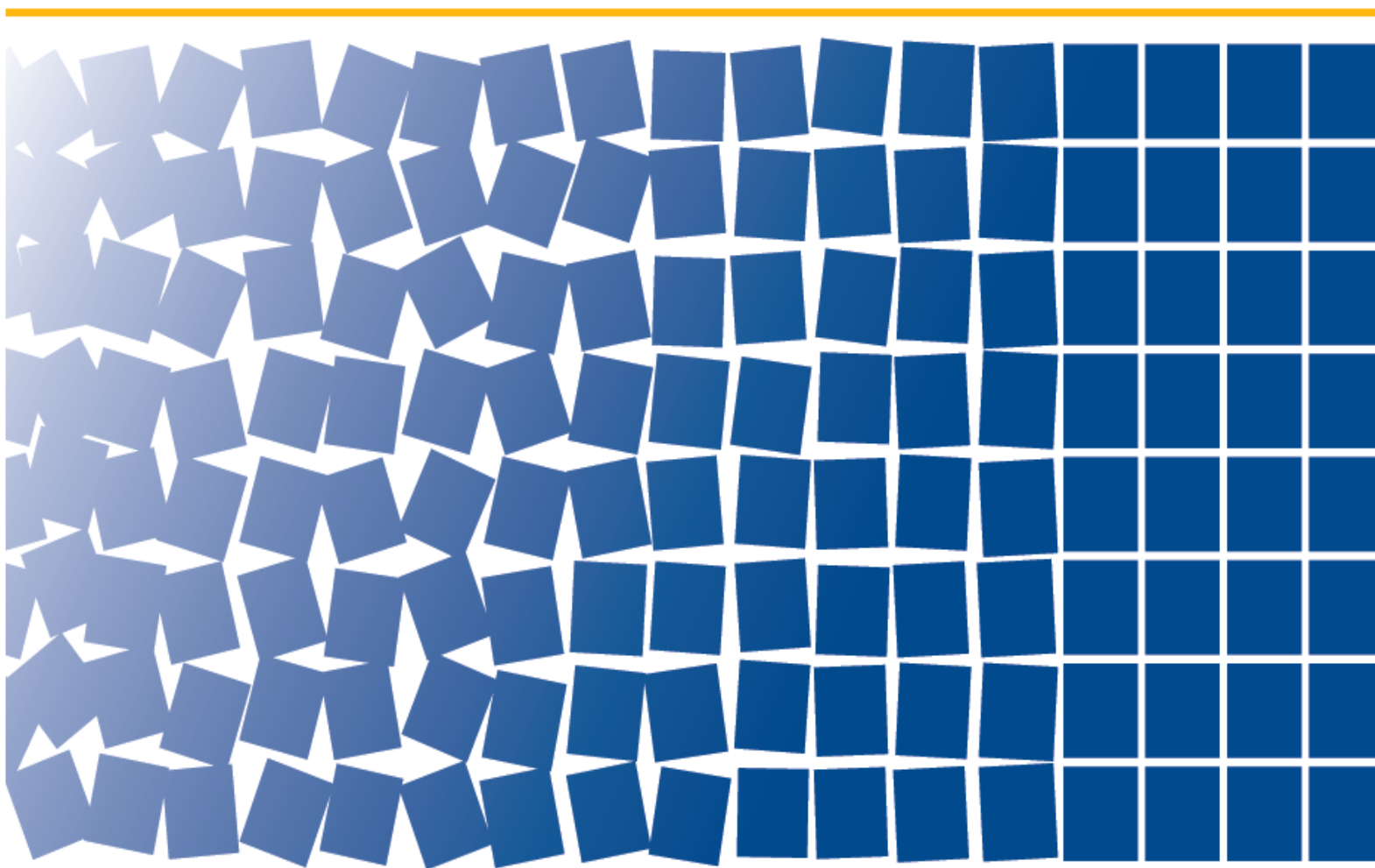


COMBAT SPORTS REGULATION

OPERATIONAL RECORDS CLASSIFICATION SYSTEM



GOVERNMENT RECORDS SERVICE

INFORMATION SCHEDULE APPROVAL

Title: *Combat Sports Operational Records Classification System (ORCS)*

Ministry of Community, Sport and Cultural Development
Community and Corporate Services Division
Office of the BC Athletic Commissioner

Scope of Schedule:

This records schedule establishes a classification system and retention and disposition schedule for the operational records created by the Office of the BC Athletic Commissioner. These records document the regulation of combat sports in British Columbia in accordance with the *Athletic Commissioner Act* (SBC 2012, c. 29), *Athletic Commissioner Regulation* (BC Reg. 170/2013), *Minister's Athletic Commissioner Regulation* (BC Reg. 171/2013) and the *Criminal Code* (R.S.C., 1985, c. C-46, s. 83).

The Office of the BC Athletic Commissioner is the regulatory body for combat sports in the province, which currently covers professional boxing and mixed martial arts (MMA), and amateur kickboxing, Muay Thai, MMA and pankration. The mandate and responsibilities of the Office is to license promoters, contestants, matchmakers, seconds and officials and to issue permits for professional events, to issue permissions for amateur events, and to establish and uphold rules, protect contestant safety and maintain the integrity of combat sports.

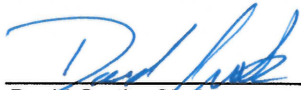
For more information, see the attached schedule.

Earliest date of records covered by this schedule: 2013

The government body endorses this schedule and its implementation.

See attached authorization authority March 15, 2016
Kevin Volk, Executive Lead, Community and Legislative Services Date

The Information Management Advisory Committee recommends this schedule for approval.


David Curtis, Chair Date 2017/04/07

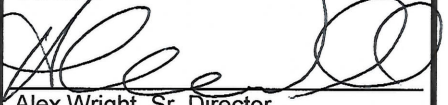
APPROVED BY THE CHIEF RECORDS OFFICER:


Cheryl Wenezenki-Yolland Date 2017/05/03

The attached schedule was developed in consultation with staff and managers who conduct the operational functions in the creating agency. It has also been reviewed by appropriate Government Records Service staff to ensure it meets scheduling and appraisal standards, and reflects sound recordkeeping practices.

Schedule Developer: Mahia Frost
Archivist: Joni Mitchell

Endorsed by Government Records Service.


Alex Wright, Sr. Director
Date 2017/04/07

USEFUL INFORMATION

Key to Information Schedule Codes and Acronyms:

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

The following links provide additional resources for managing your information:

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

32000 COMBAT SPORTS REGULATION

Records relating to the regulation of combat sports in British Columbia, per the [Athletic Commissioner Act \(SBC 2012, c. 29\)](#), [Athletic Commissioner Regulation \(BC Reg. 170/2013\)](#), [Minister's Athletic Commissioner Regulation \(BC Reg. 171/2013\)](#) and the [Criminal Code \(R.S.C., 1985, c. C-46, s. 83\)](#). The Office of the BC Athletic Commissioner is the regulatory body for combat sports in the province, which currently covers professional boxing and mixed martial arts (MMA), and amateur kickboxing, Muay Thai, MMA and pankration. The mandate and responsibilities of the Office is to license promoters, contestants, matchmakers, seconds and officials and to issue permits for professional events, to issue permissions for amateur events, and to establish and uphold rules, protect contestant safety and maintain the integrity of combat sports.

NOTE: The classifications and retentions in this schedule apply to records in both paper and electronic formats, including data in Salesforce.

For accounts payables, see [ARCS primary 925](#).

For contracts, see [ARCS secondary 1070-20](#).

For general complaints, not related to a specific contestant, event or official, see [ARCS secondary 155-05](#).

For general inquiries, not related to a specific contestant, event or official, see [ARCS secondary 320-30](#).

For reference material/topical files, see [ARCS secondary 358-20](#).

For tracking lists and spreadsheets, see [ARCS secondary 100-05](#).

For web site management, see [ARCS primary 340](#).

The ministry OPR is the Office of the BC Athletic Commissioner unless otherwise noted below. See specific secondaries for OPR retention schedules.

32000	COMBAT SPORTS REGULATION	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-00	Policy and procedures (covers final/approved versions of both internal and public policies, procedures, standards, and guidelines pertaining to this schedule, including terms and conditions; accepted rules for the individual sports, such as Unified Rules of Boxing and Amateur Muay Thai Rules; the Therapeutic Use Exemption Procedure, and the Anti-Doping Policy)	SO	5y	FR
NOTE: Development material for these policies and procedures is classified under secondary 32000-40.				
FR: The government archives will fully retain final and approved versions of combat sport regulation policy and procedures because they provide evidence of the government's regulatory framework and process concerning the licensing of combat sport contestants, officials, and promoters; the issuing of combat sport				

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

32000	COMBAT SPORTS REGULATION	A	SA	FD
	event permits; and the management of combat sport events. They also provide evidence of the terms and conditions associated with obtaining a license or permit and the rules of conduct governing the various types of combat sport.			
	-01 General	CY+1y	nil	DE
	NOTE: This secondary covers miscellaneous records that relate to the function but do not document decisions and actions, and do not relate to topics that warrant specific classifications.			
PIB	-03 Abandoned or withdrawn applications	SO	nil	DE
	SO: when the application is withdrawn, or considered abandoned (see NOTE)			
	NOTE: Currently an application is considered withdrawn/abandoned when: <ol style="list-style-type: none"> 90 days have passed without any supporting documentation being submitted, or some supporting documentation has been received, but it has been one year since the original application date and it is still incomplete. 			
PIB	-05 Declined applications (covers declined applications of officials, matchmakers, promoters, contestants, seconds and for events)	SO+1y	nil	DE
	SO: when the application is declined			
	NOTE: Abandoned or withdrawn applications are classified under -03; approved applications are classified under -20, -25 and -30.			
	-06 Event reports - compilation file (covers the full set of event reports [which may also filed on the individual event file] for all sanctioned amateur and professional events in British Columbia)	SO	nil	FR
	SO: when research, statistical and reference value has expired			
	FR: The government archives will fully retain event reports. The reports provide a concise one to two page summary of each amateur and professional event and include information about the officials,			

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

32000	COMBAT SPORTS REGULATION	A	SA	FD
	contestants, results of the rounds, injuries, and suspensions. The records provide evidence of the regulatory mandate of the Office of the BC Athletic Commissioner and have significant informational value regarding the event participants and the outcome of the events			
-08	Match assessments - compilation file (covers the full set of match approval forms; these provide an independent evaluation of the suitability of a proposed match-up so the Commissioner can make an informed decision on whether to approve or veto the match) SO: when research and reference value has expired NOTE: Research material and copies of the assessments are filed in the event file in -25.	SO	nil	DE
-10	Office of the BC Athletic Commissioner website (covers the pages and content on internet site for the Office of the BC Athletic Commissioner, currently http://www.bcatleticcommission.ca/Default_Home.aspx) SO: when the web page is updated, redesigned, or closed NOTE: This secondary schedules the website and the content on its pages. Source records (originals) for the website/pages such as reports, policies, and publications must be classified under the appropriate secondaries in this ORCS and ARCS. See the Systems Section for the Salesforce database which uses the website as a portal for applications.	SO	nil	DE
PIB	-20 Contestant files (includes application and supporting documentation, payment invoices, tracking sheets, medical records, licence or permission letter, and event information such as event day declarations and suspensions) (arrange by type of application then by surname) (covers registration and licensing files for amateur and professional contestants and seconds) SO: when the application expires or is cancelled 3y: The retention addresses legal concerns that the records be available in the case of long term injury to the contestants.	SO+1y	2y	DE

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

32000	COMBAT SPORTS REGULATION	A	SA	FD
NOTE: Abandoned or withdrawn applications are classified under -03, declined are under -05.				
-25	Event files (includes application and supporting documentation, fight card, tracking documents, match assessment research and copy of final report, score and time cards from event, suspension forms, Ringside event report, and correspondence; may also include athletes' event day declarations and suspensions) (arrange by event date) (covers permitting and event information for amateur and professional events)	SO+1y	2y	DE
	SO: when the event has been held			
	NOTE: Related records to an event are classified as follows: <ul style="list-style-type: none"> • contestants are under -20; • officials (judges, referees, room supervisors, etc), promoters and matchmakers are under -30; • declined events are under -05; • abandoned or withdrawn event applications are under -03. 			
PIB	-30 Official, promoter and matchmaker files (includes applications and supporting documentation such as medical examination results and criminal records checks; copies of payment documentation [for professional officials], letter of good financial standing [for promoters and matchmakers], licence letter, and correspondence) (arrange by role, then by surname, or for promoters/matchmakers, by corporation) (covers registration and licensing for officials [judges, referees, room supervisors, scorekeepers, and timekeepers], promoters and matchmakers)	SO+4y	nil	DE
	SO: when the licence/registration is approved			
	4y: The retention ensures the records are available for the three year period of an amateur official's registration, and provides an extra year for the licence to be referenced for operational purposes. It also covers the commitment from the Office of the Commissioner that the criminal records check, which is maintained on professional officials' files, will be considered valid for three years.			
	NOTE: Abandoned or withdrawn applications for officials,			

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

32000	COMBAT SPORTS REGULATION	A	SA	FD
promoters and matchmakers are classified under -03, and declined applications are under -05.				
-40	Policy and procedure development files (includes briefing notes, research and working material, correspondence, and drafts) (arrange by policy or procedure) SO: when the policy is approved and distributed or abandoned DE: Policy development files may be destroyed because final policies are fully retained under secondary -00	SO+5y	nil	DE

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

COMBAT SPORTS REGULATION

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

SYSTEMS SECTION TABLE OF CONTENTS

<u>SECTION AND TITLE</u>	<u>PAGE NO.</u>
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SALESFORCE	3

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

SYSTEM SECTION: COMMON SYSTEM NOTES

Retention Schedules for the Systems

The data on the systems is classified under appropriate secondaries in the *ORCS* and in *Administrative Records Classification System (ARCS)*, as indicated in the following descriptions. The systems themselves are all scheduled as follows:

Active	SO:	The system becomes superseded and obsolete when all data has been migrated to another system or documented elsewhere, or when all applicable retention schedules for the data have expired; see relevant classifications.
Semi-Active	nil:	There is no semi-active retention period assigned to systems.
Final Disposition	DE:	Each system will be destroyed when all data has been migrated to another system performing the same function, schedules covering the data have elapsed, or the data has been preserved elsewhere. For data retention details, see the applicable system overview.

SALESFORCE

SYSTEM OVERVIEW

Creating Agency

BC Office of the Athletic Commissioner (BCAC)

Purpose

The BCAC supervises and regulates professional and amateur combative sports. Salesforce, a cloud based service, supports the Commission's business processes and functions of licensing promoters, matchmakers, contestants officials and seconds; issuing permits for combative sport events, and providing snapshot tracking reports and information about the program.

Information Content

Information in Salesforce contains application data, which may include:

- For contestants and seconds: tombstone data, photos, completed physical examination and eye examination forms, blood work results, fight records, copies of certificates received in combat sports, declaration of criminal offences or criminal records checks
- For officials and room supervisors: tombstone data, photographs, Criminal Record Check including a vulnerable sector check (Tier 4), copies of certification and identification
- For events: proposed program, proof of insurance, security plans, medical plans, performance bonds, proof of valid promoter registration / matchmaker registration, event information, and fight card
- Promoters / matchmakers: tombstone data, Criminal Record Check including a vulnerable sector check (Tier 4), copies of certification, identification, personal disclosure forms, copies of incorporation / registration
- For all of the above categories, decision details regarding the issuance, decline, or withdrawal of the licence/permit/registration is recorded in Salesforce.

Inputs, Processes, and Outputs

Applications for licensing, registration and permits are initiated through the BCAC website by the applicant. Required supporting documentation can be uploaded by the applicant or BCAC staff, who either receive it by email, or scan and upload it. Once all of the required documentation is received, the decision field in Salesforce is completed by the Commissioner, and a licence/registration letter is issued. The letter is sent to the applicant, and the licence file is managed in Salesforce.

Historical Note

The BCAC is in transition from a paper/email system to using Salesforce for this process. This means that while contestant, promoter, matchmaker and officials files are currently hybrid physical/electronic files, the plan is that they will be entirely electronic and managed in the Salesforce environment. Because event files hold paper records such as score and time cards from the events, they will stay as a hybrid file in the foreseeable future.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

SALESFORCE

Classification of Records that Relate to the System

Schedule Code	Secondary No.	Secondary Title	Retention A	Schedule SA	FD
Data in the System					
CSREG	32000-03	Abandoned or withdrawn applications	SO	nil	DE
CSREG	32000-05	Declined applications	SO+1y	nil	DE
CSREG	32000-20	Contestant files	SO+1y	2y	DE
CSREG	32000-25	Event files	SO+1y	2y	DE
CSREG	32000-30	Official, promoter and matchmaker files	SO+4y	nil	DE
Inputs					
CSREG	32000-10	Office of the BC Athletic Commissioner website	SO	nil	DE
Outputs					
CSREG	32000-30	Official, promoter and matchmaker files	SO+4y	nil	DE
Other Related Records					
ARCS	6820-05	Back-up data	SO	nil	DE
ARCS	see appropriate	INFORMATION TECHNOLOGY			
Section 6	secondaries				
102902		Transitory Electronic Data Processing (EDP) Records	SO	nil	DE

Schedule Code Key: ARCS = *Administrative Records Classification System*, schedule 100001
CSREG = *Combat Sports Regulation Operational Records Classification System*, schedule 201310

END OF OVERVIEW

BC Office of the Athletic Commissioner

Appendix A: Data retention chart for Salesforce data

Application action	Contestants (includes seconds)	Events	Officials Promoters Matchmakers	Associated ORCS classifications
Issued Issued with "subject to"	Delete four years after decision date (or, three years after licence expires – whichever is easier to implement)	Delete three years after event is held	Delete four years after decision date	Contestants: 32000-20 Events: 32000-25 Officials etc.: 32000-30
Declined Cancelled	Delete one year after decision date			32000-05
Abandoned or withdrawn	Delete 90 days from application date if no supporting documentation has been received Delete one year from application date if application isn't issued / declined / cancelled / withdrawn			32000-03

This table covers both amateur and professional applications in each category.
A decision date is the date the application is issued, withdrawn, declined or cancelled.