

# **RESIDENTIAL TENANCY DISPUTE FILES OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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**GOVERNMENT RECORDS SERVICE**

## ORCS REGISTER OF AMENDMENTS

This register lists all approved changes made to the *Residential Tenancy Dispute Files 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: June 29, 1992**

Amendment Number	Amendment Type	Date Approved	Section/ Primary/ Secondary	Changes
170437	Administrative	2019/01/30	ARS 008 form	The <i>Physical Format of Records</i> section of the Retention and Disposal Authority form (008) has been updated to include records of all media types instead of being limited to only paper records.  The change was made after the form was signed.

## USEFUL INFORMATION

### Key to Information Schedule Codes and Acronyms:

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 = Superseded or Obsolete 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



# RECORDS RETENTION AND DISPOSAL AUTHORITY

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

Record Series, Subject Section, Records Classification System, or Application Title:  
**Residential tenancy dispute files**

Ministry: **Labour and Consumer Services**  
Division: **Consumer Services and Administration**  
Branch: **Residential Tenancy Branch (Vancouver & Victoria)**

Description and Purpose: ☐ Administrative ☒ Operational ☐ Both

These records were created and received by the Residential Tenancy Branch. They document landlord and tenant disputes processed in accordance with the Residential Tenancy Act (SBC 1984, c. 15).

These records consist of correspondence, intake forms, application forms, termination notices, hearing notices, copies of receipts, etc.

These records are filed numerically. Each case is assigned a file number. File numbers are assigned in numerical order. For more information, see attached schedule.

Dates: **1984 ongoing**

Physical Format of Records: **All record types\***

Extent: **2.1 m<sup>3</sup>/year** Cubic Metres

No. of  
Pieces

\*Revision made 2019/01/30 - see ORCS Register of Amendments for more information

Have documents been microfilmed?

☐ Yes

☒ No

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

☐ Yes

(See Records Management Appraisal) ☒ No

## Recommended Retention:

☐ Dispose immediately ☐ Dispose on \_\_\_\_\_ day of \_\_\_\_\_

☐ Dispose in accord with attached disposal instructions.

☒ Scheduled in accord with attached Records Retention and Disposal Schedule.

## Recommended Disposition:

☐ Destruction ☐ Full Retention by Archives ☐ Selective Retention by Archives

☒ Scheduled in accord with attached Records Retention and Disposal Schedule.

## THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:

Director, Executive responsible for records

Date

Deputy Minister, Corporate Executive

Date

Minister

THE PUBLIC DOCUMENTS COMMITTEE CONCURS:

Date

Chairman PDC/Provincial Archivist

Date

JAN 29 1992

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

O.I.C. Number

Date

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

APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY

ON JUN 29 1992

Date

## OTHER STATUTORY APPROVALS:

Signature

Date

Signature

Date

Title

Title

This appraisal documents the recommendation for active and semi-active retention periods.  
Ministry contact, title, and telephone: **Jim Smith (Vancouver) 660-3400.**  
**Lorna Armstrong (Victoria) 387-1602**

These records were created and received under the authority of the Residential Tenancy Act (SBC 1984, c. 15), and subsequent legislation governing the operational responsibilities and functions of the creating agency.

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

The retention guidelines have been established in consultation with branch staff and managers.

  
Records Analyst

  
Date

## ARCHIVAL APPRAISAL:

This appraisal documents the recommendation for final disposition.

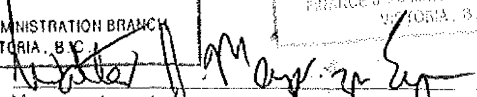
The British Columbia Archives and Records Service (BCARS) will fully retain for their evidential value all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. Draft and duplicate materials which hold no evidential value may be purged and discarded.

Although the Landlord/tenant dispute files may have some residual historical, evidential, operational, or archival values, those values do not justify the cost which would be incurred in processing, preserving, and conserving the records and in dealing with the privacy and confidentiality issues associated with their use.

The British Columbia Archives and Records Service (BCARS) will destroy these records at the end of their semi-active retention period.

  
Archivist

  
Date

  
Manager, Appraisal & Acquisition Section

  
Date

The undersigned endorse the appraisals and recommendations:

  
Deputy Provincial Archivist

  
Date

  
Ministry Records Officer

  
Date

## ONGOING RECORDS SCHEDULE

This ongoing records schedule is approved in accordance with the Document Disposal Act (RSBC 1979, c. 95). It constitutes authority for retention and disposition of the records described herein. For assistance in implementing this ongoing records schedule or in transferring records to the off-site records storage facilities provided by BCARS, contact your Records Officer.

A      SA      FD

### RESIDENTIAL TENANCY DISPUTE FILES

These records document landlord and tenant disputes processed in accordance with the Residential Tenancy Act (SBC 1984, c. 15). These records consist of correspondence, intake or identification forms, applications for an Order for Early Termination of the tenancy agreement, working notes, termination notices to tenant, hearing summary sheets, applications to designate an Arbitrator, declarations, applications for rent of suite, copies of receipts, termination agreements, copies of invoices, residential tenancy agreements, copies of cheques, statement of events, and hearing notices. In addition, some files may contain Writ of Summons, statement of claims, statement of defence, application for Order of Possession of the residential premises, and investigator action forms.

Unless otherwise specified below, the ministry OPR (Residential Tenancy Branch) 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
		- <u>non-OPR</u>
-01	General	

SO	5y	FR
SO	nil	DE

-20      Landlord/tenant dispute files  
            (arrange numerically)

SO+3m    8y      DE

SO =    upon resolution of dispute and closure  
          of file

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A   SA   FD

## RESIDENTIAL TENANCY DISPUTE FILES (Continued)

NOTE: The OPR will store Landlord/Tenant Dispute Files under ongoing RCS accession:

<u>Number</u>	<u>Office</u>
91-0051	Vancouver Office
91-0921	Victoria Office

NOTE: Landlord/tenant disputes for Vancouver Island are handled through the Victoria office of the Residential Tenancy Branch. The Vancouver office of the Residential Tenancy Branch handles landlord/tenant disputes for the rest of the province.

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