tasks are completed for the publication of each looseleaf installment; includes checklists) (arrange by project number)	SO	nil	DE
	SO = when <i>Revised Statutes of British Columbia</i> are published			
-07	Subject index chapter numbers list (includes name of statute consolidated in <i>Revised Statutes of British Columbia</i> and assigned chapter number) (arrange alphabetically by statute name)	SO	nil	DE
	SO = when list has been updated			
	NOTE: This list is updated after the end of each session in the Legislative Assembly. It is used to assign chapter numbers to new acts that will be consolidated in the <i>Revised Statutes of British Columbia</i> .			
-08	White clerical change cards (used to prepare the <i>Revised Statutes of British Columbia</i> status sheets and <i>Statutes of British Columbia</i> table of statutes for publication; includes statute name, regulation number, order in council number, date regulation in force, looseleaf issue number, looseleaf issue cut-off date and editorial suggestions) (arrange alphabetically by statute name)	SO	nil	DE
	SO = when <i>Revised Statutes of British Columbia</i> and <i>Statutes of British Columbia</i> are published			

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			<u>A</u>	<u>SA</u>	<u>FD</u>
34420	<u>PUBLISHING OF LEGISLATION - BRITISH COLUMBIA RULES OF COURT AND RELATED ENACTMENTS</u>				
	Records relating to preparing <i>British Columbia Rules of Court and Related Enactments</i> for publication. This is an annual publication of current court rules and related enactments.				
	Includes publication drafts, copies of current acts, rules of court and drafts, correspondence and memoranda.				
	Unless otherwise specified below, the ministry OPR (Legislative Counsel) will retain these records for:	CY+2y	nil		DE
	Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>		<u>DE</u>
-00	Policy and procedures				
	- OPR	SO	5y		FR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>		<u>DE</u>
-01	General				
-20	<i>British Columbia Rules of Court and Related Enactments</i> drafts (includes preface material drafts and copies of current rules, and federal acts and regulations) (arrange first by installment number, then by sequential book order)	SO	nil		DE
	SO = when no longer required for reference purposes				
-25	<i>British Columbia Rules of Court and Related Enactments</i> (includes preface material, copies of current rules, and federal acts and regulations) (arrange by sequential book order)	SO	nil		DE
	SO = when updated looseleaf is inserted				

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			<u>A</u>	<u>SA</u>	<u>FD</u>
34440	<u>PUBLISHING OF LEGISLATION - REVISED STATUTES OF</u> <u>BRITISH COLUMBIA</u>				
	Records relating to preparing the looseleaf <i>Revised Statutes of British Columbia</i> for publication. <i>The Revised Statutes of British Columbia</i> is a collection of consolidated acts.				
	Includes <i>Revised Statute of British Columbia</i> drafts, checklists, logs, status sheets, correspondence and memoranda.				
	Unless otherwise specified below, the ministry OPR (Legislative Counsel) will retain these records for:	CY+2y	nil		DE
	Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>		<u>DE</u>
-00	Policy and procedures				
	- OPR	SO	5y		FR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>		<u>DE</u>
-01	General				
-02	Instruction sheet/checklist (used to produce the "Instructions and checklist" for <i>the Revised Statutes of British Columbia</i> looseleaf; indicates pages to be inserted and withdrawn (arrange by draft number))	SO	nil		DE
	SO = when no longer used for reference purposes				
-03	Looseleaf camera ready acts converted to the Queen's Printer database system (includes statute publication drafts ready to be printed) (arrange alphabetically by statute name)	SO	nil		DE
	SO = when no longer required for reference purposes				

(Continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
34440	<u>PUBLISHING OF LEGISLATION - REVISED STATUTES OF</u> <u>BRITISH COLUMBIA (Continued)</u>			
-04	Looseleaf logs (used to verify that specific tasks are completed for the publication of each looseleaf installment; includes checklists) (arrange by project number) SO = when looseleaf <i>Revised Statutes of British Columbia</i> is published	SO	nil	DE
-05	Looseleaf page proofs (includes statute publication drafts with corrections) (arrange alphabetically by statute name) SO = when statutes are revised and consolidated	SO	nil	DE
-06	Looseleaf proclamation list (includes list of amendments brought into force since the last <i>Third Reading Bills of British Columbia</i> was published) SO = when <i>Revised Statutes</i> is published	SO	nil	DE
-07	Preface material (includes drafts of the users' guide to statutes, table of contents, letter to subscribers, and table of acts) (arrange alphabetically first by name of book section, and then by draft number) SO = when no longer required for reference purposes	SO	nil	DE
-08	Status sheets (indicates whether or not an act, or part of an act, is in force; includes status sheet drafts) (arrange alphabetically by statute name) SO = when statutes are in force	SO	nil	DE

(Continued on next page)

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 FD = Final Disposition NA = Not Applicable FR = Full Retention
 OPR= Office of the Primary Responsibility w = week m = month y = year
 PIB= Personal Information Bank VR = Vital Records PUR= Public Use Records
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
34440	<u>PUBLISHING OF LEGISLATION - REVISED STATUTES OF</u> <u>BRITISH COLUMBIA (Continued)</u>			
-09	<i>Third Reading Bills of British Columbia</i> markup (includes the most recent copy of the <i>Third Reading Bills of British Columbia</i> with legislation crossed out that will not be consolidated in the <i>Revised</i> <i>Statutes</i>)	SO	nil	DE
	SO = when <i>Revised Statutes</i> are published			
-20	<i>Revised Statutes of British Columbia</i> (includes preface material and copies of statutes) (arrange in sequential book order)	SO	nil	DE
	SO = when updated looseleaf <i>Revised Statutes</i> are inserted.			
	DE = <i>Revised Statutes</i> files can be destroyed because published copies of these are fully retained by the Legislative Library and the B.C. Archives Library.			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
34460	<u>PUBLISHING OF LEGISLATION - STATUTES OF BRITISH COLUMBIA</u>			
	Records relating to preparing the annual bound <i>Statutes of British Columbia</i> for publication. The <i>Statutes of British Columbia</i> is an annual edition of acts passed each year by the Legislative Assembly.			
	Includes <i>Statutes of British Columbia</i> drafts, tables, correspondence and memoranda.			
	Unless otherwise specified below, the ministry OPR (Legislative Counsel) will retain these records for:	CY+2y	nil	DE
	Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
	- OPR	SO	nil	DE
	- <u>non-OPR</u>			
-01	General			
-02	Table of statutes markup	SO	nil	DE
	(includes table of statutes from previous <i>Statutes of British Columbia</i> publications, table of statutes markup and checklist)			
	(arrange alphabetically by act)			
	SO = when no longer required for reference purposes			
	NOTE: This is a table of statutes found at the end of <i>Statutes of British Columbia</i> . It lists titles, current citations of acts, and amendments to acts.			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
34480	<u>PUBLISHING OF LEGISLATION - THIRD READING BILLS OF BRITISH COLUMBIA</u>			
	Records relating to preparing the <i>Third Reading Bills of British Columbia</i> for publication. The <i>Third Reading Bills of B.C.</i> includes all third reading bills passed in the previous session of the Legislative Assembly. Includes <i>Third Reading Bills of British Columbia</i> drafts, tables, logs, correspondence and memoranda.			
	Unless otherwise specified below, the ministry OPR (Legislative Counsel) will retain these records for:	CY+2y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
	- OPR	SO	nil	DE
	- <u>non-OPR</u>			
-01	General			
-02	Bill binder	SO	nil	DE
	(includes copies of first reading bills)			
	(arrange numerically by government bills, by members' bills, and then by private bills)			
	SO = when <i>third reading bills</i> are received			
-03	Chapter numbers log	SO	nil	DE
	(includes alphabetical list of bills assented to, date of assent, bill number, and assigned chapter numbers)			
	(arrange alphabetically by name of Bill)			
	SO = when no longer required for reference purposes			
-04	Record of third reading bills borrowed	SO	nil	DE
	(includes date taken, initials of borrower, statute name, date returned)			
	(arrange chronologically)			
	SO = when bill returned			

(Continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
34480	<u>PUBLISHING OF LEGISLATION - THIRD READING BILLS OF BRITISH COLUMBIA (Continued)</u>			
-05	Table of enacted bills (includes list of bills enacted in the previous session) (arrange by bill number) SO = when <i>Statutes of British Columbia</i> is published	SO	nil	DE
-06	Bill/act concordance table (includes table showing bill numbers and corresponding chapter number of acts as they will appear in the <i>Statutes of British Columbia</i>) (arrange sequentially by chapter number) SO = when <i>Statutes of British Columbia</i> is published	SO	nil	DE
-07	Third reading bill Queen's Printer instruction copies (includes copies of third bill readings with instructions to Queen's Printer staff) SO = when <i>Third Bill Readings of British Columbia</i> is published	SO	nil	DE
-20	Annotated bills (provides a record of editing concerns during legislative drafting; includes copies of certified third reading bills with editorial comments) (arrange first chronologically by year, and then numerically by chapter number) SO = when statutes are revised	SO	nil	DE

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A SA FD

34600 REGULATION REGISTRY SERVICES

Records relating to depositing, distributing, indexing, annotating, filing and publishing regulations of the Province of British Columbia as required by the *Regulations Act* (RSBC 1996, c. 402).

A regulation is subordinate legislation that carries out administrative details of general powers set out in an act. For example, if an act provides the power to impose a fee by regulation, a regulation may be created to set the specific fee. Other examples include: prescribing forms for insurance claims, establishing the boundaries of a mineral reserve, and bringing an act into force.

Regulations were not assigned numbers until 1958. Before this, regulations were identified only by their order in council number (if they had one) and deposited in Order in Council Administration.

Includes regulations, lists, cards, indexes, maps, electronic records, correspondence, and memoranda.

For ALLACTS, REGSEARCH, SUPP, and 1997/98 Information System Overviews (ISOs), see ISO Section.

For records relating to the drafting of regulations, see secondary 34200-20.

For regulations before 1952, see Order in Council Administration ORCS secondary 93500-20.

Unless otherwise specified below, the ministry OPR (Legislative Counsel) will retain these records for: CY+2y nil DE

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

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

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		<u>A</u>	<u>SA</u>	<u>FD</u>
34600	<u>REGULATION REGISTRY SERVICES</u> (Continued)			
-03	Annotated <i>Gazette Part II</i> (provides a history of changes to regulations; includes a copy of the published <i>Gazette Part II</i> with regulations and annotations) (arrange chronologically by year)	SO	nil	FR
	SO = when no longer required for reference purposes			
	FR = The government archives will fully retain the Annotated <i>Gazette Part II</i> files because they comprehensively document provincial regulations, and are therefore vital to the legal history of British Columbia.			
-04	Annual act list (provides a quick and convenient reference to acts passed every year; includes statute name, statute citation, chapter number, bill number, date that bill is proclaimed) (arrange first chronologically by year, then alphabetically by statute name)	SO	nil	DE
	SO = when list is no longer required for reference purposes			
-05	Erratum notice (includes corrections to regulation errors published in the <i>Gazette Part II</i>) (arrange chronologically)	SO	nil	DE
	SO = when erratum notice is published in the <i>Gazette Part II</i>			

(Continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
34600	<u>REGULATION REGISTRY SERVICES</u> (Continued)			
-06	Future spent notes (indicates the date that regulations will no longer be in force; includes statute name and citation, regulation number, and date when the statute or statute section will no longer be in force) (arrange alphabetically by statute name)	SO	nil	DE
	SO = when statute or statute section is no longer in force			
-07	Ministries/statutes binder (provides a history of B.C. Government organization by listing the names of all ministries and the legislation they administered; includes statute name, ministry responsible for statute, history of ministry and notes) (arrange section 1 alphabetically by ministry name, and section 2 alphabetically by statute name)	SO	nil	DE
	SO = when no longer required for reference purposes			
	DE = The Ministries/statute binder can be destroyed because the information it contains is also available in Orders in Council, annual reports, and on the Legislative Assembly and the Queen's Printer website.			
-08	Regulations artwork (includes copies of artwork) (arrange alphabetically by statute name)	SO	nil	DE
	SO = when artwork is replaced			

(Continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
34600	<u>REGULATION REGISTRY SERVICES</u> (Continued)			
-09	Regulation card index (provides a record of all regulations; includes regulation number, date deposited, <i>Gazette Part II</i> publication date, subject, statute name and citation, original statute authority and currency) (arrange alphabetically by statute name) (hardcopy)	SO	nil	FR
	SO = when no longer required for reference purposes			
	FR = The government archives will fully retain Regulation Card Index (hardcopy) files because they comprehensively document provincial regulations, and are therefore vital to the legal history of British Columbia. (electronic records)	SO	nil	DE
	(includes regulation number, date deposited, <i>Gazette Part II</i> publication date, subject, statute name, citation and section number, original statute authority and regulation currency)			
-10	Unproclaimed file (provides a quick reference to acts which have not yet been proclaimed; includes a list of statutes, or sections of statutes, that have not yet been proclaimed) (arrange alphabetically by statute name)	SO	nil	DE
	SO = when unproclaimed file is updated			

(Continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
34600	<u>REGULATION REGISTRY SERVICES</u> (Continued)			
-20	<i>Consolidated Regulations of British Columbia</i> <i>Electronic log</i> (includes records of new and repealed regulations, amendments and corrections to existing regulations) (arrange alphabetically by act title, then by regulation title) SO = when no longer required for reference purposes NOTE: The logbook is used to produce "Instructions and checklist" for the <i>Consolidated Regulations</i> looseleaf. It indicates pages to be inserted and withdrawn.	SO	nil	DE
-30	Filed regulations case files (includes regulations, distribution forms, exemption notices, exempted material, and maps) (arrange alphabetically by statute name) SO = when no longer required for reference purposes FR = The government archives will fully retain filed regulations case files because they comprehensively document provincial legislation and are therefore vital to the legal history of British Columbia NOTE: Maps related to and/or referred to in regulations are included in these files but stored separately from the textual records.	SO	nil	FR

(Continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
34600	<u>REGULATION REGISTRY SERVICES</u> (Continued)			
-40	<i>Gazette Part II</i> weekly index (includes order in council number, regulation number, statute name, regulation subject and deposit date) (arrange alphabetically by statute name) SO = when no longer required for reference purposes	SO	nil	DE
-50	REGSEARCH database (includes act name, order in council number, regulation number, deposit date, date published in <i>Gazette Part II</i> , and regulation text) (electronic records) SO = when regulations are amended or repealed	SO	nil	DE
-60	ALLACTS database (includes statute name changes, ministry responsible for statute, previous name of ministry, order in council number, date bill passed, date bill effective, list of amendments, list of repeals and notes) (electronic records) SO = when no longer required for reference purposes NOTE: The database is used as a quick reference guide to identify changes to statutes. Pre-1990 information in the database is incomplete. Current statute changes are entered on a regular basis.	SO	nil	DE

(Continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
34600	<u>REGULATION REGISTRY SERVICES</u> (Continued)			
-70	SUPP database (includes chapter number and name of each act in the <i>Revised Statutes of British Columbia, 1996.</i>) (electronic records)	SO	nil	DE
	SO = when provisions of the supplements have been brought into force or repealed			
-80	1997/1998 ACTS database (includes act title; year Act title; year legislation enacted; chapter number and corresponding bill number; date of assent; whether item is a new act, an amendment to previous legislation, a repeal of previous legislation, or an amendment to one act consequential on the enactment of or amendment of another act; date of assent; whether the legislation comes into force on assent or by regulation; effective date(s) of the act or provisions; and which ministry introduced the bill or is responsible for the legislation being amended or repealed. (electronic records)	SO	nil	DE
	SO = when no longer required for reference purposes			
	NOTE: The title will change as data from future sessions is added.			

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A SA FD

34800 STATUTE REVISION

Records relating to revising and consolidating the statutes of British Columbia, in accordance with the *Statute Revision Act* (RSBC 1996, c. 440).

The revisions involve updating language (e.g., plain language, gender neutral language) and numbering (including re-numbering to account for repealed sections and updating cross-references). This process is undertaken every ten to twenty years for all existing legislation.

The consolidations relate to updating records of the status of statutes. A statute is passed when it is approved by the legislature, but still requires the Lieutenant Governor to give Royal Assent. It may come into force on the day of Royal Assent, or may require a regulation to bring it into force.

Includes correspondence, lists, and draft copies of statutes.

Unless otherwise specified below, the ministry OPR (Legislative Counsel) will retain these records for: CY+2y nil DE

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

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Plain language list		SO	nil	DE
	(includes list of words and expressions currently used in statutes that are to be replaced by plain language)				
	(arrange alphabetically)				

SO = when statutes are revised and consolidated

(Continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
34800	<u>STATUTE REVISION</u> (Continued)			
-03	Gender inclusive language list (includes language to be deleted from statutes) (arrange alphabetically) SO = when statutes are revised and consolidated	SO	nil	DE
-04	Obsolete statutes list (arrange alphabetically by statute name) SO = when list is updated NOTE: This is a list of obsolete statutes. It will be used in the preparation of bills that will repeal obsolete statutes. Obsolete statutes will be repealed so that they will not be included in the next revised statutes edition.	SO	nil	DE
-05	Statute schedule list (arrange first alphabetically by ministry name, then by statute name) SO = when statute schedule is removed from statute responsibility NOTE: A statute schedule is a section of a statute that outlines statute details or items. The statute schedule list is a list of schedules that will be removed from the authority of a statute and placed under regulation authority. They will be removed since many statute schedules are best dealt with under regulation authority.	SO	nil	DE

(Continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
34800	<u>STATUTE REVISION</u> (Continued)			
-06	Unproclaimed acts and amendments lists (includes list of statutes and statute sections that have not yet been proclaimed) (arrange alphabetically by statute name) SO = when statute or statute section is in force	SO	nil	DE
-07	Bills - not enacted (includes list of bills passed that have not been enacted) (arrange first chronologically by year, then alphabetically by bill name) SO = when bills are enacted NOTE: This is a list of statute revision and miscellaneous amendment bills compiled for the purpose of statute revision and consolidation.	SO	nil	DE
-08	Bills - not passed (includes list of bills that have not yet been passed) (arrange first chronologically by year, then alphabetically by bill name) SO = when bills are passed	SO	nil	DE
-09	Old/new statute citation concordance (includes statute name, old and new statute citation, and editing notes) (arrange alphabetically by statute name) SO = when concordance is updated	SO	nil	DE

(Continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
34800	<u>STATUTE REVISION</u> (Continued)			
-20	Statute case files (includes copies of original statutes, revised drafts and cross-references) (arrange alphabetically first by statute name, then by draft number)	SO	nil	SR
	SO = when <i>Revised Statutes</i> are published, and the files are no longer required for reference purposes			
	SR = The government archives will selectively retain statute case files because they document legislation drafting issues.			
	The government archives will retain files which reflect significant changes to legislation, as well as a representative sample, which will consist of keeping every tenth file. This selection will ensure that significant and representative issues and revisions are documented. Ministry staff will identify which records are to be retained and which destroyed, in consultation with the Ministry Records Officer and an archivist, and box them separately.			

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A SA FD

CLIENT INFORMATION

LEVEL 1: British Columbia
LEVEL 2: Ministry of Attorney General
LEVEL 3: Legal Services Branch
LEVEL 4: Legislative Counsel Services
LEVEL 5:
LEVEL 6:
LEVEL 7:
LEVEL 8:

VS DOCUMENT INFORMATION:

This ORCS document was created by Heather Mackay.

Schedule: 105050
VS document: 4957r
Master diskette: 0047c
Backup diskette: 0046c
Title: lsborcs: section 4
Operator: ORCS
Author: hsm
Comments: 12760-20/LSB

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OPR= Office of the Primary Responsibility w = week m = month y = year
PIB= Personal Information Bank VR = Vital Records PUR= Public Use Records
SO = Superseded or Obsolete

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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SECTION 5

DISPUTE RESOLUTION

P R I M A R Y N U M B E R S

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Section 5 covers records relating to the development and promotion of non-adversarial dispute resolution options within the justice system and within government ministries and agencies. Dispute resolution options are not alternatives to, or opposed to, the litigation process. Rather, dispute resolution options range along a continuum from collaborative, non-binding processes to binding arbitration and litigation processes. People attempting to resolve disputes can consider the range of dispute resolution options and select the one most appropriate to the situation. The term 'dispute resolution' is used to indicate processes such as mediation, arbitration, settlement conference, mini-trial and litigation.

Only some dispute resolution processes are covered by the mandate of this office; other types of dispute resolution processes occur in the legal system and within government ministries and agencies without its involvement. Programs and services in the office mandate include: monitoring of notices to mediate; provision of educational and training materials on dispute resolution; the preparation of and advice on policy, legislation and other documents; and, research and program development.

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

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29000 - DISPUTE RESOLUTION - 29499

PRIMARY NUMBERS AND PRIMARY SUBJECTS

29000 DISPUTE RESOLUTION - GENERAL
29050 - NOTICE TO MEDIATE PROCESS

29175 DISPUTE RESOLUTION ADVISORY SERVICES

29250 DISPUTE RESOLUTION RESOURCE DEVELOPMENT AND COLLECTION

29400 DISPUTE RESOLUTION RESEARCH AND PROGRAM DEVELOPMENT

29450 DISPUTE RESOLUTION TRAINING

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

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29000 DISPUTE RESOLUTION - GENERAL

Records not shown elsewhere in the dispute resolution section which relate generally to the development and promotion of non-adversarial dispute resolution options within the justice system and within government ministries and agencies. Dispute resolution options are not alternatives to, or opposed to, the litigation process. Rather, dispute resolution options range along a continuum from collaborative, non-binding processes to binding arbitration and litigation processes. People attempting to resolve disputes can consider the range of dispute resolution options and select the one most appropriate to the situation. The term 'dispute resolution' is used to indicate processes such as mediation, arbitration, settlement conference, mini-trial and litigation.

Only some dispute resolution processes are covered by the mandate of this office; other types of dispute resolution processes occur in the legal system and elsewhere without its involvement. Programs and services in the office mandate include: monitoring of notices to mediate; provision of educational and training materials on dispute resolution; the preparation of and advice on policy, legislation and other documents; and research and program development.

Includes reports, correspondence and memoranda.

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

For British Columbia Dispute Resolution Practicum Society, see ARCS primary 160.

(Continued on next page)

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
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PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
29000	<u>DISPUTE RESOLUTION - GENERAL</u> (Continued)				
	For Civil/Family Stream Steering Committee, see ARCS primary 204.				
	For final briefing notes, see ARCS primary 280.				
	For program goals and objectives, see ARCS primary 400.				
	Unless otherwise specified below, the ministry OPR (Dispute Resolution Office) will retain these records for:				
			CY+1y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:				
			<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	FR = Throughout this section, the government archives will fully retain all policy and procedures records created by offices having primary responsibility for policy and procedure development and approval. These records have evidential value. Draft and duplicate materials which hold insufficient value to merit preservation may be purged and discarded.				
-01	General				
-02	Dispute resolution inquiries				

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29050 DISPUTE RESOLUTION - NOTICE TO MEDIATE PROCESS

Records relating to the development and implementation of the notice to mediate process in accordance with the *Notice to Mediate Regulation* (BC Reg. 127/98) under the *Insurance (Motor Vehicle) Act* (RSBC 1996, c. 231, s. 44.1), the *Notice to Mediate (Residential Construction) Regulation* (BC Reg. 153/99) under the *Homeowner Protection Act* (RSBC 1996, c. 194 and the *Notice to Mediate (General) Regulation* (BC Reg. 4/2001) under the *Law and Equity Act* (RSBC 1996, c. 253), and other legislation with notice to mediate provisions. The notice to mediate process enables one party to a court action to require all other parties to mediate.

This primary also relates to evaluating the notice to mediate process and the monitoring of its use.

A notice to mediate is delivered by one party to an action which falls under legislation containing a notice to mediate provision, to all other parties to the action. A copy of the the notice to mediate is delivered to the Dispute Resolution Office (DRO). The DRO also receives a copy of every related Certificate of Completed Mediation.

Evaluations of the notice to mediate process are conducted periodically. Participants in the process are interviewed, relevant statistics are analysed, and the results are evaluated in a summary evaluation report.

Includes notices, certificates, reports, evaluations, correspondence and memoranda.

For other evaluations, see primary 29400.

(Continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
29050	<u>DISPUTE RESOLUTION - NOTICE TO MEDIATE PROCESS</u> (continued)				
	For notice to mediate program development case files, see primary 29400.				
	Unless otherwise specified below, the ministry OPR (Dispute Resolution Office) will retain these records for:		CY+1y	nil	DE
	Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Notice to mediate evaluation files (includes correspondence and copies of evaluation reports) (arrange chronologically by evaluation date)		CY+1y	2y	SR
	SR = The government archives will selectively retain notice to mediate evaluation files because they document the implementation and evaluation of mediation processes in various legal contexts in the province.				
	One copy of each evaluation report will be retained for the archives, and boxed with other records for retention. All other records covered by this secondary will be boxed separately and securely destroyed upon approval.				

(Continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
29050	<u>DISPUTE RESOLUTION - NOTICE TO MEDIATE PROCESS</u> (continued)			
-03	Notices to mediate - general Supreme Court actions (includes notices and certificates) (arrange alphabetically by party delivering the notice [plaintiff or defendant], then by court registry and then chronologically by date notice received)	CY+1y	3y	DE
-04	Notices to mediate - motor vehicle (includes notices and certificates) (arrange alphabetically by party delivering the notice [plaintiff or defendant], then by court registry and then chronologically by date notice received)	CY+1y	3y	DE
-05	Notices to mediate - residential construction (includes notices and certificates) (arrange alphabetically by party delivering the notice [plaintiff or defendant], then by court registry and then chronologically by date notice received)	CY+1y	3y	DE

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29175 DISPUTE RESOLUTION ADVISORY SERVICES

Records relating to the preparation and drafting of documents that contain references to dispute resolution. As part of the Justice Services Branch of the Ministry of Attorney General, the Dispute Resolution Office is also responsible for providing advice to government ministries and agencies regarding the use of these documents and regarding dispute resolution programs and services under development by government ministries and agencies. The types of documents include: contracts and agreements, clauses for contracts and agreements, policy, rules of court, practice directions and other enactments, statutes and treaties concerning aboriginal and other provincial rights.

Includes correspondence, copies of client ministry documents, working paper copies, drafts and memoranda.

For acts and legislation, see ARCS primaries 120 to 145.

For committees, see ARCS primaries 200 to 206.

For legal issues and legal opinions, see ARCS primary 350.

For published legislation, see Legislation Counsel Services section, Legal Services ORCS (approved schedule 105050).

For records on courts, see Court Services ORCS (approved schedule 100152).

Unless otherwise specified below, the ministry OPR (Dispute Resolution Office) will retain these records for:

CY+1y nil DE

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

SO nil DE

(Continued on next page)

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			<u>A</u>	<u>SA</u>	<u>FD</u>
29175	<u>DISPUTE RESOLUTION ADVISORY SERVICES</u> (Continued)				
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Dispute resolution advisory services		SO	2y	SR
	reports and studies				
	(contains general reports and studies				
	used for advisory services)				
	(arrange alphabetically by issue)				
	SO = when a report or study is superseded by another on the same topic or when the topic is considered obsolete				
	SR = The government archives will selectively retain dispute resolution advisory services reports and studies because they influence the development of mediation programs and policies. Significant reports and studies are those developed and used by the Dispute Resolution Office as models for developing programs and policies. Office staff will identify significant files in consultation with the Records Officer and box them with other records for retention. All other records covered by this secondary will boxed separately and securely destroyed upon approval.				

(Continued on next page)

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			<u>A</u>	<u>SA</u>	<u>FD</u>
29175	<u>DISPUTE RESOLUTION ADVISORY SERVICES</u> (Continued)				
-03	Model dispute resolution contracts and agreements clause files (arrange alphabetically by clause title)	SO	2y		FR
	SO = when a clause is superseded by another on the same topic or when the topic is considered obsolete				
	FR = The government archives will fully retain model dispute resolution contracts and agreements clause files. The model documents represent the approach recommended for such documents by the Office to its clients.				
-20	Contract and agreement case files (contains draft working papers, copies of the final document and amendments to existing documents) (arrange alphabetically by issue)	SO+1y	3y		DE
	SO = upon completion of final draft of contract or agreement				
-30	Contract and agreement clause preparation case files (contains draft working papers, copies of the final document and amendments to existing documents) (arrange alphabetically by issue)	SO+1y	3y		DE
	SO = upon completion of final draft of clause				

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		<u>A</u>	<u>SA</u>	<u>FD</u>
29175	<u>DISPUTE RESOLUTION ADVISORY SERVICES</u> (Continued)			
-40	Court process case files (contains rules of court, practice directions, draft working papers, copies of the final document and amendments to existing documents) (arrange alphabetically by issue)	SO+1y	3y	DE
	SO = upon completion of final draft of court process document			
-50	Policy case files (contains draft working papers, copies of the final document and amendments to existing documents) (arrange alphabetically by issue)	SO+1y	3y	DE
	SO = upon completion of final draft of policy document			
-60	Regulation case files (contains draft working papers, copies of the final document and amendments to existing documents) (arrange alphabetically by issue)	SO+1y	3y	DE
	SO = upon completion of final draft of regulation			
-70	Statute case files (contains draft working papers, copies of the final document and amendments to existing documents) (arrange alphabetically by issue)	SO+1y	3y	DE
	SO = upon completion of final draft of statute			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
29175	<u>DISPUTE RESOLUTION ADVISORY SERVICES</u> (Continued)			
-80	Treaty case files (contains draft working papers, copies of the final document and amendments to existing documents) (arrange alphabetically by issue) SO = upon completion of final draft of document	SO+1y	3y	DE
-90	Miscellaneous documents case files (contains draft working papers, copies of the final document and amendments to existing documents) (arrange alphabetically by issue) SO = upon completion of final draft of document 4y = sufficient for research and reference purposes	SO+1y	3y	DE
-95	Dispute resolution programs and services advisory case files (contains advice regarding programs developed by other ministries and agencies) (arrange alphabetically by program name) DE = Dispute resolution advisory services case files (covered by secondaries -20 to -95) will be destroyed. The nature of the advice given in these files is adequately documented in Dispute Resolution Office policy documents and educational materials (covered by secondaries 29175-00 and 29250-30), as well as in relevant client files.	SO+1y	3y	DE

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29250 DISPUTE RESOLUTION RESOURCE DEVELOPMENT AND
COLLECTION

Records relating to the development and collection of resource materials used to promote the use of dispute resolution options. The materials are provided for the use by the general public, the judiciary, the legal profession, other organizations and client ministries and other agencies. These materials may also be used for training purposes.

Educational materials may be developed by the Dispute Resolution Office (DRO), government ministries and agencies or by non-government organizations.

The DRO also collects and maintains background information on government agencies and non-government organizations that provide dispute resolution services and resources.

Includes reports, correspondence and memoranda.

For annual reports for government agencies, see ARCS primary 442.

For British Columbia Dispute Resolution Practicum Society, see ARCS primary 160.

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

For dispute resolution research and program development, see primary 29400.

For dispute resolution training, see primary 29450.

Unless otherwise specified below, the ministry OPR (Dispute Resolution Office) will retain these records for:

CY+1y nil DE

(Continued next page)

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			<u>A</u>	<u>SA</u>	<u>FD</u>
29250	<u>DISPUTE RESOLUTION RESOURCE DEVELOPMENT AND COLLECTION (Continued)</u>				
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Dispute resolution resource reports and studies (contains background information from other jurisdictions used to develop educational materials) (arrange alphabetically by issue or jurisdiction)		SO	2y	DE
	SO = when a report or study is superseded by another on the same topic or when the topic is considered obsolete				
-20	Dispute resolution resource development case files - external (covers dispute resolution educational materials developed by other government jurisdictions and non-government organizations) (arrange alphabetically by resource development case file name)		SO	2y	DE
	SO = when no longer circulated or required for the development of additional materials				

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		<u>A</u>	<u>SA</u>	<u>FD</u>
29250	<u>DISPUTE RESOLUTION RESOURCE DEVELOPMENT AND COLLECTION (Continued)</u>			
-30	Dispute resolution resource development case files - internal (covers dispute resolution educational materials developed by and for the Dispute Resolution Office) (arrange alphabetically by resource development case file name)	SO	2y	FR
	SO = when no longer circulated or required for the development of additional materials			
	FR = The government archives will fully retain dispute resolution resource development case files developed by the Dispute Resolution Office. These records document high-level advice and guidance given by the office to its clients, much of which is made available as information bulletins on its website. Draft and duplicate materials may be purged and discarded.			
-40	Dispute resolution government ministry and agency case files (covers background information and correspondence from and about government ministry and agency dispute resolution programs) (arrange alphabetically by name of government programs)	SO	2y	DE
	SO = when the information about the agency has become superseded or obsolete or the agency has closed			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
29250	<u>DISPUTE RESOLUTION RESOURCE DEVELOPMENT AND</u> <u>COLLECTION (Continued)</u>			
-50	Dispute resolution non-government organization case files (covers background information and correspondence from and about non-government dispute resolution organizations, private mediators and other government jurisdictions) (arrange alphabetically by name of organization)	SO	2y	DE
	SO = upon closure or dissolution of business or organization			

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A SA FD

29400 DISPUTE RESOLUTION RESEARCH AND PROGRAM DEVELOPMENT

Records relating to dispute resolution research and program development. The Dispute Resolution Office does research and collects information in order to develop related initiatives, projects and programs. The program development process is as follows: areas of concern are determined; the area is researched; initiatives are proposed and tested; pilot projects are initiated and reviewed; and programs are implemented. Examples of programs developed include the small claims mediation program and the parenting after separation program.

Includes reports, evaluations, correspondence and memoranda.

For acts and legislation, see ARCS primaries 120 to 145.

For committees, see ARCS primaries 200 to 206.

For legal issues and legal opinions, see ARCS primary 350.

For notice of mediation process, see primary 29050.

Unless otherwise specified below, the ministry OPR (Dispute Resolution Office) will retain these records for:

CY+1y nil DE

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

SO nil DE

-00 Policy and procedures

- OPR

SO 5y FR

- non-OPR

SO nil DE

-01 General

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		<u>A</u>	<u>SA</u>	<u>FD</u>
29400	<u>DISPUTE RESOLUTION RESEARCH AND PROGRAM DEVELOPMENT</u> (Continued)			
-02	Dispute resolution issue reports and studies (contains background information on specific dispute resolution issues in British Columbia and other areas) (arrange alphabetically by issue)	SO	2y	DE
	SO = when a report or study is superseded by another on the same topic or when the topic is considered obsolete			
-03	Non-dispute resolution issue reports and studies (contains background information on related issues that are not specifically dispute resolution issues) (arrange alphabetically by issue)	SO	2y	DE
	SO = when a report or study is superseded by another on the same topic or when the topic is considered obsolete			
-04	Dispute resolution programs - Canadian jurisdictions (contains general information on dispute resolution in specific parts of Canada) (arrange alphabetically by province and then by name of program)	SO	2y	DE
	SO = when no longer required for further research and reference or the development of projects or programs			

(Continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
29400	<u>DISPUTE RESOLUTION RESEARCH AND PROGRAM DEVELOPMENT</u> (Continued)			
-05	Dispute resolution programs - international jurisdictions (contains general information on dispute resolution in specific countries) (arrange alphabetically by country and then by name of program)	SO	2y	DE
	SO = when no longer required for further research and reference or the development of projects or programs			
-20	Dispute resolution program case files (covers initiative, project and program stages) (contains background and development information, feedback from interested parties and evaluations of projects or programs being undertaken) (arrange alphabetically by project or program name)	SO+1y	5y	FR
	SO = upon cessation or completion of project or program			
	FR = The government archives will fully retain dispute resolution program case files because they document the development, implementation, and evaluation of government programs designed to provide innovative methods for resolving disputes and reducing use of the courts.			

(Continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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29400 DISPUTE RESOLUTION RESEARCH AND PROGRAM DEVELOPMENT
(Continued)

NOTE: Classify under this secondary records of the development and implementation of any programs in which Dispute Resolution Office is involved, including the British Columbia Mediator Roster and Court Mediation Program, and other initiatives. Routine records and other records not directly related to the programs should be filed under the appropriate ARCS or ORCS secondaries rather than here; for example, minutes and correspondence relating to membership in the Mediator Roster Society should be filed under ARCS secondary 160-20.

-30	Dispute resolution research case files (contains research and information sometimes done in conjunction with specific initiatives, programs and projects) (arrange alphabetically by topic of research)	SO+1y	5y	DE
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SO = when no longer required for further research and reference or the development of projects or programs

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

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A SA FD

29450 DISPUTE RESOLUTION TRAINING

Records relating to developing and providing dispute resolution training resource materials. The Dispute Resolution Office (DRO) co-ordinates and delivers training to the judiciary, legal professionals, and client ministries and agencies regarding the use of dispute resolution processes.

Includes forms, educational materials, reports, correspondence and memoranda.

For British Columbia Dispute Resolution Practicum Society, see ARCS primary 160.

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

For contracts, see ARCS primary 1070.

For lectures and speeches, see ARCS primary 324.

Unless otherwise specified below, the ministry OPR (Dispute Resolution Office) will retain these records for:

CY+1y nil DE

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

SO nil DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Dispute resolution training reports and studies (consists of background materials from other jurisdictions) (arrange alphabetically by issue)		SO	2y	DE

SO = when a report or study is superseded by another on the same topic or when the topic is considered obsolete

(Continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
29450	<u>DISPUTE RESOLUTION TRAINING</u>	(Continued)			

-10	Dispute resolution series training binders	SO	2y	FR
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SO = when the the binders are discontinued or substantially revised

FR = The government archives will fully retain the dispute resolution series training binders because they document dispute resolution techniques developed and promoted by the Dispute Resolution Office, in cooperation with other organizations. These binders are used to train judges, legal professionals, government staff, and other persons in these techniques.

Office staff will select one complete copy of the existing binder series at the time this ORCS is approved, and box it with other records scheduled for retention by the archives. If and when the binders are discontinued or substantially revised, another complete set will be provided to the archives.

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

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INFORMATION SYSTEM OVERVIEW

ALLACTS
REGSEARCH
SUPP
1997/98 ACTS

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

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INFORMATION SYSTEM OVERVIEW

MINISTRY, CROWN CORPORATION, OR AGENCY:

Ministry of Attorney General

DIVISION, BRANCH, SECTION, OR OFFICE:

Legislative Counsel, Legal Services Branch

SYSTEM TITLE:

ALLACTS

APPLICATION TITLE:

ALLACTS

PURPOSE:

To record information (as noted below under information content) relevant to all previous and current British Columbia statutes.

INFORMATION CONTENT:

Statute title (including name change), citation (including original citation and any revision citations); minister in charge (including previous ownerships; date of assent; date(s) in force; repeal and effective date of repeal; successor legislation; amendments; whether statute is considered current, repealed, spent or obsolete; and miscellaneous notes.

RETENTION AND DISPOSITION SUMMARY:

There is a daily back-up for three weeks, followed by a weekend back-up for two months, a monthly back-up for six months, and a quarterly back-up for three years.

For Transitory Electronic Data Processing (EDP) records, see schedule number 102902, Electronic Mail 102903 and Word Processing 102904.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A SA FD

For Computer System Backup Records, see schedule 112910.

INPUTS\PROCESSES\OUTPUTS:

The Registrar of Regulations manually enters the information content from the legislation. Lists of current statutes under the jurisdiction can then be produced at ministry request for annual reports, to generate new ministry responsibility lists during cabinet shuffles, and to assist in production of published statute indices.

SOFTWARE ENVIRONMENT:

File Maker Pro

HARDWARE ENVIRONMENT:

On Legislative Counsel LAN, presently accessible on NT pcs.

SYSTEM MILESTONES:

Predecessor card index was developed over many years, starting in late 1970s. First data base version was input on DOS based Q&A software in the 1980s. Data base transferred to File Maker Pro about 1991.

USER CONTACTS (POSITION):

Registrar of Regulations (250) 356-5747

TECHNICAL CONTACTS (POSITION):

Registrar of Regulations (250) 356-5747

DOCUMENTATION/MANUALS CROSS REFERENCES

Annotated statutes in office of Legislative Counsel and Registrar of Regulation

OPERATIONAL RECORDS CLASSIFICATION: Legal Services ORCS, Section 4, Primary
34600-60

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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INFORMATION SYSTEM OVERVIEW

MINISTRY, CROWN CORPORATION, OR AGENCY:

Ministry of Attorney General

DIVISION, BRANCH, SECTION, OR OFFICE:

Legislative Counsel, Legal Services Branch

SYSTEM TITLE:

REGSEARCH

APPLICATION TITLE:

REGSEARCH

PURPOSE:

Tracks all regulations filed under the *Regulations Act* from 1958 to the present.

INFORMATION CONTENT:

Act name and citation, BC regulation number and corresponding order in council number (if there is one), date of filing/deposit, title of regulation or description, provision(s) of statute under which the regulation is made, publication date, disposition date (e.g., repealed, spent, etc.), and relationship to other regulations.

RETENTION AND DISPOSITION SUMMARY:

All data will be maintained and added to. There is a daily back-up for three weeks, followed by a weekend back-up for two months, a monthly back-up for six months, and a quarterly back-up for three years.

For Transitory Electronic Data Processing (EDP) records, see schedule number 102902, Electronic Mail 102903 and Word Processing 102904.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

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SA

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For Computer System Backup Records, see schedule 112910.

INPUTS\PROCESSES\OUTPUTS:

The assistant Registrar of Regulations manually enters the information from the actual regulation as submitted by the government body authorized to draft the regulation. The older material is entered from the BC Gazette.

SOFTWARE ENVIRONMENT:

File Maker Pro

HARDWARE ENVIRONMENT:

On Legislative Counsel LAN, presently accessible on NT pcs.

SYSTEM MILESTONE:

The card index began in 1958 when the *Regulations Act* was enacted. The data base system began in 1988 in Q&A software as a way to include information and cross references for which there was insufficient space on the card index. Data base transferred to File Maker Pro software in 1991. When first initiated, the data base included current year only. While more recent material was added and maintained, input began with earlier records from 1958 and worked forward as time permitted. REGSEARCH is still under construction but the gap is almost closed.

USER CONTACTS (POSITION):

Assistant Registrar of Regulations (250) 356-8112

TECHNICAL CONTACTS (POSITION):

Registrar of Regulations (250) 356-5747

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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DOCUMENTATION/MANUALS CROSS REFERENCES

Files of regulations maintained by Regulations staff, regulation card indices, and annotated BC Gazettes, Part 2.

OPERATIONAL RECORDS CLASSIFICATION: Legal Services ORCS, Section 4, Primary 34600-09 and 34600-50.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A SA FD

INFORMATION SYSTEM OVERVIEW

MINISTRY, CROWN CORPORATION, OR AGENCY:

Ministry of Attorney General

DIVISION, BRANCH, SECTION, OR OFFICE:

Legislative Counsel, Legal Services Branch

SYSTEM TITLE:

SUPP

APPLICATION TITLE:

SUPP

PURPOSE:

Tracks coming into force and repeal of the Supplements to the Revised Statutes.

INFORMATION CONTENT:

Chapter number and name of each Supplement that has been affected.

RETENTION AND DISPOSITION SUMMARY:

All data will be maintained at least until all provisions of the supplements have either been brought into force or repealed. There is a daily back-up for three weeks, followed by a weekend back-up for two months, a monthly back-up for six months, and a quarterly back-up for three years.

For Transitory Electronic Data Processing (EDP) records, see schedule number 102902, Electronic Mail 102903 and Word Processing 102904.

For Computer System Backup Records, see schedule 112910.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

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INPUTS\PROCESSES\OUTPUTS:

The Registrar of Regulations manually enters the information from the legislation. A table of the Supplements that are in force or repealed are produced for InterNet via the Queen's Printer's Home Page and maintained as necessary.

SOFTWARE ENVIRONMENT:

File Maker Pro

HARDWARE ENVIRONMENT:

On Legislative Counsel LAN, presently accessible on NT pcs.

SYSTEM MILESTONE:

Created in May/June 1997 to reduce necessity for repeated researching of information occasioned by frequent requests from ministries and the general public.

USER CONTACTS (POSITION):

Registrar of Regulations (250) 356-5747

TECHNICAL CONTACTS (POSITION):

Registrar of Regulations (250) 356-5747

DOCUMENTATION/MANUALS CROSS REFERENCES

Annotated statutes in office of Legislative Counsel and Registrar of Regulation.

OPERATIONAL RECORDS CLASSIFICATION: Legal Services ORCS, Section 4, Primary
34600-70

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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INFORMATION SYSTEM OVERVIEW

MINISTRY, CROWN CORPORATION, OR AGENCY:

Ministry of Attorney General

DIVISION, BRANCH, SECTION, OR OFFICE:

Legislative Counsel, Legal Services Branch

SYSTEM TITLE:

1997/1998ACTS

APPLICATION TITLE:

1997/1998ACTS

PURPOSE:

Records data relevant to 1998 sessional legislation. The title and contents will change as data from future sessions is added.

INFORMATION CONTENT:

Act title; year legislation enacted; chapter number and corresponding bill number; date of assent; whether item is a new act, an amendment to previous legislation, a repeal of previous legislation, or an amendment to one act consequential on the enactment of or amendment of another act; date of assent; whether the legislation comes into force on assent or by regulation; effective date(s) of the act or provisions; and which ministry introduced the bill or is responsible for the legislation being amended or repealed.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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RETENTION AND DISPOSITION SUMMARY:

All data will be maintained and added to. There is a daily back-up for three weeks, followed by a weekend back-up for two months, a monthly back-up for six months, and a quarterly back-up for three years.

For Transitory Electronic Data Processing (EDP) records, see schedule number 102902, Electronic Mail 102903 and Word Processing 102904.

For Computer System Backup Records, see schedule 112910.

INPUTS\PROCESSES\OUTPUTS:

Data is entered by the Registrar of Regulations from the actual legislation. Hardcopy lists printed for quick reference of office staff and as requested by the Clerk of the House, etc. Most of the data is reproduced on InterNet via Queen's Printer home page and maintained as necessary.

SOFTWARE ENVIRONMENT:

File Maker Pro

HARDWARE ENVIRONMENT:

On Legislative Counsel LAN, presently accessible on NT pcs.

SYSTEM MILESTONE: ..

The original lists of Sessional information started in 1988 in word processing software for office use. Lists from 1992 through 1996 combined for convenience of searching in File Maker Pro software. 1992 through 1996 data extracted for InterNet presentation. Because of 1996 Statute Revision, 1992 through 1996 is not being added to. 1997 list begins fresh starting point to be added to for next several sessions.

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USER CONTACTS (POSITION):

Assistant Registrar of Regulations (250) 356-8112

TECHNICAL CONTACTS (POSITION):

Registrar of Regulations (250) 356-5747

DOCUMENTATION/MANUALS CROSS REFERENCES

Annotated supplements in office of Registrar of Regulations.

OPERATIONAL RECORDS CLASSIFICATION: Legal Services ORCS, Section 4, Primary 34600-80.