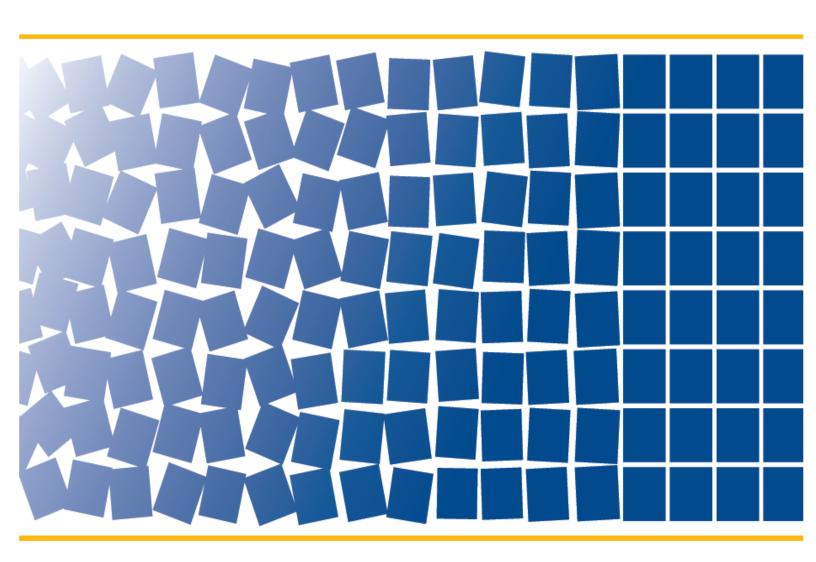
CORRECTIONS OPERATIONAL RECORDS CLASSIFICATION SYSTEM





GOVERNMENT RECORDS SERVICE

This is an approved information schedule, as defined by the <u>Information Management Act (SBC 2015, c. 27)</u>. For more information consult your <u>Records Officer</u>.

CORRECTIONS ORCS

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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APPENDIX A SUMMARY OF AMENDMENTS

Key to ARCS/ORCS Codes and Acronyms

ORCS REGISTER OF AMENDMENTS

This register lists all approved changes made to the *Corrections 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: 1997/07/29

Amendment Number	Amendment Type	Date Approved	Section/ Primary/ Secondary	Changes
164439	Administrative	2018/11/08	Entire ORCS	Amendment to the Corrections ORCS to remove classification relating to youth functions and transfer them to the new Youth Justice, Forensic and Specialized Intervention Services ORCS, Schedule 144823.
				This reflects the functional change that occurred in 1997 when the responsibility for youth justice functions was transferred to the Ministry of Children and Family Development.
				See Appendix A: Summary of Amendments for a detailed description of the changes.

USEFUL INFORMATION

Key to Information Schedule Codes and Acronyms:

Information Schedule titles:	ARCS = Administrative Records Classification System ORCS = Operational Records Classification System
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Active and semi-active period codes:	CY = Calendar Year FY = Fiscal Year NA = Not Applicable SO = Superseded or Obsolete w = week m = month y = year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.

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

SECTION 1

CORRECTION SERVICES - GENERAL

PRIMARY NUMBERS

3 9 0 0 0 - 3 9 9 9 9

Section 1 covers records relating to Correction Services not shown elsewhere in the Corrections ORCS.

A = Active CY = Calendar Year DE = Destruction

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

OPR = Office of Primary Responsibility w = week m = month y = year

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

39000 - CORRECTION SERVICES - GENERAL - 39999

PRIMARY NUMBERS AND PRIMARY SUBJECTS

39000 CORRECTION SERVICES - GENERAL

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

39000 CORRECTION SERVICES - GENERAL

Records not shown elsewhere in the correction services section which relate generally to correctional programs and services. Includes correspondence and memoranda.

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

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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 - non-OPR

SO 5y FR SO nil DE

-01 General

-02 Statistics

FR = BCIMS will fully retain for their evidential value all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. Draft and duplicate materials which hold no evidential value may be purged and discarded.

A = Active CY = Calendar Year DE = Destruction

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

OPR = Office of Primary Responsibility w = week m = month y = year

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

SECTION 2

PRETRIAL SERVICES

P R I M A R Y N U M B E R S 4 0 0 0 0 - 4 0 9 9 9

Section 2 covers records relating to pretrial services.

These records document the process an offender goes through when apprehended and arrested for committing an offence. An individual may be awarded bail or may be remanded in custody until the trial hearing. Crown counsel may avoid a trial by diverting an offender to another agency with which the offender will enter into an agreement to provide compensation, restitution or work service.

Case files maintained by adult correctional centres and probation and family court service offices are covered in Section 15. However, the headquarters office maintains its own offender case files which require executive examination. Headquarters offender case files are classified in this section under secondary -20 of the appropriate primary.

A = Active CY = Calendar Year DE = Destruction

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

OPR = Office of Primary Responsibility w = week m = month y = year

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.

> FD Α SA

40000 - PRETRIAL SERVICES - 40999

PRIMARY NUMBERS AND PRIMARY SUBJECTS

40000	PRETRIAL SERVICES - GENERAL
40100	BAIL - GENERAL
40120	- ADULT
40200	DIVERSION - GENERAL
40220	- ADULT
40600	REMAND - GENERAL
40620	- ADULT

 ${\tt FD}$ = Final Disposition ${\tt NA}$ = Not Applicable ${\tt FR}$ = Full Retention by BCIMS

OPR = Office of Primary Responsibility w = week m = month y = year

BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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.

> FD Α SA

40000 PRETRIAL SERVICES - GENERAL

Records not shown elsewhere in the pretrial services section which relate generally to pretrial services. Includes correspondence, memoranda, and press clippings.

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

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

nil SO DΕ

- -00 Policy and procedures - OPR - non-OPR
- SO 5у FR nil

DE

SO

- -0.1General
- -02 Complaints and inquiries
- -03 Statistics
- -04Other jurisdictions
- -05 Legal issues

Last revised: 2018/11/08

- 10y = meets all operational requirements and is sufficient for reference purposes
- BCIMS will fully retain for their evidential FR = value all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. Draft and duplicate materials which hold no evidential value may be purged and discarded.

A = Active CY = Calendar Year DE = Destruction

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

 $w = week \quad m = month \quad y = year$ OPR = Office of Primary Responsibility

PIB = Personal Information Bank VR = Vital Records PUR= Public Use Records

BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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

40100 BAIL - GENERAL

Records relating to bail under the <u>Criminal Code</u> (s. 515) not shown elsewhere in this primary block. Bail is known as judicial interim release. It is a monetary amount for pretrial release from custody. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

-00 Policy and procedures - OPR - non-OPR

SO 5y FR SO nil DE

-01 General

-02 Complaints and inquiries

-03 Statistics

-04 Other jurisdictions

-05 Legal issues

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 FD SA

40120 BAIL - ADULT

Records relating to bail for adult offenders under the Criminal Code (s. 515). Bail is known as judicial interim release. It is a monetary amount for pretrial release from custody. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

nil SO $_{
m DE}$

- -00Policy and procedures - OPR
 - non-OPR
- SO 5у FR nil

DΕ

SO

- -01 General
- Complaints and inquiries -02
- -03 Statistics
- -04Other jurisdictions
- Legal issues -05

PIB -20Adult bail case files (arrange alphabetically by offender's surname)

A = ActiveCY = Calendar Year DE = Destruction SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS OPR = Office of Primary Responsibility $w = week \quad m = month \quad y = year$ PIB = Personal Information Bank VR = Vital Records PUR= Public Use Records BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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

40200 DIVERSION - GENERAL

Records relating to the coordination, monitoring and funding of diversion programs for adult offenders not shown elsewhere in this primary block.

Diversion is an alternative to the prosecution of an offender who has admitted responsibility for an offence. Crown counsel divert the offender to another agency or person with whom the offender will enter into an agreement to provide compensation, restitution, community work service, etc. In this way, the offender is given an opportunity to act in a responsible manner and does not receive a criminal record.

Includes correspondence, memoranda, and press
clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO <u>nil</u> <u>DE</u>

-00	Policy	and	procedures	-	OPR
				_	non-OPR

SO 5y FR SO nil DE

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues

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

nil

 $_{
m DE}$

SO

40220 DIVERSION - ADULT

Records relating to the coordination, monitoring and funding of diversion programs for adult offenders.

Diversion is an alternative to the prosecution of an offender who has admitted responsibility for an offence. Crown counsel divert the offender to another agency or person with whom the offender will enter into an agreement to provide compensation, restitution, community work service, etc. In this way, the offender is given an opportunity to act in a responsible manner and does not receive a criminal record.

Includes correspondence, memoranda, and press
clippings.

For prosecution alternatives for native/aboriginal offenders, see primary 54400.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

rds for: CY+2y 7y DE

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

-00 Policy and procedures - OPR SO 5y FR - non-OPR SO nil DE

-01 General

-02 Complaints and inquiries

-03 Statistics

-04 Other jurisdictions

-05 Legal issues

PIB -20 Adult diversion case files (arrange alphabetically by offender's surname)

-25 Adult diversion program case files (arrange alphabetically by program name)

PIB = Personal Information Bank VR = Vital Records PUR= Public Use Records BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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A SA FD

40600 REMAND - GENERAL

Records relating to remand (returning an offender to custody) under the <u>Criminal Code</u> (s. 537) not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

-00 Policy and procedures - OPR - non-OPR

SO 5y FR SO nil DE

-01 General

-02 Complaints and inquiries

-03 Statistics

-04 Other jurisdictions

-05 Legal issues

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

40620 REMAND - ADULT

Records relating to remand (returning an offender to custody)for adult offenders under the <u>Criminal Code</u> (s. 537). Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

- -00 Policy and procedures OPR non-OPR
- SO 5y FR

nil

DE

SO

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues

PIB -20 Adult remand case files

(arrange alphabetically by offender's
surname)

A = Active CY = Calendar Year DE = Destruction

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS OPR = Office of Primary Responsibility <math>w = week m = month y = year

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A SA FD

SECTION 3

PRESENTENCE SERVICE

PRIMARY NUMBERS

4 1 0 0 0 - 4 1 8 9 9

Section 3 covers records relating to presentence services.

These records include reports that judges use in sentencing in order to familiarize themselves with the background of an individual and to assess the impact of the crime on the victim.

Case files maintained by adult correctional centres and probation and family court service offices are covered in Section 15. However, the headquarters office maintains its own offender case files which require executive examination. Headquarters offender case files are classified in this section under secondary -20 of the appropriate primary.

A = Active CY = Calendar Year DE = Destruction

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

OPR = Office of Primary Responsibility w = week m = month y = year

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

41000 - PRESENTENCE SERVICES - 41899

PRIMARY NUMBERS AND PRIMARY SUBJECTS

41000	PRESENTENCE S	SERVICES -	GENERAL
41500	PRESENTENCE I	REPORT	
41600 41620	PSYCHIATRIC A	ASSESSMENT	- GENERAL - ADULT
41800	VICTIM IMPAC	T STATEMENT	1

OPR = Office of Primary Responsibility w = week m = month y = year PIB = Personal Information Bank VR = Vital Records PUR= Public Use Records BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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

41000 PRESENTENCE SERVICES - GENERAL

Records not shown elsewhere in the presentence services section which relate generally to services provided prior to the actual sentencing. Includes correspondence, memoranda, and press clippings.

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

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO <u>nil</u> DE

- -00 Policy and procedures OPR non-OPR
- SO 5y FR SO nil DE

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues
- FR = BCIMS will fully retain for their evidential value all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. Draft and duplicate materials which hold no evidential value may be purged and discarded.

A = Active CY = Calendar Year DE = Destruction

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

OPR = Office of Primary Responsibility w = week m = month y = year

PIB = Personal Information Bank VR = Vital Records PUR= Public Use Records BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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A SA FD

41500 PRESENTENCE REPORT

Records relating to the preparation of a presentence report under the Criminal Code (s. 735). This report, used prior to sentencing, describes the background of an adult offender, including family life, education, employment, and events which led up to the offence. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

- -00 Policy and procedures OPR SO 5y FR non-OPR SO nil DE
- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues

PIB -20 Presentence report case files (arrange alphabetically by offender's surname)

A = Active CY = Calendar Year DE = Destruction

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

OPR = Office of Primary Responsibility w = week m = month y = year

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

41600 PSYCHIATRIC ASSESSMENT - GENERAL

Records relating to psychiatric assessments pursuant to the <u>Criminal Code</u> (s. 672) not shown elsewhere in this primary block. Psychiatric assessments are sometimes requested prior to sentencing offenders. Includes correspondence, memoranda, and press clippings.

For ongoing psychological counselling, see primary 48100.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO <u>nil</u> <u>DE</u>

- -00 Policy and procedures OPR SO 5y FR non-OPR SO nil DE
- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS OPR = Office of Primary Responsibility w = week m = month y = year

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

41620 PSYCHIATRIC ASSESSMENT - ADULT

Records relating to psychiatric assessments for adult offenders pursuant to the <u>Criminal Code</u> (s. 672). Includes correspondence, memoranda, and press clippings.

For ongoing psychological counselling, see primary 48120.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO <u>nil</u> <u>DE</u>

- -00 Policy and procedures OPR SO 5y FR non-OPR SO nil DE
- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues

PIB -20 Adult psychiatric assessment case files (arrange alphabetically by offender's surname)

A = Active CY = Calendar Year DE = Destruction

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

OPR = Office of Primary Responsibility w = week m = month y = year

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

41800 VICTIM IMPACT STATEMENT

Records relating to victim impact statements under the <u>Criminal Code</u> (s. 735). These statements are sometimes used in sentencing an offender and include how the victim was emotionally and financially affected by the offence. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

- -00 Policy and procedures OPR non-OPR
- SO 5y FR SO nil DE

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues

PIB -20 Victim impact statement case files

A = Active CY = Calendar Year DE = Destruction

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

OPR = Office of Primary Responsibility w = week m = month y = year

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

SECTION 4

SENTENCES / DISPOSITIONS

PRIMARY NUMBERS

4 1 9 0 0 - 4 4 9 9 9

Section 4 covers records relating to sentences/dispositions.

These records document the different sentences/dispositions an offender may receive.

Case files maintained by adult correctional centres and probation and family court service offices are covered in Section 15. However, the headquarters office maintains its own offender case files which require executive examination. Headquarters offender case files are classified in this section under secondary -20 of the appropriate primary.

A = Active CY = Calendar Year DE = Destruction

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

OPR = Office of Primary Responsibility w = week m = month y = year

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

41900 - SENTENCES/DISPOSITIONS - 44999

PRIMARY NUMBERS AND PRIMARY SUBJECTS

41900	SENTENCES/DISPOSITIONS - GENERAL
42000 42020	ATTENDANCE PROGRAMS - GENERAL - ADULT
42200 42220	CALCULATION - GENERAL - ADULT
42300	CAPITAL PUNISHMENT
42500 42520	COMMUNITY SERVICE - GENERAL - ADULT
42700 42720	CUSTODY - GENERAL - ADULT
42900 43000 43020 43100 43120	DISCHARGE - GENERAL - ABSOLUTE - GENERAL - ADULT - CONDITIONAL - GENERAL - ADULT
43300 43320	ELECTRONIC MONITORING - GENERAL - ADULT
43500 43520	FINES - GENERAL - ADULT
43700 43720	INTERMITTENT CUSTODY - GENERAL - ADULT
44100 44200 44220 44300 44320 44400 44450 44500 44520	PROBATION - GENERAL - CONDITIONS - GENERAL - ADULT - ENFORCEMENT - GENERAL - ADULT - PRISON PLUS PAROLE PLUS PROBATION - PRISON PLUS PROBATION - REVIEWS - GENERAL - ADULT

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

44700 TREATMENT ORDERS - GENERAL 44720 - ADULT

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 <u>SA</u> <u>FD</u>

41900 SENTENCES/DISPOSITIONS - GENERAL

Records not shown elsewhere in the sentences/dispositions section which relate generally to sentences/dispositions imposed under the <u>Criminal</u> <u>Code</u> and the <u>Offence Act</u> (RSBC 1979, c. 305, ss. 64-79). Includes correspondence, memoranda, and press clippings.

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

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

-00 Policy and procedures - OPR - non-OPR

SO 5y FR SO nil DE

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues
- FR = BCIMS will fully retain for their evidential value all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. Draft and duplicate materials which hold no evidential value may be purged and discarded.

A = Active CY = Calendar Year DE = Destruction

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

OPR = Office of Primary Responsibility w = week m = month y = year

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 FD SA

ATTENDANCE PROGRAMS - GENERAL 42000

Records relating to a court order requiring an offender to attend a specific program not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

nil SO DE

-00Policy and procedures

- OPR - non-OPR

SO 5у FR SO nil

DE

-01 General

-02 Complaints and inquiries

-03 Statistics

-04Other jurisdictions

-05 Legal issues

A = Active CY = Calendar Year DE = Destruction SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS $w = week \quad m = month \quad y = year$ OPR = Office of Primary Responsibility BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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

> FD Α SA

42020 ATTENDANCE PROGRAMS - ADULT

Records relating to a court order requiring an adult offender to attend a specific program. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

- -00Policy and procedures
- non-OPR

- OPR

SO 5у FR SO nil DE

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04Other jurisdictions
- Legal issues -05
- PIB -20 Adult attendance case files (arrange alphabetically by offender's surname)
 - -25 Adult attendance program case files (arrange alphabetically by program name)

A = ActiveCY = Calendar Year DE = Destruction

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS OPR = Office of Primary Responsibility $w = week \quad m = month \quad y = year$

BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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

42200 CALCULATION - GENERAL

Records relating to the calculation of an offender's sentence in order to estimate the release or transfer date not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

-00 Policy and procedures - OPR - non-OPR

SO 5y FR SO nil DE

-01 General

-02 Complaints and inquiries

-03 Statistics

-04 Other jurisdictions

-05 Legal issues

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

> FD Α SA

42220 CALCULATION - ADULT

Records relating to the calculation of an adult offender's sentence pursuant to the Corrections Act (RSBC 1979, c. 70, s. 18). An inmate in a correctional centre may be credited with 15 days of earned remission of his sentence for each month, and with a number of days calculated on a proportionate basis for each incomplete month, during which he applied himself industriously. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

nil SO DΕ

nil

DE

- -00Policy and procedures - OPR - non-OPR
- SO 5у FR SO

- -0.1General
- Complaints and inquiries -0.2
- -03 Statistics
- -04Other jurisdictions
- -05 Legal issues

-20 PIB Adult calculation case files (arrange alphabetically by offender's surname)

CY = Calendar Year DE = Destruction A = ActiveSA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS OPR = Office of Primary Responsibility $w = week \quad m = month \quad y = year$ PIB = Personal Information Bank VR = Vital Records PUR= Public Use Records BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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 <u>SA</u> <u>FD</u>

42300 CAPITAL PUNISHMENT

Records relating to capital punishment (punishment by death). Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

-00 Policy and procedures - OPR - non-OPR

SO 5y FR SO nil DE

-01 General

-02 Complaints and inquiries

-03 Statistics

-04 Other jurisdictions

-05 Legal issues

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 <u>SA</u> <u>FD</u>

42500 COMMUNITY SERVICE - GENERAL

Records relating to a court order requiring an offender to perform community service not shown elsewhere in this primary block. Community service may be performed as a sentence or a condition of probation. It may be either part of the sentence or probation condition, or it may be the entire sentence or probation condition. Includes correspondence, memoranda, and press clippings.

For diversion, see primary 40200.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO <u>nil</u> <u>DE</u>

FR

DE

- -00 Policy and procedures OPR SO 5y non-OPR SO nil
- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues

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

> FD Α SA

42520 COMMUNITY SERVICE - ADULT

Records relating to a court order requiring an offender to perform community service for a specified number of hours as part of the probation conditions. Includes correspondence, memoranda, and press clippings.

For diversion, see primary 40220.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil $_{
m DE}$

FR

DE

- -00Policy and procedures - OPR - non-OPR
- SO 5у SO nil

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04Other jurisdictions
- -05 Legal issues
- -20PIB Adult community service case files (arrange alphabetically by offender's surname)
 - -25 Adult community services program case files (arrange alphabetically by type of community service)

CY = Calendar Year DE = Destruction A = Active

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS OPR = Office of Primary Responsibility $w = week \quad m = month \quad y = year$

PIB = Personal Information Bank VR = Vital Records PUR= Public Use Records BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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> A FD SA

42700 CUSTODY - GENERAL

Records relating to custody sentences imposed under the Criminal Code and the Offence Act (RSBC 1979, c. 305, ss. 64-79) not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

nil SO $_{
m DE}$

-00Policy and procedures - OPR - non-OPR

5у SO FR SO nil

DE

-01 General

-02 Complaints and inquiries

-03 Statistics

-04Other jurisdictions

Legal issues -05

-06 Alternatives to custody

A = Active CY = Calendar Year DE = Destruction SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

OPR = Office of Primary Responsibility $w = week \quad m = month \quad y = year$ BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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 \underline{SA} \underline{FD}

42720 CUSTODY - ADULT

Records relating to adult custody sentences imposed under the <u>Criminal Code</u> and the <u>Offence Act</u> (RSBC 1979, c. 305, ss. 64-79). Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO <u>nil</u> <u>DE</u>

5у

nil

FR

DE

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

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues
- -06 Alternatives to adults in custody

PIB -20 Adult custody case files (arrange alphabetically by offender's surname)

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

42900 DISCHARGE - GENERAL

Records relating to offenders who are given an absolute or conditional discharge pursuant to the Criminal Code (s. 736 (1))not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

-00 Policy and procedures - OPR - non-OPR

SO 5y FR SO nil DE

-01 General

-02 Complaints and inquiries

-03 Statistics

-04 Other jurisdictions

-05 Legal issues

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 FD SA

43000 DISCHARGE - ABSOLUTE - GENERAL

Records relating to absolute discharges pursuant to the Criminal Code (s. 736 (1)) not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

SO

- -00Policy and procedures - OPR
 - non-OPR
- SO 5у FR nil

DE

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues

A = Active CY = Calendar Year DE = Destruction SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS $w = week \quad m = month \quad y = year$ OPR = Office of Primary Responsibility BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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

43020 DISCHARGE - ABSOLUTE - ADULT

Records relating to absolute discharges for adult offenders pursuant to the <u>Criminal Code</u> (s. 736 (1)). Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO <u>nil</u> <u>DE</u>

FR

DE

- -00 Policy and procedures OPR non-OPR
 - PR SO 5y on-OPR SO nil

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues

PIB -20 Adult absolute discharge case files (arrange alphabetically by offender's surname)

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

43100 DISCHARGE - CONDITIONAL - GENERAL

Records relating to probation sentences imposed under the <u>Criminal Code</u> (s. 736 (1)) not shown elsewhere in this primary block. If completed successfully conditional discharges nullify the charge and the offender does not receive a criminal record. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

-00 Policy and procedures - OPR - non-OPR

SO 5y FR SO nil DE

-01 General

-02 Complaints and inquiries

-03 Statistics

-04 Other jurisdictions

-05 Legal issues

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

> FD Α SA

43120 DISCHARGE - CONDITIONAL - ADULT

Records relating to adult probation sentences imposed under the Criminal Code (s. 736 (1)) which if completed successfully nullify the charge and the offender does not receive a criminal record. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

nil SO $_{
m DE}$

- -00Policy and procedures - OPR
 - non-OPR
- SO 5у FR nil

DΕ

SO

- -01 General
- Complaints and inquiries -02
- -03 Statistics
- -04Other jurisdictions
- Legal issues -05

PIB -20Adult conditional discharge case files (arrange alphabetically by offender's surname)

A = ActiveCY = Calendar Year DE = Destruction SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS OPR = Office of Primary Responsibility $w = week \quad m = month \quad y = year$ BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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

43300 ELECTRONIC MONITORING - GENERAL

Records relating to electronic devices that monitor the movements of offenders who are serving their sentences under house arrest and which are not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

-00 Policy and procedures - OPR - non-OPR

SO 5y FR SO nil DE

-01 General

-02 Complaints and inquiries

-03 Statistics

-04 Other jurisdictions

-05 Legal issues

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 <u>SA</u> <u>FD</u>

43320 ELECTRONIC MONITORING - ADULT

Records relating to electronic devices that monitor the movements of adult offenders who are serving their sentences under house arrest. Records also document approval or denial for exceptional cases. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

nil

DE:

- -00 Policy and procedures
- OPR SO 5y FR - non-OPR SO nil DE

SO

-01 General

PIB

- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues -06 Exceptional cases

-20 Adult electronic monitoring case files

(arrange alphabetically by offender's surname)

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 <u>SA</u> <u>FD</u>

43500 FINES - GENERAL

Records relating to paying fines not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

FR

DE

-00 Policy and procedures

SO 5y SO nil

OPRnon-OPR

-01 General

-02 Complaints and inquiries

-03 Statistics

-04 Other jurisdictions

-05 Legal issues

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

43520 FINES - ADULT

Records relating to adult offenders who are ordered to pay a fine pursuant to the <u>Criminal Code</u> (s. 717 (3)(4) and s. 718). Records also document the fine option. This option occurs when an offender against whom a fine is imposed in respect of an offence, whether or not the offender is serving a term of imprisonment imposed in default of payment of the fine, has the fine discharged in whole or in part by earning credits for work performed. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

- -00 Policy and procedures OPR SO 5y FR non-OPR SO nil DE
- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues
- -06 Fine option

PIB -20 Adult fines case files (arrange alphabetically by offender's surname)

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

> FD Α SA

43700 INTERMITTENT CUSTODY - GENERAL

Records relating to a term of imprisonment served intermittently (e.g., on weekends) pursuant to the Criminal Code (s. 737 (1)(c)) not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

nil SO $_{
m DE}$

-00Policy and procedures - OPR - non-OPR SO 5у FR nil

DE

SO

-01 General

-02 Complaints and inquiries

-03 Statistics

-04Other jurisdictions

Legal issues -05

A = Active CY = Calendar Year DE = Destruction SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS $w = week \quad m = month \quad y = year$ OPR = Office of Primary Responsibility BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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 \underline{SA} \underline{FD}

43720 INTERMITTENT CUSTODY - ADULT

Records relating to a prison term served intermittently (e.g., on weekends) by adult offenders pursuant to the <u>Criminal Code</u> (s. 737 (1)(c)). Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

- -00 Policy and procedures OPR non-OPR
- SO 5y FR

nil

DE

SO

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues

PIB -20 Adult intermittent custody case files (arrange alphabetically by offender's surname)

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

44100 PROBATION - GENERAL

Records relating to probation under the <u>Criminal Code</u> (s. 737) and the <u>Correction Act</u> (RSBC 1979, c. 70, ss. 6-7) not shown elsewhere in this primary block. Probation is a type of sentence whereby an offender is released into the community under the supervision of a probation officer instead of being incarcerated. This primary includes complaints by offenders regarding probation. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

-00 Policy and procedures - OPR - non-OPR

SO 5y FR SO nil DE

-01 General

-02 Complaints and inquiries

-03 Statistics

-04 Other jurisdictions

-05 Legal issues

-06 Transfers

- OPR

- non-OPR

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 FD SA

44200 PROBATION - CONDITIONS - GENERAL

Records relating to probation conditions imposed under the <u>Criminal Code</u> (s. 737) not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

-00Policy and procedures SO 5у FR nil

DE

SO

-01 General

-02 Complaints and inquiries

-03 Statistics

-04Other jurisdictions

-05 Legal issues

A = Active CY = Calendar Year DE = Destruction SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS $w = week \quad m = month \quad y = year$ OPR = Office of Primary Responsibility BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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 FD SA

44220 PROBATION - CONDITIONS - ADULT

Records relating to probation conditions imposed on an adult offender pursuant to the Criminal Code (s. 737). Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

SO

- -00Policy and procedures
- OPR non-OPR
- SO 5у FR nil

DE

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04Other jurisdictions
- -05 Legal issues

PTB -2.0Adult probation conditions case files (arrange alphabetically by probationer's surname)

A = Active CY = Calendar Year DE = Destruction SA = Semi-active FY = Fiscal Year

SR = Selective Retention by BCIMS FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

OPR = Office of Primary Responsibility $w = week \quad m = month \quad y = year$

PIB = Personal Information Bank VR = Vital Records PUR= Public Use Records BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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 FD SA

44300 PROBATION - ENFORCEMENT - GENERAL

Records relating to the enforcement of probation orders pursuant to the Criminal Code (s. 740) not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

-00Policy and procedures - OPR - non-OPR SO 5у FR nil

DE

SO

-01 General

-02 Complaints and inquiries

-03 Statistics

-04 Other jurisdictions

-05 Legal issues

A = Active CY = Calendar Year DE = Destruction SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS $w = week \quad m = month \quad y = year$ OPR = Office of Primary Responsibility BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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 FD SA

44320 PROBATION - ENFORCEMENT - ADULT

Records relating to the enforcement of adult probation orders pursuant to the Criminal Code (s. 740). Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

DE

- -00Policy and procedures - OPR - non-OPR
- SO 5у FR SO nil

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues

PTB -2.0Adult probation enforcement case files (arrange alphabetically by probationer's surname)

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

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

44400 PROBATION - PRISON PLUS PAROLE PLUS PROBATION

Records relating to a probation sentence commencing after an offender's parole term concludes. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y 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
- non-OPR

- OPR

SO 5y FR SO nil DE

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues

PIB -20 Prison plus parole case files
(arrange alphabetically by probationer's surname)

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 FD SA

44450 PROBATION - PRISON PLUS PROBATION

Records relating to a probation sentence commencing after an offender is released from a correctional centre. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

nil SO DE

SO

- -00Policy and procedures
- OPR - non-OPR
- 5у SO FR nil

DE

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues

PTB -2.0Prison plus probation case files (arrange alphabetically by probationer's surname)

A = Active CY = Calendar Year DE = Destruction SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

OPR = Office of Primary Responsibility $w = week \quad m = month \quad y = year$ BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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

44500 PROBATION - REVIEWS - GENERAL

Records relating to probation sentence reviews not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

-00 Policy and procedures - OPR - non-OPR

SO 5y FR SO nil DE

-01 General

-02 Complaints and inquiries

-03 Statistics

-04 Other jurisdictions

-05 Legal issues

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

44520 PROBATION - REVIEWS - ADULT

Records relating to the review of adult offenders' probation sentences. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

- -00 Policy and procedures OPR non-OPR
- SO 5y FR SO nil DE

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues

PIB -20 Adult probation review case files (arrange alphabetically by probationer's surname)

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 FD SA

44700 TREATMENT ORDERS - GENERAL

Records relating to court orders requiring that an offender receive psychiatric or medical treatment not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

nil SO DE

- -00Policy and procedures
 - OPR - non-OPR
- SO 5у FR SO nil

DE

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues

A = Active CY = Calendar Year DE = Destruction SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS $w = week \quad m = month \quad y = year$ OPR = Office of Primary Responsibility BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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 FD SA

44720 TREATMENT ORDERS - ADULT

Records relating to court orders requiring that an adult offender receive psychiatric or medical treatment. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

- -00Policy and procedures
- OPR - <u>n</u>on-OPR
- SO 5у FR nil

DE

SO

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues

PTB -20 Adult treatment order case files (arrange alphabetically by offender's surname)

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

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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 \underline{A} \underline{SA} \underline{FD}

SECTION 5

CONDITIONAL RELEASE

PRIMARY NUMBERS

45000 - 45999

Section 5 covers records relating to conditional release.

These records document the different types of release that offenders may receive enabling them to leave the correctional centre prior to completing their custody sentence.

Case files maintained by adult correctional centres and probation and family court service offices are covered in Section 15. However, the headquarters office maintains its own offender case files which require executive examination. Headquarters offender case files are classified in this section under secondary -20 of the appropriate primary.

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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A SA FD

45000 - CONDITIONAL RELEASE - 45999

PRIMARY NUMBERS AND PRIMARY SUBJECTS

45000	CONDITIONAL RELEASE - GENERAL
45400	PAROLE - GENERAL
45420	- DAY
45440	- ENFORCEMENT
45460	- FULL
45480	- NATIONAL
45600	TEMPORARY ABSENCE - GENERAL
45620	- ADULT

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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A <u>SA</u> <u>FD</u>

45000 CONDITIONAL RELEASE - GENERAL

Records not shown elsewhere in the conditional release section which relate generally to an offender's release from a correctional centre prior to completing his/her sentence. Includes correspondence, memoranda, and press clippings.

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

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

nil

DE

- -00 Policy and procedures OPR non-OPR
- SO 5y FR

SO

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues
- FR = BCIMS will fully retain for their evidential value all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. Draft and duplicate materials which hold no evidential value may be purged and discarded.

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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A SA FD

45400 PAROLE - GENERAL

Records relating to the relaxation of an adult offender's sentence and his/her entry into the community under conditions of a parole certificate not shown elsewhere in this primary block.

The National Parole Board grants parole to offenders in federal prisons pursuant to the <u>Corrections and Conditional Release Act</u> (S.C. 1992, c. 20). The British Columbia Parole Board is empowered under the <u>Corrections and Conditional Release Act</u> (S.C. 1992, c. 20) and the <u>Correction Act</u> (RSBC 1979, c. 70) to grant parole to offenders in provincial prisons.

Includes correspondence, memoranda, and press
clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO <u>nil</u> <u>DE</u>

-00	Policy and procedures	- OPR	SO	5y	FR
		- non-OPR	SO	nil	DE

-01 General

-02 Complaints and inquiries

-03 Statistics

-04 Other jurisdictions

-05 Legal issues

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

45420 PAROLE - DAY

Records relating to the relaxation of an adult offender's prison sentence and his/her entry into the community under the condition that he/she return to custody in the evenings. Includes correspondence, memoranda, and press clippings.

For day jail, see primary 51200.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

- -00 Policy and procedures OPR non-OPR
- SO 5y FR SO nil DE

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues

PIB -20 Day parole case files (arrange alphabetically by offender's surname)

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. assistance in implementing ORCS, contact your Records Officer.

A FD SA

45440 PAROLE - ENFORCEMENT

Records relating to the enforcement of parole conditions. Offenders granted parole must abide by specific rules, such as abstaining from alcohol and must meet with Corrections Branch personnel on a regular basis. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

nil SO $_{
m DE}$

- -00Policy and procedures - OPR
 - non-OPR
- SO 5у FR nil

DE

SO

- -01 General
- Complaints and inquiries -02
- -03 Statistics
- -04 Other jurisdictions
- Legal issues -05

PIB -20 Parole enforcement case files (arrange alphabetically by offender's surname)

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

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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A SA FD

45460 PAROLE - FULL

Records relating to the relaxation of an inmate's prison sentence from a provincial correctional centre and his entry into the community under conditions of a parole certificate.

The National Parole Board grants parole to offenders in federal prisons pursuant to the <u>Corrections and Conditional Release Act</u> (S.C. 1992, c. 20). The British Columbia Parole Board is empowered under the <u>Corrections and Conditional Release Act</u> (S.C. 1992, c. 20) and the <u>Correction Act</u> (RSBC 1979, c. 70) to grant parole to offenders in provincial prisons.

Includes correspondence, memoranda and copies of reasons for judgment.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- non-OPR	SO	nil	DE

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues

PIB -20 Full parole case files (arrange alphabetically by offender's surname)

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

45480 PAROLE - NATIONAL

Records relating to the relaxation of an inmate's prison sentence from a federal penitentiary and his/her entry into the community under conditions of a parole certificate. The National Parole Board grants parole to offenders in federal prisons pursuant to the Corrections and Conditional Release Act (S.C. 1992, c. 20). Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

- -00 Policy and procedures OPR SO 5y FR non-OPR SO nil DE
- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues

PIB -20 National parole case files (arrange alphabetically by offender's surname)

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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A SA FD

45600 TEMPORARY ABSENCE - GENERAL

Records relating to an offender's temporary absence from the correctional centre to which he has been assigned pursuant to the <u>Corrections Act</u> (RSBC 1979, c. 70, s. 16 which are not shown elsewhere in this primary block.

In order to receive a temporary absence the offender must have a familial situation which warrants the temporary absence, or must be going to school or work. Temporary absences may be required for individuals going to a forensic psychiatric institution.

Includes correspondence, memoranda, and press
clippings.

For offenders serving part of their sentence in a forensic institution, see primary 44700.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

-00	Policy	and	procedures	

- OPR - non-OPR SO 5y FR SO nil DE

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues

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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A SA FD

45620 TEMPORARY ABSENCE - ADULT

Records relating to an offender's temporary absence from the correctional centre to which he/she has been assigned pursuant to the <u>Corrections Act</u> (RSBC 1979, c. 70, s. 16).

In order to receive a temporary absence the offender must have a familial situation which warrants the temporary absence or must be going to school or work. Temporary absences may be required for individuals going to a forensic psychiatric institution.

Includes correspondence, memoranda, and press
clippings.

For offenders serving part of their sentence in a forensic institution, see primary 44720.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

FR

DE

- -00 Policy and procedures OPR SO 5y non-OPR SO nil
- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues

PIB -20 Adult temporary absence case files (arrange alphabetically by offender's surname)

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

SECTION 6

CORRECTIONAL FACILITIES

PRIMARY NUMBERS

4 6 0 0 0 - 4 7 0 9 9

Section 6 covers records relating to correctional facilities.

These records document routine procedures affecting an offender in a correctional centre.

Case files maintained by adult correctional centres, probation and family court services offices are covered in Section 15. However, the headquarters office maintains its own offender case files which require executive examination. Headquarters offender case files are classified in this section under secondary -20 of the appropriate primary.

A = Active CY = Calendar Year DE = Destruction

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

OPR = Office of Primary Responsibility w = week m = month y = year

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.

 $\underline{\underline{A}}$ $\underline{\underline{SA}}$ $\underline{\underline{FD}}$

46000 - CORRECTIONAL FACILITIES - 47099

PRIMARY NUMBERS AND PRIMARY SUBJECTS

46000 46010	CORRECTIONAL FACILITIES - GENERAL - KEEP OF PRISONERS
46020	CORRECTIONAL CENTRES
46200	FOOD SERVICES
46500 46520	OFFENDER CLASSIFICATION - GENERAL - ADULT
46600 46620	OFFENDER RIGHTS - GENERAL - ADULT
46700	PERSONAL EFFECTS
46900 46920 46940 46960	TRANSFERS - GENERAL - FEMALE ADULT - INTERNATIONAL - MALE ADULT
47000 47020	TRUST ACCOUNT/REPORTS - GENERAL - ADULT

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.

SA FD Α

46000 CORRECTIONAL FACILITIES - GENERAL

Records not shown elsewhere in the correctional facilities section which relate generally to federal penitentiaries, provincial correctional centres, forestry camps and police lock-ups. Records also document custody population counts. Includes correspondence, memoranda, and press clippings.

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

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

- -00 Policy and procedures - OPR non-OPR
- 5у SO FR nil

DE

SO

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues
- 10y = meets all operational requirements and is sufficient for reference purposes
- FR = BCIMS will retain for their evidential value all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. Draft and duplicate materials which hold no evidential value may be purged and discarded.

CY = Calendar Year DE = Destruction A = Active

FY = Fiscal Year SA = Semi-active SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

OPR = Office of Primary Responsibility w = week m = month y = year

PIB = Personal Information Bank VR = Vital Records PUR = Public Use Records BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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

46010 CORRECTIONAL FACILITIES - KEEP OF PRISONERS

Records relating to the financial cost incurred by municipalities for housing offenders. Each municipality sends the invoices on a monthly basis to the Police Services Division Headquarters.

Records include: a prisoner keep form which lists the municipality name and date; and a prisoner data sheet which lists the prisoner's name, number, date admitted, reason for arrest, length of stay, total hours of all prisoners, guard hours, matron hours, meal expenses, and total cost.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

O nil DE

- -00 Policy and procedures OPR non-OPR
- SO 5y FR SO nil DE

- -01 General
- -02 Legal issues

PIB -20 Keep of prisoner case files
(arrange first alphabetically by
prisoner name, and then chronologically)

CY+2y 5y DE

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

46020 CORRECTIONAL CENTRES

Records relating to provincial correctional centres, forestry camps and police lock-ups. Records also document admission procedures, including notifying inmate of correctional centre rules. Includes bed load plans, guide book, correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO <u>nil</u> <u>DE</u>

- -00 Policy and procedures OPR non-OPR
- SO 5y FR SO nil DE

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues
- -06 Bed load plans FY+1y 6Y DE
 - OPR = Resource Analysis Section
 - 7y = previous bed load plans are often
 referred to in establishing a current
 plan
- -07 Overcrowding
- -08 Offender guide book

SO 7y SR

- S0 = when a more recent guide book is
 produced
- 7y = Previous guide books are often referred
 to in more recent drafts.
- SR = BCIMS will retain one copy of each
 edition of the offender guidebook from
 each facility.

(Continued next page)

A = Active CY = Calendar Year DE = Destruction

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

OPR = Office of Primary Responsibility w = week m = month y = year

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_			A	<u>SA</u>	<u>FD</u>
46020	CORREC	TIONAL CENTRES (Continued)			
	-09 -10 -11	Segregation Clothing Inmate effect sheets OPR = Individual correctional centres	CY+1y	nil	DE
	-12	Log books OPR = Individual correctional centres	CY+1y	nil	DE
	-20	Correctional centre case files (arrange alphabetically by name of correctional centre)	CY+2y	7y	FR
		FR = BCIMS will fully retain these records because of their significant historical value. These files are the most concentrated available source of			

information relating to the operation of

each facility.

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.

SA FD Α

46200 FOOD SERVICES

Records relating to food services in a correctional centre. Records also document special diets requested by offenders, complaints regarding food quality or quantity, as well as the cost of food and canteen products. Includes bed load plans, correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

nil DE

- -0.05у Policy and procedures - OPR SO FR - non-OPR SO DE nil
- -01General
- -0.2Complaints and inquiries
- -03 Statistics
- -04Other jurisdictions
- -05 Legal issues
- -06 Special diets
- -07 Canteen lists

PIB -20 Food server case files (arrange alphabetically by offender's surname)

CY = Calendar Year A = ActiveDE = Destruction FY = Fiscal Year SA = Semi-active SR = Selective Retention by BCIMS FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS OPR = Office of Primary Responsibility m = month y = yearw = week VR = Vital Records PUR = Public Use Records PIB = Personal Information Bank BCIMS = B.C. Information Management Services

SO = Superseded or Obsolete

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

46500 OFFENDER CLASSIFICATION - GENERAL

Records relating to placing an offender into a particular category in order to alert or notify Corrections Branch staff to the type of offender with which they are dealing and which are not shown elsewhere in this primary block. Offenders may be classified as protective custody, violent, or mentally disordered. Includes correspondence, memoranda, and press clippings.

For electronic monitoring classification, see primary 43300.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO <u>nil</u> <u>DE</u>

- -00 Policy and procedures OPR non-OPR
- SO 5y FR SO nil DE

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues

 ${
m FD}$ = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS OPR = Office of Primary Responsibility w = week m = month y = year

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

46520 OFFENDER CLASSIFICATION - ADULT

Records relating to categorizing an adult offender in order to alert or notify Corrections Branch staff to the type of offender with which they are dealing for the purpose of monitoring offender behaviour. Includes correspondence, memoranda, and press clippings.

For electronic monitoring classification, see primary 43320.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

- -00 Policy and procedures OPR non-OPR
- SO SO
- 5y FR nil DE

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues

PIB -20 Adult offender classification case files (arrange alphabetically by offender's surname)

A = Active CY = Calendar Year DE = Destruction

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

OPR = Office of Primary Responsibility w = week m = month y = year

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

46600 OFFENDERS RIGHTS - GENERAL

Records relating to inmate rights advocates not shown elsewhere in this primary block. Inmate and non-inmate groups and individuals who undertake to meet perceived inmate needs (e.g., a change in the visitation restrictions, voting rights, lowering of cigarette or canteen prices). Records also document the issue concerning inmates and marriage while incarcerated. Includes correspondence, memoranda, and press clippings.

For visitors, see primary 52600.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO <u>nil</u> <u>DE</u>

- -00 Policy and procedures OPR non-OPR
- SO 5y FR SO nil DE

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues
- -06 Marriage

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS OPR = Office of Primary Responsibility w = week = m = month = y = year

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

46620 OFFENDER RIGHTS - ADULT

Records relating to inmate rights advocates. This includes inmate and non-inmate groups and individuals who are desirous that action be taken to meet perceived inmate needs (e.g., a change in the visitation restrictions, voting rights, lowering of cigarette or canteen prices). Includes correspondence, memoranda, and press clippings.

For visitors, see primary 52600.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

FR

DE

- -00 Policy and procedures OPR non-OPR
- SO 5y SO nil

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues
- -06 Voting rights

PIB -20 Adult offender rights case files (arrange alphabetically by name of organization or individual)

PIB = Personal Information Bank VR = Vital Records PUR = Public Use Records BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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

46700 PERSONAL EFFECTS

Records relating to managing an offender's personal belongings while he/she is incarcerated. This includes lost items and distributing unclaimed clothes to offenders who are being released. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

- -00 Policy and procedures OPR
 - non-OPR
- SO 5y FR SO nil DE

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues
- PIB -20 Personal effects case files (arrange alphabetically by offender's surname)

OPR = individual correctional centres

A = Active CY = Calendar Year DE = Destruction

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

OPR = Office of Primary Responsibility w = week m = month y = year

OPRnon-OPR

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A SA FD

46900 TRANSFERS - GENERAL

Records relating to the transfer or proposed transfer of an inmate from one location to another. This includes transfers from one jurisdiction to another, such as from federal to provincial jurisdiction, or sheriff custody to Corrections Branch, or from one correctional centre to another. Records also document transferring an inmate from one province to another through the Exchange of Service Agreement, as well as general offender escort/transportation (e.g., to and from hospital, court, or family funerals). Includes correspondence, memoranda, and press clippings.

For federal-provincial agreements, see $\underline{\text{ARCS}}$ secondary 148-25.

For inter-provincial agreements, see $\underline{\text{ARCS}}$ secondary 150-25.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

nil

DE

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

-		
SO	5y	FR
SO	nil	DE

SO

-01 General

-00

- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues
- -06 Offender escort/transportation

Policy and procedures

A = Active CY = Calendar Year DE = Destruction SA = Semi-active FY = Fiscal Year SR = Selective Re

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS OPR = Office of Primary Responsibility W = week M = month Y = year

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.

SA FD Α

46920 TRANSFERS - FEMALE ADULT

Records relating to the transfer or proposed transfer of a female adult offender from one location to another. There is currently no female penitentiary in British Columbia. Females residing in a penitentiary in another province may be transferred to a provincial correctional centre in British Columbia for familial purposes.

Inmates may also transfer from one jurisdiction to another, such as from federal to provincial jurisdiction, or from sheriff custody to Corrections Branch, or from one correctional centre to another. Records also document transferring an inmate from one province to another through the Exchange of Services Agreement. Includes correspondence, memoranda, and press clippings.

For actual federal-provincial agreements, see ARCS secondary 148-25.

For actual inter-provincial agreements, see ARCS secondary 150-25.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

- -00Policy and procedures
- OPR - non-OPR
- 5у SO FR SO nil DE

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04Other jurisdictions
- -05 Legal issues

PIB -20 Female adult transfers within B.C.

(arrange alphabetically by correctional centre or offender's surname)

(Continued on next page)

CY = Calendar Year DE = Destruction A = Active

FY = Fiscal Year SA = Semi-active SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

OPR = Office of Primary Responsibility w = week m = month y = year

VR = Vital Records PUR = Public Use Records PIB = Personal Information Bank BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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.

<u>A</u> <u>SA</u> <u>FD</u>

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A SA FD

46940 TRANSFERS - INTERNATIONAL

Records relating to international transfers under the Transfer of Offenders Act (R.S.C. 1985, c. T-15) which enables offenders to serve their sentence in their own country. Includes correspondence, memoranda, and press clippings.

For actual Agreements, see \underline{ARCS} secondaries 146-25 and 154-25.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO <u>nil</u> <u>DE</u>

- -00 Policy and procedures OPR SO 5y FR non-OPR SO nil DE
- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues

PIB -20 International transfers from or to B.C. (arrange alphabetically by country or offender's surname)

A = Active CY = Calendar Year DE = Destruction

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

OPR = Office of Primary Responsibility w = week m = month y = year

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A SA FD

46960 TRANSFERS - MALE ADULT

Records relating to the transfer or proposed transfer of an offender from one location to another. This includes the transfer of an inmate from one jurisdiction to another, such as from federal to provincial jurisdiction, or from sheriff custody to Corrections Branch, or from one correctional centre to another. Records also document transferring an inmate from one province to another through the Exchange of Services Agreement. Includes correspondence, memoranda, and press clippings.

For federal-provincial agreements, see \underline{ARCS} secondary 148-25.

For inter-provincial agreements, see $\underline{\text{ARCS}}$ secondary 150-25.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

 $\frac{\text{SO}}{\text{SO}} = \frac{\text{nil}}{\text{per}}$

nil

DE

SO

- -00 Policy and procedures
- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues
- PIB -20 Male adult transfers within B.C.

(arrange alphabetically by correctional centre or offender's surname)

- OPR

- non-OPR

PIB -25 Male adult transfers from or to B.C. (arrange alphabetically by province or offender's surname)

(Continued on next page)

A = Active CY = Calendar Year DE = Destruction

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

OPR = Office of Primary Responsibility w = week m = month y = year

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A SA FD

46960 TRANSFERS - MALE ADULT (Continued)

PIB -30 Male adult transfers from or to a federal penitentiary
(arrange alphabetically by penitentiary, correctional centre or offender's surname)

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

47000 TRUST ACCOUNTS/REPORTS - GENERAL

Records not shown elsewhere in the trust account/reports section which relate generally to financial information, including data produced by the Corrections Administrative Records Entry (CARE) system used by the correctional facilities in monitoring and maintaining trust account program and different funds. Includes reports, statements, and receipts.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

O nil DE

-00 Policy and procedures - OPR - non-OPR

SO 5y FR SO nil DE

-01 General

-02 Daily movements CY+2y nil DE

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SA FD Α

47020 TRUST ACCOUNTS/REPORTS - ADULT

Records relating to trust accounts and reports within an adult correctional centre, including information produced by the Corrections Administrative Records Entry (CARE) system used by the correctional facilities in monitoring and maintaining trust account program and different funds. Includes reports, statements, and receipts.

For balance sheets, see ARCS secondary 448-01. For bank reconciliations, see ARCS secondary 910-30. For bank reports, see ARCS secondary 448-01. For general journal daily transactions, see ARCS secondary 448-01. For general ledgers, see ARCS secondary 1180-20. For income statements, see ARCS secondary 448-01.

Unless otherwise specified below, the ministry OPR (Individual Correctional Centres) will retain these records for:

CY+2y 7y DE Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for: nil SO DΕ 5у -00Policy and procedures - OPR SO FR non-OPR SO nil DE-01General -02Source documents DE: FY+1y 5v (records relating to items purchased by inmates) -0.3ABC list FY+1y nil DE (records relating to inmates incarcerated in a correctional centre) -04ABC status report FY+1y 6y DE (records relating to remand/sentenced status of inmate) -05 Trust account list FY+1y nil DE (records relating to inmate trust account balance)

(Continued on next page)

CY = Calendar Year A = ActiveDE = Destruction

FY = Fiscal Year SA = Semi-active SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS OPR = Office of Primary Responsibility w = week m = month y = year

VR = Vital Records PUR = Public Use Records PIB = Personal Information Bank BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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_			<u>A</u>	SA	FD
47020	TRUST	ACCOUNTS/REPORTS - ADULT (Continued)			
	-06	Canteen sales report (records relating to goods purchased and inmates' purchases)	FY+1y	nil	DE
	-07	Fines paid report (records relating to fines paid by inmate that was originally part of his/he sentence)	FY+1y r	nil	DE
	-08	Records office receipts (records relating to cash on inmate when incarcerated)	FY+1y	nil	DE
	-09	Teller disbursements report (records relating to funds going out of cash box)	FY+1y	nil	DE
	-10	Tellers receipt report (records relating to cash entered to inmate through mail of front desk (visito	FY+1y	nil	DE
	-11	Transferred in (records relating to funds inmates have when transferring from another correction facility)	FY+1y al	nil	DE
	-12	Transferred out (records relating to funds inmates have when transferring to another correctional facility)	FY+1y	nil	DE
	-13	Wage report (records relating to inmates and their corresponding wage)	FY+1y	nil	DE
	-14	Welfare report (records relating to items purchased. An offender may pay to the welfare fund t receive a service. Money is then taken out of the welfare fund to pay for the service)	FY+1y O	nil	DE
	-15	Ad-hoc reports	FY+1y	nil	DE
		(Continued on next page)			

(Continued on next page)

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_			<u>A</u>	SA	FD
47020	TRUST	ACCOUNTS/REPORTS - ADULT (Continued)			
	-20	Inmate statements	SO	7y	DE
		SO = when an offender signs the statement acknowledging receipt of the funds			
		7y = based on the six-year limitation period specified in the Limitation Act (RSBC 1979, c. 236, ss. $7(2)(b)$)			
	-25	Unclaimed monies	SO	nil	DE

SO = upon release of offender. A list of the offenders names and the amounts owed is forwarded to accounting and control, Finance and Administration Division, Management Services Branch. See schedule 881023.

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FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

OPR = Office of Primary Responsibility w = week m = month y = year

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A SA FD

SECT 7 - 1

SECTION 7

H E A L T H

PRIMARY NUMBERS

47100 - 48999

Section 7 covers records relating to health issues.

These records document health issues which arise in correctional centres.

Case files maintained by adult correctional centres, probation and family court services offices are covered in Section 15. However, the headquarters office maintains its own offender case files which require executive examination. Headquarters offender case files are classified in this section under secondary -20 of the appropriate primary.

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A SA FD

47100 - HEALTH - 48999

PRIMARY NUMBERS AND PRIMARY SUBJECTS

47100	HEALTH - GENERAL
47200	DENTAL HYGIENE
47400 47440 47480	DISABILITIES - GENERAL - MENTALLY DISORDERED - PHYSICALLY HANDICAPPED
47700 47720 47740 47760 47780	INFECTION CONTROL - GENERAL - AIDS - HEPATITIS - SEXUALLY TRANSMITTED DISEASES - TUBERCULOSIS
48000	MEDICATION DISPENSING
48100	PSYCHOLOGICAL TREATMENT
48300 48400 48420 48500 48600	SUBSTANCE ABUSE - GENERAL - ALCOHOL - GENERAL - DRINKING AND DRIVING - DRUG TESTING - DRUGS

BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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FD Α SA

47100 HEALTH - GENERAL

Records not shown elsewhere in the health section which relate generally to health programs and services for offenders. Includes correspondence, memoranda, and press clippings.

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

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

CY+2y 7y

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

nil SO DE

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

SO 5у FR nil

SECT 7 - 3

DE

SO

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04Other jurisdictions
- -05 Legal issues
- -06 Medical insurance coverage
- 10y = meets all operational requirements and is sufficient for reference purposes.
- FR = BCIMS will fully retain for their evidential value all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. Draft and duplicate materials which hold no evidential value may be purged and discarded.

A = Active CY = Calendar Year DE = Destruction

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

OPR = Office of Primary Responsibility w = week m = month y = year

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FDΑ SA 47200 DENTAL HYGIENE Records relating to offenders' dental hygiene. Includes correspondence, memoranda, and press clippings. Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters and Health Services) will retain these records for: CY+2y 7y DE Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for: nil SO DE -00Policy and procedures - OPR SO 5у FR - non-OPR SO nil DE-01 General -02 Complaints and inquiries -03 Statistics -04Other jurisdictions -05 Legal issues PIB -20 Dental hygiene case files (arranged alphabetically by offender's surname)

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

47400 DISABILITIES - GENERAL

Records relating to disabilities, including mental disorders and physical handicaps not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings.

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

CY+2y 7y 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

OPRnon-OPR

SO 5y FR SO nil DE

-01 General

-02 Complaints and inquiries

BCIMS = B.C. Information Management Services

-03 Statistics

-04 Other jurisdictions

-05 Legal issues

SO = Superseded or Obsolete

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.

FDΑ SA 47440 DISABILITIES - MENTALLY DISORDERED Records relating to the health of mentally ill (including those that are non-certifiable) mentally handicapped or multiple problem individuals with personality disorders. These records also document individuals serving part or all of their sentence in a psychiatric facility. Includes correspondence, memoranda, and press clippings. For other issues relating to mentally disordered offenders, see primary 54200. Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters and Health Services) will retain these records for: CY+2y 7y DE Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for: nil SO DE -00Policy and procedures - OPR SO 5у FR - non-OPR SO nil DE -01 General -02 Complaints and inquiries -03 Statistics -04Other jurisdictions -05 Legal issues

(arranged alphabetically by offender's surname)

Mentally disordered offender case files

A = Active CY = Calendar Year DE = Destruction SA = Semi-active FY = Fiscal Year SR = Selective Ret

PIB

-20

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

OPR = Office of Primary Responsibility w = week m = month y = year PIB = Personal Information Bank VR = Vital Records PUR = Public Use Records BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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FDΑ SA 47480 DISABILITIES - PHYSICALLY HANDICAPPED Records relating to the health of physically handicapped offenders. Includes correspondence, memoranda, and press clippings. Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters and Health Services) will retain these records for: CY+2y 7y DE Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for: nil SO DE -00Policy and procedures - OPR SO 5у FR - non-OPR SO nil DE -01 General -02 Complaints and inquiries -03 Statistics -04Other jurisdictions -05 Legal issues PIB -20 Physically handicapped offender case files (arranged alphabetically by offender's surname)

BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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.

FDΑ SA

47700 INFECTION CONTROL - GENERAL

Records relating to programs and policies surrounding the treatment and possible segregation of inmates who suffer from a communicable disease not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings.

For inspection control, referring to nurses or other staff members, see ARCS primary 1460.

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

CY+2y 7yDE

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

nil SO DE

- -00Policy and procedures
- OPR - non-OPR
- SO 5у FR SO nil

DE

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04Other jurisdictions
- -05 Legal issues

A = Active CY = Calendar Year DE = Destruction

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS OPR = Office of Primary Responsibility w = week m = month y = year

BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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FD Α SA 47720 INFECTION CONTROL - AIDS Records relating to programs and policies surrounding the treatment and possible segregation of inmates who have contracted the acquired immune deficiency syndrome (AIDS) or who have tested positive for the human immunodeficiency virus (HIV). Includes correspondence, memoranda, and press clippings. Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters and Health Services) will retain these records for: CY+2y 7y DE Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for: nil SO DE -00Policy and procedures - OPR SO 5у FR - non-OPR SO nil DE -01 General -02Complaints and inquiries -03Statistics -04Other jurisdictions -05 Legal issues PIB -20 AIDS infection control case files (arranged alphabetically by offender's surname)

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.

FDΑ SA 47740 INFECTION CONTROL - HEPATITIS Records relating to programs and policies surrounding the treatment and possible segregation of inmates who have contracted hepatitis, including hepatitis B. Includes correspondence, memoranda, and press clippings. Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters and Health Services) will retain these records for: CY+2y 7y DE Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for: SO nil DE -00Policy and procedures - OPR SO 5у FR SO - non-OPR nil DE-01 General -02 Complaints and inquiries -03Statistics -04Other jurisdictions -05 Legal issues PIB -20 Hepatitis case files (arranged alphabetically by offender's surname)

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FD Α SA 47760 INFECTION CONTROL - SEXUALLY TRANSMITTED DISEASES Records relating to programs and policies surrounding the treatment and possible segregation of inmates who have contracted a sexually transmitted disease, including gonorrhoea, syphilis, and herpes. These records also document policies surrounding the issuance of condoms in correctional. Includes correspondence, memoranda, and press clippings. Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters and Health Services) will retain these records for: CY+2y 7y Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for: nil SO DE -00Policy and procedures - OPR SO 5у FR - non-OPR SO nil DE -01 General -02 Complaints and inquiries -03 Statistics -04Other jurisdictions -05 Legal issues -06 Condoms Sexually transmitted disease infection PIB -20 control case files (arranged alphabetically by offender's surname)

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FDΑ SA 47780 INFECTION CONTROL - TUBERCULOSIS Records relating to programs and policies surrounding the treatment and possible segregation of inmates who have contracted tuberculosis. Includes correspondence, memoranda, and press clippings. Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters and Health Services) will retain these records for: CY+2y 7y DE Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for: SO nil DE -00Policy and procedures - OPR SO 5у FR SO - non-OPR nil DE-01 General -02 Complaints and inquiries -03Statistics -04Other jurisdictions -05 Legal issues PIB -20 Tuberculosis infection control case files (arranged alphabetically by offender's surname)

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.

FDΑ SA 48000 MEDICATION DISPENSING Records relating to programs and policies surrounding medication dispensing. Includes correspondence, memoranda, and press clippings. Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters and Health Services) will retain these records for: CY+2y 7y DE Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for: nil SO DE -00Policy and procedures - OPR SO 5у FR - non-OPR SO nil DE -01 General -02 Complaints and inquiries -03 Statistics -04Other jurisdictions

-05

Legal issues

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.

FD Α SA 48100 PSYCHOLOGICAL TREATMENT Records relating to psychological treatment given to offenders who reside in a correctional centre. Includes correspondence, memoranda, and press clippings. For psychological treatment as a result of a court order, see primary 44700. Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters and Health Services) will retain these records for: CY+2y 7y DE Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for: nil SO DE -00Policy and procedures - OPR SO 5у FR - non-OPR SO nil DE -01 General

-02 Complaints and inquiries

-03 Statistics

-04 Other jurisdictions

-05 Legal issues

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FDΑ SA 48300 SUBSTANCE ABUSE - GENERAL Records relating to programs for people who require assistance to overcome a substance abuse problem not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings. Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters and Health Services) will retain these records for: CY+2y 7y DE Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for: SO nil DE -00Policy and procedures - OPR SO 5у FR SO - non-OPR nil DE -01 General -02 Complaints and inquiries -03 Statistics -04Other jurisdictions -05 Legal issues

-25 Substance abuse case files (arrange alphabetically by program name)

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FDΑ SA 48400 SUBSTANCE ABUSE - ALCOHOL - GENERAL Records relating to programs for people who require assistance to overcome an alcohol abuse problem. Includes correspondence, memoranda, and press clippings. Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters and Health Services) will retain these records for: CY+2y 7y DE Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for: SO nil DE -00Policy and procedures - OPR SO 5у FR SO - non-OPR nil DE -01 General -02 Complaints and inquiries -03 Statistics -04Other jurisdictions -05 Legal issues -25 Alcohol substance abuse case files

(arrange alphabetically by program name)

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.

SA FD Α 48420 SUBSTANCE ABUSE - ALCOHOL - DRINKING AND DRIVING Records relating to programs for drinking and driving offenders, including curative treatment programs. Includes correspondence, memoranda, and press clippings. Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters and Health Services) will retain these records for: CY+2y 7y DE Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for: SO nil DE -00Policy and procedures - OPR SO 5у FR SO - non-OPR nil DE -01 General -02 Complaints and inquiries -03 Statistics -04Other jurisdictions -05 Legal issues -06 Curative treatment -25 Drinking and driving case files (arrange alphabetically by program name)

A = Active CY = Calendar Year DE = Destruction

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

OPR = Office of Primary Responsibility w = week m = month y = year

PIB = Personal Information Bank VR = Vital Records PUR = Public Use Records

BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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.

FDΑ SA 48500 SUBSTANCE ABUSE - DRUG TESTING Records relating to drug testing offenders, including those on parole, probation, or returning from temporary absence. Includes correspondence, memoranda, and press clippings. Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters and Health Services) will retain these records for: CY+2y 7y DE Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for: SO nil DE -00Policy and procedures - OPR SO 5у FR - non-OPR SO nil DE -01 General -02 Complaints and inquiries -03 Statistics -04Other jurisdictions -05 Legal issues -06 Urinanalysis

A = Active CY = Calendar Year DE = Destruction

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

OPR = Office of Primary Responsibility w = week m = month y = year
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				A	SA	FD
48600	SUBSTA	ANCE ABUSE - DRUGS				
	Records relating to all types of drugs which may be abused. Includes correspondence, memoranda, and press clippings.					
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters and Health Services) will retain these records for: Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:			CY+2y	7 _y	DE
				SO	nil_	DE
	-00	Policy and procedures	- OPR - non-OPR	SO SO	5y nil	FR DE
	-01		- <u>Holl-OPK</u>	50	1111	<u>DE</u>
	-02	Complaints and inquiries				
	-03	Statistics				
	-04	Other jurisdictions				
	-05	Legal issues				
	-07	Hallucinogens				
	-08	Narcotic analgesics				
	-09	Sedative/hypnotics				
	-10	Stimulants				
	-11	Tranquillizers				
	-25	Drug case files (arrange alphabetical)	ly by program name)			

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A SA FD

SECTION 8

INCIDENTS

PRIMARY NUMBERS

4 9 0 0 0 - 5 0 8 9 9

Section 8 covers records relating to high-profile incidents in correctional centres.

These records document incidents caused by or which affect offenders in correctional centres.

Case files maintained by adult correctional centres and probation and family court service offices are covered in Section 15. However, the headquarters office maintains its own offender case files which require executive examination. Headquarters offender case files are classified in this section under secondary -20 of the appropriate primary.

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A SA FD

49000 - INCIDENTS - 50899

PRIMARY NUMBERS AND PRIMARY SUBJECTS

49000	INCIDENTS - GENERAL
49200 49220 49240 49260 49280	CONTRABAND CONTROL - GENERAL - DRUGS - RITUAL PARAPHERNALIA - SEARCHES - WEAPONRY
49400	DEATHS
49500 49520	DISCIPLINARY ACTION - GENERAL - ADULT
49700	EMERGENCIES
49800 49820	ESCAPES - GENERAL - ADULT
50100	HUNGER STRIKES
50200 50220	INJURIES - GENERAL - ADULT
50300 50320	INTIMIDATION/ASSAULT - GENERAL - ADULT
50600 50620	SUICIDES/SELF HARM - GENERAL - ADULT
50800 50820	USE OF FORCE - GENERAL - ADULT

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A SA FD

49000 INCIDENTS - GENERAL

Records not shown elsewhere in the incidents section which relate generally to situations of special significance which occur in temporary, open or secure facilities (e.g., police lock-ups, wilderness camps, correctional centres, and penitentiaries). Records also document incidents in community offices. Includes incident report forms, correspondence, memoranda, and press clippings.

NOTE: Coroner documents should be filed under the specific type of death.

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

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO <u>nil</u> <u>DE</u>

nil

DE:

CY

- -00 Policy and procedures OPR SO 5y FR non-OPR SO nil DE
- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues
- -06 Staff reporting form (correctional centres are the OPR for

(correctional centres are the OPR for this secondary)

CY = Any incident of a serious nature is recorded on the inmate's Corrections Services file.

(Continued on next page)

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A SA FD

49000 INCIDENTS - GENERAL (Continued)

- -07 Community critical incident response team (community)

 OPR = regional office or its successor
- -08 Institutional observation/segregation/unit (institution)

 OPR = regional office or its successor
- -25 Critical incident reports
 (arrange alphabetically by office of critical incident report)
 - DE = Critical incidents of special
 significance which occur in a
 correctional facility are investigated
 by Investigation, Inspections and
 Standards Office.
- FR = BCIMS will fully retain for their evidential value all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval.

 Draft and duplicate materials which hold no evidential value may be purged and discarded.

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A SA FD

49200 CONTRABAND CONTROL - GENERAL

Records relating to the monitoring and control of banned substances in correctional centres pursuant to the <u>Correction Act</u> (RSBC 1979, c. 70, s. 20). Includes incident report forms, correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO <u>nil</u> <u>DE</u>

5у

nil

FR

DE

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

-01 General

-02 Complaints and inquiries

-03 Statistics

-04 Other jurisdictions

-05 Legal issues

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A SA FD

49220 CONTRABAND CONTROL - DRUGS

Records relating to the banning of certain drugs and alcohol in correctional centres pursuant to the Correction Act (RSBC 1979, c. 70, s. 20). Includes incident report forms, correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

- -00 Policy and procedures OPR non-OPR
- SO 5y FR SO nil DE

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues
- -20 Drugs in adult correctional centre case files (arrange alphabetically by name of adult correctional centre)

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS OPR = Office of Primary Responsibility w = week = m = month = y = year

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A SA FD

49240 CONTRABAND CONTROL - RITUAL PARAPHERNALIA

Records relating to ritual paraphernalia, including bits of bones and blood that some inmates try to obtain. Includes incident report forms, correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

- -00 Policy and procedures OPR non-OPR
- SO 5y FR SO nil DE

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues
- -20 Ritual paraphernalia in adult correctional centre case files (arrange alphabetically by name of adult correctional centre)

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A SA FD

49260 CONTRABAND CONTROL - SEARCHES

Records relating to the searching of inmates, including cross-gender searching and searches of visitors. The searches are designed to prevent contraband from entering correctional centres pursuant to the <u>Correction Act</u> (RSBC 1979, c. 70, s. 20). Includes incident report forms, correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

FR

DE

- -00 Policy and procedures OPR SO 5y non-OPR SO nil
- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues
- -06 Cross gender searching
- -20 Searches in adult correctional centre case files (arrange alphabetically by name of adult correctional centre)

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A SA FD

49280 CONTRABAND CONTROL - WEAPONS

Records relating to weapons, including knives and any instrument constructed in such a manner that it may be used as a weapon. Includes incident report forms, correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

nil

DE

- -00 Policy and procedures OPR non-OPR
- SO 5y FR

SO

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues
- -20 Weapons in adult correctional centre case files (arrange alphabetically by name of adult correctional centre)

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS OPR = Office of Primary Responsibility w = week = m = month = y = year

PIB = Personal Information Bank VR = Vital Records PUR = Public Use Records BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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A SA FD

49400 DEATHS

Records relating to natural, accidental, or unexplained deaths. Includes incident report forms, coroners reports, correspondence, memoranda and press clippings.

For suicides, see primaries 50600 to 50640.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

-00 Policy and procedures - OPR - non-OPR

SO 5y FR SO nil DE

-01 General

-02 Complaints and inquiries

-03 Statistics

-04 Other jurisdictions

-05 Legal issues

PIB -20 Deceased offender case files (arrange alphabetically by offender's surname)

DE = All deaths which occur in a correctional facility are investigated by Investigation, Inspections and Standards Office and by the B.C. Coroners Service.

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A SA FD

49500 DISCIPLINARY ACTION - GENERAL

Records relating to action taken against an offender for breaking a prison rule while incarcerated not shown elsewhere in this primary block. Includes incident report forms, correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO <u>nil</u> <u>DE</u>

- -00 Policy and procedures OPR non-OPR
- SO 5y FR SO nil DE

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues

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A SA FD

49520 DISCIPLINARY ACTION - ADULT

Records relating to action taken against an adult offender for breaking a prison rule while incarcerated. Records also document disciplinary hearings. Includes audio tapes, incident report forms, correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

- -00 Policy and procedures OPR non-OPR
- SO 5y FR SO nil DE

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues
- -06 Audio tapes

CY nil DE

OPR = Individual correctional centres

PIB -20 Adult disciplinary action case files (arrange alphabetically by offender's surname)

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A SA FD

49700 EMERGENCIES

Records relating to emergencies in correctional institutions, including riots and hostage takings. Records also document emergency response plans. Includes incident report forms, correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

FR

DE

- -00 Policy and procedures OPR SO 5y non-OPR SO nil
- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues
- -06 Emergency response plans
- -20 Emergencies in adult correctional centre case files (arrange alphabetically by name of correctional centre)

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A SA FD

49800 ESCAPES - GENERAL

Records relating to escapes from temporary, open or secure facilities (e.g., group homes, wilderness camps, police lock-ups, correctional centres and penitentiaries) not shown elsewhere in this primary block. Includes incident report forms, correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

-00 Policy and procedures - OPR - non-OPR

SO 5y FR SO nil DE

-01 General

-02 Complaints and inquiries

-03 Statistics

-04 Other jurisdictions

-05 Legal issues

PIB = Personal Information Bank VR = Vital Records PUR = Public Use Records BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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A SA FD

49820 ESCAPES - ADULT

Records relating to escapes from temporary, open or secure facilities (e.g., police lock-ups, correctional centres, and penitentiaries). Records also document methods of preventing escapes such as improving the physical structure of the correctional centre and improving staff security procedures (e.g., additional or specialized alarms and fences, stronger metal for windows and doors, and reducing the time allocated for a staff change). Includes incident report forms, correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO <u>nil</u> <u>DE</u>

- -00 Policy and procedures OPR SO 5y FR non-OPR SO nil DE
- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues
- -06 Security improvements
- PIB -20 Adult escape case files

(arrange alphabetically by name of correctional centre or penitentiary or by offender's surname)

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A SA FD

50100 HUNGER STRIKES

Records relating to hunger strikes, including feeding an inmate intravenously. Includes incident report forms, correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

-00 Policy and procedures - OPR - non-OPR

SO 5y FR SO nil DE

-01 General

-02 Complaints and inquiries

-03 Statistics

-04 Other jurisdictions

-05 Legal issues

-06 Intravenous feeding

PIB -20 Hunger strike case files
(arrange alphabetically by name of correctional centre or by offender's

surname)

CY = Calendar Year A = ActiveDE = Destruction FY = Fiscal Year SA = Semi-active SR = Selective Retention by BCIMS FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS OPR = Office of Primary Responsibility w = week m = month v = vear PIB = Personal Information Bank VR = Vital Records PUR = Public Use Records BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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A SA FD

50200 INJURIES - GENERAL

Records relating to injuries sustained by adult inmates while incarcerated in a provincial correctional centre, forestry camp or police lock-up not shown elsewhere in this primary block. Includes incident report forms, correspondence, memoranda, and press clippings.

For self-inflicted injuries, see primary 50600.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO <u>nil</u> <u>DE</u>

-00 Policy and procedures - OPR SO 5y FR - non-OPR SO nil DE

-01 General

-02 Complaints and inquiries

-03 Statistics

-04 Other jurisdictions

-05 Legal issues

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A SA FD

50220 INJURIES - ADULT

Records relating to injuries sustained by adult inmates while incarcerated in a provincial correctional centre, forestry camp or police lock-up. Includes incident report forms, correspondence, memoranda, and press clippings.

For self-inflicted injuries, see primary 50620.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

5у

nil

FR

DE

SO

SO

- -00 Policy and procedures OPR
 - non-OPR
- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues

PIB -20 Adult injury case files (arrange alphabetically by offender's surname)

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

BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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A SA FD

50300 INTIMIDATION/ASSAULT - GENERAL

Records relating to physical or sexual intimidation or assault not shown elsewhere in this primary block. This includes physical or sexual intimidation or assault of an offender by Corrections Branch staff or by another offender, or to the physical or sexual intimidation or assault of staff by an offender. Includes incident report forms, correspondence, memoranda, and press clippings.

For harassment of a staff member by a staff member, see ARCS primary 1300-04.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO <u>nil</u> <u>DE</u>

- -00 Policy and procedures OPR SO 5y FR non-OPR SO nil DE
- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS OPR = Office of Primary Responsibility w = week m = month y = year

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A SA FD

50320 INTIMIDATION/ASSAULT - ADULT

Records relating to the physical or sexual intimidation or assault of an offender by Corrections Branch staff or by another offender, or to the physical or sexual intimidation or assault of staff by an offender. Includes incident report forms, correspondence, memoranda, and press clippings.

For harassment of a staff member by a staff member, see ARCS primary 1300-04.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO <u>nil</u> <u>DE</u>

- -00 Policy and procedures OPR SO 5y FR non-OPR SO nil DE
- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues

PIB -20 Adult intimidation/assault case files (arrange alphabetically by offender's surname)

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

BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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A SA FD

50600 SUICIDES/SELF HARM - GENERAL

Records relating to an inmate wilfully injuring himself/herself, attempting suicide or committing suicide while incarcerated in a temporary, open or secure facility not shown elsewhere in this primary block. Includes incident report forms, coroner reports, correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

- -00 Policy and procedures OPR
 - non-OPR
- SO 5y FR SO nil DE

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues

_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

50620 SUICIDES/SELF HARM - ADULT

Records relating to an inmate wilfully injuring himself/herself, attempting suicide or committing suicide while incarcerated in a temporary, open or secure facility. Includes incident report forms, coroner reports, correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO <u>nil</u> <u>DE</u>

- -00 Policy and procedures OPR non-OPR
- SO 5y FR SO nil DE

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues
- PIB -20 Adult suicides/self harm case files (arrange alphabetically by offender's surname)
 - DE = Suicides which occur in a correctional facility are investigated by Investigation, Inspections and Standards Office and by the B.C. Coroners Service.

A = Active CY = Calendar Year DE = Destruction

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

OPR = Office of Primary Responsibility w = week m = month y = year

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A SA FD

50800 USE OF FORCE - GENERAL

Records relating to all physical and mechanical methods for restraining an offender not shown elsewhere in this primary block. Correctional centre officers derive their authority to use force from their capacity as peace officers pursuant to the Criminal Code (s. 2) and the Correction Act (RSBC 1979, c. 70, s. 3(4)). Records also document all methods of restraint (e.g., handcuffs, Mace, and firearms). Includes incident report forms, correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

 $\frac{SO}{SO}$ $\frac{\text{nil}}{SO}$ $\frac{DE}{FR}$

-00 Policy and procedures

- non-OPR

- OPR

SO nil DE

-01 General

-02 Complaints and inquiries

-03 Statistics

-04 Other jurisdictions

-05 Legal issues

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A SA FD

50820 USE OF FORCE - ADULT

Records relating to all physical and mechanical methods for restraining an offender. Correctional centre officers derive their authority to use force from their capacity as peace officers pursuant Criminal Code (s. 2) and the Correction Act (RSBC 1979, c. 70, s. 3(4)). Records also document all methods of physical restraints (e.g., handcuffs, Mace, and firearms). Includes incident report forms, correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO <u>nil</u> <u>DE</u>

- -00 Policy and procedures OPR SO 5y FR non-OPR SO nil DE
- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues

PIB -20 Adult use of force case files (arrange alphabetically by offender's surname)

A = Active CY = Calendar Year DE = Destruction
SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS OPR = Office of Primary Responsibility w = week = m = month = y = year

PIB = Personal Information Bank VR = Vital Records PUR = Public Use Records BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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A SA FD

SECTION 9

PROGRAMS AND ACTIVITIES

PRIMARY NUMBERS

5 0 9 0 0 - 5 2 9 9 9

Section 9 covers records relating to programs and activities available for offenders.

These records document various programs and activities available to offenders who reside in a correctional centre.

Case files maintained by adult correctional centres and probation and family court service offices are covered in Section 15. However, the headquarters office maintains its own offender case files which require executive examination. Headquarters offender case files are classified in this section under secondary -20 of the appropriate primary.

A = Active CY = Calendar Year DE = Destruction

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OPR = Office of Primary Responsibility w = week m = month y = year

FD

SA

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50900 - PROGRAMS AND ACTIVITIES - 52999

PRIMARY NUMBERS AND PRIMARY SUBJECTS

50900	PROGRAMS AND ACTIVITIES - GENERAL
51000 51020	ARTS AND CRAFTS - GENERAL - ADULT
51200	DAY JAIL
51300 51400 51420 51500 51520 51600 51620	EDUCATION - GENERAL - ACADEMIC - GENERAL - ADULT - INDUSTRIAL - GENERAL - ADULT - LIFE SKILLS - GENERAL - ADULT
51800 51820	ENTERTAINMENT - GENERAL - ADULT
52200 52220	RELIGION - GENERAL - ADULT
52400 52420	SPORTS - GENERAL - ADULT
52600 52640 52660	VISITORS - GENERAL - PERSONAL - PROFESSIONAL
52900	WORK PROJECTS

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A SA FD

50900 PROGRAMS AND ACTIVITIES - GENERAL

Records not shown elsewhere in the programs and activities section which relate generally to programs and activities for inmates. Includes correspondence, memoranda, and press clippings.

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

For substance abuse programs, see primaries 48300-48699.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO <u>nil</u> <u>DE</u>

- -00 Policy and procedures OPR non-OPR
- SO 5y FR SO nil DE

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues
- FR = BCIMS will fully retain for their evidential value all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. Draft and duplicate materials which hold no evidential value may be purged and discarded.

A = Active CY = Calendar Year DE = Destruction

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

OPR = Office of Primary Responsibility w = week m = month y = yearPIB = Personal Information Bank VR = Vital Records PUR = Public Use Records

BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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FD Α SA

51000 ARTS AND CRAFTS - GENERAL

Records relating to arts and crafts activities for adult offenders not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

nil SO DE

-00Policy and procedures - OPR - <u>n</u>on-OPR SO 5у FR nil

DE

SO

-01 General

-02 Complaints and inquiries

-03 Statistics

-04 Other jurisdictions

-05 Legal issues

A = Active CY = Calendar Year DE = Destruction SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS $w = week \quad m = month \quad y = year$ OPR = Office of Primary Responsibility BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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A SA FD

51020 ARTS AND CRAFTS - ADULT

Records relating to arts and crafts activities for adult offenders. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

-00 Policy and procedures - OPR - non-OPR

SO 5y FR SO nil DE

-01 General

-02 Complaints and inquiries

-03 Statistics

-04 Other jurisdictions

-05 Legal issues

-25 Adult arts and crafts case files (arrange alphabetically by program name)

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

BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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FD Α SA

51200 DAY JAIL

Records relating to day jail. This program enables adult offenders to reside at home in the evenings and to work at the correctional centre during the days. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

nil SO $_{
m DE}$

- -00Policy and procedures - OPR - non-OPR
- SO 5у FR nil

DE

SO

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04Other jurisdictions
- Legal issues -05
- -25 Day jail case files (arrange alphabetically by program name)

A = ActiveCY = Calendar Year DE = Destruction SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS OPR = Office of Primary Responsibility $w = week \quad m = month \quad y = year$ PIB = Personal Information Bank VR = Vital Records PUR = Public Use Records BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

- OPR

- <u>n</u>on-OPR

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.

FD Α SA

51300 EDUCATION - GENERAL

Records relating to educational programs for adult and offenders not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

nil SO DE

-00Policy and procedures SO 5у FR nil

DE

SO

-01 General

-02 Complaints and inquiries

-03 Statistics

-04 Other jurisdictions

-05 Legal issues

A = Active CY = Calendar Year DE = Destruction SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS $w = week \quad m = month \quad y = year$ OPR = Office of Primary Responsibility BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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A SA FD

51400 EDUCATION - ACADEMIC - GENERAL

Records relating to academic educational programs for adult offenders, including elementary, secondary, and university courses not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

nil

DE

- -00 Policy and procedures OPR non-OPR
- SO 5y FR

SO

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues

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A SA FD

51420 EDUCATION - ACADEMIC - ADULT

Records relating to academic educational programs for adult offenders, including elementary, secondary, and university courses. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

FR

DE

- -00 Policy and procedures OPR non-OPR
 - SO 5y -OPR SO nil

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues
- -06 Student loans

-25 Adult academic education case files (arrange alphabetically by program name)

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.

FD Α SA

51500 EDUCATION - INDUSTRIAL - GENERAL

Records relating to industrial education programs for adult offenders, including wood working, metal working, and other shop activities not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE:

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

nil SO $_{
m DE}$

-00Policy and procedures - OPR - non-OPR SO 5у FR nil

DE

SO

-01 General

-02 Complaints and inquiries

-03 Statistics

-04Other jurisdictions

Legal issues -05

A = ActiveCY = Calendar Year DE = Destruction SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS OPR = Office of Primary Responsibility $w = week \quad m = month \quad y = year$ PIB = Personal Information Bank VR = Vital Records PUR = Public Use Records BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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FD Α SA

51520 EDUCATION - INDUSTRIAL - ADULT

Records relating to industrial education programs for adult offenders, including wood working, metal working, and other shop activities. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

nil SO DE

- -00Policy and procedures - OPR
 - non-OPR
- 5у SO FR nil

DE

SO

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues
- -25 Adult industrial education case files (arrange alphabetically by program name)

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

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A SA FD

51600 EDUCATION - LIFE SKILLS - GENERAL

Records relating to life skills courses for adult offenders, including first aid, money management, and debt counselling not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings.

For substance abuse programs, see primaries 48300-48699.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO <u>nil</u> <u>DE</u>

- -00 Policy and procedures OPR SO 5y FR non-OPR SO nil DE
- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues

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

51620 EDUCATION - LIFE SKILLS - ADULT

Records relating to life skills courses for adult offenders, including first aid, money management, and debt counselling. Includes correspondence, memoranda, and press clippings.

For substance abuse programs, see primaries 48300 to 48699.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

- -00 Policy and procedures OPR non-OPR
- SO 5y FR SO nil DE

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues

-25 Adult life skills education case files (arrange alphabetically by program name)

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

OPR = Office of Primary Responsibility w = week m = month y = year

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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A SA FD

51800 ENTERTAINMENT - GENERAL

Records relating to entertainment functions for adult offenders not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

-00 Policy and procedures - OPR - non-OPR

SO 5y FR SO nil DE

-01 General

-02 Complaints and inquiries

-03 Statistics

-04 Other jurisdictions

-05 Legal issues

- OPR

non-OPR

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A SA FD

51820 ENTERTAINMENT - ADULT

Records relating to entertainment functions for adult offenders. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y 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

SO SO 5y FR nil DE

-01 General -02 Complaints and inquiries

-03 Statistics

-04 Other jurisdictions

-05 Legal issues

-25 Adult entertainment case files (arrange alphabetically by program or project name)

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A SA FD

52200 RELIGION - GENERAL

Records relating to religious programs and services available to adult offenders, including an offender's right to belong to a particular religious denomination or sect, and to take part in any rite not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings.

For religious affiliated offenders, see primary 54800.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

-00 Policy and procedures - OPR - non-OPR

SO 5y FR SO nil DE

-01 General

-02 Complaints and inquiries

-03 Statistics

-04 Other jurisdictions

-05 Legal issues

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

52220 RELIGION - ADULT

Records relating to religious programs and services available to adult offenders, including an offender's right to belong to a particular religious denomination or sect, and to take part in any rite. Includes correspondence, memoranda, and press clippings.

For religious affiliated offenders, see primary 54800.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

- -00 Policy and procedures OPR non-OPR
- SO 5y FR SO nil DE

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues

PIB -20 Adult religion case files (arrange alphabetically by offender's surname)

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.

FD Α SA

52400 SPORTS - GENERAL

Records relating to sporting activities available to adult offenders not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

nil SO DE

-00Policy and procedures - OPR - <u>n</u>on-OPR SO 5у FR nil

DE

SO

-01 General

-02 Complaints and inquiries

-03 Statistics

-04Other jurisdictions

-05 Legal issues

A = Active CY = Calendar Year DE = Destruction SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS $w = week \quad m = month \quad y = year$ OPR = Office of Primary Responsibility BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

Last revised: 2018/11/08 Schedule 891849 ORCS/CORR SECT 9 - 18

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.

FD Α SA

52420 SPORTS - ADULT

Records relating to sporting activities available to adult offenders. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

DE CY+2y 7y

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

SO nil DE

-00Policy and procedures - OPR non-OPR

SO 5у FR SO nil DE

-01 General

-02 Complaints and inquiries

-03 Statistics

-04Other jurisdictions

Legal issues -05

PIB -20 Adult sports case files

(arrange alphabetically by offender's

surname)

A = ActiveCY = Calendar Year DE = Destruction SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS OPR = Office of Primary Responsibility w = week m = monthy = year PIB = Personal Information Bank VR = Vital Records PUR = Public Use Records BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

Last revised: 2018/11/08 Schedule 891849 ORCS/CORR SECT 9 - 19

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.

FD Α SA

52600 VISITORS - GENERAL

Records relating to visitors, including visitor terminations not shown elsewhere on this primary block. Includes correspondence, memoranda, and press clippings.

For native elder visits, see primary 54400.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

nil SO $_{
m DE}$

- -00Policy and procedures - OPR
 - non-OPR
- 5у SO FR nil

DΕ

SO

- -01 General
- Complaints and inquiries -02
- -03 Statistics
- -04Other jurisdictions
- -05 Legal issues
- -06 Visitor log books

CY+1y nil DE:

OPR = correctional centres

- 3y = Visitor log books are occasionally referred to during the investigation of incidents (e.g., the discovery of contraband).
- DE = Visitor log books are of limited value containing only signatures, names, and dates
- -07 Visitor terminations

A = Active CY = Calendar Year DE = Destruction

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

OPR = Office of Primary Responsibility w = week m = month y = year

BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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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A SA FD

52640 VISITORS - PERSONAL

Records relating to personal visits. This includes visits from friends, relatives, and family. Includes correspondence, memoranda, and press clippings.

For native elder visits, see primary 54400.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

5у

nil

FR

DE

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

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues

PIB -20 Personal visitor case files (arrange by visitor surname)

BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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.

FD Α SA

52660 VISITORS - PROFESSIONAL

Records relating to visits from professionals such as lawyers, the ombudsman, Members of Parliament, and Members of the Legislative Assembly. Includes correspondence, memoranda, and press clippings.

For native elder visits, see primary 54400.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

nil SO $_{
m DE}$

- -00Policy and procedures - OPR
 - non-OPR
- SO 5у FR nil

DΕ

SO

- -01 General
- Complaints and inquiries -02
- -03 Statistics
- -04Other jurisdictions
- Legal issues -05

-20 PIB Professional visitor case files (arrange by visitor surname)

A = Active CY = Calendar Year DE = Destruction

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS OPR = Office of Primary Responsibility $w = week \quad m = month \quad y = year$

PIB = Personal Information Bank VR = Vital Records PUR = Public Use Records BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

Last revised: 2018/11/08 Schedule 891849 ORCS/CORR SECT 9 - 22

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

52900 WORK PROJECTS

Records relating to work projects assigned to adult offenders. This includes farming, logging, fish culturing, and construction work. These projects are designed to improve inmates' self-esteem through practical work experience. Often the work program is related to the operation of the correctional centre (e.g., inmates provide for their own food). Includes correspondence, memoranda and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

- -00 Policy and procedures OPR SO 5y FR non-OPR SO nil DE
- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues
- -06 Inmate pay increases/decreases
- -07 Workers' compensation for inmates
- -20 Work project case files
 (arrange alphabetically by
 correctional centre and then by
 project name)

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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A SA FD

SECTION 10

SPECIAL FOCUS OFFENDERS

PRIMARY NUMBERS

5 3 0 0 0 - 5 5 7 9 9

Section 10 covers records relating to special focus offenders.

These records document offenders, including those on probation, who are members of a minority group, are represented by special interest groups, or who have committed a high-profile offence.

Case files maintained by adult correctional centres and probation and family court service offices are covered in Section 15. However, the headquarters office maintains its own offender case files which require executive examination. Headquarters offender case files are classified in this section under secondary -20 of the appropriate primary.

A = Active CY = Calendar Year DE = Destruction

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

OPR = Office of Primary Responsibility w = week m = month y = year

FD

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

53000 - SPECIAL FOCUS OFFENDERS - 55799

PRIMARY NUMBERS AND PRIMARY SUBJECTS

53000	SPECIAL FOCUS OFFENDERS - GENERAL
53200 53230 53260	CIVIL DISOBEDIENCE - GENERAL - ENVIRONMENTALISTS - PRO-LIFE/PRO-CHOICE
55300	FEMALE OFFENDERS
53400	FOREIGN NATIONAL OFFENDERS
53500 53520	GANGS - GENERAL - ADULT
53600 53620 53700 53720 53800 53820	HIGH PROFILE - GENERAL - DANGEROUS - MURDERERS - GENERAL - ADULT - SEXUAL - GENERAL - ADULT
54200	MENTALLY DISORDERED
54400	NATIVE/ABORIGINAL OFFENDERS
54600 54620 54640 54660	PROTECTIVE CUSTODY - GENERAL - CRIMINAL JUSTICE ASSOCIATES - INFORMANTS - SEXUAL OFFENDERS
54800	RELIGIOUS AFFILIATION
55000	TERRORISTS
55100	TRANSSEXUAL OFFENDERS
55300	WHITE COLLAR OFFENDERS

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

53000 SPECIAL FOCUS OFFENDERS - GENERAL

Records not shown elsewhere in the special focus offenders section which relate generally to offenders who are members of a minority group and/or have committed a high profile offence. Includes correspondence, memoranda, and press clippings.

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

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

FR

DE

- -00 Policy and procedures OPR
- OPR SO 5y - non-OPR SO nil

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues
- FR = BCIMS will fully retain for their evidential value all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. Draft and duplicate materials which hold no evidential value may be purged and discarded.

A = Active CY = Calendar Year DE = Destruction

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

OPR = Office of Primary Responsibility w = week m = month y = year

Last revised: 2018/11/08 Schedule 891849 ORCS/CORR SECT 10 - 3

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

53200 CIVIL DISOBEDIENCE - GENERAL

Records relating to individuals convicted of civil disobedience not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y 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

OPRnon-OPR

SO 5y FR SO nil DE

-01 General

-02 Complaints and inquiries

-03 Statistics

-04 Other jurisdictions

-05 Legal issues

Last revised: 2018/11/08 Schedule 891849 ORCS/CORR SECT 10 - 4

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

53230 CIVIL DISOBEDIENCE - ENVIRONMENTALISTS

Records relating to individuals who have been convicted of civil disobedience for blocking logging operations or interrupting other economic activities which they believe are hazardous to the environment. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y 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

OPRnon-OPR

SO 5y FR SO nil DE

-01 General

-02 Complaints and inquiries

-03 Statistics

-04 Other jurisdictions

-05 Legal issues

PIB -20 Environmentalist civil disobedience case

files

(arrange alphabetically by offender's surname)

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.

FD Α SA

53260 CIVIL DISOBEDIENCE - PRO-LIFE/PRO-CHOICE

Records relating to individuals who have been convicted of civil disobedience for blocking a building complex in which the users of the facility are engaging in an act counter to the protesters' abortion interest. Includes correspondence, memoranda, and press clippings.

For hunger strikes, see primary 50100.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

n<u>il</u> SO DE

-00Policy and procedures

- OPR - non-OPR SO 5у FR SO nil DE

-01 General

-02Complaints and inquiries

-03Statistics

-04Other jurisdictions

-05 Legal issues

PIB -20 Pro-life/pro-choice civil disobedience case

(arrange alphabetically by offender's

surname)

BCIMS = B.C. Information Management Services

A = ActiveCY = Calendar Year DE = Destruction SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS OPR = Office of Primary Responsibility w = week m = monthy = year PIB = Personal Information Bank VR = Vital Records PUR = Public Use Records

Last revised: 2018/11/08 Schedule 891849 ORCS/CORR SECT 10 - 6

SO = Superseded or Obsolete

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.

FD Α SA

53400 FOREIGN NATIONAL OFFENDERS

Records relating to offenders who are citizens of another country, including illegal aliens, refugees, and landed immigrants. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

nil SO DE

-00Policy and procedures

- non-OPR

- OPR

SO 5у FR SO nil DE

-01 General

-02 Complaints and inquiries

-03 Statistics

-04Other jurisdictions

-05 Legal issues

PIB -20 Foreign national offender case files (arrange alphabetically by offender's surname)

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

BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

Last revised: 2018/11/08 Schedule 891849 ORCS/CORR SECT 10 - 7

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

FD Α SA 53500 GANGS - GENERAL Records relating to gangs not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings. Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for: CY+2y 7y DE Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for: nil SO DE-00Policy and procedures - OPR SO 5y FR - non-OPR SO nil DE-01 General -02 Complaints and inquiries -03 Statistics -04Other jurisdictions -05 Legal issues PIB -20 Gang case files

(arrange alphabetically by offender's

surname)

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.

		1 2 .			
_			<u>A</u>	SA	<u>FD</u>
53520	GANGS	- ADULT			
	Records relating to adult gang members. Includes correspondence, memoranda, and press clippings.				
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:			7 _Y	DE
	ident	Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:			DE
	-00 -01	Policy and procedures - OPR - non-OPR General	S0 S0	5y nil	FR DE
	-02 -03 -04 -05	Complaints and inquiries Statistics Other jurisdictions Legal issues			
PIB	-20	Adult gang case files (arrange alphabetically by offendersurname)	er's		

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

53600 HIGH PROFILE - GENERAL

Records relating to individuals who have been convicted as dangerous offenders, dangerous sex offenders, sex offenders, and murderers not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

- -00 Policy and procedures
- OPR - non-OPR
- SO 5y FR SO nil DE

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues

PIB -20 High-profile offender case files (arrange alphabetically by offender's surname)

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. assistance in implementing ORCS, contact your Records Officer.

FD Α SA

53620 HIGH PROFILE - DANGEROUS

Records relating to dangerous offenders, dangerous sex offenders, and the Dangerous Offenders Program.

Upon conviction of a serious personal injury offence (e.g., attempted murder, aggravated assault, or sexual assault), the court has the authority under the Criminal Code (s. 753) to find that the offender is dangerous and therefore to sentence him/her to an indeterminate period of time in a penitentiary.

Includes correspondence, memoranda, reports, and Canadian Police Information Centre (CPIC) printouts.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

- -00Policy and procedures
- OPR - non-OPR
- SO 5у FR nil

DE

SO

- -0.1General
- -02 Complaint letters
- -03 Statistics
- -04Other jurisdictions
- -05 Legal issues
- -06 Canadian Police Information Centre (CPIC) printout

PIB -20 High-profile dangerous offender case files (arrange alphabetically by offender's surname)

A = ActiveCY = Calendar Year DE = Destruction SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS OPR = Office of Primary Responsibility w = week m = monthy = year PIB = Personal Information Bank VR = Vital Records PUR = Public Use Records

BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

Last revised: 2018/11/08 Schedule 891849 ORCS/CORR SECT 10 - 11

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

53700 HIGH PROFILE - MURDERERS - GENERAL

Records relating to individuals who have been convicted for murder under the <u>Criminal Code</u> (s. 229) not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y 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
- OPRnon-OPR
- SO 5y FR SO nil DE

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues
- PIB -20 High-profile murderer case files (arrange alphabetically by offender's surname)

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.

FD Α SA

53720 HIGH PROFILE - MURDERERS - ADULT

Records relating to adult offenders who have been convicted for murder under the Criminal Code (s. 229). Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

-00Policy and procedures

- OPR - non-OPR SO 5у FR SO nil DE

-01 General

-02 Complaints and inquiries

-03 Statistics

-04Other jurisdictions

-05 Legal issues

PIB -20 High-profile murderer case files (adult offender)

> (arrange alphabetically by offender's surname)

A = ActiveCY = Calendar Year DE = Destruction SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS OPR = Office of Primary Responsibility w = week m = monthy = year PIB = Personal Information Bank VR = Vital Records PUR = Public Use Records BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

Last revised: 2018/11/08 Schedule 891849 ORCS/CORR SECT 10 - 13

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

53800 HIGH PROFILE - SEXUAL - GENERAL

Records relating to sexual assault under the <u>Criminal Code</u> (ss. 271-273) not shown elsewhere in this <u>primary block</u>. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y 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

OPRnon-OPR

SO 5y FR SO nil DE

-01 General

-02 Complaint letters

-03 Statistics

-04 Other jurisdictions

-05 Legal issues

PIB -20 High-profile sex offender case files (arrange alphabetically by offender's surname)

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS OPR = Office of Primary Responsibility <math>w = week m = month y = year

PIB = Personal Information Bank VR = Vital Records PUR = Public Use Records BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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

53820 HIGH PROFILE - SEXUAL - ADULT

Records relating to adult offenders who have been convicted for sexual assault under the <u>Criminal Code</u> (ss. 271-273). Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y 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

OPRnon-OPR

SO 5y FR SO nil DE

-01 General

-02 Complaint letters

-03 Statistics

-04 Other jurisdictions

-05 Legal issues

-06 Treatment

PIB -20 High-profile sex offender case files (adult offender)

(arrange alphabetically by offender's surname)

A = Active CY = Calendar Year DE = Destruction

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

OPR = Office of Primary Responsibility w = week m = month y = year

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

54200 MENTALLY DISORDERED OFFENDERS

Records relating to mentally disordered offenders. Includes correspondence, memoranda, and press clippings.

For records relating to disabled mentally disordered offenders, see primary 47440.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y 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

OPRnon-OPR

SO 5y FR SO nil DE

-01 General

-02 Complaints and inquiries

-03 Statistics

-04 Other jurisdictions

-05 Legal issues

PIB -20 Mentally disordered offender case files (arrange alphabetically by offender's surname)

A = Active CY = Calendar Year DE = Destruction

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS OPR = Office of Primary Responsibility <math>w = week m = month y = year

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

54400 NATIVE/ABORIGINAL OFFENDERS

Records relating to programs and services for natives who are being investigated, charged or prosecuted for Criminal Code and provincial statute offences.
Records also document alternative programs, other than prosecution, for dealing with native offenders.
Includes correspondence, memoranda, and press clippings.

For alternative measures or diversion for nonnatives, see primaries 40200-40240.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

- -00 Policy and procedures OPR non-OPR
- SO 5y FR

nil

DE

SO

-01 General

Last revised: 2018/11/08

- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues
- -06 Native elder/brotherhood visits
- -10 Prosecution alternatives
 (alternative programs for dealing with natives in the justice system)
- PIB -20 Native/aboriginal offender case files (arrange alphabetically by offender's surname)

BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

Schedule 891849 ORCS/CORR SECT 10 - 17

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

54600 PROTECTIVE CUSTODY - GENERAL

Records relating to offenders in protective custody not shown elsewhere in this primary block. These offenders, due to the nature of their offence (e.g., sexual offender), or background, such as being associated with the criminal justice system (e.g., lawyer, police officer, corrections officer), are deemed to be in danger from other offenders. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

FR

DE

- -00 Policy and procedures OPR
 - OPR SO 5y non-OPR SO nil

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues

PIB -20 Protective custody case files (arrange alphabetically by offender's surname)

Last revised: 2018/11/08 Schedule 891849 ORCS/CORR SECT 10 - 18

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

54620 PROTECTIVE CUSTODY - CRIMINAL JUSTICE ASSOCIATES

Records relating to programs and policies for offenders who due to their criminal justice background, such as being a police officer, a lawyer or a corrections officer, are deemed to be in danger from other offenders. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y 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

OPRnon-OPR

SO 5y FR SO nil DE

-01 General

-02 Complaints and inquiries

-03 Statistics

-04 Other jurisdictions

-05 Legal issues

PIB -20 Protective custody of criminal justice associate case files

(arrange alphabetically by offender

(arrange alphabetically by offender's surname)

A = Active CY = Calendar Year DE = Destruction

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FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

OPR = Office of Primary Responsibility w = week m = month y = year

Last revised: 2018/11/08 Schedule 891849 ORCS/CORR SECT 10 - 19

- OPR

- non-OPR

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

54640 PROTECTIVE CUSTODY - INFORMANTS

Records relating to programs and policies for offenders, who due to informing, are deemed to be in danger from other inmates. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y 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

SO

SO

5y FR nil DE

General

-01 General

-02 Complaints and inquiries

-03 Statistics

-04 Other jurisdictions

-05 Legal issues

PIB -20 Protective custody of informant case files (arrange alphabetically by offender's surname)

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS OPR = Office of Primary Responsibility w = week = m = month = y = year

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

54660 PROTECTIVE CUSTODY - SEXUAL OFFENDERS

Records relating to programs and policies for sexual offenders who, due to the nature of their offence, are deemed to be in danger from other inmates. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

-00 Policy and procedures - OPR - non-OPR

SO 5y FR SO nil DE

-01 General

Last revised: 2018/11/08

-02 Complaints and inquiries

-03 Statistics

-04 Other jurisdictions

-05 Legal issues

PIB -20 Protective custody of sexual offender case files

(arrange alphabetically by offender's
surname)

A = Active CY = Calendar Year DE = Destruction

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

Schedule 891849 ORCS/CORR SECT 10 - 21

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

FD Α SA

54800 RELIGIOUS AFFILIATION

Records relating to offenders who, due to their religious beliefs, present unusual circumstances to correctional centres. Includes correspondence, memoranda, and press clippings.

For civil disobedience, see primary 53200. For hunger strikes, see primary 50100.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

- -00Policy and procedures - OPR
 - non-OPR
- SO 5у FR nil

DE

SO

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04Other jurisdictions
- -05 Legal issues

-20 Religious affiliation case files (arrange alphabetically by religious group)

A = Active CY = Calendar Year DE = Destruction

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS OPR = Office of Primary Responsibility $w = week \quad m = month \quad y = year$

PIB = Personal Information Bank VR = Vital Records PUR = Public Use Records BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

Last revised: 2018/11/08 Schedule 891849 ORCS/CORR SECT 10 - 22

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.

		<u> </u>	2			
_				<u>A</u>	SA	FD
55000	TERRO	RISTS				
	Records relating to terrorists. Includes correspondence, memoranda, and press clippings.					
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:			CY+2y	7у	DE
	Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:			SO	nil	DE
	-00 -01 -02 -03 -04 -05	Policy and procedures General Complaints and inquiries Statistics Other jurisdictions Legal issues	- OPR - <u>non-OPR</u>	SO SO	5y nil	FR <u>DE</u>
PIB	-20	Terrorist case files (arrange alphabetica surname)	ally by offender's			

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.

assist	TIL SOLL	Implementing Okca, contact	your Records Officer	•		
_				<u>A</u>	SA	FD
55100	TRANSS	SEXUAL OFFENDERS				
		ds relating to transsexual of spondence, memoranda, and pr				
	(Corre	s otherwise specified below ections Branch headquarters ds for:		CY+2y	7y	DE
	identi	t where non-OPR retention perified below, all other ministretain these records for:		SO	nil_	DE
	-00	Policy and procedures	- OPR - non-OPR	SO SO	5y nil	FR DE
	-01 -02 -03 -04 -05	General Complaints and inquiries Statistics Other jurisdictions Legal issues				
PIB	-20	Transsexual offender case (arrange alphabetica				

surname)

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
55300	WHITE	COLLAR OFFENDERS				
		ds relating to white collar spondence, memoranda, and pr				
	(Corre	s otherwise specified below ections Branch headquarters ds for:		CY+2y	7y	DE
	ident	t where non-OPR retention pe ified below, all other minis retain these records for:		<u>so</u>	nil_	DE
	-00	Policy and procedures	- OPR - non-OPR	SO SO	5y nil	FR DE
	-01 -02 -03 -04 -05	General Complaints and inquiries Statistics Other jurisdictions Legal issues				
PIB	-20	White collar offender case (arrange alphabetica				

surname)

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FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

OPR = Office of Primary Responsibility w = week m = month y = year

PIB = Personal Information Bank VR = Vital Records PUR = Public Use Records

BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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.

455150	X1100 111	Imprementaring ones, contact	Jour Records Officer	•		
_				<u>A</u>	SA	FD
55400	FEMAL	E OFFENDERS				
		ds relating to female offend spondence, memoranda, and pr				
	(Corr	s otherwise specified below, ections Branch headquarters) ds for:	-	CY+2y	7y	DE
	ident	t where non-OPR retention pe ified below, all other minis retain these records for:		so	nil	DE
	-00 -01 -02 -03 -04 -05	Policy and procedures General Complaints and inquiries Statistics Other jurisdictions Legal issues	- OPR - <u>non-OPR</u>	SO SO	5y nil	FR <u>DE</u>
PIB	-20	Female offender case files (arrange alphabetica surname)				

A = Active CY = Calendar Year DE = Destruction

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

OPR = Office of Primary Responsibility w = week m = month y = year

PIB = Personal Information Bank VR = Vital Records PUR = Public Use Records

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FD Α SA

SECTION 11

VICTIMS

PRIMARY NUMBERS

5 5 8 0 0 - 5 7 3 9 9

Section 11 covers records relating to victims.

These records document issues pertaining to victims of crime, including victim services.

 \overline{A} = Active DE = Destruction

CY = Calendar Year FY = Fiscal Year SA = Semi-active SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

OPR = Office of Primary Responsibility w = week m = month y = yearPIB = Personal Information Bank VR = Vital Records PUR = Public Use Records

ORCS/CORR

SECT 11 - 1

BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

Last revised: 2018/11/08 Schedule 891849

This records schedule is approved in accordance with the <u>Document Disposal Act</u> (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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A SA FD

55800 - VICTIMS - 57399

PRIMARY NUMBERS AND PRIMARY SUBJECTS

55800	VICTIMS - GENERAL
56000 56020 56060	CHILD VICTIMS - GENERAL - ABDUCTED - SEXUAL/PHYSICAL ABUSE
56100 56120	COMPENSATION/RESTITUTION - GENERAL - ADULT
56600	SEXUAL/PHYSICAL ABUSE
56800	SPOUSAL ABUSE
56900	VICTIM IMPACT PANELS
57000	VICTIM-OFFENDER RECONCILIATION
57100	VICTIM SERVICE WORK

This records schedule is approved in accordance with the <u>Document Disposal Act</u> (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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A SA FD

55800 VICTIMS - GENERAL

Records not shown elsewhere in the victims block which relate generally to people who are victims of crime. Includes correspondence, memoranda, and press clippings.

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

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

- -00 Policy and procedures OPR non-OPR
- SO 5y FR SO nil DE

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues
- FR = BCIMS will fully retain for their evidential value all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. Draft and duplicate materials which hold no evidential value may be purged and discarded.

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

OPR = Office of Primary Responsibility w = week m = month y = year PIB = Personal Information Bank VR = Vital Records PUR = Public Use Records BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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A SA FD

56000 CHILD VICTIMS - GENERAL

Records relating to programs and policies to prevent child physical abuse, sexual abuse, and neglect as defined by the <u>Criminal Code</u> (ss. 244-245) and the <u>Family and Child Services Act</u> (RSBC 1979, c. 119, s. 9) not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

- -00 Policy and procedures OPR SO 5y FR non-OPR SO nil DE
- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues

BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

Last revised: 2018/11/08 Schedule 891849 ORCS/CORR SECT 11 - 4

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.

FD Α SA

56020 CHILD VICTIMS - ABDUCTED

Records relating to parental and stranger abduction of children under the Criminal Code (ss. 280-286) and the Family Relations \overline{Act} (RSBC 1979, c. 121, s. 81). Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

nil SO $_{
m DE}$

- -00Policy and procedures - OPR
 - non-OPR
- SO 5у FR nil

DE

SO

- -01 General
- Complaints and inquiries -02
- -03 Statistics
- -04Other jurisdictions
- Legal issues -05
- PIB -20Abducted child victim case files (arrange alphabetically by child's surname)
 - -25 Abducted child victim program case files (arrange alphabetically by program or project name)

 \overline{A} = Active DE = Destruction

CY = Calendar Year FY = Fiscal Year SA = Semi-active SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

OPR = Office of Primary Responsibility w = week m = monthy = year PIB = Personal Information Bank VR = Vital Records PUR = Public Use Records

BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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FD Α SA

56060 CHILD VICTIMS - SEXUAL/PHYSICAL ABUSE

Records relating to programs and policies to prevent child physical abuse, sexual abuse and neglect as defined by the Criminal Code (ss. 150-155) and the Family and Child Services Act (RSBC 1979, c. 119, s. 9). Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil $_{
m DE}$

- -00Policy and procedures - OPR - non-OPR
 - SO 5у FR SO nil DE

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04Other jurisdictions
- -0.5Legal issues
- -25 Sexual/physical abuse child victim program case files (arrange alphabetically by program name)

 \overline{A} = Active DE = Destruction

CY = Calendar Year FY = Fiscal Year SA = Semi-active SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

OPR = Office of Primary Responsibility w = week m = monthy = year PIB = Personal Information Bank VR = Vital Records PUR = Public Use Records

BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

Last revised: 2018/11/08 Schedule 891849 ORCS/CORR SECT 11 - 6

This records schedule is approved in accordance with the <u>Document Disposal Act</u> (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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A SA FD

56100 COMPENSATION/RESTITUTION - GENERAL

Records relating generally to the offender returning or compensating a victim for items stolen or damaged not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

-00 Policy and procedures - OPR - non-OPR

SO 5y FR SO nil DE

-01 General

Last revised: 2018/11/08

-02 Complaints and inquiries

-03 Statistics

-04 Other jurisdictions

-05 Legal issues

A = Active CY = Calendar Year DE = Destruction

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

OPR = Office of Primary Responsibility w = week m = month y = year

PIB = Personal Information Bank VR = Vital Records PUR = Public Use Records

BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

Schedule 891849

ORCS/CORR

SECT 11 - 7

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

FD Α SA

56120 COMPENSATION/RESTITUTION - ADULT

Records relating to adult offenders returning or compensating a victim for items stolen or damaged. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE:

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

nil SO $_{
m DE}$

-00Policy and procedures - OPR - non-OPR

SO 5у FR SO nil DE

-01 General

-02 Complaints and inquiries

-03 Statistics

-04Other jurisdictions

Legal issues -05

PTB -20 Adult compensation/restitution case files (arrange alphabetically by offender's surname)

 \overline{A} = Active CY = Calendar Year FY = Fiscal Year DE = Destruction

SA = Semi-active SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS OPR = Office of Primary Responsibility w = week m = monthy = year

PIB = Personal Information Bank VR = Vital Records PUR = Public Use Records BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

Last revised: 2018/11/08 Schedule 891849 ORCS/CORR SECT 11 - 8

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.

FD Α SA

56600 SEXUAL/PHYSICAL ABUSE

Records relating to the victims of sexual or physical abuse as defined by the Criminal Code (s. 271-273). Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

nil SO $_{
m DE}$

-00Policy and procedures - OPR - non-OPR SO 5у FR nil

DE

SO

-01 General

-02 Complaints and inquiries

-03 Statistics

-04Other jurisdictions

-05 Legal issues

-25 Sexual/physical abuse program case files (arrange alphabetically by program name)

 \overline{A} = Active CY = Calendar Year FY = Fiscal Year DE = Destruction SA = Semi-active SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS OPR = Office of Primary Responsibility $w = week \quad m = month \quad y = year$

PIB = Personal Information Bank VR = Vital Records PUR = Public Use Records BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

Last revised: 2018/11/08 Schedule 891849 ORCS/CORR SECT 11 - 9

This records schedule is approved in accordance with the <u>Document Disposal Act</u> (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

56800 SPOUSAL ABUSE

Records relating to programs and policies to prevent the physical assault or the threat of physical assault of an individual by a person with whom they have had an intimate relationship, whether or not they are married or living together at the time of the assault or threat. Records also document programs for the offender. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

nil

DE

- -00 Policy and procedures OPR non-OPR
- SO 5y FR

SO

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues
- -25 Spousal abuse program case files (arrange alphabetically by program name)

BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

Last revised: 2018/11/08 Schedule 891849 ORCS/CORR SECT 11 - 10

This records schedule is approved in accordance with the <u>Document Disposal Act</u> (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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A SA FD

56900 VICTIM IMPACT PANEL

Records relating to victim impact panels. Victims and offenders sit on the panel. The panels provide a safe environment for victims and offenders of the same offence (but not the same criminal act) to discuss the impact of the crime on victims. It provides a forum for victims to relate their experience to the offenders in an attempt to aid the offenders in recognizing the seriousness of their offence, while at the same time assisting the victims to better understand offenders. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO <u>nil</u> <u>DE</u>

5у

nil

FR

DE

- -00 Policy and procedures OPR SO non-OPR SO
- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues
- -25 Victim impact panel case files (arrange alphabetically by program name)

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FD Α SA

57000 VICTIM-OFFENDER RECONCILIATION

Records relating to victim and offender reconciliation. No reconciliation may take place without the consent of the victim. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE:

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

nil SO $_{
m DE}$

- -00Policy and procedures - OPR - non-OPR
- SO 5у FR SO nil DE

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04Other jurisdictions
- -05 Legal issues

-25 Victim-offender reconciliation case files (arrange alphabetically by program name)

 \overline{A} = Active CY = Calendar Year FY = Fiscal Year DE = Destruction

SA = Semi-active SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

OPR = Office of Primary Responsibility $w = week \quad m = month \quad y = year$ PIB = Personal Information Bank VR = Vital Records PUR = Public Use Records BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

Last revised: 2018/11/08 Schedule 891849 ORCS/CORR SECT 11 - 12

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.

FD Α SA

57100 VICTIM SERVICE WORK

Records relating to work the offender may perform for the victim if he is unable to pay for the property damaged or stolen. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE:

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

nil SO $_{
m DE}$

- -00Policy and procedures - OPR - non-OPR
- SO 5у FR nil

DE

SO

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04Other jurisdictions
- -05 Legal issues
- -25 Victim service work case files (arrange alphabetically by program name)

 \overline{A} = Active CY = Calendar Year FY = Fiscal Year DE = Destruction SA = Semi-active SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

OPR = Office of Primary Responsibility $w = week \quad m = month \quad y = year$ PIB = Personal Information Bank VR = Vital Records PUR = Public Use Records BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

Last revised: 2018/11/08 Schedule 891849 ORCS/CORR SECT 11 - 13

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A SA FD

SECTION 12

FAMILY SERVICES

PRIMARY NUMBERS

5 7 4 0 0 - 5 8 4 9 9

Section 12 covers records relating to family services.

These records document services to families, including mediation and conciliation counselling, and enforcement of family maintenance orders.

Case files maintained by adult correctional centres and probation and family court service offices are covered in Section 15. However, the headquarters office maintains its own offender case files which require executive examination. Headquarters offender case files are classified in this section under secondary -20 of the appropriate primary.

A = Active CY = Calendar Year DE = Destruction

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

OPR = Office of Primary Responsibility w = week m = month y = year

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.

> SA FDΑ

57400 - FAMILY SERVICES - 58499

PRIMARY NUMBERS AND PRIMARY SUBJECTS

57400	FAMILY SERVICES - GENERAL
57600 57650	CUSTODY AND ACCESS - GENERAL - INVESTIGATIONS
57800	DIVORCE
58100 58120	MAINTENANCE - GENERAL - ENFORCEMENT
58300	MEDIATION/CONCILIATION

A = Active CY = Calendar Year DE = Destruction

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

OPR = Office of Primary Responsibility w = week m = month y = year

BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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.

> SA FDΑ

57400 FAMILY SERVICES - GENERAL

Records not shown elsewhere in the family services section which relate generally to programs and services for the family. Includes correspondence, memoranda, and press clippings.

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

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

nil

DE

- -00Policy and procedures - OPR - non-OPR
- SO 5у FR

SO

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04Other jurisdictions
- -05 Legal issues
- 10y = meets all operational requirements and is sufficient for reference purposes.
- FR = BCIMS will fully retain for their evidential value all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. Draft and duplicate materials which hold no evidential value may be purged and discarded.

CY = Calendar Year DE = Destruction = Active

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS OPR = Office of Primary Responsibility

 $w = week \quad m = month \quad y = year$ PIB = Personal Information Bank VR = Vital Records PUR = Public Use Records

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

> FDSA Α

57600 CUSTODY AND ACCESS - GENERAL

Records relating to child custody and access issues by separating parents not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

nil DE SO

- -00Policy and procedures
 - OPR - non-OPR
- SO 5у FR SO nil DE

- -01 General
- -02 Complaints and inquiries
- -03Statistics
- Other jurisdictions Legal issues -04
- -05

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

BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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<u>A</u> <u>SA</u> <u>FD</u>

57650 CUSTODY AND ACCESS - INVESTIGATIONS

Records relating to an investigation undertaken by a family court counsellor to determine which parent is most suitable to receive custody of the child, including recommendations of any access restriction guidelines for the other parent. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

nil

DE

- -00 Policy and procedures OPR non-OPR
- SO 5y FR

SO

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04 Other jurisdictions
- -05 Legal issues

PIB -20 Custody and access investigation case files (arrange alphabetically by family's surname(s))

PIB = Personal Information Bank VR = Vital Records PUR = Public Use Records BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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				<u>A</u>	SA	FD
57800	DIVORCE	<u> </u>				
	Records relating to marital separation or divorce. Includes correspondence, memoranda, and press clippings.					
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for: Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:			CY+2y	7 _y	DE
				SO	<u>nil</u>	DE
	-00	Policy and procedures - OPR - non-OPR		SO SO	5y nil	FR DE
	-01 -02 -03 -04 -05	General Complaints and inquiries Statistics Other jurisdictions Legal issues				
PIB	-20	Divorce case files (arrange alphabetically by family's surname(s))				

A = Active CY = Calendar Year DE = Destruction

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

OPR = Office of Primary Responsibility w = week m = month y = year

PIB = Personal Information Bank VR = Vital Records PUR = Public Use Records

BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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SA FDΑ 58100 MAINTENANCE - GENERAL Records relating to one parent's financial contribution to his/her child while the child is in the custody of the other parent not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings. Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these CY+2y 7y records for: DE Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for: SO nil DE -00Policy and procedures - OPR SO 5у FR - non-OPR SO nil DE -01 General -02 Complaints and inquiries -03Statistics Other jurisdictions Legal issues -04-05 -20 PTB Maintenance case files

(arrange alphabetically by family's

surname(s))

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.

> SA FDΑ

58120 MAINTENANCE - ENFORCEMENT

Records relating to the family maintenance enforcement program including all attempts by the Crown to enforce compliance of family maintenance orders. Records also document reciprocal orders which are maintenance orders made and enforced when the applicant is residing in British Columbia and the respondent is residing in a reciprocating province or state, and orders which are enforced in British Columbia if the respondent is a resident here. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

- -00Policy and procedures - OPR SO 5у FR - non-OPR SO nil DE
- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- Other jurisdictions Legal issues -04
- -05
- -06 Reciprocal orders

-20 PIB Maintenance enforcement case files (arrange alphabetically by family's surname(s))

CY = Calendar Year DE = Destruction = Active SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

OPR = Office of Primary Responsibility w = week m = month y = year

VR = Vital Records PUR = Public Use Records PIB = Personal Information Bank BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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> SA FDΑ

58300 MEDIATION/CONCILIATION

Records relating to mediation and conciliation counselling. The parties are assisted in examining the specific needs of each child, their own parenting capabilities, their financial resources and their future plans. The mediator explores the disputed issues with the parties. The parties are then assisted in considering the available options and their implications are examined carefully. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) will retain these records for:

CY+2y 7y DE

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

SO nil DE

- -00Policy and procedures - OPR
 - non-OPR
- SO 5у FR nil

DE

SO

- -01 General
- -02 Complaints and inquiries
- -03 Statistics
- -04Other jurisdictions
- Legal issues -05

PIB -20 Mediation/conciliation case files (arrange alphabetically by family's surname(s))

CY = Calendar Year DE = Destruction = Active

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS OPR = Office of Primary Responsibility w = week m = month y = year

VR = Vital Records PUR = Public Use Records PIB = Personal Information Bank BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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A SA FD

SECTION 13

INSPECTIONS

PRIMARY NUMBERS

5 8 5 0 0 - 5 9 0 9 9

Section 13 covers records relating to inspections.

These records document routine inspections of adult correctional centres, probation and family court service offices, and contract service programs.

A = Active CY = Calendar Year DE = Destruction

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

OPR = Office of Primary Responsibility w = week m = month y = year

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A SA FD

58500 - INSPECTIONS - 59099

PRIMARY NUMBERS AND PRIMARY SUBJECTS

58500	INSPECTIONS - GENERAL
58600 58620	CENTRES - GENERAL - ADULT CORRECTIONAL
58700	CONTRACT SERVICE PROGRAMS
58900	PROBATION AND FAMILY COURT SERVICES

FX = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS
FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

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

BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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A SA FD

58500 INSPECTIONS - GENERAL

Records not shown elsewhere in the inspections section which relate generally to the regular inspections of adult correctional centres, probation and family court service offices and contract service programs. Includes inspector's report, memoranda, and press clippings.

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

Unless otherwise specified below, the ministry OPR (Investigation, Inspection and Standards Office) will retain these records for:

CY+2y 7y DE

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

SO nil DE

-00 Policy and procedures - OPR - non-OPR

SO 5y FR SO nil DE

-01 General

FR = BCIMS will fully retain for their evidential value all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. Draft and duplicate materials which hold no evidential value may be purged and discarded.

A = Active CY = Calendar Year DE = Destruction

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS OPR = Office of Primary Responsibility w = week = m = month = y = year

PIB = Personal Information Bank VR = Vital Records PUR = Public Use Records BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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A SA FD

58600 CENTRES - GENERAL

Records relating to routine and regular inspections of adult correctional centres not shown elsewhere in this primary block. This primary includes exemptions from standard which give the centre additional time to remedy an area not up to standard, or exempt it due to resource inability or the age of the complex (i.e., the centre may not have been built to accommodate current structure policies). Includes inspector's report and correspondence.

Unless otherwise specified below, the ministry OPR (Investigation, Inspection and Standards Office) will retain these records for:

CY+2y 7y DE

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

SO <u>nil</u> <u>DE</u>

-00 Policy and procedures - OPR - non-OPR

SO 5y FR SO nil DE

-01 General

A = Active CY = Calendar Year DE = Destruction

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS OPR = Office of Primary Responsibility w = week = m = month = y = year

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A SA FD

nil

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58620 CENTRES - ADULT CORRECTIONAL

Records relating to the routine and regular inspections of adult correctional centres under the Correction Act (RSBC 1979, c. 70, s. 45). Every three years each correctional centre undergoes an inspection. The inspection covers a wide range of issues, including admission procedures, sentence management, inmate privacy, religious programs, security and control, food services, recreational programs, physical plant layout, and safety programs. Records also document an investigation into a specific operation or incident, the development of work programs, organizational issues and exemptions from standard, which give the correctional centre additional time to remedy an area not up to standard or exempt it due to resource inability or the age of the complex (i.e., the centre may not have been built to accommodate current structure policies).

Includes public health reports, fire commissioner reports, Workers' Compensation Board report, inspectors' reports, investigators report, report of inmate injury which contains the offender's name and Corrections Services number, date, site of the injury, nature of the injury, the first aid rendered, disposition of the injured person, the use of safety equipment, the safety regulations known, and recommendations to prevent further injuries.

Unless otherwise specified below, the ministry OPR (Investigation, Inspection and Standards Office) will retain these records for:

CY+2y 7y DE

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

-00 Policy and procedures - OPR SO 5y FR - non-OPR SO nil DE

-01 General

(Continued next page)

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

58620 CENTRES - ADULT CORRECTIONAL (Continued)

-20 Adult correctional centre inspection case files SO 7y FR (arrange alphabetically by correctional centre)

SO = when inspection is completed

FR = BCIMS will fully retain these records because of their significant historical value. These files document conditions and practices in all the facilities in a systematic and objective way.

BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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A SA FD

58700 CONTRACT SERVICE PROGRAMS

Records relating to the routine and regular inspection of contract services, including bail hostels, diversion programs, community work service programs, residential and non-residential programs, weekend attendance programs, inmate services, and food services. Areas inspected include insurance use, subcontracting, confidentiality, conflict of interest, and standards of performance. Records also document exemptions from standard which give the contract service additional time to remedy an area not up to standard. Includes inspectors' reports and correspondence.

Unless otherwise specified below, the ministry OPR (Investigation, Inspection and Standards Office) will retain these records for:

CY+2y 7y DE

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

SO <u>nil</u> <u>DE</u>

- -00 Policy and procedures OPR non-OPR
- SO 5y FR SO nil DE

- -01 General
- -20 Contract service program inspection case files SO 7y DE (arrange alphabetically by contract service)
 - SO = when inspection is completed

OPR = Office of Primary Responsibility w = week m = month y = yearPIB = Personal Information Bank VR = Vital Records PUR = Public Use Records BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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A SA FD

58900 PROBATION AND FAMILY COURT SERVICES

Records relating to the routine and regular inspections of probation and family court service offices. These inspections are currently done every seven years. The inspection covers a wide range of issues, but much of it focuses on the style of writing both custody and access reports and presentencing reports, as well as the entry of information into community and parole files. Records also document recommendations to enhance an office service and exemptions from standard, which give the probation and family court service office additional time to remedy an area not up to standard. Includes inspectors' report and correspondence.

Unless otherwise specified below, the ministry OPR (Investigation, Inspection and Standards Office) will retain these records for:

CY+2y 7y DE

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

O nil DE

-00 Policy and procedures - OPR

SO 5y FR SO nil DE

7у

SECT 13 - 8

DE

SO

ORCS/CORR

-01 General

-20 Probation and family court services inspection

case files
(arrange alphabetically by office)

- non-OPR

SO = when inspection is completed

BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

Schedule 891849

Last revised: 2018/11/08

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

SECTION 14

INVESTIGATIONS

PRIMARY NUMBERS

5 9 1 0 0 - 5 9 4 9 9

Section 14 covers records relating to investigations.

These records document investigations conducted on behalf of an offender into possible misconduct by Corrections Branch staff. Records also document investigations of complaints concerning family custody, access, and maintenance.

A = Active CY = Calendar Year DE = Destruction

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

OPR = Office of Primary Responsibility w = week m = month y = year

_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

ORCS/CORR SECT 14 - 2

59100 - INVESTIGATIONS - 59499

PRIMARY NUMBERS AND PRIMARY SUBJECTS

59100 INVESTIGATIONS - GENERAL
59200 FAMILY
59300 OFFENDERS - GENERAL

Last revised: 2018/11/08

- ADULT

59320

BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

Schedule 891849

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.

> SA FD Α

59100 INVESTIGATIONS - GENERAL

Records not shown elsewhere in the investigations section which relate generally to the investigation of complaints from, or on behalf of, offenders who reside or who have resided in provincial correctional centres or forestry camps under the Correction Act (RSBC 1979, c. 70, s. 45). Some complaints originate from correctional officers. Records also document investigations into escapes including methods to improve security procedures in order to prevent further escapes, riots, disturbances, serious or fatal accidents, suicides, and staff misconduct as it pertains to an offender. Less than five percent of the files contain complaints from individuals who are not satisfied by a custody and access ruling or who are having difficulty receiving maintenance payment from a child's other parent.

Includes petitions by groups of offenders, memoranda, inspectors' reports, statements from staff, statements from inmates, press clippings, coroners reports, photographs of the correctional centre after a riot, suicide notes, and inmate information sheets which includes the offender's current record.

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

Unless otherwise specified below, the ministry OPR (Investigation, Inspection and Standards Office) will retain these records for:

CY+2y 7y DE

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

SO nil DE

-0.0Policy and procedures - OPR - non-OPR SO 5y FR nil

DE

SO

-01 General

(Continued on next page)

CY = Calendar Year DE = Destruction A = ActiveSA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS OPR = Office of Primary Responsibility w = week m = monthy = year PIB = Personal Information Bank VR = Vital Records PUR = Public Use Records BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

Last revised: 2018/11/08 Schedule 891849 ORCS/CORR SECT 14 - 3

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A SA FD

59100 INVESTIGATIONS - GENERAL (Continued)

- FR = BCIMS will fully retain for their evidential value all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. Draft and duplicate materials which hold no evidential value may be purged and discarded.

PIB = Personal Information Bank VR = Vital Records PUR = Public Use Records BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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. assistance in implementing ORCS, contact your Records Officer.

> FD Α SA

59200 FAMILY

Records relating to investigations of complaints from individuals who are not satisfied by a custody and access ruling or who are having difficulty receiving maintenance payment from a child's other parent. May include correspondence, memoranda, statements and audio tapes.

Unless otherwise specified below, the ministry OPR (Investigation, Inspection and Standards Office) will retain these records for:

CY+2y 7y DE

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

SO nil DE

-00Policy and procedures - OPR - non-OPR SO FR 5у $\underline{\mathtt{nil}}$

DE

SO

-01 General

-20Family investigation case files (arrange by case number)

CY = Calendar Year DE = Destruction A = ActiveSA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS OPR = Office of Primary Responsibility w = week m = monthy = year PIB = Personal Information Bank VR = Vital Records PUR = Public Use Records BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

Last revised: 2018/11/08 Schedule 891849 ORCS/CORR SECT 14 - 5

_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

59300 OFFENDERS - GENERAL

Records relating to complaints from, or on behalf of, offenders who reside or who have resided in provincial correctional centres or forestry camps, under the Correction Act (RSBC 1979, c. 70, s. 45) not shown elsewhere in this primary block. Some complaints originate from correctional officers. Records also document investigations into escapes, riots, disturbances, serious or fatal accidents, suicides, and staff misconduct as it pertains to an offender.

Includes petitions by groups of offenders, memoranda, inspectors' reports, statements from staff, statements from inmates, press clippings, inmate information sheets showing an offender's current record, coroners' reports, photographs of the correctional centre after a riot, and suicide notes.

Unless otherwise specified below, the ministry OPR (Investigation, Inspection and Standards Office) will retain these records for:

CY+2y 7y DE

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

SO <u>nil</u> <u>DE</u>

-00 Policy and procedures - OPR

- non-OPR

SO 5y FR SO nil DE

-01 General

_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

59320 OFFENDERS - ADULT

Records relating to investigations of complaints from, or on behalf of, offenders who reside or who have resided in provincial correctional centres or forestry camps under the <u>Correction Act</u> (RSBC 1979, c. 70, s. 45). Some complaints originate from correctional officers. Records also document investigations into escapes, riots, disturbances, serious or fatal accidents, suicides, and staff misconduct as it pertains to an offender.

Includes petitions by groups of offenders, memoranda, inspectors' reports, statements from staff, statements from inmates, press clippings, inmate information sheets, showing an offender's current record, coroner reports, photographs of the correctional centre after a riot, and suicide notes.

Unless otherwise specified below, the ministry OPR (Investigation, Inspection and Standards Office) will retain these records for:

CY+2y 7y DE

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

SO nil DE

nil

FR

DE

- -00 Policy and procedures OPR non-OPR
- SO 5y

SO

- -01 General
- -02 Petitions
- -20 Investigation of complaints case files (adult offenders)
 (arrange by case number)

CY+2y 7y SR

SR = BCIMS will selectively retain files
 which relate to escapes, riots,
 disturbances, serious or fatal
 accidents, suicides, and staff
 misconduct.

A = Active CY = Calendar Year DE = Destruction

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

OPR = Office of Primary Responsibility w = week m = month y = year

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A SA FD

SECTION 15

FIELD OFFICE CASE FILES

PRIMARY NUMBERS

5 9 5 0 0 - 5 9 9 9 9

Section 15 covers case files held by field offices throughout the province, including adult correctional centres and probation and family court service offices.

Corrections headquarters maintains case files which require executive examination. Those case files are classified in sections 2 through 10, and section 12.

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A SA FD

59500 - FIELD OFFICE CASE FILES - 59999

PRIMARY NUMBERS AND PRIMARY SUBJECTS

59500	BAIL FILES				
59620	COMMUNITY FILES - ADULT				
59700	CUSTODY AND ACCESS INVESTIGATION FILES				
59750	FAMILY COURT SERVICE CLIENT FILES				
59800 59820 59840 59860	ADULT INMATE FILES - GENERAL - HEALTH CARE - PROGRESS - WARRANTS				

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A SA FD

59500 BAIL FILES

Records relating to adult bail files under the Criminal Code (Revised Statutes of Canada 1979, c. C-34, s. 457). When an accused person is awarded bail (i.e., interim judicial release) pending his or her trial, the court registry sends copies of the court documents to the appropriate probation office.

Before a probation office opens a bail file for a client, the office checks the Corrections Network Online Enquiry System (CORNET) to determine whether another probation office has opened a bail file for this individual. If one exists, it is transferred to the new office. The new office adds to the file and also updates the CORNET.

Includes bail orders, recognizance orders, surety orders, correspondence, memoranda and, occasionally, written permission exempting the offender from certain bail conditions (e.g., leaving town).

Unless otherwise specified below, the ministry OPR (Probation and Family Court Service Offices) 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:

O nil DE

- -00 Policy and procedures OPR non-OPR
- SO 5y FR SO nil DE
- FR = BCIMS will fully retain for their evidential value all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval.

 Draft and duplicate materials which hold no evidential value may be purged and discarded.

-01 General

(Continued on next page)

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.

(arrange alphabetically by surname)

SO = when bail expires

7y = all probation office case files are
 retained for the same semi-active
 retention period. This is a concession
 to small offices which arrange all their
 case files together in one alphabetical
 sequence.

DE = Bail documents are duplicated in court registries and much of the information contained in these hardcopy records is available on the CORNET System. Annual CORNET Subfiles will be fully retained, first by Corrections Branch and then by BCIMS. Longitudinal quantitative studies on an accused person's charges and bail conditions since 1973 may be conducted using that data.

Bail files have no residual operational, administrative, legal, fiscal, or audit value to government or archival value and will be destroyed.

A = Active CY = Calendar Year DE = Destruction

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

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A SA FD

59620 COMMUNITY FILES - ADULT

Records relating to adult offenders who are completing their sentences in the community. The offender may be on probation or parole or may have been diverted.

Usually the offender completes his/her sentence under the supervision of a probation officer. The Correction Act (RSBC 1979, c. 70, s. 5(1-2)) provides that "(1) A person who is appointed a probation officer under this Act (a) is a probation officer for the entire Province; (b) is an officer of every court in the Province; (c) shall prepare for the court reports as may be ordered by the court; (d) has power to procure and report information as the court may require respecting a person convicted by the courts; (e) who is appointed a parole supervisor under the Corrections and Conditional Release Act (S.C. 1992, c. 20) is, ex-officio, a peace officer under the jurisdiction of the Province; (f) shall supervise parolees paroled under this Act; and (g) who is attached to the staff of a correctional centre, is subject to the direction of the person in charge of the correctional centre, and shall assist in casework services and post release planning for inmates. (2) A probation officer is responsible for the supervision of a person placed on probation by any court."

Probation officers document the supervision of individual clients on the client's adult community file.

Probation offices open one file for each sentenced offender, regardless of whether the offender is on parole or probation or has been diverted. Those files are collectively known as adult community files.

Before a probation office opens an adult community file for a client, the office checks the CORNET system to determine whether another probation office has opened an adult community file for this individual. If one exists, it is transferred to the new office. The new office adds to the file and updates the CORNET system.

(Continued on next page)

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A SA FD

59620 COMMUNITY FILES - ADULT (Continued)

If a client relocates within the province, the related file is forwarded to the individual's new probation office. The adult community file is closed by the probation office at which the individual's sentence expires.

If an offender is re-imprisoned, parts of the related file (presentence reports and psychiatric assessments) may be removed to an inmate file.

Adult community files are arranged in one alphabetical sequence by family surname. Includes documents relating to diversion, parole and probation.

Diversion documents consist of copies of reports to Crown counsel (RCC) and diversion reports.

A report to Crown counsel is a form completed by the police which describes the offence committed and the charge laid. The police submit RCCs to Crown counsel who decide whether or not to approve the charges. When Crown counsel are considering diverting an offender, they send a copy of the RCC to a probation office with a request for a diversion report.

Parole documents consist of copies of sentencing documents, inmates' classification reports, parole applications and parole certificates.

Probation documents consist of copies of presentence and other criminal court reports and documents, running record sheets, psychiatric assessments, applications to vary or terminate a probation order or to extend the time to pay a fine, supervised case reporting forms (COR 001-R379), court order copies, reports from other ministries and agencies, and miscellaneous correspondence with clients (adults on probation as a result of a criminal conviction), doctors, probation officers, criminal court officials, lawyers, and various social agencies and organizations.

(Continued on next page)

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A SA FD

59620 COMMUNITY FILES - ADULT (Continued)

Running record sheets are a diary of all contacts between probation officers and probationers, including the officer's observations regarding a probationer's attitudes and behaviour, and are used to monitor a client while on probation, to prepare presentence reports for the courts, and to assist the probation officer in answering questions in court regarding a client.

Information collected on the supervised case reporting (intake) form (COR 001-R379) is input into the CORNET System. All Probation and Family Court Service Offices complete that form when they "intake" a new client. The original is sent to Systems Services, Corrections Branch in Victoria where it is used for data entry. A copy of the form is retained on the adult community file.

The registry of the court in which an accused was sentenced retains on its criminal case file the original copy of each court document filed on an adult community file.

Unless otherwise specified below, the ministry OPR (Probation and Family Court Service Offices) 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 - non-OPR

SO 5y FR SO nil DE

FR = BCIMS will fully retain for their evidential value all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. Draft and duplicate materials which hold no evidential value may be purged and discarded.

(Continued on next page)

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				<u>A</u>	SA	FD
59620	COMMUNITY FILES - ADULT (Continued)					
	-01 -02	Genera Unsupa	al ervised probation orders	SO	nil	DE
		SO =	when the probation order has expired or its provisions have been fulfilled			
PIB	-20	Adult	community files (arrange alphabetically by surname)	SO	7 _Y	SR
		SO =	when offender has completed his/her sentence			
		7y =	provided the offender does not become involved with the corrections system for a seven-year period after the file is closed. If the offender does become involved with the system within seven years, the file is reactivated.			
		SR =	See appraisal report which follows.			

(Continued on next page)

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A SA FD

59620 COMMUNITY FILES - ADULT (Continued)

APPRAISAL REPORT FOR ADULT COMMUNITY FILES

Some of the information contained in hardcopy adult community files is preserved on the CORNET System. Annual CORNET Subfiles will be fully retained, first by Corrections Branch and then by BCIMS. Longitudinal quantitative studies on admission, parole, release, supervised probation, community service hours, and time served since 1973 may be conducted using that data.

Individuals who have come into conflict with the law are of ongoing interest to criminologists, social historians, and other researchers. Adult community files can provide important information about those individuals and about their interaction with the corrections system. Therefore, a small sample of adult community files will be retained for research purposes.

Since the Annual CORNET Subfiles only exist from 1973, one of two archival appraisals apply to adult community files, depending upon the date on which the most recent court order on an individual file expired:

Archival Appraisal for Adult Community Files on which the Most Recent Court Order Expired in or before 1972:

In order to dispose of adult community files on which the most recent court order expired in or before 1972, ALL Probation and Family Court Service Offices must box such records separately from all other records in order to bring those records to the attention of BCIMS. An archivist will review the records to determine whether they have archival values which warrant the retention of a selection larger than that for 1973 and later (described below). A selection will be made and records not selected will be destroyed.

(Continued on next page)

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A SA FD

59620 COMMUNITY FILES - ADULT (Continued)

Archival Appraisal for Adult Community Files on which the Most Recent Court Order Expired in or after 1973:

The following archival appraisal only applies to adult community files on which the most recent court order expired in or after 1973.

From 1990 onward, BCIMS will selectively retain adult community case files from the Probation and Family Court Service Office locations listed below.

Office Location: Ongoing Accession Number:

Victoria 91-0312 Vancouver (Yale Street) 91-0313 Kamloops 91-0314 Prince Rupert 91-0315

Each of the above Probation and Family Court Service Offices is requested to select and box files which are representative of the office's clientele. Using the ongoing accession numbers identified above, arrange for the transfer of those records to BCIMS.

In 1990, each office should have selected a maximum of five boxes of files. The last court order on each file must have expired between 1973 and 1982.

For 1991 and subsequent years, each office should select a maximum of one box of files each year. The last court order on each file must be at least seven years old.

Depending upon the volume and usefulness of the adult community files transferred to BCIMS, BCIMS may eventually do a final selection to reduce the overall volume of case files retained. Selection may be based upon geographic location or other selection criteria.

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A SA FD

59700 CUSTODY AND ACCESS INVESTIGATION REPORT FILES

The Family Relations Act (RSBC 1979, c. 121, s. 3(1)) provides that "The Attorney General may appoint a person to be a family court counsellor." Section 15 provides that "(1) In a proceeding under this Act, the court may, on application, including ex parte application, direct an investigation into a family matter by a person who (a) has not had previous connection with the parties to the proceeding or to whom each party consents; and (b) is a family counsellor, social worker, probation officer or other person approved by the court for the purpose. (2) A person directed to carry out an investigation under subsection (1) shall report, in the manner which the court may direct, the results of the investigation. (3) No person shall report to a court the result of an investigation under subsection (1) unless, not less than 24 hours before the report is to be given, he serves a copy of the report on every party to the proceeding. (4) Where satisfied that circumstances warrant, the court may grant an exemption from subsection (3)."

The Corrections Branch Manual of Operations: Family Services defines the three roles which the family court counsellor may be required to play: counsellor, investigator, and officer of the court. It also defines six corresponding functions: client intake, conciliation/mediation, investigation, assistance to individuals proceeding in court, administration, and evaluation/accountability.

Family Court is a division of the Provincial Court of British Columbia and has jurisdiction over issues of child custody, access to children, the guardianship of the person of the child, child, spouse, and parent maintenance, and some restraining-type orders.

The court in which a custody and access dispute was resolved retains on its case file the original copy of each court document filed on a custody and access investigation report file.

(Continued on next page)

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A SA FD

59700 CUSTODY AND ACCESS INVESTIGATION REPORT FILES (Continued)

In the role of investigator, family court counsellors maintain custody and access investigation report files in order to document the investigation and assessment of the child(ren) and family involved in a custody and access dispute.

Custody and access investigation report files are arranged alphabetically by family surname. The typical file consists of correspondence, reports received from professionals, family court counsellor observation and interview notes, supporting documentation, copies of provincial or supreme court documents, family intake forms (COR 004), family closing summary forms (COR 005-0-R378), the statutory custody and investigation report, and the final court order.

Unless otherwise specified below, the ministry OPR (Probation and Family Court Service Offices) 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:

CY+1y nil DE

- -00 Policy and procedures OPR
 - non-OPR

SO 5y FR SO nil DE

- FR = BCIMS will fully retain for their evidential value all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. Draft and duplicate materials which hold no evidential value may be purged and discarded.
- -01 General

PIB -20 Custody and access investigation

report files - OPR SO 26y SR (arrange alphabetically - $\underline{\text{non-OPR}}$ SO $\underline{\text{nil}}$ $\underline{\text{DE}}$ by family surname)

(Continued on next page)

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A SA FD

59700 CUSTODY AND ACCESS INVESTIGATION REPORT FILES (Continued)

SO = upon completion of investigation

26y = Files are retained until the child reaches the age of majority (19 years). The additional retention period is based on the six-year limitation period specified in the <u>Limitation Act</u> (RSBC 1979, c. 236, ss. 7(2)(b)).

SR = See appraisal report which follows.

APPRAISAL REPORT FOR CUSTODY AND ACCESS INVESTIGATION REPORT FILES

The breakdown of the family unit is of ongoing interest to sociologists, social historians, and other researchers. Custody and access investigation report files can provide important information about those families, including the children involved, and their interactions with legal and other systems. Therefore, a small selection of the files will be retained for research purposes.

BCIMS will selectively retain Custody and Access Investigation Report Files from the Probation and Family Court Service Office locations listed below.

Office	Location:	Ongoing	Accession	Number:

Vancouver	91-0320
Port Alberni	91-0322
Prince Rupert	91-0323
Kamloops	91-0324
Cranbrook	91-0325
Langley	91-0326

Each of the above Probation and Family Court Service Offices is requested to select and box files which are representative of the office's clientele. Using the ongoing accession numbers identified above, arrange for the transfer of those records to BCIMS.

(Continued on next page)

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A SA FD

59700 CUSTODY AND ACCESS INVESTIGATION REPORT FILES (Continued)

In 1990, each office should have selected a maximum of five boxes of files. The youngest child mentioned in each file must have reached the age of 19 years on or before 31 December 1982.

For 1991 and subsequent years, each office should select a maximum of one box of files each year. The youngest child mentioned in each file must have reached the age of 26 years.

Depending upon the volume and usefulness of the Custody and access investigation report files transferred to BCIMS, BCIMS may eventually do a final selection to reduce the overall volume of case files retained. Selection may be based upon geographic location or other selection criteria.

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

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A SA FD

59750 FAMILY COURT SERVICE CLIENT FILES

The Family Relations Act (RSBC 1979, c. 121, s. 3) provides that "(1) The Attorney General may appoint a person to be a family court counsellor. (2) A family court counsellor (a) where he has knowledge of a dispute that has given or may give rise to a proceeding described in section 2 or respecting a similar family matter, may offer the parties to the dispute any advice and guidance which, in his opinion, will assist in resolving the dispute; and (b) may offer to refer parties involved in those disputes to a public or private family counselling service or agency where, in the opinion of the family court counsellor, the service agency is qualified to assist in resolving the dispute."

Section 2(2) refers to proceedings under the Family Relations Act "or respecting the (a) adoption of a child; (b) guardianship of a child, guardianship of the person of a child or guardianship of the estate of a child; (c) custody of, maintenance for or access to a child; (d) alleged commission by a child of a Provincial or federal offence; or (e) Family and Child Service Act."

The Corrections Branch Manual of Operations: Family Services defines the three roles which the family court counsellor may be required to play: counsellor, investigator, and officer of the court. It also defines six corresponding functions: client intake, conciliation/mediation, investigation, assistance to individuals proceeding in court, administration, and evaluation/accountability.

Family Court is a division of the Provincial Court of British Columbia and has jurisdiction over issues of child custody, access to children, the guardianship of the person of the child, child, spouse, and parent maintenance, and some restraining-type orders.

The court in which a family dispute was resolved retains on its case file the original copy of each court document filed on a family court service client file.

(Continued on next page)

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A SA FD

59750 FAMILY COURT SERVICE CLIENT FILES (Continued)

In the role of counsellor and officer of the court, family court counsellors maintain Family Court Service Client Files in order to document applications by individual clients for relief under the Family Relations Act and to document counselling and assistance provided to clients wishing to resolve family and marital disputes. Family court counsellors attempt to mediate and resolve family disputes in several ways. In some instances, disputes are resolved before legal action is initiated. In others, the family court counsellor may assist the client to initiate a court proceeding. In cases where court action has been initiated, family court counsellors may assist the parties to reach a written agreement which is then sent to court. Family court counsellors also provide services to clients appearing in Supreme Court regarding actions initiated under the Family Relations Act (RSBC 1979, c. 121) and the Divorce Act (Statutes of Canada 1986, c. 4).

Client files are arranged alphabetically by family surname. The typical client file consists of correspondence, running record sheets, copies of provincial or supreme court documents, family intake forms (COR 004), and family closing summary forms (COR 005-0-R378).

Running record sheets are a diary of all contact between family court counsellors and clients, including the counsellor's summary of client communications, and are used to monitor a client's progress in resolving his/her dispute in or out of court.

Unless otherwise specified below, the ministry OPR (Probation and Family Court Service Offices) will retain these records for:

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

-00 Policy and procedures

- OPR - non-OPR SO nil DE

DE

CY+2y nil

SO 5y FR

SO sy FR

(Continued on next page)

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FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

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PIB = Personal Information Bank VR = Vital Records PUR = Public Use Records

BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

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A SA FD

59750 FAMILY COURT SERVICE CLIENT FILES (Continued)

FR = BCIMS will fully retain for their evidential value all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval.

Draft and duplicate materials which hold no evidential value may be purged and discarded.

-01 General

PIB -20 Family court service client files - OPR SO 7y DE (arrange alphabetically by) - non-OPR SO nil DE family surname)

SO = upon resolution of a client's dispute

- 7y = Family court service client files will
 be retained for a period of seven years
 dating from the later of two possible
 dates: 1) the date of the latest order
 or written agreement; or 2) the date of
 the last contact of either party with
 the family court counsellor.
- DE = Statistical information about the family client caseload of each Probation and Family Court Service Office is maintained in the Probation Records System. Summary information will be fully retained, first by Corrections Branch and then by BCIMS.

Family court service client files have no residual operational, administrative, legal, fiscal, audit, or archival values which could justify the cost which would be incurred in processing them and in dealing with the privacy and confidentiality issues which would be associated with their use.

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A SA FD

59800 INMATES - ADULT - GENERAL

Records not shown elsewhere in the adult inmate block which relate generally to adult inmates (individuals 18 years of age and over) incarcerated in provincial correctional centres under the <u>Correction Act</u> (RSBC 1979, c. 70).

Three different files are maintained on each inmate: health care, warrant, and progress. Those files are classified under specific primaries in this block.

Inmate files are currently arranged numerically by corrections service (CS) number (one number per inmate). In the past, some correctional centres arranged files by inmate surname, including aliases, which caused problems of file duplication and linkage.

Implementation of the Corrections Administrative Records Entry (CARE) System which tracks the transfer and closure of inmate files, as well as their semiactive storage, has required that correctional centres standardize their record-keeping practices.

For example, the <u>Corrections Branch Manual of</u>
<u>Operations: Adult Institutional Services</u>
(1986/03/24, s. E2, p. 3c, paragraph 3.02) provides that:

- "(1) When an inmate is transferred to another correctional centre, the director must ensure that the complete file(s) including the Transfer Log, Warrants and current Custody/Sentence Calculation Reports and the Transfer Summary is forwarded with the escorting officer.
- (3) Notwithstanding 3.02(1), when an inmate is transferred to a correctional centre where no qualified medical staff are available on either a full-time or intermittent basis, the Medical File is to be retained at the nearest correctional centre with health care facilities."

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

(Continued on next page)

A = Active CY = Calendar Year DE = Destruction

SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

OPR = Office of Primary Responsibility w = week m = month y = year

- OPR

- non-OPR

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> SA FD

59800 INMATES - ADULT - GENERAL (Continued)

> 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

FR SO 5у SO nil DE

FR = BCIMS will fully retain for their evidential value all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. Draft and duplicate materials which hold no evidential value may be purged and discarded.

-01 General

CY = Calendar Year A = ActiveDE = Destruction

FY = Fiscal Year SR = Selective Retention by BCIMS SA = Semi-active

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Last revised: 2018/11/08 Schedule 891849 ORCS/CORR SECT 15 - 19

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A SA FD

59820 INMATES - ADULT - HEALTH CARE

Records relating to the health of individual inmates.

For health care services, see secondaries 47100 to 48999.

The health care record is divided into seven sections, through the use of five dividers. Within each section, there is a prescribed order for the arrangement of documents. Where more than one copy of a given form exists, chronological order is maintained with the most recent form on top.

Nursing staff must prepare a health care record for each inmate admitted into a correctional centre. Forms HS 001 through HS 005 will normally appear on each health care record. Other forms should be utilized and attached to the health care record as required.

The order of all the health care forms is chronologically as follows:

Left-hand Side of the File Folder

Forms which are frequently referenced are retained on the top left-hand side of the file folder for easy access:

- problem list (HS 001)
- signature identification (HS 001B)
- information dissemination log (HS 001C)
- initial health assessment (HS 002)
- health information update and special diet sheet (HS 003)
- health information update (004)
- special diet (HS 004B)

DENTAL DIVIDER

- dental record and xrays (HS 007R)

(Continued on next page)

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A SA FD

59820 INMATES - ADULT - HEALTH CARE (Continued)

Right-hand Side of the File Folder

The right-hand side of the file folder is arranged as follows:

- clinical notes (HS 009)
- patient encounter sheet (HS 009A)
- patient encounter (HS 009B)
- patient assessment trauma (HS 010)

PRESCRIPTION/MEDICATION DIVIDER

- drug profile and self-administration medication record (HS 011)
- prescription orders (HS 012)
- non-formulary medication prescription orders (HS012B)

MENTAL HEALTH DIVIDER

Reports from the community such as:

- pre-sentenced reports
- probation reports

DIAGNOSTIC AND GRAPH RECORDS DIVIDER

- laboratory report sheet (HS 014)
- medical imaging report sheet (HS 015)
- clinical and neurological observation record (HS 016)
- withdrawal assessment (HS 016B)
- diabetes control record (HS 017)
- fluid balance record (HS 018)
 (not being reprinted)
- HIV patient profile (HS 015B)

CONSULTATION DIVIDER

- consultation reports
- consultation referral (HS 019)
- emergency room referral follow-up information

(Continued on next page)

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A SA FD

59820 INMATES - ADULT - HEALTH CARE (Continued)

OTHER DIVIDER

- health services request (HS 020B)
- refusal for treatment (HS 021)
- authorization for release of information (HS 022)
- inter-institutional medical transfer (HS 023)
- consent to treatment (HS 024)
- consent to hepatitis B vaccine (HS 024B)
- consent for HIV antibody testing (HS 025)
- inmateinjury report
- other miscellaneous documents

For further information, see the <u>Health Care Record</u> <u>User's Manual</u> published by Corrections Branch Health <u>Services</u>.

Unless otherwise specified below, the ministry OPR (Health Care Centres in Correctional Centres) 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
 - non-OPR
- SO 5y FR SO nil DE
- FR = BCIMS will fully retain for their evidential value all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval.

 Draft and duplicate materials which hold no evidential value may be purged and discarded.
- -01 General
- -20 Inmate health care records
 (arrange numerically by corrections service (CS) number)

SO 7y DE

(Continued on next page)

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A SA FD

59820 INMATES - ADULT - HEALTH CARE (Continued)

SO = when a former inmate reaches age 19 or upon release, transfer to a federal penitentiary, or death of an inmate

NOTE: The OPR will store adult male inmate health care records under ongoing accession numbers:

Number Office

91-0462 Health Centre (VIRCC)

91-0463 Health Centre (KRCC)

91-0464 Health Centre (PGRCC)

91-0465 Health Centre (Vancouver Community Pretrial Services Centre)

91-0466 Health Centre (Surrey Pretrial Services Centre)

91-0469 Health Centre (Nanaimo Community Correctional Centre)

NOTE: The OPR will store adult female inmate health care records under ongoing RCS accession:

Number Office

91-0081 Health Centre (Burnaby Correctional Centre for Women)

(Continued on next page)

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59820 INMATES - ADULT - HEALTH CARE (Continued)

- 7y = The six-year limitation period specified in the Limitation Act (RSBC 1979, c. 236, ss. 4, 8) serves as the guideline in establishing the semi-active retention period for these records. The additional year is the period allowed for the serving of notice on all parties. The retention of health care records may protect the Crown should a former inmate initiate legal action alleging professional negligence against a medical practitioner or nurse, physical, sexual or other abuse while in the custody of the Crown, or misuse of drugs (including administration of drugs and substances subsequently found to be dangerous and withdrawn from the market).
- DE = Health care records have minimal archival value and will be destroyed upon completion of their semi-active retention period.

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A SA FD

59840 INMATES - ADULT - PROGRESS

Records relating to daily contacts with inmates, including monitoring changes in behaviour or attitude and any progress towards rehabilitation.

The progress file (also known as the unit file) for an inmate sentenced to imprisonment must include:

- an identification card containing vital statistics
 and a photo;
- a custody report which includes sentence calculation and remission (produced by CARE);
- a classification report which records the classification officer's decision regarding security setting;
- a corrections history printout;
- a health information report (prepared by a nurse);
- a case management (sentence) plan;
- a declaration signed by inmate indicating that he/she received material regarding rights and responsibilities;
- a remission awards chart which shows at a quick glance remission awarded or lost;
- a remission earned report (awards and infractions) which supplements information on chart by providing reasons;
- a cell condition report.

The progress file for an inmate sentenced to imprisonment may also include:

- daily activity reports;
- a copy of the presentence report;
- inmate request forms for postage, cigarettes, etc. (when the request and action taken has been entered on the progress log, these forms should be destroyed)
- applications for temporary absence or parole and community assessments;
- discharge/closing and transfer summaries on the progess log;
- a running record on the progress log of inmate progress while at the centre;

(Continued on next page)

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A SA FD

59840 INMATES - ADULT - PROGRESS (Continued)

 a copy of the CARE ISECUR (Inquire Security Information) screen which identifies inmates according to security alert categories (escape risk, violent, suicidal, mental, protective custody, and special alert).

The progress file for a remand inmate (one awaiting sentence) is the same as that for a sentenced inmate with the exception that it does not include a case management plan, a custody report, or information regarding remission. In addition, it does include a copy of the CARE IWARNTR (Inquire Warrant Remands) screen which provides information regarding a remand warrant.

Unless otherwise specified below, the ministry OPR (Living Units in Correctional Centres) 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
 - non-OPR

SO 5y FR SO nil DE

- FR = BCIMS will fully retain for their evidential value all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval.

 Draft and duplicate materials which hold no evidential value may be purged and discarded.
- -01 General

SO 7y SR

SO = when a former inmate reaches age 19 or upon release, transfer to a federal penitentiary, or death of an inmate

(Continued on next page)

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A SA FD

59840 INMATES - ADULT - PROGRESS (Continued)

NOTE: See "Procedures for Closing and Stripping Adult Inmate Progress and Warrant Files in Preparation for Semi-Active Storage."

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A SA FD

59860 INMATES - ADULT - WARRANTS

Records relating to the admission, transfer, and release of inmates.

The warrant file includes some documentation which is duplicated on the progress file and some which is not.

Documentation duplicated on the progress file:

- an identification card containing vital statistics
 and a photo;
- a custody report which includes sentence calculation and remission (produced by CARE);
- a corrections history printout;
- a remission earned report (awards and infractions).

Documentation not duplicated on the progress file includes:

- original custody warrants for both sentenced and remanded inmates;
- probation orders;
- parole certificates;
- temporary absence authorization permits with original signatures;
- escape forms;
- a transfer log documenting the movement of an inmate between provincial correctional centres;
- an inactive inmate record dump (a summary of the inmate record produced by CARE);
- personal effects records (form 7801).

Unless otherwise specified below, the ministry OPR (Records Offices in Correctional Centres) 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 - non-OPR

SO 5y FR SO nil DE

(Continued on next page)

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A SA FD

59860 INMATES - ADULT - WARRANTS (Continued)

FR = BCIMS will fully retain for their evidential value all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval.

Draft and duplicate materials which hold no evidential value may be purged and discarded.

- -01 General
- -20 Inmate warrant files SO 7y SR (arrange numerically by corrections service (CS) number)
 - SO = when a former inmate reaches age 19 or upon release, transfer to a federal penitentiary, or death of an inmate
 - NOTE: See "Procedures for Closing and Stripping Adult Inmate Progress and Warrant Files in Preparation for Semi-Active Storage."

FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS

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A SA FD

APPRAISAL REPORT FOR ADULT INMATE PROGRESS AND WARRANT FILES

Some of the information contained in hardcopy adult inmate records is preserved on the CORNET system. Annual CORNET Subfiles will be fully retained, first by Corrections Branch and then by BCIMS. Longitudinal quantitative studies on admission, parole, release, supervised probation, community service hours, and time served since 1973 may be conducted using that data.

Information on the admission and release of inmates from correctional services and personal information is input into the Corrections Administrative Records Entry (CARE) System. A subset of this data, including admission, transfer, release, offence, disposition, and a limited amount of personal information is transmitted electronically each day from the CARE system to the CORNET System. The CORNET system contains data on all inmates (both active and released) admitted to a provincial correctional centre since 1973. However, it does not contain any record of disciplinary action, progress, or health care received.

The registry of the Court in which an accused was sentenced retains on its criminal case file the original copy of each court document filed on an adult inmate file.

Individuals who have come into conflict with the law are of ongoing interest to criminologists, social historians, and other researchers. Inmate files can provide important information about those individuals and about their interactions with legal and other systems. Therefore, a small sample of inmate files will be retained for research purposes.

Since the annual CORNET Subfiles only exist from 1973, one of two archival appraisals apply to adult inmate files, depending upon the date on which the most recent court order on an individual file expired.

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A SA FD

APPRAISAL REPORT FOR ADULT INMATE PROGESSS AND WARRANT FILES (Continued)

Archival Appraisal for Adult Inmate Files (Most Recent Court Order Expired in or before 1972):

In order to dispose of adult inmate files (most recent court order expired in or before 1972), ALL Correctional Centres must box such records separately from all other records in order to bring those records to the attention of BCIMS. An archivist will review the records to determine whether they have archival values which warrant the retention of a selection larger than that for 1973 and later (described below). A selection will be made and records not selected will be destroyed.

Archival Appraisal for Adult Inmate Files (Most Recent Court Order Expired in or after 1973):

BCIMS will selectively retain two percent of all progress and warrant case files from the Correctional Centres listed below:

- a) Surrey Pretrial Services Centre (formerly the Lower Mainland Regional Correctional Centre) will box and forward to BCIMS two percent of its inactive progress and warrant case files using ongoing accession number 91-0308.
- b) Burnaby Correctional Centre for Women (formerly the Lakeside Correctional Centre for Women) will box and forward to BCIMS two percent of its inactive progress and warrant case files using ongoing accession number 91-0309.
- c) The Kamloops Regional Correctional Centre will box and forward to BCIMS two percent of its inactive progress and warrant case files using ongoing accession number 91-0310.

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A SA FD

PROCEDURES FOR CLOSING AND STRIPPING ADULT INMATE PROGRESS AND WARRANT FILES IN PREPARATION FOR SEMI-ACTIVE STORAGE:

Adult inmate files are closed by the correctional centre at which the inmate's court warrant expires or death occurs.

Trust account files and health care records are retained in their entirety.

Warrant and progress files are stripped prior to semi-active storage and the documents which are to be retained are combined into one file.

Corrections Branch Manual of Operations: Adult Institutional Services (1985/04/01, s. E2, p. 3e): "3.07 Archive files shall not contain material beyond seven years. The file shall be stripped of all unnecessary materials, leaving only the following on file:

- all Warrants except Warrants of Remand unless they
 are the sole custody documents;
- Transfer Log;
- Personal Effects Records Form 7801;
- Classification Report(s);
- Discharge/Closing and Transfer Summaries (release, transfers, and escape);
- Identification Card/Record Sheet;
- Inactive Inmate Record Dump (CARE System); and
- Temporary Absence/Parole Applications, Community Assessments and Pre-Sentence Reports. . . .
- 3.08 The director of the correctional centre shall delegate the person responsible to strip the respective files before they are forwarded for archiving."

Duplicate material stripped from warrant and progress files should be disposed of when resident warrant and progress files have been combined and closed (see secondaries 59840-20 and 59860-20).

(Continued on next page)

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A SA FD

PROCEDURES FOR CLOSING AND STRIPPING ADULT INMATE PROGRESS
AND WARRANT FILES IN PREPARATION FOR SEMI-ACTIVE STORAGE:
(Continued)

In the past, semi-active adult inmate files were sent to Oakalla Prison. Now Surrey Pretrial Services Centre acts as the repository for records from all of the Fraser Region and is the successor of Oakalla in terms of record-keeping. Corrections Branch has since decentralized that function and semi-active adult inmate files are now sent to the regional reception centre of the region in which the inmate was last held in custody.

Corrections Branch Manual of Operations: Adult Institutional Services (1985/04/01, s. E2, p. 3e):

- "3.06 When an inmate is discharged, either at expiration of sentence or release on parole, the total file shall be returned to the nearest records office, regional reception centre for storage (archiving), within two weeks.
- 3.09 Where a person is re-admitted, the CORNET System shall be searched and the records officer shall retrieve the inactive file from storage in order that all relevant file material is available to Corrections Branch staff."

Semi-active adult inmate files are currently stored in ten locations throughout the province:

VIRCC Vancouver Island Regional Correctional Centre Nanaimo Correctional Centre NCC Surrey Pretrial Services Centre SPSC Vancouver Pretrial Service Centre VPSC BCCW Burnaby Correctional Centre for Women MRSMU Maple Ridge Sentence Management Unit NHCC New Haven Correctional Centre KRCC Kamloops Regional Correctional Centre PGRCC Prince George Regional Correctional Centre Terrace Community Correctional Centre TCCC

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A SA FD

INFORMATION SYSTEM OVERVIEW

1.MINISTRY, CROWN CORPORATION, OR AGENCY:

Ministry of Attorney General

2.DIVISION, BRANCH, SECTION, OR OFFICE:

Corrections Branch

3.SYSTEM TITLE:

Corrections Administration Record Entry (CARE) System

4. APPLICATION TITLE:

Corrections Administration Record Entry (CARE) System

5.PURPOSE:

Used to monitor the activity of all Corrections Branch clients who have been ordered by the courts to be held in custody to serve a sentence or who are awaiting sentence under custody.

The CARE system is designed to interact with the CORNET Client History system. This process is facilitated by the Corrections Service (CS) number, which is used on both systems to link all events related to each offender.

Enables records to be transferred from a sending to a receiving institution. Data entry is minimal as it is not necessary to re—enter existing personal information, warrants, sentences, etc.

Assists correctional centres in the administration of records.

Provides six online enquiry functions to various locations throughout the province:

- 1) Sentence Administration
- 2) Scheduling and Movements
- 3) Case Administration
- 4) Warrants
- 5) Booking
- 6) Trust Accounting

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<u>A</u> <u>SA</u> <u>FD</u>

6. INFORMATION CONTENT:

Includes the following data elements: corrections service number, basic personal information (name, address, sex, birthdate, personal contacts, etc.), identification information (name, possible alias, height, weight, identifying marks etc.), security and/or medical alerts, and case contact persons (probation officers, social workers, etc.); pertinent information (i.e., offence codes, issuing court references, dates of issue, disposition, etc.) respecting remand, detainer, immigration and sentence warrants as well as judges' orders authorizing movement of offenders, related bail data including amounts, types, related charges and bail review dates; sentence lengths (adult and youth), probable discharge dates, and other key dates concerning the offender's sentence; temporary absences, visits and other appointments, external movement events such as court appearances, release of intermittent offenders, federal and provincial transfers, escapes, discharges, and internal location changes between living units of the institution; case plans, program schedules, attendance records, custody review schedules and review results for individuals in the institution; financial transactions such as receipt of funds, wage earnings, canteen purchases and monies allocated to client from family and friends.

7. RETENTION AND DISPOSITION SUMMARY:

Offence, disposition, and location data for each inmate and resident is downloaded nightly to the CORNET Client History (CORNET) system.

The CORNET Subfiles will be fully retained, first by Corrections Branch and then by the British Columbia Information Management Services.

CARE electronic data is automatically purged approximately thirty days after an inmate or resident's release or death.

8. INPUTS/PROCESSES/OUTPUTS:

INPUTS

Individual institutions key most data into the system.

PROCESSES

When corrections service number is unknown, a name search may be carried out. However, unlike the CORNET System, a soundex or partial search is not possible. Each institution may only retrieve information on it's own clients.

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> SA FD

OUTPUTS

There are four major output reports which relate directly to the CORNET:

- 1) Identification Card (no form number). This CARE output report provides a personal profile of each inmate or youth resident. Data includes: CS number, name, address, birthdate, sex, alias(es), a picture with a physical description of the client, identifying marks, security alerts, medical alerts, and case contacts.
- 2) Adult Custody Report (no form number). Data includes: CS number, name, birthdate, probable date of discharge, possible parole date, when to apply for parole, offence, and effective date. This is a history of all information pertaining to an individual during his stay in an adult or youth correctional centre.

Whenever sentence calculation (youth or adult) is updated, Systems Services, Corrections Branch, receives a transitory copy of this CARE report in order to confirm offence and sentence data on the CORNET. A copy is also retained on the inmate/youth warrant file.

3) Daily Activity Report (no form number). There are five types: Failed to Appears; Temporary Absence Passes; Movement Type Admissions; Movement Type Releases; and Charges and Sentence Information. Data includes: CS number, name, originating institution, birthdate, all types of movements, including absent without leave, date of occurrence, and offence and sentence information.

Systems Services, Corrections Branch, generates these CARE reports and destroys them under the transitory record schedule.

NOTE: For information on output reports not related to the CORNET system, please consult the Report Library in the "Corrections Administrative Records Entry: Booking and Custodial Reference Manual."

9. SOFTWARE ENVIRONMENT:

The CARE system was developed in 1982, in order to assist adult correctional centres in the administration of inmate records. It was originally developed in Cobol, but has since been converted to ORACLE.

10. HARDWARE ENVIRONMENT:

The CARE System operates on a Data General Aviion minicomputer. Each installation services a number of terminal locations within and around a correctional centre, which are in turn linked by telecommunication lines to a central host computer facility.

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.

<u>A</u> <u>SA</u> <u>FD</u>

11. SYSTEM MILESTONES:

CARE was first implemented in 1982. It was converted to ORACLE and Data General in 1988. In 1991 CARE was converted from the 8100 IBM series to Data General. In 1997 CARE was converted to Oracle-Unix. It will be converted to CORNET in Spring 1998.

12. USER CONTACTS:

Frank D'Argis, Manager, 387-1605.

13. TECHNICAL CONTACTS:

Ron Warden, Systems Analyst, 387-6366.

14. DOCUMENTATION/MANUALS CROSS REFERENCES:

The CARE System: A Product Brief.
Corrections Administrative Records Entry: Booking and Custodial Reference
Manual, 1997.

15. ADMINISTRATIVE OR OPERATIONAL RECORDS CLASSIFICATION:

Corrections Branch ORCS, section 15, primary 59500

59500-20 Bail files

Corrections Branch ORCS, section 15, primary 59620

59620-20 Adult community files

Corrections Branch ORCS, section 15, primary 59640

59640-20 Youth community files

16. CLASSIFICATION SYSTEM CROSS REFERENCES (OTHER RELATED RECORDS):

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

> SA FD

INFORMATION SYSTEM OVERVIEW

1. MINISTRY, CROWN CORPORATION, OR AGENCY:

Ministry of Attorney General

2. DIVISION, BRANCH, SECTION, OR OFFICE:

Corrections Branch

3. SYSTEM TITLE:

Corrections Network (CORNET) System (formerly Provincial Case File (PCF)

APPLICATION TITLE:

CORNET Client History

PURPOSE: 5.

Used to monitor the activity of all BC Corrections clients (with the exception of those involved in family custody disputes), including adult institutional, youth custodial, and community-based services (e.g., probation, bail, and parole). CORNET is also used to generate province-wide statistics regarding the flow and profile of cases (e.g., how many natives were arrested or how many people were charged with driving under the influence of alcohol).

Used as the source of the Corrections Service (CS) number, which is the key identifier used to link all events related to each offender.

Provides five online enquiry functions to various locations throughout the province:

- Client identification 4. Current location 1.
- Personal data 5. Comment/incident data 2.
- Case history

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6. INFORMATION CONTENT:

Includes the following data elements: Corrections Service number; names (given, surname, and alias(es)); birth date; sex; marital status; race; nationality and occupation; RCMP fingerprint numbers; and last city of residence; history of client activity within the Corrections Branch since approximately 1973, including court, offence, final disposition of client; and incident alert comments which notify Corrections Branch staff of the type of offender they are dealing with (e.g., dangerous offender).

7. RETENTION AND DISPOSITION:

Active files will be retained indefinitely. It is recommended that source data be retained on the CORNET (online) for ten years of inactivity (i.e., the offender has not come into contact with the correctional system for a period of ten years). When an inmate is transferred to a federal penitentiary, his/her file is considered inactive. However, inactive files pertaining to inmates serving time in a federal penitentiary or those considered by Crown Counsel as dangerous offenders or dangerous sexual offenders will be retained.

If an offender commits an offence after the ten years and the file has been disposed of, then he/she is given a new CS number.

Quarterly Subfiles should be destroyed one year after the end of the calendar year in which they are created.

Annual Subfiles will be fully retained for statistical research purposes and transferred to the British Columbia Information Management Services when Corrections Branch is no longer willing to assist the public with statistical research queries. After sign off of the annual official statistics, data in the annual subfiles will not be altered.

At this time all records from 1973, including those pertaining to young offenders, are still available on the CORNET. Records have not been sealed yet. Although a procedure has been developed to deal with the sealing of records relating to young offenders and those pardoned under the Criminal Records Act, nothing is implemented.

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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8. INPUTS/PROCESSES/OUTPUTS:

INPUTS

Client information is uploaded nightly from the two operational systems: the community Probation Records System (PRS) and the institutional Corrections Administration Records Entry (CARE) system.

1) Case Information Collection Form (no form number). Data includes: CS number, name, address, birth date, birthplace, alias(es), sex, supervising probation officer, RCMP finger print number, visible identifying marks and disabilities, driver's licence, young offender number, province of issue, marital status, nationality, racial appearance, translator language required, year of entry into Canada, employment status, educational attainment, income source, supervision class, contact names, and physical description.

All probation offices enter this key information into the Probation Records system component of CORNET. Although all probation offices have access to a client's record through his/her CS number, only the probation office serving the client can edit the record.

PROCESSES

When the Corrections Service number is unknown, there are three ways to search the database to retrieve information on clients.

Α. Exact

Looks for all clients with surnames which exactly match the name displayed for enquiry.

В. Partial

Looks for all clients whose surnames begin with the first few letters displayed.

C. Soundex

Looks for all surnames sounding similar to the one displayed in the name field for enquiry.

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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OUTPUTS

There are seven possible output reports. Due to the cost of these reports, they are only produced when requested.

CORNET Client History (no form number). This is a dump of all 1) information pertaining to an inmate or young offender's history of activity within the Corrections Branch since 1973, including corrections court location, offence, and disposition information. Individual correctional centres, youth custody centres, and probation and family court services offices produce this hardcopy report. A copy may be filed in the following client files (as applicable):

> Youth Resident Warrant File Adult Inmate File Youth Community File Adult Community File Bail File

- 2) List of Active Cases Report (no form number). This can be sorted by province, region, activity area (i.e., institution or probation). Sort elements may be combined. System Services, Corrections Branch, produces this report to compare the CORNET active case count with the actual case count.
- 3) Batch Case History Report (no form number). This is similar to (1) above, but includes more than one inmate, and is retrieved by the CS number. Systems Services, Corrections Branch, produces this report on demand.
- 4) Name List (no form number). This lists every client alphabetically. Systems Services, Corrections Branch, produces this microfiche report quarterly for adult correctional centres and youth custody centres. This report is a transitory record which is destroyed when superseded by the next report.
- 5) Alphabetical List (no form number). This report has been replaced by number (4) above, but includes personal profiles. This report is still an option, although it has never been produced. It is more expensive to produce than number (4).
- 6) Inmate Escape Reports (no form number). Lists all clients who are unlawfully at large from correctional/custody centres. Systems Services, Corrections Branch, produces this hardcopy report monthly (new in 1989) for adult and youth correctional centres. This hardcopy report is a transitory record which is destroyed when superseded by the next report.

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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CORNET Subfiles (electronic only). These subfiles consist of annual 7) "snapshots" of the data contained in the CORNET system and are down loaded to the Corrections Management Information System (CMIS). These subfiles are retained indefinitely, since 1973, for statistical research purposes, using the Statistical Package for the Social Sciences (SPSS). The subfiles are divided into community and institutional-based data. The Corrections Branch annual report contains a general summary of province-wide statistics. The annual report does not contain statistics about specific regions, districts, institutions, or community-based services.

SOFTWARE ENVIRONMENT: 9.

The CORNET/PCF started collecting data in 1973. BCSC redesigned CORNET/PCF for the Corrections Branch in 1977. The CORNET/PCF's main organizational component is the Corrections Service number, which is the key identifier used to link all events related to each offender. In October 1995 it was converted to UNIX, Oracle 7, forms 3. CORNET'S host is JAVA in Oracle.

10. HARDWARE ENVIRONMENT:

CORNET runs on a DG Aviion UNIX machine at Ministry of Attorney General's Information Technology Services.

SYSTEMS MILESTONES: 11.

In 1973, all correctional centres, youth custody centres, and probation and family court services offices began submitting data on paper to Systems Services, Corrections Branch, for entry onto CORNET/PCF. Various locations throughout the province were automated between 1973 and 1988. All locations now have on-line access to CORNET/PCF and have the capability of doing their own data entry via the PRS and CARE systems. In 1995, PCF was converted to CORNET.

12. USER CONTACTS:

Rose Wilson, Data Coordinator, Systems Services, Corrections Branch (387-1605).

John Rogers, Systems Coordinator, Systems Services, Corrections Branch (387-1605).

13. TECHNICAL CONTACTS:

Dexter Ratcliff, Business Manager, ITSD (356-8741).

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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14. DOCUMENTATION/MANUALS CROSS REFERENCES:

Corrections Network Learning Guide, 1995

15. ADMINISTRATIVE OR OPERATIONAL RECORDS CLASSIFICATION:

Schedule No.: 891849

Primary and Secondary Numbers and Titles

59500	Bail Files	- 20 Bail Files
59620	Adult Community Files	- 20 Case Files
59640	Youth Community Files	- 20 Case Files
59840 59860	Adult Inmates	- 20 Progress Files - 20 Warrant Files
59940 59960 59980	Youth Containment Residents	20 History Files20 Progress Files20 Warrant Files

16. CLASSIFICATION SYSTEM CROSS REFERENCES (OTHER RELATED RECORDS):

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

A SA FD

INFORMATION SYSTEM OVERVIEW

1. MINISTRY, CROWN CORPORATION, OR AGENCY:

Ministry of Attorney General

2. DIVISION, BRANCH, SECTION OR OFFICE:

Corrections Branch

3. SYSTEM TITLE:

Probation Records System (PRS)

4. APPLICATION TITLE:

Probation Records System (PRS)

5. PURPOSE:

Used to monitor the activity of all Corrections Branch clients who are under community supervision in a probation or bail supervision office.

Enables records to be transferred from a sending to a receiving probation office through an electronic mailing system.

Provides eleven online entry and enquiry functions to various locations throughout the province:

- 1) Assignment Referrals
- 2) Profile
- 3) Physical Description
- 4) Completed Report
- 5) Non-supervising Office Report
- 6) Diversion Agreement
- 7) Disposition Order
- 8) Bail Order
- 9) Probation Order
- 10) Parole Order
- 11) Custody Order

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A SA FD

6. INFORMATION CONTENT:

Includes the following data elements: correction service (CS) number, name, date of birth, place of birth, phone number, type of inmate (i.e., youth or adult), sex, finger print section number (FPS), young offender number (if applicable), drivers licence, marital status, nationality, racial appearance, physical description, language, date of entry into Canada, occupation, employment status, educational attainment, offence description, personal contacts, bail type, bail amount, requisition date, order type, file number, Crown location, court location, court type, judge, decision date, disposition date, referral assignment date, fine amount, and disposition order.

7. RETENTION AND DISPOSITION SUMMARY:

Offence, disposition, and location for each probationer is downloaded nightly to the CORNET system.

CORNET system annual subfiles will be fully retained, first by Corrections Branch and then by the British Columbia Information Management Services.

All PRS data will be retained online for four years and then copied to computer tape. Tapes will be retained for three years and then destroyed.

8. INPUTS/PROCESSES/OUTPUTS:

INPUTS

There is one input form:

1) Case Information Collection Form (no form number). Data includes: CS number, name, address, birthdate, birthplace, alias(es), sex, supervising probation officer, RCMP finger print number, visible identifying marks and disabilities, driver's licence, young offender number, province of issue, marital status, nationality, racial appearance, translator language required, year of entry into Canada, employment status, educational attainment, income source, supervision class, contact names, and physical description.

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

All probation offices on the PRS key information into the system. Although all probation offices have access to a client's record through his/her CS number, only the probation office serving a client can edit the record. Probation offices not on the PRS forward form to Systems Services, Corrections Branch, for data entry. This copy is destroyed under the transitory records schedule. If the probation office copy is not destroyed, it may be retained on the community file.

PROCESSES

When CS number is unknown, there are three ways to search the database to retrieve information on clients.

- 2) Partial: looks for all clients whose surnames begin with the first few letters displayed.
- 3) Soundex: looks for all surnames sounding similar to the one displayed in the name field for enquiry.

OUTPUTS

There are two major output reports:

- New Referral Report (no form number). Data includes: CS number, name, address, birthdate, sex, office, and referral date.
 - This PRS report is used to give probation offices a client's CS number. Systems Services, Corrections Branch, completes a missing CS number for probation offices by creating new files on the CORNET for new offenders. The CS number is then added to the PRS. The DCU receives the only copy of this form which it destroys under the transitory records schedule.
- Profile Report. Lists personal data of PRS cases for input to CORNET.

9. SOFTWARE ENVIRONMENT:

The Corrections Branch developed the PRS in 1987, and uses ORACLE as the database management system in order to assist probation offices in the administration of probationers' records.

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

A SA FD

10. HARDWARE ENVIRONMENT:

The PRS operates on the Data General Aviion series of computers.

11. SYSTEM MILESTONES:

Due for conversion to DG UNIX, Oracle 7 from 4 in late 1998 (CORNET conversion project).

12. USER CONTACT:

Systems Services, Corrections Branch, 387-1605

13. TECHNICAL CONTACT:

Corrections Business Manager, ITSD.

14. DOCUMENTATION/MANUALS CROSS REFERENCES:

Corrections Information. Volume 3, no.2. November, 1987. Probation Records System: User's Training Manual, 1988.

15. ADMINISTRATION OR OPERATIONAL CLASSIFICATION SYSTEM:

Corrections Branch ORCS, section 15, primary 59500

59500-20 Bail files

Corrections Branch ORCS, section 15, primary 59620

59620-20 Adult community files

Corrections Branch ORCS, section 15, primary 59640

59640-20 Youth community files

16. CLASSIFICATION SYSTEM CROSS REFERENCES (OTHER RELATED RECORDS):

This is an approved information schedule, as defined by the <u>Information Management Act (SBC 2015, c. 27)</u>. For more information consult your <u>Records</u> Officer.

APPENDIX A: Summary of Amendments between the Corrections ORCS and the Youth Justice, Forensic and Specialized Intervention Services (YJFS) ORCS

Primary/	Title	Type of Change	New retention
Secondary			A/SA/FD

The *Corrections ORCS*, approved in 1997, has been amended to reflect the transfer of functions pertaining to youth to the Ministry of Children and Family Development (MCFD).

This concordance table is intended as a general guide for transition between the *Corrections ORCS* and the *Youth Justice, Forensic and Specialized Intervention Services ORCS*. The new classifications and retentions are to be applied to all relevant digital and physical operational records, both on-site and in off-site storage. Detailed instructions are only provided for primaries/secondaries where there was clear indication of use (e.g., in CRMS).

Sections 7 and 12 are not included in this summary as there was no indication that files were opened using classifications within these sections.

	SECTION 1 CORRECTION SERVICES – GENERAL			
39000	CORRECTION SERVICES - GENERAL	This primary also pertains to Adult Corrections, and therefore will not be closed. However, there are MCFD records linked to the secondary below that are to be reclassified as indicated.		
39000-01	General	Superseded by appropriate classification within the YJFS ORCS.	Depends on reclassification. Old retention was CY+2y/nil/DE.	
	SECTION 2 PRETRIAL SERVICES			

Key to ARCS/ORCS Codes and Acronyms

This is an approved information schedule, as defined by the <u>Information Management Act (SBC 2015, c. 27)</u>. For more information consult your <u>Records Officer</u>.

APPENDIX A: Summary of Amendments between the Corrections ORCS and the Youth Justice, Forensic and Specialized Intervention Services (YJFS) ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD	
40140	BAIL – YOUTH	Primary closed.		
40140-20	Youth bail case files	Superseded by secondary 83100-20 Community youth justice client files.	Increased from CY+2y/7y/DE to SO/71y/DE.	
40240	DIVERSION - YOUTH	Primary closed.		
40240-20	Youth diversion case files	Superseded by secondary 83100-20 Community youth justice client files.	Increased from CY+2y/7y/DE to SO/71y/DE.	
40500	PRECOURT DETENTION	Primary closed.		
40640	REMAND - YOUTH	Primary closed.		
40800	TRANSFER TO ORDINARY COURT	Primary closed.		
	SECTION 3 PRESENTENCE SERVICES			
41400	PREDISPOSITION REPORT	Primary closed.		

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APPENDIX A: Summary of Amendments between the Corrections ORCS and the Youth Justice, Forensic and Specialized Intervention Services (YJFS) ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
41640	PSYCHIATRIC ASSESSMENT - YOUTH	Primary closed.	
		SECTION 4 SENTENCES/DISPOSITIONS	
42040	ATTENDANCE PROGRAMS – YOUTH	Primary closed.	
42040-25	Youth attendance program case files	Superseded by appropriate classification within the YJFS ORCS.	Depends on re- classification. Old retention was CY+2y/7y/DE.
42240	CALCULATION - YOUTH	Primary closed.	
42540	COMMUNITY SERVICE – YOUTH	Primary closed.	
42740	CUSTODY – YOUTH	Primary closed.	
43040	DISCHANGE – ABSOLUTE – YOUTH	Primary closed.	
43040-20	Youth absolute discharge case files	Superseded by secondary 83100-20 Community youth justice client files.	Increased from CY+2y/7y/DE to SO/71y/DE.

Key to ARCS/ORCS Codes and Acronyms

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APPENDIX A: Summary of Amendments between the Corrections ORCS and the Youth Justice, Forensic and Specialized Intervention Services (YJFS) ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
43140	DISCHAGRE - CONDITIONAL - YOUTH	Primary closed.	
43340	ELECTRONIC MONITORING – YOUTH	Primary closed.	
43540	FINES – YOUTH	Primary closed.	
43740	INTERMITTEN - YOUTH	Primary closed.	
44240	PROBATION – CONDITIONS – YOUTH	Primary closed.	
44340	PROBATION – ENFORCEMENT – YOUTH	Primary closed.	
44540	PROBATION – REVIEWS – YOUTH	Primary closed.	
44740	TREATMENT ORDERS – YOUTH	Primary closed.	
	SECTION 5 CONDITIONAL RELEASE		
45640	TEMPORARY ABSENCE - YOUTH	Primary closed.	

Key to ARCS/ORCS Codes and Acronyms

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APPENDIX A: Summary of Amendments between the Corrections ORCS and the Youth Justice, Forensic and Specialized Intervention Services (YJFS) ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD	
45800	YOUTH COURT REVIEW - GENERAL	Primary closed.		
45840	YOUTH COURT REVIEW – PROGRESS REPORT	Primary closed.		
45840-00	Policy and procedures	Superseded by secondary 80200-00 Policy – final.	Unchanged.	
45840-03	Statistics	Superseded by secondary 80300-15 Statistics and tracking.	Changed from CY+2y/7y/DE to SO/nil/DE.	
45840-05	Legal issues	Superseded by appropriate classification within the YJFS ORCS	Increased from CY+2y/7y/DE to SO+1y/nil/SR.	
45840-20	Youth court progress report case files	Superseded by appropriate classification within the YJFS ORCS.	Depends on re- classification. Old retention was CY+2y/7y/DE.	
	SECTION 6 CORRECTIONAL FACILITIES			
46040	CUSTODY CENTRES	Primary closed.		

This is an approved information schedule, as defined by the <u>Information Management Act (SBC 2015, c. 27)</u>. For more information consult your <u>Records Officer</u>.

APPENDIX A: Summary of Amendments between the Corrections ORCS and the Youth Justice, Forensic and Specialized Intervention Services (YJFS) ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
46040-00	Policy and procedures	Superseded by secondary 80200-00 Policy – final.	Unchanged
46040-01	General	Superseded by appropriate classification within the YJFS ORCS.	Depends on reclassification. Old retention was CY+2y/7y/DE.
46040-02	Complaints and inquiries	Superseded by appropriate classification within the YJFS ORCS.	Depends on reclassification. Old retention was CY+2y/7y/DE.
46040-03	Statistics	Superseded by secondary 80300-15 Statistics and tracking.	Changed from CY+2y/7y/DE to SO/nil/DE.
46040-04	Other jurisdictions	Superseded by secondary 80300-20 Program planning working files.	Changed from CY+2y/7y/DE to SO+5y/nil/DE.
46040-05	Legal issues	Superseded by appropriate classification within the YJFS ORCS.	Depends on reclassification. Old retention was CY+2y/7y/DE.

This is an approved information schedule, as defined by the <u>Information Management Act (SBC 2015, c. 27)</u>. For more information consult your <u>Records Officer</u>.

APPENDIX A: Summary of Amendments between the Corrections ORCS and the Youth Justice, Forensic and Specialized Intervention Services (YJFS) ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
46040-06	Bed load plans	Superseded by secondary 83570-10 Custody log books.	Increased from FY+1y/6y/DE to SO+2y/13y/DE.
46040-09	Segregation	Superseded by appropriate classification within the YJFS ORCS.	Depends on re- classification. Old retention was CY+2y/7y/DE.
46040-11	Young offender effect sheets	Superseded by secondary 83570-15 Effects sheets.	Increased from CY+1y/nil/DE to CY+2y/7y/DE.
46040-12	Log books	Superseded by secondary 83570-10 Custody log books.	Increased from CY+1y/nil/DE to SO+2y/13y/DE
46040-20	Custody centre case files	Superseded by appropriate classification within the YJFS ORCS.	Depends on reclassification. Old retention was CY+2y/7y/FR.
46200	FOOD SERVICES	This primary also pertains to Adult Corrections, and therefore will not be closed. However, there are MCFD records linked to the secondaries below that are to be reclassified as indicated	

This is an approved information schedule, as defined by the <u>Information Management Act (SBC 2015, c. 27)</u>. For more information consult your <u>Records Officer</u>.

APPENDIX A: Summary of Amendments between the Corrections ORCS and the Youth Justice, Forensic and Specialized Intervention Services (YJFS) ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
46200-01	General	Superseded by secondary 83570-01 General.	Reduced from CY+2y/7y/DE to CY+1y/nil/DE.
46200-07	Canteen lists	Superseded by secondary 83570-12 Daily lists and sheets.	Reduced from CY+2y/7y/DE to CY+2y/nil/DE.
46540	OFFENDER CLASSIFICATION – YOUTH	Primary closed.	
46640	OFFENDER RIGHTS - YOUTH	Primary closed.	
46640-01	General	Superseded by appropriate classification within the YJFS ORCS.	Depends on reclassification. Old retention was CY+2y/7y/DE.
46640-02	Complaints and inquiries	Superseded by appropriate classification within the YJFS ORCS.	Depends on reclassification. Old retention was CY+2y/7y/DE.

This is an approved information schedule, as defined by the <u>Information Management Act (SBC 2015, c. 27)</u>. For more information consult your <u>Records Officer</u>.

APPENDIX A: Summary of Amendments between the Corrections ORCS and the Youth Justice, Forensic and Specialized Intervention Services (YJFS) ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
46640-05	Legal issues	Superseded by appropriate classification within the YJFS ORCS.	Depends on re- classification. Old retention was CY+2y/7y/DE.
46700	PERSONAL EFFECTS	This primary is also used by Adult Corrections, and therefore <u>will not be closed</u> . However, there are MCFD records linked to the three secondaries below that are to be re-classified as indicated.	
46700-00	Policy and procedures	Superseded by secondary 80200-00 Policy – final.	Unchanged.
46700-01	General	Superseded by secondary 83570-15 Effects sheets.	Unchanged.
46700-20	Personal effects case files	Superseded by secondary 83570-15 Effects sheets.	Unchanged.
46980	TRANSFERS - YOUTH	Primary closed.	
46980-01	General	Superseded by secondary 83570-12 Daily lists and sheets.	Reduced from CY+2y/7y/DE to CY+2y/nil/DE.

This is an approved information schedule, as defined by the <u>Information Management Act (SBC 2015, c. 27)</u>. For more information consult your <u>Records Officer</u>.

APPENDIX A: Summary of Amendments between the Corrections ORCS and the Youth Justice, Forensic and Specialized Intervention Services (YJFS) ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
46980-02	Complaints and inquiries	Superseded by secondary 83570-05 Complaints and incidents (copies only) or secondary 80100-20 Investigations, as appropriate.	Depend on reclassification. Old retention was CY+2y/7y/DE.
46980-20	Youth transfers within B.C.	Superseded by secondary 83570-12 Daily lists and sheets.	Reduced from CY+2y/7y/DE to CY+2y/nil/DE.
46980-25	Youth transfer within custody centre	Superseded by secondary 83570-12 Daily lists and sheets.	Reduced from CY+2y/7y/DE to CY+2y/nil/DE.
47040	TRUST ACCOUNTS/REPORTS - YOUTH	Primary closed.	
47040-00	Policy and procedures	Superseded by secondary 80200-00 Policy – final.	Unchanged.
47040-01	General	Superseded by secondary 83650-01 General.	Reduced from CY+2y/7y/DE to CY+1y/nil/DE.
47040-02	Source documentation	Superseded by secondary 83650-20 Trust fund accounting files.	Increased from FY+1y/5y/DE to FY+1y/8y/DE.

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APPENDIX A: Summary of Amendments between the Corrections ORCS and the Youth Justice, Forensic and Specialized Intervention Services (YJFS) ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
47040-03	ABC list	Superseded by secondary 83650-20 Trust fund accounting files.	Increased from FY+1y/nil/DE to FY+1y/8y/DE.
47040-04	ABC status report	Superseded by secondary 83650-20 Trust fund accounting files.	Increased from FY+1y/6y/DE to FY+1y/8y/DE.
47040-05	Warm body count	Superseded by secondary 83650-20 Trust fund accounting files.	Increased from FY+1y/2y/DE to FY+1y/8y/DE.
47040-06	Trust account list	Superseded by secondary 83650-20 Trust fund accounting files.	Increased from FY+1y/nil/DE to FY+1y/8y/DE.
47040-07	Canteen sales report	Superseded by secondary 83650-20 Trust fund accounting files.	Increased from FY+1y/nil/DE to FY+1y/8y/DE.
47040-08	Fines paid report	Superseded by secondary 83650-20 Trust fund accounting files.	Increased from FY+1y/nil/DE to FY+1y/8y/DE.
47040-09	Records office receipts	Superseded by secondary 83650-20 Trust fund accounting files.	Increased from FY+1y/nil/DE to FY+1y/8y/DE.

Key to ARCS/ORCS Codes and Acronyms

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Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
47040-10	Teller disbursement report	Superseded by secondary 83650-20 Trust fund accounting files.	Increased from FY+1y/nil/DE to FY+1y/8y/DE.
47040-11	Tellers receipt report	Superseded by secondary 83650-20 Trust fund accounting files.	Increased from FY+1y/nil/DE to FY+1y/8y/DE.
47040-12	Transferred in	Superseded by secondary 83650-20 Trust fund accounting files.	Increased from FY+1y/nil/DE to FY+1y/8y/DE.
47040-13	Transferred out	Superseded by secondary 83650-20 Trust fund accounting files.	Increased from FY+1y/nil/DE to FY+1y/8y/DE.
47040-14	Wage report	Superseded by secondary 83650-20 Trust fund accounting files.	Increased from FY+1y/nil/DE to FY+1y/8y/DE.
47040-15	Welfare report	Superseded by secondary 83650-20 Trust fund accounting files.	Increased from FY+1y/nil/DE to FY+1y/8y/DE.
47040-16	Ad-hoc reports	Superseded by secondary 83650-20 Trust fund accounting files.	Increased from FY+1y/nil/DE to FY+1y/8y/DE.

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APPENDIX A: Summary of Amendments between the Corrections ORCS and the Youth Justice, Forensic and Specialized Intervention Services (YJFS) ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
47040-20	Youth trust account statements	Superseded by secondary 83650-30 Trust fund statements.	Reduced from SO/14y/DE to SO+2y/8y/DE.
47040-25	Unclaimed monies	Superseded by secondary 83650-30 Trust fund statements.	Increased from SO/nil/DE to SO+2y/8y/DE.
		SECTION 8 INCIDENTS	
49000	INCIDENTS - GENERAL	This primary also pertains to Adult Corrections, and therefore will not be closed. However, there are MCFD records linked to the 4 secondaries below that are to be reclassified as indicated.	
49000-01	General	Superseded by appropriate classification within the YJFS ORCS.	Depends on classification. Old retention was CY+2y/7y/DE.
49000-02	Complaints and inquiries	Superseded by appropriate classification within the YJFS ORCS.	Depends on classification. Old retention was CY+2y/7y/DE.
49000-06	Staff reporting form	Superseded by appropriate classification within the YJFS ORCS.	Depends on reclassification. Old retention was CY/nil/DE.

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APPENDIX A: Summary of Amendments between the Corrections ORCS and the Youth Justice, Forensic and Specialized Intervention Services (YJFS) ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
49000-25	Critical incident reports	Superseded by appropriate classification within the YJFS ORCS.	Depends on classification. Old retention was CY+2y/7y/DE.
49220	CONTRABAND CONTROL – DRUGS	This primary also pertains to Adult Corrections, and therefore will not be closed. However, the one secondary listed below will be closed.	
49220-25	Drugs in youth custody centre case files	Secondary closed.	
49240	CONTRABAND CONTROL - RITUAL PARAPHERNALIA	This primary also pertains to Adult Corrections, and therefore will not be closed. However, the one secondary listed below will be closed.	
49240-25	Ritual paraphernalia in youth custody centre case files	Secondary closed.	
49260	CONTRABAND CONTROL – SEARCHES	This primary also pertains to Adult Corrections, and therefore will not be closed. However, the one secondary listed below will be closed.	
49260-25	Searches in youth custody centre case files	Secondary closed.	

Key to ARCS/ORCS Codes and Acronyms

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APPENDIX A: Summary of Amendments between the Corrections ORCS and the Youth Justice, Forensic and Specialized Intervention Services (YJFS) ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
49280	CONTRABAND CONTROL – WEAPONS	This primary also pertains to Adult Corrections, and therefore will not be closed. However, the one secondary listed below will be closed.	
49280-25	Weapons in youth custody centre case files	Secondary closed.	
49540	DISCIPLINARY ACTION – YOUTH	Primary closed.	
49540-01	General	Superseded by appropriate classification within the YJFS ORCS.	Depends on classification. Old retention was CY+2y/7y/DE.
49540-03	Statistics	Superseded by secondary 80300-15 Statistics and tracking.	Changed from CY+2y/7y/DE to SO/nil/DE.
49540-20	Youth disciplinary case files.	Superseded by appropriate classification within the YJFS ORCS.	Depends on classification. Old retention was CY+2y/7y/DE.
49840	ESCAPES – YOUTH	Primary closed.	

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APPENDIX A: Summary of Amendments between the Corrections ORCS and the Youth Justice, Forensic and Specialized Intervention Services (YJFS) ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
49840-01	General	Superseded by appropriate classification within the YJFS ORCS.	Depends on classification. Old retention was CY+2y/7y/DE.
50240	INJURIES - YOUTH	Primary closed.	
50240-01	General	Superseded by appropriate classification within the YJFS ORCS.	Depends on classification. Old retention was CY+2y/7y/DE.
50240-20	Youth injury case files	Superseded by appropriate classification within the YJFS ORCS.	Depends on classification. Old retention was CY+2y/7y/DE.
50340	INTIMIDATION/ASSAULT - YOUTH	Primary closed.	
50640	SUICIDES/SELF HARM - YOUTH	Primary closed.	
50840	USE OF FORCE – YOUTH	Primary closed.	

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Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
50840-01	General	Superseded by appropriate classification within the YJFS ORCS.	Depends on re- classification. Old retention was CY+2y/7y/DE.
	5	SECTION 9 PROGRAMS AND ACTIVITIES	
50900	PROGRAMS AND ACTIVITIES - GENERAL	This primary also pertains to Adult Corrections, and therefore will not be closed. However, there are MCFD records linked to the secondary below that are to be reclassified as indicated.	
50900-01	General	Superseded by appropriate classification within the YJFS ORCS.	Depends on reclassification. Old retention was CY+2y/7y/DE.
51040	ARTS AND CRAFTS - YOUTH	Primary closed.	
51440	EDUCATION – ACADEMIC - YOUTH	Primary closed.	
51540	EDUCATION – INDUSTRIAL – YOUTH	Primary closed.	

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APPENDIX A: Summary of Amendments between the Corrections ORCS and the Youth Justice, Forensic and Specialized Intervention Services (YJFS) ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
51640	EDUCATION – LIFE SKILLS – YOUTH	Primary closed.	
51840	ENTERTAINMENT - YOUTH	Primary closed.	
52240	RELIGION - YOUTH	Primary closed.	
52440	SPORTS - YOUTH	Primary closed.	
52700	WILDERNESS PROGRAMS	Primary closed.	
52800	WORK PROGRAMS	Primary closed.	
	SE	ECTION 10 SPECIAL FOCUS OFFENDERS	
53540	GANGS – YOUTH	Primary closed.	
53600	HIGH PROFILE – GENERAL	This primary also pertains to Adult Corrections, and therefore <u>will not be closed</u> . However, there are MCFD records linked to the secondary below that are to be reclassified as indicated.	

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APPENDIX A: Summary of Amendments between the Corrections ORCS and the Youth Justice, Forensic and Specialized Intervention Services (YJFS) ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD	
53600-01	General	Superseded by appropriate classification within the YJFS ORCS.	Depends on re- classification. Old retention was CY+2y/7y/DE.	
53740	HIGH PROFILE – MURDERERS - YOUTH	Primary closed.		
53840	HIGH PROFILE – SEXUAL – YOUTH	Primary closed.		
55500	YOUNG OFFENDERS – GENERAL	Primary closed.		
55520	YOUNG OFFENDERS – BETWEEN 12 AND 17 INCLUSIVE	Primary closed.		
55540	YOUNG OFFENDERS – UNDER 12	Primary closed.		
	SECTION 11 VICTIMS			
56140	COMPENSATION/RESTITUTION – YOUTH	Primary closed.		

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APPENDIX A: Summary of Amendments between the Corrections ORCS and the Youth Justice, Forensic and Specialized Intervention Services (YJFS) ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
57000	VICTIM-OFFENDER RECONCILIATION	This primary also pertains to Adult Corrections, and therefore will not be closed. However, there are MCFD records linked to the secondary below that are to be reclassified as indicated.	
57000-25	Victim-offender reconciliation case files	Superseded by appropriate classification within the YJFS ORCS.	Depends on re- classification. Old retention was CY+2y/7y/DE.
		SECTION 13 INSPECTIONS	
58640	CENTRES - YOUTH CUSTODY	Primary closed.	
-00	Policy and procedures	Superseded by secondary 80200-00 Policy – final.	Unchanged.
-01	General	Superseded by secondary 83400-01 General.	Decreased from CY+2y/7y/DE to CY+1y/nil/DE.
-20	Youth custody centre inspection case files	Superseded by secondary 83400-20 Inspection files.	Increased from SO/7y/FR to SO/10y/FR.
SECTION 14 INVESTIGATIONS			

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APPENDIX A: Summary of Amendments between the Corrections ORCS and the Youth Justice, Forensic and Specialized Intervention Services (YJFS) ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD		
59340	OFFENDERS – YOUTH	Primary closed.			
59340-00	Policy and procedures	Superseded by secondary 80200-00 Policy – final.	Unchanged.		
59340-01	General	Superseded by secondary 80100-20 General.	Reduced from CY+2y/7y/DE to CY+1y/nil/DE.		
59340-02	Petitions	Superseded by secondary 83570-05 Complaints and incidents (copies only) or 80100-20 Investigation files, as appropriate.	Depends on reclassification. Old retention was CY+2y/7y/DE.		
59340-20	Investigation of complaint case files (youth offenders)	Superseded by secondary 83570-05 Complaints and incidents (copies only) or 80100-20 Investigation files, as appropriate.	Depends on reclassification. Old retention was CY+2y/7y/DE.		
	SECTION 15 FIELD OFFICE CASE FILES				
59640	COMMUNITY FILES – YOUTH	Primary closed.			
59640-00	Policy and procedures	Superseded by secondary 80200-00 Policy – final.	unchanged		

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Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
59640-01	General	Superseded by secondary 83100-01 General.	Reduced from CY+2y/nil/DE to CY+1y/nil/DE.
59640-02	Unsupervised probation orders	Superseded by secondary 83100-10 Unsupervised orders.	Increased from SO/nil/DE to SO+1y/nil/DE.
59640-20	Youth community files	Superseded by secondary 83100-20 Community youth justice client files.	Changed from SO/7y/SR to SO/71y/DE.
59700	CUSTODY AND ACCESS INVESTIGATION REPORT FILES	This primary is also used by Adult Corrections, and therefore will not be closed. However, there are MCFD records linked to the secondary below that need to be reclassified.	
59700-01	General	Superseded by appropriate classification within the YJFS ORCS.	Depends on re- classification. Old retention was CY+2y/nil/DE
59900	YOUTH CUSTODY RESIDENTS - GENERAL	Primary closed.	
59920	YOUTH CUSTODY RESIDENTS - HEALTH CARE	Primary closed.	

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Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
59920-00	Policy and procedures	Superseded by secondary 80200-00 Policy – final.	Unchanged.
59920-01	General	Superseded by secondary 83600-01 General.	Reduced from CY+2y/nil/DE to CY+1y/nil/DE.
59920-20	Youth custody resident health care records	Superseded by secondary 83600-20 Youth custody health care client files.	Increased from SO/14y/DE to SO/69y/DE.
59940	YOUTH CUSTODY RESIDENTS - HISTORY	Primary closed.	
59940-00	Policy and procedures	Superseded by secondary 80200-00 Policy – final.	Unchanged.
59940-01	General	Superseded by secondary 83550-01 General.	Reduced from CY+2y/nil/DE to CY+1y/nil/DE.
59940-20	Youth custody resident history files	Superseded by secondary 83550-20 Youth custody master client files.	Changed from SO/5y/SR to SO/71y/DE.
59960	YOUTH CUSTODY RESIDENTS - PROGRESS	Primary closed.	

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Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
59960-20	Youth custody residents progress files	Superseded by secondary 83550-20 Youth custody master client files.	Changed from SO/NA/NA to SO/71y/DE.
59980	YOUTH CUSTODY RESIDENTS - WARRANTS	Primary closed.	
59980-20	Youth custody resident warrant files	Superseded by secondary 83550-20 Youth custody master client files.	Changed from SO/NA/NA to SO/71y/DE.