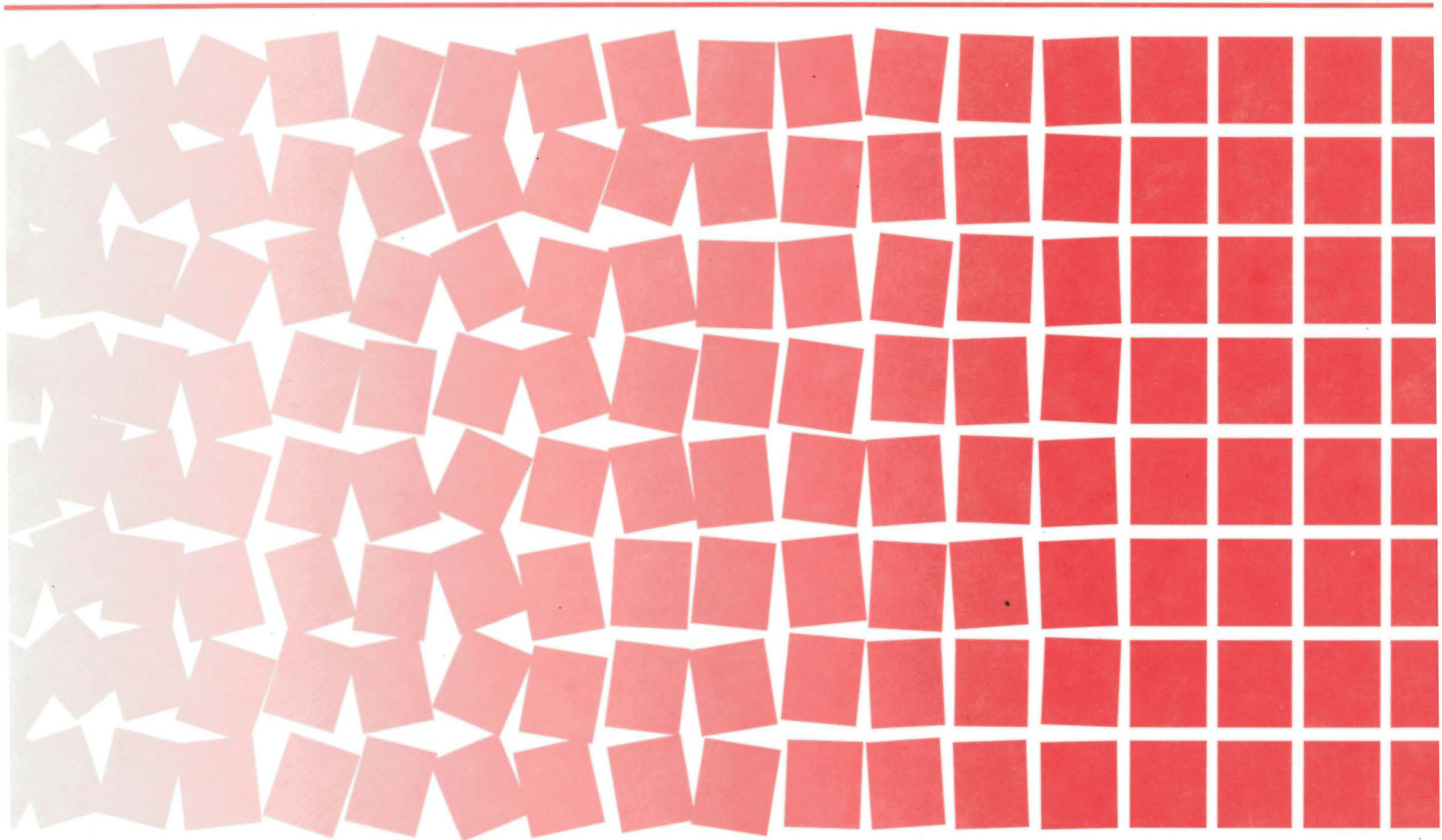


HEALTH PROTECTION AND SAFETY OPERATIONAL RECORDS CLASSIFICATION SYSTEM



**British Columbia
Information Management Services**

**HEALTH PROTECTION
AND SAFETY
OPERATIONAL
RECORDS
CLASSIFICATION
SYSTEM**



Province of
British Columbia

British Columbia
Information Management Services

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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:

Health Protection and Safety Operational Records Classification System

Ministry: **Ministry of Health and Ministry Responsible for Seniors**
Division: **Health Protection and Safety Division**
Branch:

Description and Purpose: ☐ Administrative ☒ Operational ☐ Both

The *Health Protection and Safety Operational Records Classification System (ORCS)* covers all operational records created, received, and maintained by all branches of the Health Protection and Safety Division except the B.C. Centre for Disease Control, Disaster Preparedness Planning, the Office for Injury Prevention, and the Planning and Resource Management Branch. These records document: the provision of expert advice and training programs; the licensing and inspection of community care facilities and potential sources of public health hazards; research into health protection and safety issues and concerns; and the development and review of provincial environmental health and safety standards and guidelines. For further descriptive information about these records, please refer to the attached executive summary.

Dates: **1960 ongoing**

Physical Format of Records:

see attached schedule

Extent: **1.44 m3/year** Cubic Metres

No. of
Pieces **n/a**

Have documents been microfilmed?

☐ Yes

☒ No

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

☒ Yes

(See Records Management Appraisal) ☐ No

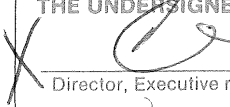
Recommended Retention:

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

Recommended Disposition:

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

THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:

 **Andrew Hazlewood**
Director, Executive responsible for records

Date **May 13/96**

Deputy Minister/Corporate Executive

Date

Minister

Date

THE PUBLIC DOCUMENTS COMMITTEE CONCURS:

 **Provincial Archivist**
Chairman, PDC/Provincial Archivist

MAY 22 1996

Date

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

AUG 13 1996

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:

Andrew Hazlewood, Executive Director, 952-1731

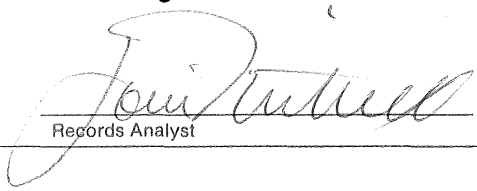
These records are created and received under the authority of the *Health Act* (RSBC 1979, c. 161), the *Community Care Facility Act* (RSBC 1979, c. 57), the *Fish Inspection Act* (RSBC 1979, c. 136), the *Meat Inspection Act* (RSBC 1979, c. 253), the *Tobacco Sales Act* (RSBC 1979, c. 403), and subsequent legislation governing the operational responsibilities and functions of the creating agency.

Functional duplicates and microfilmed records are indicated under appropriate classification headings.

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

Upon approval of this ORCS, primaries 32900 and 32940 will replace and supersede ongoing records schedule 105055.

The retention and final disposition guidelines have been established in consultation with the Ministry Records Officer and staff and managers of all branches conducting operational functions in the creating agency.


Records Analyst

May 7 1996
Date

ARCHIVAL APPRAISAL:

This appraisal documents the recommendation for final disposition.

The final disposition recommendations protect records considered to have archival values.

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

Record series or groups of records which will be retained in part are indicated by "Selective Retention." Selective retention means a sampling, a percentage or statistical sample, or a selection based on recognized archival techniques. For the meaning of selective retention with respect to a specific record series, see the attached schedule.

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

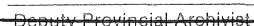

Archivist

1996/05/07
Date



Manager, Appraisal & Acquisition Section

96/05/06
Date

The undersigned endorse the appraisals and recommendations:


Deputy Provincial Archivist

Date


Ministry Records Officer

95-05-15
Date

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

Health Protection and Safety

Operational Records Classification System

EXECUTIVE SUMMARY

This *Operational Records Classification System (ORCS)* establishes a classification system and retention and disposition schedule for the operational records created by the Community Care Facilities, the Environmental Health Assessment and Safety, the Public Health Protection, and the Radiation Protection and Tobacco Enforcement branches of the Health Protection and Safety Division of the Ministry of Health. The active and semi-active retention periods specified in the schedule meet all operational, administrative, legal, fiscal, and audit requirements. British Columbia Information Management Services has reviewed the final disposition to ensure that records having residual values to government or historical values are preserved.

These records document the functions of the aforementioned branches that: provide expert advice regarding environmental health hazards and the prevention and control of communicable disease; develop and monitor training courses and educational programs for community care providers and those employed in public health protection fields; license and inspect community care facilities and potential sources of public health hazards; investigate and conduct research into health protection and safety issues and concerns; and develop and review provincial environmental health and safety standards and guidelines.

Legislated authority for the operations of the aforementioned branches is provided by the *Health Act* (RSBC 1979, c. 161), the *Community Care Facility Act* (RSBC 1979, c. 57), the *Fish Inspection Act* (RSBC 1979, c. 136), the *Meat Inspection Act* (RSBC 1979, c. 253), the *Milk Industry Act* (RSBC 1979, c. 258), the *Tobacco Sales Act* (RSBC 1979, c. 403), and subsequent legislation governing the operational responsibilities and functions of the creating agency.

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The summary that follows describes the basic types of records and identifies their retention periods and final disposition. Please consult the *ORCS* manual for further information.

This *Operational Records Classification System* consists of six sections covering the following main topics:

Environmental Health and Safety Program Development and Support
Community Care Facility Inspection and Licensing
Food Safety Monitoring
On Site Sewage Disposal Monitoring
Public Health Inspection
Radiation Source Auditing
Water System Inspection and Licensing
Laboratory Analysis
Research, Investigation and Analysis
Provincial Standards and Guidelines Development and Review

Unless otherwise specified, records described in this *ORCS* will be destroyed three years after the calendar year of their creation or receipt. CY+1y 2y DE

Throughout this *ORCS*, BCA will fully retain for their evidential value all policy, procedure and standards files created by the office having primary responsibility for policy, procedure or standard development and approval. Draft and duplicate materials that hold no evidential value will be purged and discarded. SO 5y FR

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A SA FD

Section 1

ENVIRONMENTAL HEALTH AND SAFETY PROGRAM DEVELOPMENT AND SUPPORT

Records relating to the development, monitoring and support of public health protection, community care facilities, environmental health assessment, and tobacco and radiation control programs, and the provision of expert or technical advice and consultation regarding services, policies and issues pertaining to environmental health and safety.

Regional advisory files will be retained for nine years after the calendar year of their creation. They will then be destroyed. CY+2y 7y DE

Public health protection subject files will be retained until they are no longer current. They will then be destroyed. SO nil DE

Records relating to the handling of community care abuse and incident complaints will be retained for seven years after the resolution of the complaint. They will then be destroyed. SO+1y 6y DE

Case files relating to facility license or early childhood educator certificate review hearings held before the Director of Licensing will be retained for seven years after the conclusion of the hearing and the expiry of the thirty day appeal period. They will then be destroyed. SO+1y 6y DE

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	<u>A</u>	<u>SA</u>	<u>FD</u>
Records relating to inquiries about food premise, swimming pool and water system permit fees will be destroyed four years after the fiscal year of their creation.	FY+1y	3y	DE
BCA will selectively retain statistical reports relating to the monitoring of provincial public health hazard trends six years after the fiscal year of their creation.	FY+3y	3y	SR
BCA will selectively retain case files relating to special projects conducted in the fields of waste disposal, sewage disposal and treatment methods, and land use development five years after the calendar year of their creation.	SO+1y	4y	SR

Section 2

EDUCATION AND TRAINING

Records relating to the development and monitoring of environmental health and safety training courses and educational programs.

Training institution accreditation files will be destroyed seven years after the accreditation is discontinued or withdrawn.	SO+1y	6y	DE
Early childhood educator certification year end statistics will be destroyed six years after the fiscal year of their creation.	FY+1y	5y	DE

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	<u>A</u>	<u>SA</u>	<u>FD</u>
Lists of early childhood educators will be destroyed upon the receipt of an up-to-date list.	SO	nil	DE
Early childhood educator certification reports will be destroyed upon receipt of up-to-date report.	SO	nil	DE
Early childhood educator year end reports will be retained for six years after the fiscal year of creation. They will then be destroyed.	FY+1y	5y	DE
Case files documenting the certification of individual childhood educators will be retained for seven years after the non-renewal or cancellation of their registration. They will then be destroyed.	SO+1y	6y	DE
Early childhood certified educator and foodsafe registry databases will be retained until transferred to another database.	SO	nil	DE
Foodsafe central and regional statistical reports will be destroyed upon the receipt of the latest report.	SO	nil	DE
Foodsafe registration forms will be destroyed when data entry is complete and data verified.	SO	nil	DE
Pool safety education central registry will be destroyed ten years after the expiration of the certification of all individuals in the registry	SO+3y	7y	DE
Pool safety education central statistical reports will be destroyed five years after the report is no longer current.	SO	5y	DE

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	<u>A</u>	<u>SA</u>	<u>FD</u>
Pool safety education regional council files will be destroyed eight years after the council is no longer active and/or file/volume has been closed for one year.	SO+1y	7y	DE
Pool safety education registration forms will be destroyed when data from the form is entered in the registry.	SO	nil	DE
Pool safety regional instructor registries will be destroyed ten years after the expiration of the certification of all individuals in the registry.	SO+3y	7y	DE
Pool safety regional trainee registries will be destroyed ten years after the expiration of the certification of all individuals in the registry.	SO+3y	7y	DE
Pool safety education local statistical reports will be destroyed five years after the report is no longer current.	SO	nil	DE
"Health File" resource files will be destroyed three years after the date of publication or revision of the "Health File" bulletin.	SO+3y	nil	DE
Radiation protection course and lecture development will be destroyed when the course is discontinued.	SO	nil	DE
Septic field installation and design certification files will be destroyed five years after the workshop development is complete.	SO	5y	DE

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	<u>A</u>	<u>SA</u>	<u>FD</u>
Certified septic field installer registry logbooks or databases will be destroyed seven years after the decertification of the last entry in the logbook, or upon transfer to a new database.	SO	7y	DE

Section 3

COMMUNITY CARE FACILITY INSPECTION AND LICENSING

Records relating to the inspection, licensing and monitoring of community care facilities.

Community care facility licensing officer activity reports will be destroyed when the information is entered onto the Community Care Facilities Licensing System - Field Section.	SO	nil	DE
Licensing officer annual diaries will be destroyed ten years after the calendar year they were created.	CY+1y	9y	DE
Community care facilities licensing field section month end reports will be retained until the end of the fiscal year, then destroyed.	FY	nil	DE
Community care facilities licensing field section year end reports will be retained for eleven years after the fiscal year of creation, then destroyed.	FY+1y	10y	DE
Community care facilities licensing mainframe section month end reports will be retained until the end of the fiscal year, then destroyed.	FY	nil	DE

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	<u>A</u>	<u>SA</u>	<u>FD</u>
BCA will selectively retain community care facility licensing mainframe section year end reports eleven years after the fiscal year of their creation.	FY+1y	10y	SR
Adult and child care facility monitoring files will be retained for twenty-six years after the facility is closed. They will then be destroyed.	SO+1y	25y	DE
Consents for criminal records search lists will be destroyed one year after the calendar year in which the criminal record search took place.	CY+1y	nil	DE

FOOD SAFETY MONITORING

Records relating to the inspection, licensing and monitoring of food manufacturing and processing plants and outlets, and food service premises.

Dairy plant and worker licence lists will be destroyed when the most current list is received from Agriculture Canada.	SO	nil	DE
Case files relating to the licensing, monitoring and inspection of individual dairy, meat and fish processing plants will be retained for seven years after the plant ceases operation. They will then be destroyed.	SO	7y	DE
Case files documenting the licensing and inspection of food service premises, and retail and food manufacturing outlets will be retained for seven years	SO+1y	6y	DE

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after the premise or outlet is closed. They will then be destroyed.

Electronic case files relating to the licensing and inspection of food service premises, and retail and food manufacturing outlets will be destroyed after the premise or outlet is closed.	SO	nil	DE
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BCA will selectively retain annual dairy plant statistical reports when they are no longer current.	SO	nil	SR
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Food outlet building plans will be destroyed after they are reviewed.	SO	nil	DE
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ON SITE SEWAGE DISPOSAL MONITORING

Records relating to the inspection and approval of on-site sewage disposal systems will be retained for seven years after the system has been replaced by a community sewage system. They will then be destroyed.	SO	7y	DE
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PUBLIC HEALTH INSPECTION

Records relating to the inspection of public places for compliance with public health regulations, standards and guidelines.

Records relating to the monitoring of housing and institutional facilities, personal service establishments, and public places for compliance with health and	CY+4y	2y	DE
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safety regulations, standards and guidelines will be retained for six years after the calendar year of their creation. They will then be destroyed.

Electronic records relating to the monitoring of housing and institutional facilities, personal service establishments, and public places are destroyed when they are no longer current. SO nil DE

Violation ticket status reports, regional ticket information reports and ticket statistics reports will be destroyed upon receipt of the following report. SO nil DE

Provincial ticket information reports will be destroyed nine years after the fiscal year of their creation. FY+4y 5y DE

Public health violation statistics will be destroyed nine years after the fiscal year of their creation. FY+4y 5y DE

Violation tickets will be destroyed seven years after the fiscal year of their creation. They will then be destroyed. FY+2y 5y DE

Public health technical assessments provided to other ministries or levels of government will be retained for fifteen years after either the assessment itself is provided, or the permit for which the assessment was provided has expired. The records will then be destroyed. SO+5y 10y DE

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RADIATION SOURCE AUDITING

Records relating to radiation source auditing. Covers the identification, monitoring and evaluation of radiation sources.

Electronic radiation source surveys will be retained on the database until they are transferred to another database.	SO	nil	DE
BCA will fully retain emergency response surveys six years after the calendar year of their creation.	CY+1y	5y	FR
Case files documenting surveys of sources of x-rays will be retained for seven years after the client ceases to own the piece of equipment. They will then be destroyed.	SO	7y	DE
BCA will selectively retain radiation project files three years after the completion of the project and the submission of the final report.	SO	3y	SR
BCA will selectively retain Radiation Protection Services System statistical and special reports six months after a new report is generated.	SO+6m	nil	SR
Medical x-ray self-inspection survey data on diskette will be destroyed after the data are loaded onto the Radiation Protection Services System.	SO	nil	DE
Radioisotope licence files will be destroyed two years after the calendar year of creation.	CY+2y	nil	DE

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WATER SYSTEM INSPECTION AND LICENSING

Records relating to the inspection and licensing of water systems. Covers the approval of construction or alteration of water systems and recreation water facilities. Also covers the monitoring of water quality. Unless otherwise specified below, these records will be destroyed four years after the calendar year that they were created or received.

CY+2y 2y DE

Water system inspection files and recreation facility inspection files will be retained for seven years after the water system or the swimming pool is abandoned. They will then be destroyed.

SO 7y DE

Electronic inspection files will be destroyed when the water system or swimming pool is abandoned.

SO nil DE

BCA will fully retain water system final certificate and engineering plan microfilm after the water system is abandoned or the plans are superseded by new plans.

SO nil FR

Recreational water facility engineering plan microfilm will be retained for seven years after the recreational water facility is abandoned or superseded by newer plans. They will then be destroyed

SO 7y DE

Chemical testing packages and list updates will be destroyed when the information is no longer current.

SO nil DE

List updates on diskette will be destroyed after they are uploaded onto the Water Sampling Analysis

SO nil DE

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Computer (WSACS) - Field System database.			
Emergency measures will be destroyed when the information is no longer current.	SO	nil	DE
Requisition summaries will be destroyed one month after the next month's summary is printed.	SO+1m	nil	DE
Water sampling frequency and quality guideline amendments will be destroyed when guidelines are updated on WSACS - Central System database.	SO	nil	DE
Amendments on diskette will be destroyed after they are uploaded onto WSACS - Field System database.	SO	nil	DE
WSACS - Field System database reports will be destroyed six months after information is no longer current or upon receipt of new report.	SO+6m	nil	DE
BCA will selectively retain annual reports from WSACS - Central System database six months after the information is no longer current or a new report is generated.	SO+6m	nil	SR
Bacteriological laboratory results will be retained for three years on the WSACS - Central System database after the calendar year it was entered.	CY+3y	nil	DE
Chemical laboratory results will be retained on WSACS - Central System database until conversion to another database.	SO	nil	DE

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	<u>A</u>	<u>SA</u>	<u>FD</u>
Water sampling laboratory test result paper records will be destroyed when data is entered and validated on WSACS - Field System database.	SO	nil	DE
WSACS - Central System electronic database will be retained until conversion to another database.	SO	nil	DE

Section 4

LABORATORY ANALYSIS

Records relating to laboratory analysis to identify environmental contaminants or toxic agents, and radiation levels.

Environmental analysis laboratory logbooks will be destroyed twenty-five years after the laboratory analysis and testing are complete.	SO	25y	DE
Radiation detection test data will be transferred from hard drive to diskette and will be retained for the five years after the calendar year of the transfer. They will then be destroyed.	CY+5y	nil	DE

Section 5

RESEARCH AND INVESTIGATION

Records relating to the investigation and research of the public's exposure to environmental hazards. Covers the

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

investigation of incidents of food poisoning and waterborne enteric diseases.

BCA will fully retain environmental hazard investigation final reports twenty-five years after the report is issued or submitted. SO+1y 24y FR

BCA will selectively retain environmental hazard investigation project files twenty-five years after the report is issued or submitted. SO+1y 24y SR

Disease outbreak follow-up files will be destroyed six years after the calendar year of the investigation. CY+1y 5y DE

Section 6

PROVINCIAL STANDARDS AND GUIDELINES DEVELOPMENT AND REVIEW

Records relating to the development and review of environmental health and safety standards and guidelines.

BCA will fully retain community care and public health protection standards and guidelines ten years after the issuance of new or revised standards and guidelines. SO+5y 10y FR

Standards and guidelines development and review files will be destroyed three years after the development or review process is complete SO+1y 2y DE

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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	<u>A</u>	<u>SA</u>	<u>FD</u>
Standards and guidelines from other jurisdictions will destroyed when they are no longer current.	SO	nil	DE

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FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCA
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HEALTH PROTECTION AND SAFETY SERVICES
OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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SECTION 5	34000-34999	RESEARCH AND INVESTIGATION
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SECTION 6	35000-35999	STANDARDS AND GUIDELINES
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ISO	CCFLS	COMMUNITY CARE FACILITIES LICENSING SYSTEM
	CCFLS/MS	COMMUNITY CARE FACILITIES LICENSING SYSTEM - MAINFRAME SECTION
	CCFLS/FS	COMMUNITY CARE FACILITIES LICENSING SYSTEM - FIELD SECTION

ECECS	EARLY CHILDHOOD EDUCATOR CERTIFICATION SYSTEM
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EHPS	ENVIRONMENTAL HEALTH PROTECTION SYSTEM
EHPS/EHOCS	ENVIRONMENTAL HEALTH PROTECTION SYSTEM - ENVIRONMENTAL HEALTH OFFICERS COMPUTER SYSTEM
EHPS/PROPHILE	ENVIRONMENTAL HEALTH PROTECTION SYSTEM - PROVINCIAL PUBLIC HEALTH INFORMATION LINKED ELECTRONICALLY
RPSS	RADIATION PROTECTION SERVICES SYSTEM
WSACS	WATER SAMPLING ANALYSIS COMPUTER SYSTEM
WSACS/CS	WATER SAMPLING ANALYSIS COMPUTER SYSTEM - CENTRAL SYSTEM
WSACS/FS	WATER SAMPLING ANALYSIS COMPUTER SYSTEM - FIELD SYSTEM

GLOSSARY

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For further information, call your Records Officer,
Allan McKenzie, 952-2179

British Columbia Information Management Services

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PART 1 THE OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

1.1 Introduction

An *Operational Records Classification System (ORCS)* is a tool to facilitate the organization, retrieval, storage, and disposition of operational records throughout their life cycle, from creation to final disposition. Operational records relate to the operations and services provided by your division in carrying out the functions for which it is responsible according to statute, mandate, or policy. Examples of these functions include education and training, inspection and licensing, and research and investigation.

Administrative records are common to all units of government and are usually distinct from operational records. Administrative records support housekeeping functions such as the management of facilities, property, materiel, finances, personnel, and information systems. Administrative records also relate to common management processes, including committees, agreements, contracts, information services, legal opinions, and other similar functions. Although these records are considered administrative, they may have considerable operational impact.

British Columbia Information Management Services (BCIMS) has developed a standard government-wide classification system for all administrative records of the Government of British Columbia. It is known as the *Administrative Records Classification System (ARCS)*. *ARCS* provides common headings for classification of common records across government.

Each *ORCS* is tailored to fit the specific operational records of a unit of government. This *ORCS* covers all operational record series created or received by the Health Protection and Safety Division since January 1992, with the exception of the records maintained by the British Columbia Centre for Disease Control. Records created and maintained by the Office for Injury Prevention, the Disaster Preparedness Planning Section and the Planning and Resource Management Branch are classified in *ARCS*. This *ORCS* does not include older record series to which additions are no longer being made. To obtain approval for disposition of such records, submit via your Records Officer one records services application (form ARS 118) for each record series.

Each ministry, government agency and Crown corporation has a designated person responsible for implementing and coordinating records management procedures. This records officer, often called the Ministry Records Officer, should be contacted for further information whenever necessary. If you cannot determine who your Records Officer is, call BCIMS at 387-1321.

1.2

Purpose of *ORCS*

ORCS is a standard classification system for operational records. It is a system for the identification and management of operational records regardless of physical format (paper files, microfilm, optical disk, magnetic tape, diskettes, etc.). It helps you find the information you need, when you need it, at the least possible cost. *ORCS* also provides a framework to manage the retention and disposition of records. With *ORCS* you can identify and preserve the essential and dispose of the valueless in a timely fashion.

ORCS integrates three vital records management concepts into one comprehensive management plan for your division's operational records. *ORCS* is organized to serve as a retrieval aid, a records classification system, and a records retention and disposition schedule.

A records schedule is a timetable describing and governing the lifespan of a record from the date of its creation through the period of its active and semi-active use, to the date of its disposition, either by destruction, transfer to the custodianship of British Columbia Archives, or removal from the control of the Government of British Columbia.

The records schedules incorporated into *ORCS* identify records of permanent value; protect the operational, audit, legal, and fiscal values of all records; and permit the routine, cost-effective disposition of inactive records.

The structure and organization of *ORCS* is described in detail in the "How To Use *ORCS*" section. All technical terms used here and elsewhere are defined for your convenience in the glossary which is located at the back of the "How To Use *ORCS*" section.

The primary purposes of *ORCS*:

- *ORCS* is a tool for executive control of recorded information.
- *ORCS* provides a legal basis on which the integrity, authenticity, impartiality, and completeness of operational records may be established.
- *ORCS* is a key element of an agency's vital records program.
- *ORCS* is a retrieval device to aid effective management of resources.
- *ORCS* is a filing and records classification system for information resources.
- *ORCS* is a management plan for the retention and disposition of records.
- *ORCS* is a framework for the audit and review of operational functions.

1.3 Records and Recorded Information

The *Document Disposal Act* (RSBC 1979, c. 95; SBC 1983, c. 20) establishes approval requirements for the retention and disposition of records and recorded information. An *ORCS* is approved under the provisions of the *Document Disposal Act* and describes types of operational records and specifies their retention periods.

The *Document Disposal Act* uses the term "record" as defined in the *Interpretation Act* (RSBC 1979, c. 206, s. 29). Record is defined broadly to include all recorded information regardless of physical format:

"record" includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by any means whether graphic, electronic, mechanical or otherwise.

This definition applies to all recorded information created, kept, used, or filed by the ministries, commissions, boards, and other institutions of the Executive Government of British Columbia to which the *Document Disposal Act* applies.

The *Document Disposal Act* establishes procedures for the approval of the records schedules and classification systems developed by BCIMS and government ministries. This *ORCS* was reviewed by BCIMS staff, your ministry executive, the Public Documents Committee, and the Select Standing Committee on Public Accounts (commonly called the Public Accounts Committee). It was then approved by resolution of the Legislative Assembly. That resolution established this *ORCS* as the retention and disposition schedule for the operational records of the Health Protection and Safety Division.

Some categories of records or data have special retention and disposition requirements and may be handled by developing special records schedules. These schedules can be standardized for all ministries, and can cover both administrative and operational records. They can be used effectively to dispose of routine records and ephemeral material, can be adjusted to meet the retention problems posed by changing technologies, and can protect the long-term values of executive records.

The following categories of special records schedules are contained in the *ARCS* manual:

Transitory Records

Transitory Electronic Records

Electronic Mail

Word Processing Records

Special Media Records (including photographs, motion pictures,
audio-visual materials, videotapes, etc.)

Executive Records

Commission of Inquiry Records

Record Copies of Published Maps

See the special schedules section of the *ARCS* manual for a description of these records and the records retention and disposition schedules covering them.

PART 2 AN EFFECTIVE RECORDS MANAGEMENT SYSTEM

2.1 Introduction

This part outlines the major features of a records management system and describes the tools needed for effective filing operations.

An effective records management system has five essential elements to aid retrieval and maintenance:

- The Classification/Scheduling System
- The File List
- Finding Aids (indexes and cross-reference guides)
- Filing and Maintenance Procedures
- Boxing and Transfer Instructions.

2.2 The Classification System

A standard classification system such as *ORCS* is the cornerstone of an effective records management system. The classification gives an indication of what records are created and used by the agency and how the records are placed within a records system. The sections, primaries, scope notes, and secondaries of *ORCS* not only indicate standard classification and filing categories, but also aid access and guide retrieval.

For the frequent user, searching for a place to file a commonly used record, *ORCS* verifies classification. For both the experienced and the inexperienced user faced with a new subject or form, *ORCS* indicates the appropriate primary location for the record. For all users, *ORCS* provides a catalogue of general subject headings for retrieval and access.

The classification system is the basis for other finding aids, such as file lists and indexes. *ORCS* indicates all of the operational records that **might** exist in an office. The file list documents those files that have actually been opened.

2.2.1 Staff Responsibilities and Procedures

BCIMS recommends that each staff member be responsible for classifying documents that he or she creates. This includes recording the complete primary and secondary number on the top right hand corner of the document before it is typed, photocopied, or distributed. Over time, your correspondents will begin to quote your file number on return mail and less incoming mail will require classification.

BCIMS also recommends that the staff member responsible for opening, logging, and distributing incoming mail classify all incoming mail before it is distributed to the addressee. If that individual is unable to classify an individual item, he or she should refer it to the recipient for a primary and secondary number.

Each staff member is encouraged to organize working papers according to *ORCS*.

One individual within each filing area should have overall responsibility for the central filing system, ensuring that filing procedures, file lists, and finding aids are accurately maintained. He or she will liaise with the staff member responsible for procuring records equipment and supplies. This individual will also check classifications assigned by others and, in the event of amendments, will update the mail logs, file lists, etc.

2.2.2 Classifying Records

It is important to be consistent in assigning primary and secondary numbers, as the filing and retrieval of the information is dependent upon the classification number assigned to a document.

BCIMS recommends that a memo deal with only one subject. Occasionally, it may be necessary to photocopy a document that deals with more than one subject, place it on two or more files and cross-reference it appropriately. If the document has more than one page, only photocopy the first page and cross-reference it to the location of the complete document.

Records are classified based upon how they will be referenced or retrieved. In order to select a classification number, first read and understand the document. The subject is not always obvious. When the document deals with more than one subject and you are having difficulty classifying it, think about where someone other than yourself would look first for the information.

Use either the alphabetic subject index or the broad subject approach, or a combination of the two, to decide upon a number. Remember that the number reflects the subject of the document and not necessarily the sender or recipient.

a) Alphabetic Subject Index

To use the index, think of various subject terms that describe the record. Look under that term or synonyms in the index. Locate a number, and then refer to that primary block in the classification system to ensure that the number is the best possible one. Reading the primary scope notes will clarify whether or not a document should be classified in a given primary. If the appropriate classification was difficult to locate, consideration should be given to updating the index. For a discussion of the index, see part 2.4 of this introduction.

b) Broad Subject Approach

When it is difficult to describe a document in subject terms, decide under which of the main primary headings the record is most likely to fall. Turn to the list of primaries for the most relevant *ORCS* section, pick one or more primaries that might be applicable and then browse through those primaries, reading scope notes and reviewing secondary numbers and titles. Choose the **most appropriate** primary and secondary and classify the document accordingly.

c) Policy and Procedures Files

Within each primary, the standardized secondary -00 is reserved as a policy and procedures file. This secondary is used for records that reflect usages, regulations, precedents and other material that in some way document management decisions on the subject matter of the primary.

Policy and procedures files contain records relating to the plans, decisions, and actions embracing the general goals and acceptable procedures of the creating agency. They include correspondence and other records relating to draft and approved policies on a specific subject including actual policy statements, interpretations of policy, development and discussion of policy, and inquiries regarding policy.

d) General Files

Within each primary, the standardized secondary -01 is reserved as a general file. Records that meet one or more of the following criteria may be filed in the general file:

- The record does not fall within any of the existing secondaries, but does fall within the primary.
- The record deals with two or more subjects in the primary. In this situation, you could be more precise and file the original or a photocopy of the record in each specific file.
- There is no existing classification number for the document. The general number is used until the subject is significant enough to warrant creating a new primary or secondary number and title.

In cases where the retention period for secondary -01 is shorter than that of the specific subject or case file secondary, and/or the records are scheduled for selective or full retention by British Columbia Archives, a separate file **must** be opened.

2.3 The File List

The file list is a listing of each file that is currently in use or that has been created within an office. An accurate file list is an essential record, as it documents the creation and existence of government records. It assures the integrity and authenticity of records and may serve as legal evidence.

The file list is vital to *ORCS* and is a primary tool for the retrieval, control, and maintenance of records. The *Administrative Records Classification System (ARCS)* specifies that file lists will be maintained and classified under *ARCS* 423 "Records Management - File Control". *ARCS* 423-03 classifies current lists and *ARCS* 423-04 classifies superseded lists. Please note that these file lists cover both operational and administrative files and that superseded lists are selectively retained by British Columbia Archives.

The file list is also a ready retrieval guide. For the frequent user, it indicates which files have been opened and quickly directs the user to the proper primary and secondary. If a file does not appear on the current file list, a file may be opened under the appropriate primary and secondary. File lists should be regularly updated.

2.4 Other Finding Aids

There are a wide variety of finding aids that may be used to facilitate retrieval and classification of operational records. These include subject and keyword indexes, automated retrieval systems, file tracking systems, and lists of case file codes and corresponding titles.

Offices may also develop indexes to meet special needs, including subject cross-reference indexes, automated keyword indexes, proper name indexes, geographic location indexes, etc. The indexes themselves are classified in *ARCS* 423-05. Please note that they are selectively retained by British Columbia Archives.

The index included with this *ORCS* contains an alphabetical listing of primary and secondary subjects, frequently used terms, organizations, form titles or numbers, etc. This index is the main access point by which the user may quickly locate a subject and the appropriate primary. For subjects or forms that are commonly used, the index allows rapid access into the classification system in order to determine a primary number.

As a further aid in the retrieval and classification of operational records, BCIMS has compiled lists of standard codes currently used by various ministries and agencies of the British Columbia Government. These codes are included in appendices A - H of the *Administrative Records Classification System (ARCS)*. Appendix G also describes one method that might be used to create standardized file codes (see also "How to use *ORCS*", part 2.4).

2.5 Filing and Maintenance Procedures

Filing and maintenance procedures are essential to the use and maintenance of any record-keeping system. They are vital to records control. They establish rules for consistency of classification and control of location and access. They provide a set of regular operations for identifying records, incorporating them into the classification system, controlling their use, and disposing of them when no longer required.

The basic functions or activities of filing and maintenance are:

- Mail Management
- Sorting
- Registration
- Classification
- Indexing and Cross-reference
- Location Control
- Filing
- Charge-out
- Distribution
- Recall and Search
- Refiling
- Physical Maintenance
- Purging
- Retention and Disposition.

Requirements for records retrieval, control, and maintenance vary from office to office, and filing and maintenance procedures should reflect these needs. There are a variety of methods and systems that can provide effective operations for these basic functions.

Use of *ORCS* does not dictate a specific set of procedures for registration, indexing, location, charge-out, etc. Rather, *ORCS* is flexible so that it can fit into a wide variety of record-keeping environments.

To effectively implement and maintain *ORCS*, offices should develop and document procedures to cover those functions that they require. Filing and maintenance procedures are classified in *ARCS* 423-02. Your Records Officer can help to develop appropriate procedures for your office.

2.5.1 File Maintenance

An *ORCS* covers many types of operational records stored in various physical formats. The agency responsible for the records has special needs and requirements for its filing system. Each agency must establish standards for maintaining their files. For many offices, the following system works best.

When incoming mail and other records have been classified, they are filed in folders labelled with the complete primary and secondary number and corresponding title.

BCIMS supports Project ELF (Eliminate Legal-size Files) and recommends the use of letter size file folders, paper and filing equipment wherever possible. The purpose of ELF is to reduce government costs by eliminating the necessity of having both legal and letter size papers for records and correspondence. Contact your Records Officer for further information about this important initiative.

The file folder label is prepared with the primary and secondary number on the left and the title on the right. It is not necessary to type the full title in all cases. Type the portions of the title that make the label meaningful. Common sense is used to prepare labels that are concise, yet distinguish files adequately. The actual file sequence and physical location within the office will be dictated by access requirements and indicated on the file list.

Prepare documents for filing by checking that the primary and secondary number is indicated, paper clips are removed, and duplicate copies of no further value are discarded. Documents should be filed in chronological order with the oldest on the bottom.

In the case of flimsy paper, such as facsimile documents not produced on bond paper FAX machines, photocopy the information onto bond paper prior to filing and discard the flimsy copy. Flimsy paper facsimile documents rapidly deteriorate and the information they contain is lost when this procedure is not followed.

Monitor the files for bulk and when the paper thickness exceeds the scoring on the bottom of the folder, close the full folder and start a new one labelled volume 2, 3, 4, etc. Place a coloured paper as the top document in order to indicate that a file is closed. Indicate on that coloured sheet the date range and where future information will be filed. Related volumes are stored together while they are active, and older ones are placed in semi-active storage when their use becomes infrequent. If multi-volume sets are frequently opened under a single classification, this may indicate the need to create new, more specific classifications.

Where possible, sheets should be fastened in the file folder. When this is not possible or for ease in culling files at the end of the year, BCIMS recommends attaching documents to a file back sheet. The file back should be labelled with the fiscal or calendar year and classification number. Use a closed file notice for each file back when the file is closed and mark on it the method and date of final disposition (e.g., "for DE on 1 April 1991"; "for SR on 1 April 1992"; "for FR on 1 April 1990").

Minimize misfiles in the following ways:

1. Keep file labels legible and simple.
2. Maintain 3-4 inches of free space on each file shelf or drawer.
3. Place papers in folders so they do not go beyond the scoring on the folder or cover the file label.
4. Write correct file number or heading on each document or underline it if it appears in the text.

2.5.2 File Circulation

To avoid loss of files, especially when numerous staff refer to the same records, use circulation or "out" cards when removing a folder from the cabinet. Write the borrower's initials on the out card. Only remove papers for photocopying and return the papers to their original location in the file. Return files promptly after use.

When photocopies are made for use as working papers, mark them clearly as a "copy" with a stamp that uses a colour of ink other than black.

2.6 Boxing and Transfer Instructions

The records schedules contained in *ORCS* specify the active, semi-active, and inactive phases of the life cycle of the record and provide for the efficient and systematic transfer of semi-active and inactive records to the off-site storage facilities provided by Records Centre Services, BCIMS. Each office should document instructions and procedures for the regular boxing and transfer of records to off-site storage. For a discussion of records schedules, please see parts 2.9 and 2.10 of "How To Use *ORCS*" that follows this introduction.

In some cases the records schedule will provide for the immediate destruction of records when they are no longer active. In this case, contact your Records Officer. The Records Officer can provide you with information about the availability of recycling and/or destruction services. Notify your Records Officer before any destruction of records occurs.

To identify records suitable for boxing, review the *ORCS* schedules annually and determine what operational records have become semi-active or inactive during the past year. Contact your Records Officer to report that you have semi-active or inactive scheduled operational records that are ready for transfer. Your Records Officer will then request off-site storage and retrieval services from Records Centre Services.

If accumulations of active records produce space problems in office areas before the annual review, contact your Records Officer.

2.6.1 Accession Numbers

Records Centre Services issues and tracks all accession numbers. An accession number is a number identifying a group of records to be transferred, and is used to label, transfer and store records. Each box within an accession is given a unique box number by adding sequential numbers, beginning with number one, to the accession number. The full number must appear on the label of each box.

For the purposes of illustration, we will use 91-0123 as an example of an accession number. **No office should use it to prepare records for transfer!**

Box Number: 91-0123-1

91-0123 = the accession number issued by Records Centre Services

-1 = the first consecutive box number in accession 91-0123

There are two types of accession numbers: one-time and ongoing.

a) One-time Accession Numbers

A one-time accession number is used by a single office for a one-time transfer of records to Records Centre Services.

For further information about one-time accession numbers, contact your Records Officer.

b) Ongoing Accession Numbers

BCIMS may establish ongoing accession numbers for categories of administrative or operational records that can be transferred to off-site storage or archival custody year after year. The purpose of an ongoing accession number is to group together the same type of records and facilitate transfer of those records. The ongoing accession number for a category of records must only be used for future transfers of the same type of records.

The "NOTE" format indicated below is used in *ORCS* to annotate secondary numbers and titles to which an ongoing accession number applies.

NOTE: The OPR will store [RECORD SERIES TITLE] under ongoing RCS accession number 91-0123.

If 91-0123 were a real ongoing accession number, the office to which it was issued would use it for a specific record series or category of records. Accession number 91-0123 is reserved for use by the same office for the same record series until box number 9999 is reached. Then, please ask your Records Officer to obtain a new ongoing accession number from Records Centre Services.

An ongoing accession number differs from a one-time number in that box numbers within an accession are always consecutive. For example, if box numbers 91-0123-1 to 91-0123-10 were transferred in July 1991 and ten more boxes were ready for transfer in October 1992, the box numbers used in October 1992 would begin with the next unused number (i.e., in October 1992 numbers 91-0123-11 to 91-0123-20 would be used).

The ongoing accession number uniquely identifies the transferring office and the category of records that may be transferred as part of the accession.

If several offices are responsible for transferring records of the same type to semi-active storage or archival custody, each office will be assigned its own ongoing accession number. Other special arrangements may be made in consultation with your Records Officer and Records Centre Services.

c) Ongoing Accession Numbers for the Public Health Protection Branch

In *ORCS*, ongoing accession numbers have been established for the following categories of OPR records. The accession numbers are based upon semi-active retention periods and final disposition recommendations. The Records Officer is responsible for maintaining the list of ongoing accession numbers relating to the *ORCS*.

<u>ONGOING ACCESSION NUMBERS:</u>		<u>SA</u>	<u>FD</u>
91-3819	<u>PUBLIC HEALTH PROTECTION - WASTE DISPOSAL - WASTE DISPOSAL AND LAND USE SPECIAL PROJECT FILES</u> 30570-30 Records selected for retention	4y	SR
91-3820	<u>PUBLIC HEALTH PROTECTION - WASTE DISPOSAL - WASTE DISPOSAL AND LAND USE SPECIAL PROJECT FILES</u> 30570-30 Records selected for destruction	4Y	SR

2.6.2 Transfer of Semi-Active Records to Off-site Storage

Records Centre Services provides off-site storage for all records that have a scheduled semi-active retention period. If a records schedule does not provide for semi-active storage for a record series that, in your opinion, requires it, contact your Records Officer to propose that the schedule be amended.

You should organize semi-active records for transfer as follows:

1. Box semi-active records scheduled for DE (Destruction) separately from semi-active records scheduled for SR (Selective Retention) or FR (Full Retention) by British Columbia Archives (see "How to Use *ORCS*," part 2.10.3, for definitions).
2. Box records of the same type together if possible. For example, case file series or large subject file series should be boxed together.
3. If records have different semi-active retention periods, box first by retention period and then within retention periods by primary and secondary numbers.
4. Arrange boxes by the length of the semi-active retention period, placing boxes with the longest retention period at the beginning of the accession.

For records that do not have a scheduled semi-active retention period, but have a scheduled final disposition of selective or full retention by British Columbia Archives, see Part 2.6.3 regarding the transfer of inactive records to off-site storage.

2.6.3 Transfer of Inactive Records to Off-site Storage

Records Centre Services provides off-site storage for all inactive records scheduled for selective or full retention. If a records schedule does not provide for the archival retention of a record series that does, in your opinion, have historical, archival, or other residual values, contact your Records Officer to propose that the schedule be amended.

Records Centre Services also provides off-site storage for records scheduled for destruction in a **draft** schedule where there is no scheduled semi-active retention period or where the semi-active retention period has already expired. Such records will be stored until the schedule is approved by the Legislative Assembly.

Boxing and delivery instructions will vary depending upon the final disposition, age, volume, and location of the records. Records Centre Services will in some instances contact you to discuss the records or to arrange to see them prior to boxing.

You should organize inactive records for transfer as follows:

1. Box inactive records scheduled for SR (Selective Retention) or FR (Full Retention) separately from all other records.
2. Box records in primary and secondary number order.

2.7 Freedom of Information and Protection of Privacy

The purpose of the *Freedom of Information and Protection of Privacy Act* (SBC 1992, c. 61) is to ensure that the public has the right to access government records and to protect personal information about an individual from unauthorized collection, use or disclosure. That legislation affects the design, development, retention scheduling, and implementation stages of all operational and administrative records classification systems.

For information about whether your records are exempt under the legislation, how your agency plans to disclose information under this legislation, or how to determine if your records contain personal or confidential material, please contact your agency's Records Officer or Manager/Director of Information and Privacy. If you have questions specific to file operations or procedures, please contact your Records Officer.

2.8 Information System Overview

Information that has been created, collected, maintained and/or retained by a government agency is classified and scheduled within *ORCS*, regardless of media. The additional technical information required for the scheduling of electronic records is documented using the standard format for the Information System Overview (ISO) and Information System Overview for an Application (ISOA).

HOW TO USE ORCS

For further information, call your Records Officer,
Allan McKenzie, 952-2179

British Columbia Information Management Services

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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PART 1 THE ORGANIZATION OF AN ORCS

1.1 A Classification System

ORCS is organized to facilitate records classification, retrieval, retention, and disposition. It is a block numeric records classification system based upon the federal government's model for the development of classification systems.

ORCS is a classification system based upon function and subject. Each subject is assigned a unique five-digit number which is called a **primary number** and is the system's main building block. This number is used to classify all information related to a subject or function, regardless of physical format.

ORCS is divided into six broad groupings of primary subjects which correspond to major operational functions and program activities. These groupings are called sections:

<u>Section Numbers</u>	<u>Primary Number</u> <u>Allotted to Section</u>	<u>Section Title</u>
Section 1	30000-30999	HEALTH PROTECTION AND SAFETY SERVICES
		Covers records relating to the provision of expert advice regarding environmental health hazards and the prevention and control of communicable disease
Section 2	31000-31999	EDUCATION AND TRAINING
		Covers relating to the development and monitoring of training courses and educational programs for community care providers and those employed in fields affecting public health.
Section 3	32000-32999	INSPECTION AND LICENSING
		Covers records relating to the licensing and inspection of community care facilities and potential sources of public health hazards to ensure compliance with health and safety regulations, standards and guidelines.
Section 4	33000-33999	LABORATORY SERVICES
		Covers records relating to laboratory testing and analysis for the purpose of identifying environmental contaminants or toxic agents, and levels of radiation.
Section 5	34000-34999	RESEARCH AND INVESTIGATION
		Covers records relating to the investigation and research of incidents affecting health protection and safety.

Covers records relating to the development and review of provincial environmental health and safety standards and guidelines.

Primaries which form a logical group of related subjects or functions are assigned sequential numbers in what is called a **primary block**. Each block contains primary subjects subordinate to the major function of the block.

Primary subjects are usually arranged in an alphabetical sequence, except for the first primary within a section or primary block. The first primary is the general primary and contains records of a general nature relevant to the entire section or primary block, as well as individual general subjects which do not justify being assigned a separate primary. The numerical arrangement of the section or primary block is sufficient to permit expansion and amendment.

A primary may contain a variety of types of records or files, such as policy and procedures, general and routine files, subject files, and case files. Each type is designated by a subnumber called a **secondary number**. Secondary numbers signify subdivisions subordinate to the major function of the primary subject and describe and delineate specific types or series of records. When a greater detail of files is required for any sub-subject, the subordinate files may be coded.

A secondary may contain records created in various media, such as paper, microfilm, microfiche, magnetic media, and optical disk. In addition, Personal Information Banks (PIB), Public Use Records (PUR) and Vital Records (VR) are identified, classified and scheduled at the secondary or record series level.

1.1.1 Information System Overview

Information that has been created, collected, maintained and/or retained by a government agency must be classified and scheduled within *ORCS*, regardless of media. Input records, computer generated reports, and the electronic records themselves, are integrated into *ORCS* and retention periods and final dispositions are assigned. The additional technical information required for the scheduling of electronic records is documented using the standard format for the Information System Overview (ISO) and Information System Overview for an Application (ISOA).

Information to be included within an ISO/ISOA includes the purpose of the system or application, sources of information for the system, output reports, hardware and software specifications, system milestones, etc.

1.2

Implementation of ORCS

One of the chief features of *ORCS* is the integration of the records classification system with the records retention and disposition schedule. As a result, use of *ORCS* as a records retention and disposition schedule depends upon systematic implementation and effective maintenance of the classification system, in accordance with standards established by British Columbia Information Management Services (BCIMS) and the agency responsible for the records.

Each ministry, government agency and Crown corporation has a designated officer responsible for implementing and coordinating records management procedures. This records officer, often called the Ministry Records Officer, should be contacted for further information whenever necessary. If you cannot determine who your Records Officer is, call BCIMS at 387-1321.

The Records Officer plans and coordinates the implementation of *ORCS*.

The eight requirements for implementation and maintenance of *ORCS* are:

1. Executive support.
2. A records management policy.
3. An implementation and training plan.
4. Designated responsibilities for implementation and maintenance of *ORCS*.
5. Designation of offices of primary responsibility for types of operational records requiring multiple levels of retention.
6. Training in *ORCS* and general records management for support staff in a training program established by your Records Officer.
7. Established procedures for the storage and retrieval of semi-active records and disposition of inactive records.
8. Established maintenance, review, and update procedures under the administration of the Records Officer.

1.3

Review and Evaluation

Before a ministry, agency, or Crown corporation can be granted the ongoing authority to use the schedules in *ORCS* for the disposition of government records, a review and evaluation of records management systems and operations may be required to provide assurance to senior management and Treasury Board that records management policies and standards are being applied effectively.

An evaluation would include a review of the agency's records management systems, operations, and facilities for compliance with both internal and government-wide policies and standards.

1.3.1

Operational Reviews

Operational reviews will be conducted at intervals of not more than five years, as authorized by the agency's senior management. Review and evaluation teams will comprise appropriate representatives of one or several of:

- Ministry or agency staff (e.g., internal auditors);
- The Office of the Comptroller General;
- British Columbia Information Management Services; or
- Private sector agencies under contract to the BCIMS.

1.4

Advisory Services

BCIMS provides limited advisory services to assist records officers with the implementation and maintenance of *ORCS*. Your records officer is available to help you establish efficient filing procedures and effective records administration. Other services that may be provided by your records officer are:

- Project planning and coordination assistance
- File conversions
- A records management training program
- Selection of equipment and supplies
- Assistance with retrieval systems, indexes, file tracking, and active records control
- Off-site storage and retrieval of semi-active records
- Disposition of inactive records
- Transfer of permanently valuable records to archival custodianship
- Automation of records management functions.

1.5

Amendment and Update of ORCS

Maintenance of *ORCS*, including the use of primaries and secondaries, is a joint responsibility of the records holder and the Records Officer.

Effective maintenance is dependent upon:

- Trained records staff
- Documented policies and procedures
- Coordination and review by the Records Officer
- Designated responsibilities for
 - records classification
 - maintenance of indexes and file lists
 - other record and file operations.

BCIMS maintains the master edition of this *ORCS* and is responsible for administering the amendment and review process. The Records Officer is responsible for advising BCIMS of proposed amendments. Distribution of amendment pages is a responsibility of the agency. Amendments will be effective upon the approval of the Legislative Assembly. The agency responsible for the records will implement amendments within one year of legislative approval.

Filing instructions and explanations of changes accompany the distributed amendments. After updating the *ORCS*, insert the instructions behind the Register of Amendments, located at the front of the manual. Date and sign the Register of Amendments.

Offices should refer proposals for new primaries and secondaries or other suggested changes to their Records Officer, who will in turn refer them to BCIMS. Proposals will be jointly reviewed by BCIMS staff and the Records Officer.

Changes in the status of primaries, secondaries, and scope notes will be highlighted in two ways:

- || Double vertical bars indicate a proposed change at the primary or secondary level or to a scope or explanatory note. Proposed changes may be used for classification purposes, but require the approval of the Legislative Assembly before they may be used for records disposition actions.
- A bullet indicates a change at the primary or secondary level which has been approved by the Legislative Assembly.

PART 2 THE STRUCTURE OF AN ORCS

Although the structure of this *Operational Records Classification System* has been described in the "Introduction", you will need to know more about it in order to apply the *ORCS* schedule effectively.

Here is a sample primary to illustrate the structure of *ORCS*. The pages which follow this example explain each of the numbered items:

- | | |
|------|--|
| 2.1 | Primary Number and Title |
| 2.2 | Scope Note |
| 2.3 | Secondary Number and Title |
| 2.4 | Coded Series |
| 2.5 | Interim Secondary Number and Title |
| 2.6 | Freedom of Information and Protection of Privacy Flags |
| 2.7 | Explanatory Notes |
| 2.8 | Levels of Responsibility |
| 2.9 | Records Retention and Disposition Schedule Format |
| 2.10 | Records Schedule Key |
| 2.11 | Media Designations |
| 2.12 | Vital Records Flags. |

SAMPLE PRIMARY TO ILLUSTRATE ORCS

			<u>A</u>	<u>SA</u>	<u>FD</u>
31250	<u>EARLY CHILDHOOD EDUCATION - EDUCATOR</u> <u>CERTIFICATION</u>				<i>1</i>
	Records relating to the certification and registration of early childhood educators (ECE) as provided by the <i>Community Care Facilities Act</i> (RSBC 1979, c. 57, s. 5(e)) and the <i>Child Care Regulation</i> (B.C. Reg. 319/39). Includes ECE registrations, applications, course transcripts, first aid certificates, references and correspondence.				<i>2</i>
	For early childhood educator certification review, see <i>ARCS</i> 202-20.				
	Unless otherwise specified below, the ministry OPR (Early Childhood Program) will retain these records for:		CY+1y	2y	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	SO	nil	DE
	-01 General				
	-02 Early childhood educator listings	3	SO	nil	DE
	*-03 Interim secondary title	5			
PIB	-20 Early childhood educator - application files 4 (includes application, references, ECE course transcripts, course certificates, and correspondence) 6 (arrange alphabetically by surname of applicant)		SO	NA	NA

SO = when certification is complete

(Continued on next page)

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

31250

EARLY CHILDHOOD EDUCATION - EDUCATOR
CERTIFICATION (Continued)

NA = When applicant has completed all certification requirements, his/her pending applicant file is reclassified under secondary 31250-30. At the same time, the applicant's name is entered on the registry of early childhood educators (secondary 31250-40).

7

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

2.1 Primary Number and Title

Each operational subject title is allocated a unique five-digit primary number and title within *ORCS*. A primary number is used to classify all information related to a subject or function, regardless of its physical formats.

2.2 Scope Note

The scope note describes the functions, uses and content of the records which are to be classified within a primary records classification. A scope note indicates the administrative or operational function to which the records relate and should give a general statement about the record types (memos, forms, reports, etc.) and media (photographs, video recordings, etc.) covered.

A scope note may also contain information about the method(s) of records arrangement or organization, finding aids and indexes, records usage, information sources, records which are specifically excluded from the primary classification and filed elsewhere, and sources in which the information is reported in summary form. Freedom of information and privacy legislation considerations may be included.

2.3 Secondary Number and Title

Secondary numbers and titles designate subdivisions of the primary subject. The two-digit secondary number is added to the five-digit primary number to form a complete file number. Secondary numbers and titles describe specific types of records and link them to the records retention and disposition schedule.

To ensure proper use and maintenance of the records schedules, secondaries within a given primary in this *ORCS* are standardized. All offices should use the same number to refer to the same record. Standardization ensures continuity and consistency in retention and disposition of operational records.

Three types of secondary numbers exist within *ORCS*: reserved secondaries, subject secondaries, and case file secondaries.

2.3.1 Reserved Secondary Numbers

Two secondaries have been reserved throughout all *ORCS* and the *Administrative Records Classification System (ARCS)*. Secondary number -00 is always reserved for "Policy and procedures" which reflect operational functions, policies, procedures, regulations, and precedent or which reflect management decisions and usage. Secondary number -01 is always reserved for general records which cannot be classified in the specified subject or case file secondaries. For further discussion, see the introduction.

2.3.2 Subject Secondary Numbers

Within a primary, subject secondaries represent files for specific subjects. A subject file usually brings together records and information on one topic in order to facilitate information retrieval.

Subject secondaries are usually assigned secondary numbers -02 to -19. Sometimes, when the need to break down a subject secondary by coding has been anticipated, the secondary has been assigned a number at -20 or above.

2.3.3 Case File Secondary Numbers

Case file series are usually assigned secondary numbers -20 and above (-30, -40, -50, etc.). Case file series consist of many different files relating to a common function, each of which contains records pertaining to a specific time-limited entity, such as a person, event, project, transaction, product, organization, etc. The component records within each file in a case file series are generally standardized. (See part 2.4 for additional information on subdivisions.)

2.4 Coded Series

Reserved, subject, and case file secondaries may be subdivided through the use of codes.

2.4.1 Coded Case File Series

When a case file secondary (e.g., client files, mineral claim files, property files) is coded, the result is a coded case file series.

Case file series are sometimes arranged by the full name or title of the case (person, event, project, transaction, product, organization, etc.), but are, for the purposes of abbreviation and identification, more commonly arranged by numeric or alphabetical codes (abbreviations) which correspond to the entities to which the files relate. An oblique (/) separates the identifying code from the secondary number.

2.4.2 Coded Subject File Series

When a reserved or subject secondary is coded, the result is a coded subject file series. Although case files are the most common example of coded series, codes may also be used to arrange subject secondaries where coding will facilitate retrieval (e.g., studies on different aspects of one interprovincial agreement).

Coding is used to subdivide a secondary subject file when all sub-subjects require the same active and semi-active retention periods and when the number of sub-subjects is likely to be large or when the topics or names covered by sub-subjects will vary over time. As a result, coded subject file series usually consist of many different files, each dealing with a different aspect of the same subject. The records within a coded subject series usually vary from file to file.

Subject files are often arranged by the full name or title of the sub-subject, but are sometimes arranged by alphabetical codes (abbreviations) which correspond to the sub-subjects to which the files relate. An oblique (/) separates the identifying code from the secondary number.

2.5 Interim Secondary Number and Title

When a secondary title not included in *ORCS* is required, an office may open a file under an interim secondary title by placing the asterisk symbol "*" in front of the temporary number. (To obtain interim secondary numbers, contact your Records Officer immediately.) In turn, your Records Officer will refer interim secondary numbers to *BCIMS* for scheduling. Those which are approved will be included in *ORCS* when your manual is updated (see part 1.5 for further information regarding the amendment and review process).

2.6 Freedom of Information and Protection of Privacy Flags

BCIMS requires that all Personal Information Banks (PIB) and Public Use Records (PUR) be flagged within a records classification system. The flags are placed in the left-hand column, directly in front of the secondary that they qualify.

PIB	-20	SECONDARY TITLE	SO	2y	DE
PIB/ PUR	-45	SECONDARY TITLE (arrange by address)	CY+1y	nil	SR

In certain instances, a more specific justification as to why the information contained in a record series is restricted from public disclosure is required for inclusion in the records classification system. In those cases, a special form of explanatory note is used to explain the access restrictions for the secondary and to point to the section of the *Freedom of Information and Protection of Privacy Act* (SBC 1992, c. 61) that allows for the exemption.

-20 SECONDARY TITLE

3y 5y SR

FOI: As these records DO WHAT?, access is restricted under section ?? of the *Freedom of Information and Protection of Privacy Act* (SBC 1992, c. 61).

If you have any questions on procedures for information disclosure, or if your records contain personal information or confidential material as defined in the legislation, please contact either your agency's Records Officer or Manager/Director of Information and Privacy.

2.7

Explanatory Notes

Explanatory notes may be used in *ORCS* to refer to the internal structure of *ORCS* or to provide information critical to understanding the system. Notes may also be used to explain office procedures and practice or to summarize statutory provisions governing the creation, processing, access to, or disposition of documents.

Retention notes explain why records are retained for a certain length of time, or explain the reasons for the final disposition recommendation of NA, SR, DE or FR.

SO notes indicate upon what event, or when, primaries and/or secondaries are superseded or obsolete.

General notes give general information.

2.8

Levels of Responsibility

The retention and disposition requirements for records which are duplicated in central service or headquarters branches and field offices often differ. In recognition of these differing requirements, *ORCS* contains two statements regarding the levels of responsibility for records within an agency.

For each primary subject, *ORCS* distinguishes between the office or offices having primary responsibility for a category of records (OPR[s]) and all other offices which hold copies of the same records (non-OPRs). The OPR maintains the official or master record in order to satisfy long-term operational, financial, legal, audit, and other requirements. All other offices holding duplicate copies are non-OPR offices and maintain their copies for a shorter retention period. All non-OPR retention periods and final dispositions are underscored.

For secondaries which have retention or disposition requirements different from the general retention and disposition values established for the primary, the OPR and/or non-OPR retention periods are listed in the columns to the right of the records classification.

The Records Officer will ensure that the office or offices which have primary responsibility for the retention and disposition of records classified in each primary are designated and notified that they are to retain those records as the OPR. The Records Officer will on an ongoing basis notify BCIMS of changes to the OPR.

The office of primary responsibility (OPR) for all primaries in section 1 and 2 is the branch head office, except 31530 FOODSAFE - REGISTRATION, for which the OPR is the individual health unit.

The OPR for all primaries in section 3 is the individual health unit, except 32100 CARE FACILITY - GENERAL, 32200 FOOD SAFETY - GENERAL, 32220 FOOD SAFETY - DAIRY PLANTS, 32240 FOOD SAFETY - FISH PROCESSING PLANTS, 32280 FOOD SAFETY - MEAT PLANTS, for which the OPR is the Public Health Protection Branch; primaries 32700-32780 RADIATION SOURCE AUDITING - GENERAL, RADIATION SOURCE AUDITING - ENVIRONMENTAL RADIATION, RADIATION SOURCE AUDITING - MEDICAL X-RAYS, RADIATION SOURCE AUDITING - NON-IONIZING/NON-MEDICAL X-RAYS, AND RADIATION SOURCE AUDITING - RADIOISOTOPE LICENCE MONITORING, for which the OPR is the Tobacco and Radiation Exposure Control Branch; and secondaries 32960-03 Chemical Testing Packages and List Updates, -07 Water Sampling Analysis Computer System (WSACS)- Central System Reports, -10 Water Sampling Frequency and Quality Guideline Amendments, for which the OPR is the Public Health Protection Branch, central office.

The OPR for primaries in section 4 vary. For primary 33000 LABORATORY SERVICES - GENERAL it is the Health Protection and Safety Division head office, for primary 33440 ENVIRONMENTAL LABORATORY ANALYSIS it is the Environmental Health Assessment and Safety Branch, and for primary and 33770 RADIATION LABORATORY ANALYSIS it is the Tobacco and Radiation Exposure Control Branch.

The OPR for primaries in section 5 vary. For primary 34000 RESEARCH AND INVESTIGATION - GENERAL it is the Health Protection and Safety Division head office, for primary 34440 ENVIRONMENTAL HAZARD INVESTIGATION it is the Environmental Health Assessment and Safety Branch, and for primary 34550 EPIDEMIOLOGICAL OUTBREAK AND EPIDEMIC INVESTIGATION it is the individual health units.

The OPR for all the primaries in section 6 is the Health Protection and Safety Division head office

2.9 Records Retention and Disposition Schedule Format

Schedule information for each record series is indicated in the three columns to the right of the classification system. These columns are headed A (Active), SA (Semi-active), and FD (Final Disposition). They correspond with the active, semi-active, and inactive phases of the life cycle of the record. The abbreviations used in each column are explained in part 2.10, "How to Read the Records Schedule."

2.9.1 Active Retention Period Column

The active (A) column indicates the length of time a record should be retained in the active phase of its life cycle.

Active records are records which are referred to and required constantly for current use in the conduct of business and which need to be retained and maintained in the office space and equipment of the user.

If retrieval and reference access is more than one reference per linear foot (30 cm) per month, the records are active. Active records are maintained and stored in the offices of the agency responsible for the records.

2.9.2 Semi-active Retention Period Column

The semi-active (SA) column indicates the length of time a record should be retained in the semi-active phase of its life cycle.

Semi-active records are records which are not required constantly for current use and need not be maintained in the expensive office space and equipment of the agency responsible for them. Semi-active records still retain administrative, operational, fiscal, audit, or legal value. Storage of semi-active records in economical, off-site facilities until all values have lapsed results in considerable savings.

If retrieval and reference access is less than one reference per linear foot (30 cm) per month, the records are semi-active and should be transferred to the off-site storage facilities provided by Records Centre Services, BCIMS. For boxing and transfer instructions, see "Introduction," part 2.6.

The active and semi-active retention periods ensure that records are kept as long as required to meet any operational, administrative, legal, fiscal, audit, or other primary values which the records may hold. By retaining records for the retention periods specified in the records schedule, creating offices will comply with statutory, regulatory, and policy requirements to maintain certain types of information and data.

2.9.3 Final Disposition Column

The final disposition (FD) column ensures that records with residual values are preserved and those which have no residual values are destroyed.

Records are eligible for final disposition when they become inactive, that is, when their active and semi-active retention periods have lapsed.

2.10 How to Read the Records Schedule

ORCS includes a record retention and disposition schedule which indicates how long records should be retained in active storage space, when they should be transferred to semi-active storage, when they should be disposed of, and what their final disposition should be.

For each primary number, general retention and disposition values are assigned for OPR and non-OPR offices. The following format is used:

	<u>A</u>	<u>SA</u>	<u>FD</u>
32100 <u>CARE FACILITY - GENERAL</u>			
Unless otherwise specified below, the ministry OPR (Community Care Facilities Branch, central office) will retain these records for:	CY+1y	2y	DE
Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>

The OPR and non-OPR retention and disposition apply to all records included in the primary except where specific retention and disposition values are assigned for a secondary. For instance, in the example below, the retention and disposition schedule for secondary -?? is:

	<u>A</u>	<u>SA</u>	<u>FD</u>
32100 <u>CARE FACILITY - GENERAL</u>			
-10 Secondary Title - OPR	FY+1y	10y	SR

The general retention and disposition values do not apply because retention information is specified for the secondary. The OPR will retain these records in active office space for the fiscal year in which they were created, plus one additional year. The records will then be transferred to the off-site storage facilities provided by Records Centre Services, BCIMS.

All other offices are non-OPR offices and will retain these records in active office space until they are superseded or obsolete. The records will then be destroyed.

The key at the bottom of each *ORCS* page indicates the abbreviations used. The pages which follow explain how to read and interpret the records schedule and the possible abbreviations for each of the three columns.

2.10.1 Abbreviations Used in the Active Retention Period Column

w = week

m = month

y = year

CY = Calendar Year = 1 January to 31 December

FY = Fiscal Year = 1 April to 31 March

SO = Superseded or Obsolete

"SO" identifies records which should be retained as long as they are useful and for which an active retention period cannot be predetermined because retention is dependent upon the occurrence of some event. This retention category is used in *ORCS* in two different ways:

i) Routine Records

"SO" is commonly used to indicate the active retention period for routine records which are useful only for reference or informational purposes and which usually have no legal, fiscal, or audit values. In those cases, "SO" is not defined by a specific event or action. Rather, it is used to delegate to the creating offices the authority to decide when the records have no further value and are ready for storage or disposition.

The most common form of delegated disposition authority is:

Active
SO

Semi-Active
nil

Final Disposition
DE

This retention category is used throughout *ORCS* to streamline the disposition of records with short-term retention value. It delegates the entire responsibility for retention and disposition of the records to the agency responsible for them. Records which have the above retention and disposition schedule may be destroyed when no longer required for operational purposes.

For information on destruction services, contact your Records Officer.

ii) Specific Definition of SO

"SO" is also used to identify the active retention period for records which must be retained until a case is closed or some other event occurs to end requirements for the records. In those cases, it is not possible to predetermine the length of time a file may be open and required for active use, and "SO" is defined in terms of some specific action, event, or the completion of a procedure.

2.10.2 Abbreviations Used in the Semi-active Retention Period Column

m = month

y = year

nil = no semi-active retention period

"Nil" in the semi-active column is used to identify records with no semi-active retention period.

Many types of government records remain active as long as they serve an operational function. When their usefulness for that function ceases, they have no semi-active retention period. If they have any residual operational, legal, fiscal, or other values, *ORCS* may specify in the final disposition column that they are to be transferred to archival custodianship. Otherwise, the final disposition of such records is usually physical destruction.

For instance, in the example below, the retention and disposition schedule for secondary -03 is:

		<u>A</u>	<u>SA</u>	<u>FD</u>
33770	<u>RADIATION LABORATORY ANALYSIS</u>			
-03	Radiation detection test data (electronic records)	SO	nil	DE

SO = when transferred from hard drive to diskette

The OPR retains the radiation test data file in active office space until the data is downloaded onto magnetic disks. As there is no semi-active period, the records are ready for immediate destruction upon expiry of the active period.

NA = Not Applicable

"NA" is used in *ORCS* to identify records that are reclassified to another primary and/or secondary when they are closed or when their use or function changes. For example, in *ORCS* primary 31250 EARLY CHILDHOOD EDUCATION - EDUCATOR CERTIFICATION, secondary -20 is the classification for early childhood educator pending application files. "NA" is indicated in the semi-active column because these records are reclassified as -30 Early childhood educator - qualified educator files for their semi-active retention.

2.10.3

Abbreviations Used in the Final Disposition Column

Some government records contain information or data that has long-term value to the agency responsible for them, the government generally, or to the public. These records are part of the documentary heritage of the Province of British Columbia and are transferred to the custodianship of British Columbia Archives for archival preservation. The final disposition of operational records which have enduring value can be:

FR = Full Retention by British Columbia Archives

"FR" means that British Columbia Archives, has determined that all of the records in a secondary have enduring value. British Columbia Archives preserves in its entirety and in an accessible format the recorded information contained in such records. Under the terms of full retention, the archivist responsible may destroy unnecessary duplicates, publications, waste and scrap materials, ephemera (often published material of short-term value), and other items which are not an integral part of the record series.

SR = Selective Retention by British Columbia Archives

"SR" means that the British Columbia Archives has determined that a portion of these records have enduring value and should be retained. The archivist responsible selectively retains portions of the record series by means of a percentage, statistical, or random sample, or by other recognized archival selection criteria.

Do not destroy records scheduled for selective or full retention. For instructions on how to box and transfer archival records to off-site storage, see "Introduction," part 2.6.

Most government records serve no further purpose to government or to the public once they become inactive. The final disposition of such records is:

DE = Destruction

The final disposition of inactive records which have no residual value or insufficient public value to justify their preservation is physical destruction.

Some government records are reclassified in a new primary and/or secondary at the end of their active or semi-active retention period or are alienated from government, either through sale, gift, or loan, at the time of their final disposition. The final disposition of such records is:

NA = Not Applicable

"NA" is used in *ORCS* to identify records that are reclassified to another primary or secondary when they are closed or when their use or function changes. For example, in *ORCS* primary 31250, secondary -20 is the classification for early childhood educator pending application files. "NA" is indicated in the semi-active and final disposition columns because these records are reclassified as -30 Early childhood educator - qualified educator files for their semi-active retention and final disposition.

2.11

Media Designations

All government records, regardless of physical media, must be classified under either an *ARCS* or *ORCS* secondary number. The information content of different media versions of a single record series remains the same, only the physical format for the record series changes.

When records are held in several different media formats each media version must be identified and scheduled under the same *ORCS* secondary. The one exception to this rule is when a microfilmed record series is refilmed. It is assumed in these instances, that the two microfilm versions are not identical, therefore the earliest version of the microfilm will be scheduled for destruction upon completion of refilming. The microfilm version which is to be destroyed is scheduled separately under its own secondary.

Media designations used in this *ORCS* are: paper, microfilm, microfiche, database, and diskette). Retention periods are specified for each media designation, unless the primary's default retention periods apply.

2.12

Vital Records Flags

BCIMS recommends that the vital records (VR) of an agency be flagged within a records classification system. The flag is placed in the left-hand column, directly in front of the secondary that it qualifies.

VR	-20	SECONDARY TITLE	??	??	??
PIB/ PUR/VR	-45	SECONDARY TITLE	??	??	??

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This 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 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

HEALTH PROTECTION AND SAFETY SERVICES

PRIMARY NUMBERS

3 0 0 0 0 - 3 0 9 9 9

Section 1 covers records relating to the provision of expert advice regarding environmental health hazards and the prevention and control of communicable disease as specified under the *Health Act* (RSBC 1979, c. 161), the *Milk Industry Act* (RSBC 1979, c. 258), the *Fish Inspection Act* (RSBC 1979, c. 136), the *Meat Inspection Act* (RSBC 1979, c. 253), the *Community Care Facility Act* (RSBC 1979, c. 57), the *Community Care Facility Amendment Act* (SBC 1990, c. 37), and the *Tobacco Sales Act* (RSBC 1979, c. 403). This includes records relating to adult and child community care facilities licensing, drinking water and pool safety, food safety, radiation and tobacco exposure control, toxic agent and environmental contaminant exposure control, and waste disposal.

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

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30000 - HEALTH PROTECTION AND SAFETY SERVICES - 30999

30000	HEALTH PROTECTION AND SAFETY SERVICES - GENERAL
30100	COMMUNITY CARE FACILITIES - GENERAL
30120	- ABUSE INVESTIGATION
30140	- ADULT CARE
30150	- CHILD CARE
30170	- INCIDENT INVESTIGATION
30180	- LICENCE REVIEW
30300	ENVIRONMENTAL HEALTH ASSESSMENT AND SAFETY - GENERAL
30310	- TOXIC AGENTS AND ENVIRONMENTAL CONTAMINANTS
30440	OPERATING PERMITS AND FEES
30500	PUBLIC HEALTH PROTECTION - GENERAL
30510	- DRINKING WATER AND POOL SAFETY
30530	- FOOD SAFETY
30550	- FOOD WARNINGS, RECALLS AND ALLERGY ALERTS
30570	- WASTE DISPOSAL
30660	RADIATION PROTECTION SERVICES

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

30770 TOBACCO CONTROL

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

30000 HEALTH PROTECTION AND SAFETY SERVICES -
 GENERAL

Records not shown elsewhere in the health protection and safety services section that relate generally to the identification and realization of provincial goals and objectives and the establishment of public policies for addressing environmental health hazards and the prevention and control of communicable disease. This includes records relating to adult and child community care facilities licensing, drinking water and pool safety, food safety, radiation and tobacco exposure control, toxic agent and environmental contaminant exposure control, and waste disposal. Includes correspondence and memoranda.

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

Unless otherwise specified below, the ministry OPR (Health Protection and Safety Division) will retain these records for:

CY+1y 2y 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
<u>SO</u>	<u>nil</u>	<u>DE</u>

(Continued on next page)

A = Active	CY = Calendar Year	DE = Destruction
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A SA FD

30000 HEALTH PROTECTION AND SAFETY SERVICES - GENERAL (Continued)

4y = This ensures that the operational requirements of the creating agency are met.

FR = BCA 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 that 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 BCA
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCA
OPR = Office of Primary Responsibility	w = week m = month y = year	
PIB = Personal Information Bank	VR = Vital Records	PUR = Public Use Records
BCA = British Columbia Archives	SO = Superseded or Obsolete	

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A SA FD

30100 COMMUNITY CARE FACILITIES - GENERAL

Records relating to the communication of and consultation on the ministry's community care facility policies and programs as specified under the *Community Care Facilities Act* (RSBC 1979, c. 57) and the *Community Care Facilities Amendment Act* (SBC 1990, c. 37) not shown elsewhere in this primary block. This includes the development, monitoring and support of programs, the provision of guidance and advice, and the response to complaints and inquiries. Includes statistics, reports, correspondence and memoranda.

For cancellation of an adult or child care licence or issue of an interim permit, see primary 30180.

For community care standards and guidelines, see primary 35220.

For early childhood education, see primaries 31150 to 31155.

For inspection and licensing of adult care community care facilities, see primary 32120.

For inspection and licensing of child care community care facilities, see primary 32150.

For suspension or cancellation of early childhood educator certificate, see primary 30180.

Unless otherwise specified below, the ministry OPR (Community Care Facilities Branch) will retain these records for:

CY+1y 2y DE

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

SO nil DE

(Continued on next page)

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCA
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCA
OPR = Office of Primary Responsibility		w = week m = month y = year
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

30100 COMMUNITY CARE FACILITIES - GENERAL (Continued)

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Investigation of positive criminal records checks				

-20	Community care facility program planning case files (arrange alphabetically by program)		CY+2y	7y	DE
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10y = This retention period provides for ongoing program planning and management.

DE = These records have no residual archival values that would justify the cost incurred in processing, preserving, and conserving them.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

30120 COMMUNITY CARE FACILITIES - ABUSE INVESTIGATION

Records relating to complaints of abuse allegedly occurring at community care facilities. This involves the provision of information, guidance, and consultation to medical health officers and licensing officers in health units and sub-offices operating under the mandate of the *Community Care Facilities Act* (RSBC 1979, c. 57), the *Community Care Facilities Amendment Act* (SBC 1990, c. 37), the *Adult Care Facilities Regulations* (B.C. Reg. 536/80), and the *Child Care Facilities Regulations* (B.C. Reg. 319/89). This includes physical, sexual, emotional, and financial abuse, in addition to neglect. Includes statistics, reports, correspondence and memoranda.

For inspection and licensing of adult community care facilities, see primary 32120.

For inspection and licensing of child care community care facilities, see primary 32150.

For review or amendment of an adult care facility licence, see primary 30180.

For review or amendment of a child care facility licence, see primary 30180.

For suspension or cancellation of an adult care licence or permit, see primary 30180.

For suspension or cancellation of a child care licence or permit, see primary 30180.

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

CY+1y 2y DE

(Continued on next page)

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

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A SA FD

30120 COMMUNITY CARE FACILITIES - ABUSE
 INVESTIGATION (Continued)

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

		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures - OPR	SO	5y	FR
		SO	nil	DE
-01	General			
-20	Facility abuse complaint files (arrange alphabetically by name of facility)	SO+1y	6y	DE

SO = upon resolution of the complaint

7y = This will ensure records are retained for the period specified under the *Limitation Act* (RSBC 1979, c. 236, s. 3) for the expiration of the right to bring a legal action, allowing an additional year for the service of legal documents.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

30140 COMMUNITY CARE FACILITIES - ADULT CARE

Records relating to inquiries and complaints, as well as the provision of information, guidance, and consultation to individuals, groups, communities, educational institutions, local, provincial and municipal authorities, and medical health officers and licensing officers in health units and sub-offices regarding adult care programs and facilities. Includes statistics, reports, related correspondence and memoranda.

For adult care training, see primary 31120.

For draft and approved regulations, see *ARCS* primary 135.

For inspection and licensing of adult community care facilities, see primary 32120.

For inspection and licensing of child care community care facilities, see primary 32150.

For issues regarding abuse occurring in community care facilities, see primary 30120.

For issues regarding child care programs, see primary 30150.

For issues regarding incidents occurring in community care facilities, see primary 30170.

Unless otherwise specified below, the ministry OPR (Community Care Facilities Branch) will retain these records for:

CY+1y 2y DE

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

SO nil DE

(Continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

30140 COMMUNITY CARE FACILITIES - ADULT CARE

(Continued)

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Adult care associations				

-20	Adult care health unit advisory files (arrange first alphabetically by name of community, then alphabetically by health unit)	CY+2y	7y	DE
-----	---	-------	----	----

10y= Health unit advisory files document
ongoing regional community care facilities
issues. This period will meet operational
requirements.

DE = These records have no residual archival
values that would justify the cost incurred in
processing, preserving, and conserving them.

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCA
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCA
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BCA = British Columbia Archives		SO = Superseded or Obsolete

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30150 COMMUNITY CARE FACILITIES - CHILD CARE

(Continued on next page)

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

30150 COMMUNITY CARE FACILITIES - CHILD CARE

(Continued)

-02 Child care associations

-20 Child care health unit advisory files CY+2y 7y DE
 (arrange first alphabetically by health unit, then
 alphabetically by name of community)

10y= Health unit advisory files document ongoing regional community care facilities issues. This period will meet operational requirements.

DE = These records have no residual archival values that would justify the cost incurred in processing, preserving, and conserving them.

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCA
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCA
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

30170 COMMUNITY CARE FACILITIES - INCIDENT INVESTIGATION

Records relating to complaints regarding incidents allegedly occurring at community care facilities. This involves the provision of information, guidance, and consultation to medical health officers and licensing officers in health units and sub-offices operating under the mandate of the *Community Care Facilities Act* (RSBC 1979, c. 57), the *Community Care Facilities Amendment Act* (SBC 1990, c. 37), the *Adult Care Facilities Regulations* (B.C. Reg. 536/80), and the *Child Care Facilities Regulations* (B.C. Reg. 319/89). Incidents include disease outbreak, client injury or accident, disruption of services, client aggressive or unusual behaviour, medication error, unexpected illness, death or poisoning of client, client missing, lost or abducted, client suicide attempt and suicide (death). Includes statistics, reports, correspondence and memoranda.

For community care abuse issues, see primary 30120.

For inspection and licensing of adult community care facilities, see primary 32120.

For inspection and licensing of child care community care facilities, see primary 32150.

For review or amendment of an adult care facility licence, see primary 30180.

For review or amendment of a child care facility licence, see primary 30180.

For suspension or cancellation of an adult care licence or permit, see primary 30180.

(Continued on next page)

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCA
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCA
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30170 COMMUNITY CARE FACILITIES - INCIDENT
INVESTIGATION (Continued)

Unless otherwise specified below, the ministry OPR (Community Care Facilities Branch) will retain these records for:

CY+1y 2y 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
-01 General - non-OPR

SO	5y	FR
SO	nil	DE

-20 Facility incident complaint files
(arrange alphabetically by name of facility)

SO+1y 6y DE

SO = upon resolution of the complaint

7y = This will ensure records are retained for the period specified under the *Limitation Act* (RSBC 1979, c. 236, s. 3) for the expiration of the right to bring a legal action, allowing an additional year for the service of legal documents.

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCA
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCA
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A SA FD

30180 COMMUNITY CARE FACILITIES - LICENCE REVIEW

Records relating to the review by hearing of a facility licensee or early childhood educator certificate holder regarding the possible contravention of an enactment of the Province or of Canada, or a term or condition of the licence, interim permit or certificate as specified under the *Community Care Facilities Amendment Act* (SBC 1990, c. 37). Includes investigation reports, rough notes, hearing decision, correspondence, and memoranda.

For community care standards and guidelines, see primaries 35220.

For draft and approved regulations, see *ARCS* primary 135.

For early childhood education, see primaries 31150 to 31155.

For inspection and licensing of adult care community care facilities, see primary 32120.

For inspection and licensing of child care community care facilities, see primary 32150.

For suspension or cancellation of early childhood educator certificate, see primary 30180.

Unless otherwise specified below, the ministry OPR (Community Care Facilities Branch) will retain these records for:

CY+1y 2y DE

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

SO nil DE

(Continued on next page)

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCA
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCA
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A SA FD

30180 COMMUNITY CARE FACILITIES - LICENCE REVIEW
 (Continued)

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-20	Community care facility hearing files (arrange alphabetically by name of licensee or certificate holder)		SO+1y	6y	DE

SO = upon conclusion of the hearing and expiry of
the thirty day appeal period

7y = Appellants have 30 days in which to
commence an appeal under the *Commercial
Appeals Commission Act* (SBC 1982, c. 68,
ss. 8(1) and (2)). In addition, hearing files
will be retained for the 6 years allowed under
the *Limitation Act* (RSBC 1979, c. 236, s. 3)
to bring a legal action. An additional year is
allowed for the service of legal documents.

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCA
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCA
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DE = These records have no residual archival values that would justify the cost incurred in processing, preserving, and conserving them.

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCA
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCA
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A SA FD

30310 ENVIRONMENT HEALTH ASSESSMENT AND SAFETY -
TOXIC AGENTS AND ENVIRONMENTAL
CONTAMINANTS

Records relating to technical and policy advice given to the public, health professionals, health units and other government agencies regarding the assessment of and the risks associated with exposure to toxic agents and environmental contaminants. This primary includes the provision of information to public health staff at health units on specific groups of toxic agents (e.g., pesticides). Includes reference material and unpublished reports, test results, news releases, information bulletins, and correspondence and memoranda.

For environmental hazard investigations, see primary 34440.

For laboratory analysis of toxic agents or environmental contaminants, see primary 33440.

For technical referrals for subdivision approvals, waste management permits and pesticide use permits, see primary 32800.

Unless otherwise specified below, the ministry OPR (Environmental Health Assessment and Safety) will retain these records for:

CY+1y 2y DE

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

SO nil DE

(Continued on next page)

A = Active	CY = Calendar Year	DE = Destruction
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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
BCA = British Columbia Archives		SO = Superseded or Obsolete

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

30310 ENVIRONMENTAL HEALTH ASSESSMENT AND SAFETY -
 TOXIC AGENTS AND ENVIRONMENTAL
 CONTAMINANTS (Continued)

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

-01 General

-20	Environmental assessment health unit advisory files (arrange first alphabetically by health unit, then alphabetically by community)	CY+2y	7y	DE
-----	---	-------	----	----

10y = Health unit advisory files document ongoing
 regional environmental assessment issues.
 They are referred to for up to ten years.

DE = These records have no residual archival
 values that would justify the cost incurred in
 processing, preserving, and conserving them.

-30	Toxic agent and environmental contaminant subject files (includes reference material, correspondence and memoranda) (arrange alphabetically by name of agent or contaminant)	SO	nil	DE
-----	--	----	-----	----

SO = when information is no longer current

NOTE: Codes may be used to identify subject files as
needed.

A = Active	CY = Calendar Year	DE = Destruction
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

30440 OPERATING PERMITS AND FEES

Records relating to technical and policy advice given to swimming pool operators, food service establishment proprietors, water purveyors and the general public on operating permit fees as specified under the *Health Act Fees Regulation* (B.C. Reg. 274/92). Includes correspondence, memoranda, reports, and statistics.

For draft and approved regulations, see *ARCS* primary 135.

Unless otherwise specified below, the ministry OPR (Planning and Resource Management) will retain these records for:

FY+1y	3y	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 Food premise operating permit fee inquiries
(arrange alphabetically by inquirer surname)

-03 Swimming pool operating permit fee inquiries
 (arrange alphabetically by inquirer surname)

(Continued on next page)

A = Active	CY = Calendar Year	DE = Destruction
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A SA FD

30440 OPERATING PERMITS AND FEES (Continued)

-04 Water system operating permit fee inquiries
(arrange alphabetically by inquirer surname)

5y = This period meets operational and fiscal requirements of the creating agency.

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCA
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

30500 PUBLIC HEALTH PROTECTION - GENERAL

Records relating to the development, monitoring and support of public health protection programs, and the provision of expert advice and consultation to ministry staff, other ministries, non-government organizations, and the general public as it pertains to public health and safety programs, policies and issues not shown elsewhere in this primary block. This primary also includes the monitoring of provincial public health hazard trends, and the activities of environmental health officer activities. Includes statistics, reports, correspondence and memoranda.

For draft and approved regulations, see *ARCS* primary 135.

For food warnings, see primary 30550.

For issues regarding drinking water safety, see primary 30510.

For issues regarding food preparation and storage, see
primaries 30530.

For issues regarding radiation protection, see primaries
30660.

For issues regarding recreational water safety, see primary
30510.

For issues regarding waterborne and foodborne diseases, see
primaries 30510 to 30530.

Unless otherwise specified below, the ministry OPR
(Public Health Protection Branch) will retain these records for: CY+1y 2y DE

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

SO nil DE

(Continued on next page)

A = Active	CY = Calendar Year	DE = Destruction
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

30500 PUBLIC HEALTH PROTECTION - GENERAL (Continued)

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Ad hoc statistical reports				
-03	Central office standard statistical reports (hardcopy)		FY+3y	3y	SR

7y = This ensures that program planning and analysis requirements are met.

SR = BCA will selectively retain central office standard statistical reports for their evidential and informational value. BCA will selectively retain annual reports that document in summary fashion the activities of environmental health officers (EHO) across the province. This will be done in consultation with the Public Health Protection Branch. At the time of transfer of these records to semi-active storage the director or senior manager of the Public Health Protection Branch will indicate on the file list which files, in the opinion of the director or senior manager, should be retained permanently at the end of their semi-active retention period.

(diskette) SO nil DE

(Continued on next page)

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

30500 PUBLIC HEALTH PROTECTION - GENERAL (Continued)

SO = when generated in hardcopy format

-04	PROPHILE system (electronic database) (includes summary field inspection and activity data submitted monthly and at fiscal year end by diskette to central office where it is uploaded onto the PROPHILE database)	SO	nil	DE
-----	---	----	-----	----

SO = upon transfer to a new database

NOTE: After year-end data is backed up, a new subdirectory for upcoming year's data is created. For more information on the PROPHILE system, see the Information System Overview in the ISO Section.

-05	Summary field inspection and activity data (diskette)	SO	nil	DE
-----	--	----	-----	----

SO = when the data is entered onto the PROPHILE database and the validity of the data is verified

-20	Public health protection program planning case files (arrange alphabetically by program)	CY+2y	7y	DE
-----	---	-------	----	----

(Continued on next page)

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

30500 PUBLIC HEALTH PROTECTION - GENERAL (Continued)

10y = This retention period provides for ongoing program planning and management.

DE = These records have no residual archival values that would justify the cost incurred in processing, preserving, and conserving them.

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

30510 PUBLIC HEALTH PROTECTION - DRINKING WATER AND POOL SAFETY

Records relating to technical and policy advice given to health units, health professionals, government staff and the general public on the contamination of drinking water and swimming pools, as well as communicable diseases in drinking water and swimming pools as specified under the *Health Act* (RSBC 1979, c. 161), the *Health Act Communicable Disease Regulation* (B.C. Reg. 4/83), and the *Swimming Pool, Spray Pool and Wading Pool Regulations* (B.C. Reg. 289/72). Includes statistics, reports, related correspondence and memoranda.

For draft and approved regulations, see *ARCS* primary 135.
For drinking water testing and analysis, see primary 32960.

Unless otherwise specified below, the ministry OPR
(Public Health Protection Branch) will retain these records for: CY+1y 2y DE

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

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

(Continued on next page)

A = Active	CY = Calendar Year	DE = Destruction
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OPR = Office of Primary Responsibility		w = week m = month y = year
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

30510 PUBLIC HEALTH PROTECTION - DRINKING WATER AND POOL SAFETY (Continued)

- | | | | | |
|-----|--|-------|-----|----|
| -20 | Drinking water and pool safety health unit advisory files
(arrange first alphabetically by health unit, then alphabetically by community) | CY+2y | 7y | DE |
| | 10y = Health unit advisory files document ongoing regional public health issues. This period will meet operational requirements. | | | |
| | DE = These records have no residual archival values that would justify the cost incurred in processing, preserving, and conserving them. | | | |
| -30 | Drinking water disinfection and treatment subject files
(includes reference material, correspondence and memoranda)
(arrange alphabetically by disinfection or treatment method) | SO | nil | DE |
| -40 | Drinking water supply and storage subject files
(includes reference material, correspondence and memoranda)
(arrange alphabetically by supply or storage type) | SO | nil | DE |

(Continued on next page)

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A SA FD

30510 PUBLIC HEALTH PROTECTION - DRINKING WATER AND POOL SAFETY (Continued)

- | | | | | |
|-----|---|----|-----|----|
| -50 | Recreational water disinfection and treatment subject files
(includes reference material, correspondence and memoranda)
(arrange alphabetically by water disinfection and treatment method) | SO | nil | DE |
| -60 | Waterborne chemical contaminant subject files
(includes reference material, correspondence and memoranda)
(arrange alphabetically by chemical contaminant) | SO | nil | DE |
| -70 | Waterborne disease subject files
(includes reference material, correspondence and memoranda)
(arrange alphabetically by disease) | SO | nil | DE |

SO = when information is no longer current

NOTE: Codes may be used to identify subject files as needed.

A = Active	CY = Calendar Year	DE = Destruction
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A SA FD

30530 PUBLIC HEALTH PROTECTION - FOOD SAFETY

Records relating to technical and policy advice given to health units, health professionals, government staff and the general public on issues of food safety, in addition to food-borne diseases, chemical contaminants, food additives, food preservation equipment, and methods of food preparation and storage as specified under the *Health Act* (RSBC 1979, c. 161). This primary also includes inquiries and complaints. Includes correspondence, reports, news clippings, and journal articles.

For draft and approved regulations, see *ARCS* primary 135.

For food warnings, recalls and allergy alerts, see primary 30550.

For inspection and licensing of food premises, see primaries 32200 to 32290.

Unless otherwise specified below, the ministry OPR (Public Health Protection Branch) will retain these records for: CY+1y 2y DE

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

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

(Continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

30530 PUBLIC HEALTH PROTECTION - FOOD SAFETY
 (Continued)

- | | | | | |
|-----|---|-------|-----|----|
| -20 | Food safety health unit advisory files
(arrange first alphabetically by health unit,
then alphabetically by community) | CY+2y | 7y | DE |
| | 10y= Health unit advisory files document ongoing regional public health issues. This period will meet operational requirements. | | | |
| | DE = These records have no residual archival values that would justify the cost incurred in processing, preserving, and conserving them. | | | |
| -30 | Food additive subject files
(includes reference material, correspondence and memoranda)
(arrange alphabetically by additive) | SO | nil | DE |
| -35 | Food types and product subject files
(includes reference material, correspondence and memoranda)
(arrange alphabetically by food type or product) | SO | nil | DE |

(Continued on next page)

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A SA FD

30530 PUBLIC HEALTH PROTECTION - FOOD SAFETY

(Continued)

-40	Food preparation and storage equipment subject files (includes reference material, correspondence and memoranda) (arrange alphabetically by preparation agent or storage equipment)	SO	nil	DE
-45	Food preservation equipment subject files (includes reference material, correspondence and memoranda) (arrange alphabetically by additive)	SO	nil	DE
-50	Food-borne chemical contaminant subject files (includes reference material, correspondence and memoranda) (arrange alphabetically by chemical contaminant)	SO	nil	DE
-55	Food-borne disease subject files (includes reference material, correspondence and memoranda) (arrange alphabetically by disease)	SO	nil	DE

SO = when information is no longer current

NOTE: Codes may be used to identify subject file as needed.

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCA
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCA
OPR = Office of Primary Responsibility		w = week m = month y = year
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A SA FD

30550 PUBLIC HEALTH PROTECTION - FOOD WARNINGS,
RECALLS, AND ALLERGY ALERTS

Records relating to the ministry's response to food warnings, food recalls and allergy alerts issued by Health and Welfare Canada. Initial notification arrives by facsimile transmission from regional offices of Health and Welfare Canada. Health units are notified from head office by electronic mail. This primary includes records relating to food recall procedures carried out by environmental health officers in health units. Includes news releases and correspondence and memoranda.

NOTE: Food warnings and recalls transmitted by e-mail must be printed onto hardcopy and classified under the appropriate secondary.

For related news releases, see *ARCS* primary 330.

Unless otherwise specified below, the ministry OPR (Public Health Protection Branch) will retain these records for: CY+1y 2y DE

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

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

(Continued on next page)

A = Active	CY = Calendar Year	DE = Destruction
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OPR = Office of Primary Responsibility		w = week m = month y = year
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A SA FD

30550 PUBLIC HEALTH PROTECTION - FOOD WARNINGS,
 RECALLS, AND ALLERGY ALERTS (Continued)

- 02 Food warnings
 (includes facsimile transmission and hardcopy
 printout of original e-mail message)
- 03 Emergency food recalls
 (includes facsimile transmission and hardcopy
 printout of original e-mail message)
- 04 Allergy alerts
 (includes facsimile transmission hardcopy
 printout of original e-mail message)

A = Active	CY = Calendar Year	DE = Destruction
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A SA FD

30570 PUBLIC HEALTH PROTECTION - WASTE DISPOSAL

Records relating to the provision of technical and policy advice to the minister, the public, health professionals, health units and other government agencies on waste disposal, sewage disposal/treatment methods and land use development as specified under the *Sewage Disposal Regulation* (B.C. Reg. 411/85), the *Subdivision Regulations* (B.C. Reg. 262/70), the *Summer Camp Regulations* (B.C. Reg. 221/67), the *Bare Land Strata Regulations* (B.C. Reg. 75/78). This primary includes interministerial projects. Includes correspondence, memoranda, and reference material.

For draft and approved regulations, see *ARCS* primary 135.

For waste disposal and land use standards and guidelines, see primary 35220.

For waste management technical referrals, see primary 32800.

Unless otherwise specified below, the ministry OPR (Public Health Protection Branch) will retain these records for: CY+1y 2y DE

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

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

(Continued on next page)

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(Continued)

-20	Waste disposal and land use health unit advisory files (arrange first alphabetically by health unit, then alphabetically by community)	CY+2y 7y	DE
-----	--	----------	----

10y= Health unit advisory files document ongoing regional public health issues. This period will meet operational requirements.

DE = These records have no residual archival values that would justify the cost incurred in processing, preserving, and conserving them.

-30	Waste disposal and land use special project files (includes rough notes, draft reports and final reports, statistics, reference material, correspondence and memoranda) (arrange alphabetically by project title code)	SO+1y	4y	SR
-----	--	-------	----	----

SO = upon completion of the project

(Continued on next page)

A = Active	CY = Calendar Year	DE = Destruction
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A SA FD

30570 PUBLIC HEALTH PROTECTION - WASTE DISPOSAL

(Continued)

NOTE: The OPR will store waste disposal and land use special project files under ongoing accession number:

<u>NUMBER</u>	<u>RECORD SELECTION CATEGORY</u>
---------------	--------------------------------------

91-3819	Records selected for retention
91-3820	Records selected for destruction

5y = Project files are retained for ongoing operational requirements.

SR = BCA will selectively retain waste disposal and land use special project files for their residual historical, evidential and informational value. All records in this secondary not selected for retention will be destroyed.

The Public Health Protection Branch is responsible for coordinating records selection, boxing and transfer to semi-active storage.

(Continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

30570 PUBLIC HEALTH PROTECTION - WASTE DISPOSAL

(Continued)

Records to be selected for retention are files related to significant projects examining issues of waste disposal management and how these issues relate to land use.

The Branch will box selected files separately according to the above-noted ongoing accession numbers.

-40	Waste disposal and land use subject files (includes reference material, correspondence and memoranda)	SO	nil	DE
-----	--	----	-----	----

SO = when information is no longer current

NOTE: Codes may be used to identify subject files as needed.

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCA
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCA
OPR = Office of Primary Responsibility	w = week m = month y = year	
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BCA = British Columbia Archives	SO = Superseded or Obsolete	

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30660 RADIATION PROTECTION SERVICES

(Continued on next page)

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

30660 RADIATION PROTECTION SERVICES (Continued)

10y = This retention period provides for ongoing program planning and management.

DE = These records have no residual archival values that would justify the cost incurred in processing, preserving, and conserving them.

-30	Environmental radiation subject files (includes reference material, correspondence and memoranda) (arrange alphabetically by radiation source)	SO	nil	DE
-40	Medical x-ray subject files (includes reference material, correspondence and memoranda) (arrange alphabetically by radiation source)	SO	nil	DE
-50	Non-ionizing x-ray subject files (includes reference material, correspondence and memoranda) (arrange alphabetically by radiation source)	SO	nil	DE

SO = when information is no longer current

NOTE: Codes may be used to identify subject files as needed.

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCA
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCA
OPR = Office of Primary Responsibility		w = week m = month y = year
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

30770 TOBACCO CONTROL

Records relating to advisory and consultative services provided to health units, regulatory agencies, technical specialists, government agencies and the general public on the safety standards and options for the reduction of the incidence of tobacco smoking in the general public as specified under the *Tobacco Sales Act* (RSBC 1979, c. 403) and the *Tobacco Product Amendment Act* (SBC 1992, c. 81). Includes correspondence, memoranda, reports, and statistics.

For draft and approved regulations, see *ARCS* primary 135.

Unless otherwise specified below, the ministry OPR (Tobacco and Radiation Exposure Control) will retain these records for:

CY+1y 2y 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
<u>SO</u>	<u>nil</u>	<u>DE</u>

-20	Tobacco control program planning case files (arrange alphabetically by program)
-----	--

CY+2y 7y DE

10y = This retention period provides for ongoing
program planning and management.
(Continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

30770 TOBACCO CONTROL (Continued)

DE = These records have no residual archival values that would justify the cost incurred in processing, preserving, and conserving them.

-30	Tobacco control subject files (includes reference material, correspondence and memoranda) (arrange alphabetically by subject)	SO	nil	DE
-----	---	----	-----	----

SO = when information is no longer current

NOTE: Codes may be used to identify subject files as needed.

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCA
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

SECTION 2

EDUCATION AND TRAINING

PRIMARY NUMBERS

31000 - 31999

Section 2 covers records relating to the development and monitoring of training courses and educational programs for community care providers as specified under the *Child Care Regulation* (B.C. Reg. 319/89) and the *Adult Care Regulations* (B.C. Reg. 536/80), and those employed in fields affecting public health as specified under the *Health Act* (RSBC 1979, c. 161). This includes records relating to: early childhood education program accreditation; early childhood educator certification; the approval of adult care courses and the accreditation of the training institutions offering them; the registration and examination of those enrolled in courses for food preparation and service safety; training in the use and control of radiation sources; and the training and certification of individuals designing and installing septic fields.

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCA
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCA
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31000 - EDUCATION AND TRAINING - 31999

31000	EDUCATION AND TRAINING - GENERAL
31120	ADULT CARE TRAINING COURSE APPROVAL
31200	EARLY CHILDHOOD EDUCATION - GENERAL
31250	- PROGRAM ACCREDITATION
31255	- EDUCATOR CERTIFICATION
31500	FOODSAFE - GENERAL
31530	- REGISTRATION
31550	POOL SAFETY EDUCATION - GENERAL
31580	- REGIONAL MANAGEMENT
31600	PUBLIC HEALTH RISK AWARENESS
31660	RADIATION PROTECTION TECHNICAL TRAINING
31670	SEPTIC FIELD INSTALLATION AND DESIGN CERTIFICATION

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This 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 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

31000 EDUCATION AND TRAINING - GENERAL

Records not shown elsewhere in the education and training section that relate generally to the development, operation, monitoring or accreditation of courses, workshops, or classes in the fields of public health and safety, and the certification of those successfully completing such courses. This primary includes education and training for environmental health, food safety and the health and safety of dependent individuals in care in licensed child daycare facilities and adult and child residential care facilities. Includes reports, statistics, correspondence and memoranda.

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

For child care standards and guidelines, see primary 35220.
For early childhood educator certification review, see *ARCS* 202-20.

For early childhood education program accreditation, see primary 31255

For the foodsafe program, see primary 31530.

For septic field installation and design, see primary 31670.

For radiation protection technical training, see primary 30660.

Unless otherwise specified below, the ministry OPR (Health Protection and Safety Division) will retain these records for:

CY+1y 2y DE

(Continued on next page)

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCA
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCA
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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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

31000 EDUCATION AND TRAINING - GENERAL (Continued)

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

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

4y = This ensures that the operational requirements of the creating agency are met.

FR = BCA 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 that 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 BCA
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCA
OPR = Office of Primary Responsibility		w = week m = month y = year
PIB = Personal Information Bank	VR = Vital Records	PUR = Public Use Records
BCA = British Columbia Archives		SO = Superseded or Obsolete

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

31120 ADULT CARE TRAINING COURSE APPROVAL

Records relating to adult care training courses, the approval of such courses and the accreditation of the training institutions offering them. Courses pertain to long-term care training, long-term care aide training, Justice Institute training and first aid training. Includes reports, curricula, course outlines/agendas, correspondence, and reference material.

For early childhood educator program accreditation, see primary 31255.

Unless otherwise specified below, the ministry OPR (Community Care Facilities Branch) will retain these records for:

CY+1y 2y 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

-20 Training institutions
 (includes course curricula, brochures,
 correspondence and memoranda)
 (arrange by alpha-numeric code)

SO+1y 6y DE

SO = when the accreditation of the training institution is discontinued or withdrawn

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCA
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCA
OPR = Office of Primary Responsibility		w = week m = month y = year
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BCA = British Columbia Archives		SO = Superseded or Obsolete

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

31200 EARLY CHILDHOOD EDUCATION - GENERAL

Records relating to early childhood education not shown elsewhere in this primary block. Includes reports, correspondence and memoranda.

Unless otherwise specified below, the ministry OPR (Early Childhood Program) will retain these records for:

CY+1y 2y 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
<u>SO</u>	<u>nil</u>	<u>DE</u>

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

31250 EARLY CHILDHOOD EDUCATION - EDUCATOR
CERTIFICATION

Records relating to the certification and registration of early childhood educators (ECE) as provided by the *Community Care Facilities Act* (RSBC 1979, c. 57, s. 5(e)) and the *Child Care Regulation* (B.C. Reg. 319/39). Includes ECE registrations, applications, course transcripts, copies of first aid certificates, reference letters and relevant correspondence.

For early childhood educator certification review, see *ARCS* 202-20.

For early childhood educator program accreditation, see primary 31255.

Unless otherwise specified below, the ministry OPR (Early Childhood Program) will retain these records for:

CY+1y 2y 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 Early childhood educator listings

SO nil DE

SO = upon receipt of up-to-date list

(Continued on next page)

A = Active	CY = Calendar Year	DE = Destruction
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FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCA
OPR = Office of Primary Responsibility		w = week m = month y = year
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BCA = British Columbia Archives		SO = Superseded or Obsolete

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

31250 EARLY CHILDHOOD EDUCATION - EDUCATOR
 CERTIFICATION (Continued)

NA = When the applicant has completed all certification requirements, his/her pending applicant file is reclassified under secondary 31250-30. At the same time, the applicant's name is entered on the electronic registry of early childhood educators (secondary 31250-40).

PIB	-30	Early childhood educator - qualified educator files (includes application, references, ECE course transcripts, course certificates, and correspondence) (arrange alphabetically by surname of applicant)	SO+1y 6y	DE
-----	-----	--	----------	----

SO = upon non-renewal of registration as an early childhood educator

7y = The *Community Care Facilities Act* (RSBC 1979, c. 57) requires renewal of registration every five years for each certificate an individual holds.

(Continued on next page)

A = Active	CY = Calendar Year	DE = Destruction
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OPR = Office of Primary Responsibility		w = week m = month y = year
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

31250 EARLY CHILDHOOD EDUCATION - EDUCATOR
 CERTIFICATION (Continued)

PIB	-40	Early childhood educator registry (includes registration number, name, address, certification level, certificate number, expiry date, and registration date for each early childhood educator) (electronic database - ECECS)	SO	nil	DE
-----	-----	---	----	-----	----

SO = upon transfer to another database

NOTE: For additional information regarding the early
childhood educator registry database, see the
Information System Overview, Appendix I.

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCA
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCA
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A	SA	FD
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31255 EARLY CHILDHOOD EDUCATION - PROGRAM
ACCREDITATION

Records relating to early childhood education courses and the approval and accreditation of such courses by the ministry. This primary includes information about programs in other provinces and countries, and associated provincial, national, and international organizations and agencies. Includes reports, brochures and other reference material, correspondence and memoranda.

For child care standards and guidelines, see primary 35220.
For early childhood educator certification review, see *ARCS*
202-20.

Unless otherwise specified below, the ministry OPR (Early Childhood Program) will retain these records for:

CY+1y 2y 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 **Preschool teachers' associations**

-03 **Preschool training programs - other jurisdictions**
 (includes programs in other provinces and
 countries)
 (arrange by alpha-numeric code)

-04 Training institutions

A = Active

CY = Calendar Year

DE = Destruction

SA = Semi-active

FY = Fiscal Year

SR = Selective Retention by BCA

FD = Final Disposition

NA = Not Applicable

FR = Full Retention by BCA

OPR = Office of Primary Responsibility

w = week m = month y = year

PIB = Personal Information Bank

VR = Vital Records

PUR = Public Use Records

BCA = British Columbia Archives

SO = Superseded or Obsolete

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31500 FOODSAFE - GENERAL

CY+1y 2y DE

SO nil DE

SO	5y	FR
SO	nil	DE

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

31500 FOODSAFE - GENERAL (Continued)

	-03	Promotion and advertising			
	-04	Examination protocol			
PIB	-05	FOODSAFE central registry database	SO	nil	DE

SO = upon transfer to another database

	-06	FOODSAFE centralized statistical reports - quarterly	SO	nil	DE
--	-----	--	----	-----	----

SO = when next quarterly report is printed

	-07	FOODSAFE centralized statistical reports - annual	SO	nil	DE
--	-----	---	----	-----	----

SO = when next annual report is printed

NOTE: Ad hoc or special request reports are
transitory documents and should be stamped
"copy" upon production.

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OPR = Office of Primary Responsibility		w = week m = month y = year
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

31530 FOODSAFE - REGISTRATION

Records relating to the registration at the local level of food and beverage workers successfully completing one or both levels of FOODSAFE sanitation program for food handlers. This primary also includes the coordination of all FOODSAFE exams. Includes examinations, certificates, registration forms (HLTH 157), FOODSAFE registry database files, correspondence and memoranda.

For the development, maintenance and evaluation of the FOODSAFE program, see primary 31500.

Unless otherwise specified below, the ministry OPR (individual health units) will retain these records for:

CY+1y 2y DE

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

SO nil DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	FOODSAFE examinations				
-03	Registration forms (HLTH 157)		SO	nil	DE
	(arrange alphanumerically by name of trainee and date of course)				

SO = when data entry is complete and data verified
(Continued on next page)

A = Active	CY = Calendar Year	DE = Destruction
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

31530 FOODSAFE - REGISTRATION (Continued)

PIB	-04	FOODSAFE instructors			
	-05	FOODSAFE local registry database (electronic database)	SO	nil	DE

SO = upon transfer to another database

NOTE: For more information on the FOODSAFE local registry database, see the Information System Overview for the Environmental Health Officers Computer System.

	-06	FOODSAFE local registry reports	SO	nil	DE
--	-----	---------------------------------	----	-----	----

SO = when next report is printed

	-07	FOODSAFE local statistical reports	SO	nil	DE
--	-----	------------------------------------	----	-----	----

SO = when next report is printed

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31550 POOL SAFETY EDUCATION - GENERAL

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

31550 POOL SAFETY EDUCATION - GENERAL (Continued)

-04 POOLSAFE instructor guidelines SO nil DE

SO = when new guidelines or protocols are issued

PIB	-05	POOLSAFE central registry	SO+3y	7y	DE
-----	-----	---------------------------	-------	----	----

SO = upon expiration of the certification all individuals in the registry

10y = This combined active and semi-active retention period provides for ongoing operational and legal requirements.

-06	POOLSAFE central statistical reports	SO	5y	DE
-----	--------------------------------------	----	----	----

-20	Regional council files (arrange alphabetically by name of local regional council location)	SO+1y	7y	DE
-----	--	-------	----	----

SO = when council is no longer active and/or
file/volume has been closed for one year

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

31580 POOL SAFETY EDUCATION - REGIONAL
MANAGEMENT

Records relating to the local delivery of the POOLSAFE (B.C.) program. This includes: the certification of instructors and trainees; the planning and delivery of courses and examinations at the local level; local promotion of the program; and maintaining a local registry of certified instructors and pool operators. Includes examinations, certificates, registration forms, POOLSAFE local registry, correspondence and memoranda.

For the development, monitoring and evaluation of the POOLSAFE program, see primary 31550.

Unless otherwise specified below, the ministry OPR (individual health units) will retain these records for:

CY+1y 2y 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	
-02	POOLSAFE examinations	
-03	Promotion and advertising	

SO	5y	FR
<u>SO</u>	<u>nil</u>	<u>DE</u>

(Continued on next page)

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A SA FD

31600 PUBLIC HEALTH RISK AWARENESS

(Continued)

-01 General

-20 Health file resource files SO+3y nil DE
 (file alphabetically by name of health file
 issue)

SO = upon date of publication or revision

NOTE: Material in the resource files may not be created by the Office for Risk Education and Training staff, but is pulled together by the staff in order to facilitate their operational and advisory functions.

A = Active	CY = Calendar Year	DE = Destruction
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A SA FD

31670 SEPTIC FIELD INSTALLATION AND DESIGN
 CERTIFICATION

Records relating to the development, implementation and evaluation of a workshop program offering training and certification of those involved in the installation and design of onsite septic fields. Includes workshop development documentation, lecture notes, transparencies, and related correspondence and memoranda

Unless otherwise specified below, the ministry OPR (Public Health Protection Branch) will retain these records for: CY+1y 2y DE

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

SO nil DE

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

-01 General

-02	Certification workshop development		SO	5y	DE
-----	------------------------------------	--	----	----	----

(includes rough notes, draft workshop curriculum, correspondence and memoranda)
(arrange alphabetically by workshop code)

SO = when workshop is developed

5y = This allows for ongoing revision of workshop format.

(Continued on next page)

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A SA FD

31670 SEPTIC FIELD INSTALLATION AND DESIGN
 CERTIFICATION (Continued)

- 03 Workshop registration
- 04 Workshop outlines and notes

PIB	-20	Certified septic field installer registry (arrange alphabetically by surname of certified installer)	SO	7y	DE
-----	-----	--	----	----	----

SO = upon decertification of last entry in the
 registry

7y = Based on the *Limitation Act* (RSBC 1979, c.
 236), which limits the time allowed for
 bringing a legal action to six years. The
 additional year is allowed for the serving of
 notice on all parties.

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

SECTION 3

INSPECTION AND LICENSING

PRIMARY NUMBERS

3 2 0 0 0 - 3 2 9 9 9

Section 3 covers records relating to the licensing and inspection of community care facilities and potential sources of public health hazards to ensure compliance with health and safety regulations under the *Health Act* (RSBC 1979, c. 161), the *Community Care Facility Act* (RSBC 1979, c. 57) and the *Community Care Facility Amendment Act* (SBC 1990, c. 37), and the standards and guidelines established by the Ministry of Health. This includes records relating to: the inspection and licensing of dairy plants, fish processing plants, food manufacturing and retail outlets, food service premises, meat plants, housing and institutional facilities, onsite sewage disposal systems, water systems, recreational water facilities, and community care facilities; and the monitoring of sources of radiation and incidents of pesticide use.

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FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCA
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

32000 - INSPECTION AND LICENSING - 32999

PRIMARY NUMBERS AND PRIMARY SUBJECTS

32000 INSPECTION AND LICENSING - GENERAL

32100 CARE FACILITIES - GENERAL

32120 - ADULT

32150 - CHILD

32200 FOOD SAFETY - GENERAL

32220 - DAIRY PLANTS

32240 - FISH PROCESSING PLANTS

32260 - MANUFACTURING AND RETAIL OUTLETS

32280 - MEAT PLANTS

32290 - RESTAURANTS

32330 ON-SITE SEWAGE DISPOSAL

32400 PUBLIC HEALTH INSPECTION - GENERAL

32410 - HOUSING AND INSTITUTIONAL
 FACILITIES

32420 - PERSONAL SERVICE ESTABLISHMENTS

32450 - VIOLATIONS AND TICKETING

32700 RADIATION SOURCE AUDITING - GENERAL

32710 - ENVIRONMENTAL RADIATION

32740 - MEDICAL X-RAYS

A = Active

SA = Semi-active

FD = Final Disposition

OPR = Office of Primary Responsibility

PIB = Personal Information Bank

BCA = British Columbia Archives

CY = Calendar Year

FY = Fiscal Year

NA = Not Applicable

VR = Vital Records

DE = Destruction

SR = Selective Retention by BCA

FR = Full Retention by BCA

w = week m = month y = year

PUR = Public Use Records

SO = Superseded or Obsolete

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

32760	- NON-IONIZING/NON-MEDICAL X-RAYS
32780	- RADIOISOTOPE LICENCE MONITORING
32800	TECHNICAL REFERRALS
32900	WATER SYSTEMS - GENERAL
32940	- RECREATIONAL FACILITIES
32960	- WATER SAMPLE TESTING AND ANALYSIS

A = Active	CY = Calendar Year	DE = Destruction
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<u>A</u>	<u>SA</u>	<u>FD</u>
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32000 INSPECTION AND LICENSING - GENERAL

Records not shown elsewhere in the inspection and licensing section that relate to the licensing, inspection and monitoring of community care facilities by licensing officers and of potential sources of public health hazards by environmental health officers (EHO). Includes diaries, journals, statistics, reports, correspondence, and memoranda.

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

For Community Care Facilities Licensing System Field Section
month end and year end reports, see primary 32100.
For public health protection central office standard statistical
reports, see primary 30500.

Unless otherwise specified below, the ministry OPR (individual health units) will retain these records for:

CY+1y 2y 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

(Continued on next page)

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

32000 INSPECTION AND LICENSING - GENERAL

(Continued)

-02	Activity report forms (includes semi-monthly activity reports (HLTH 125) and activity report forms (HLTH 4652))	SO	nil	DE
-----	--	----	-----	----

SO = when information is entered onto the
Environmental Health Officers Computer
System (EHOCS) or the Community Care
Facilities Licensing System (CCFLS) Field
Section

NOTE: Statistics relating to the activities of
Community Care Licensing Officers and
Environmental Health Officers are maintained
on PC-based databases at individual health
units and sub-offices. For more information
about the CCFLS Field Section and EHOCS,
see the Information System Overview for an
Application in the ISO Section.

-03	EHO and licensing officers calendars and diaries	CY+1y	9y	DE
-----	--	-------	----	----

10y = This retention period ensures the necessary
monitoring of licensed community care
facilities.

(Continued on next page)

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FR = BCA 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 that hold no evidential value may be purged and discarded.

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

32100 CARE FACILITY - GENERAL

Records relating to the licensing, inspection and monitoring of community care facilities as specified under the *Community Care Facilities Act* (RSBC 1979, c. 57, s. 9), the *Child Care Regulation* (B.C. Reg. 319/89), and the *Adult Care Regulations* (B.C. Reg. 536/80) not shown elsewhere in this primary block. This primary also includes the development and review of ministry policy regarding the levels of licensed care, types of licensed facilities and related zoning or construction issues. Includes reports, correspondence, and memoranda.

For community care consultation and advice, see primaries 30100 to 30180.

For community care standards and guidelines, see primary 35220.

For inspection and licensing of community care facilities, see primaries 32120 to 32150.

For investigation of positive criminal records checks, see primary 30100.

For review or amendment of a community care licence, see primary 30180.

For Variance Committee, see ARCS primary 202.

Unless otherwise specified below, the ministry OPR (Community Care Facilities Branch, central office) will retain these records for:

CY+1y 2y DE

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

SO nil DE

(Continued on next page)

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

32100 CARE FACILITY - GENERAL (Continued)

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Care facilities - First Nation reserves				
-03	Care facility zoning regulations				
-04	Community care facilities licensing field section (electronic database)		SO	nil	DE

OPR = individual health units

SO = upon conversion to another electronic database

NOTE: The monitoring of adult and child care facility inspections is maintained on PC-based database at individual health units and sub-offices. For more information about the Community Care Facilities Licensing Field Section, see the Information System Overview for an Application in the ISO Section.

-05	Community care facilities licensing field section month end reports		FY	nil	DE
-06	Community care facilities licensing field section year end reports		FY+1y	10y	DE

OPR = individual health units

(Continued on next page)

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A SA FD

32100 CARE FACILITY - GENERAL (Continued)

12y = This ensures that records are retained for
program planning and analysis requirements.

DE = These records have no archival value that
would justify the cost that would be incurred
in processing, preserving, and conserving
them.

-07	Community care facilities licensing mainframe section (electronic database - CCFLS/MS)	SO	nil	DE
-----	---	----	-----	----

SO = upon conversion to another electronic database

NOTE: For more information on the Community
Care Facilities Licensing Mainframe
Section, see the Information System
Overview for an Application in the ISO
Section.

-08	Community care facilities licensing mainframe section (CCFLS/MS) month end reports	CY	nil	DE
-----	---	----	-----	----

-09	Community care facilities licensing mainframe section year end reports	FY+1y	10y	SR
-----	---	-------	-----	----

12y = This ensures that records are retained for
program planning and analysis requirements.

(Continued on next page)

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FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCA
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A SA FD

32100 CARE FACILITY - GENERAL (Continued)

SR = BCA will selectively retain these records for their residual historical, evidential and informational value. All records in this secondary not selected for retention will be destroyed.

Selection will be done in consultation with the director of Community Care Facilities Branch on the basis of completeness (i.e., the retention of reports that summarize the most complete information about the program). At the time of transfer of these records to semi-active storage the Community Care Facilities Branch will indicate on the file list which files, in the opinion of the director, should be retained permanently at the end of their semi-active retention period.

- 10 Levels of care
- 11 Licensing of child care services

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32120 CARE FACILITIES - ADULT

-01 General

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

32120 CARE FACILITIES - ADULT (Continued)

-02	Community care facilities licence - pending applications	SO	NA	NA
-----	--	----	----	----

NA = Reclassify to secondary -20 when licence approved.

-20	Adult care facility monitoring files (includes application for licence, adult care (HLTH 4655), facility inspection report (HLTH 4650), personal/intermediate care licensed facilities incident report (HLTH 4663), specialized care incident report, facility floor plans, copy of interim permit (HLTH 4652), licence (HLTH 4653), memoranda, and correspondence) (arrange alphabetically by facility name)	SO+1y	25y	DE
-----	---	-------	-----	----

SO = when facility is closed

26y = This ensures that records are retained as evidence of the licensing officers' actions should a legal proceeding be initiated after the facility is closed.

(Continued on next page)

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A SA FD

32120 CARE FACILITIES - ADULT (Continued)

DE = Adult care facility monitoring files will be destroyed; however, BCA will selectively retain annual summary statistical reports produced from the CCFLS (secondary 32100-09). Those reports will provide information about: the activities of licensing officers; the number and type of facilities licensed and inspected; and the number and type of incidents that have occurred throughout the province during the report period. For more information on the CCFLS see the Information System Overview in the ISO Section.

(electronic database - CCFLS/FS) SO nil DE

SO = when facility is closed

NOTE: For more information on CCFLS/FS, see the Information System Overview in the ISO Section.

A = Active	CY = Calendar Year	DE = Destruction
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BCA = British Columbia Archives		SO = Superseded or Obsolete

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32150 CARE FACILITIES - CHILD

CY+1y 2y DE

SO nil DE

SO	5y	FR
SO	nil	DE

(Continued on next page)

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

32150 CARE FACILITIES - CHILD (Continued)

-02 Consents for criminal records search lists CY+1y nil DE

NOTE: Consent for criminal record check forms for licensees and managers (HLTH 4659) are returned to licensee when notification is received from the RCMP.

-20 Child care facility monitoring files SO+1y 25y DE
(includes application for licence, child care (HLTH 4656), application for assessment of qualification of person-in-charge (HLTH 350), facility inspection report (HLTH 4650), child care incident report (HLTH 4665), facility floor plans, copy of interim permit (HLTH 4652) or licence (HLTH 4653) and related correspondence)
(arrange alphabetically by facility name)

SO = when facility is closed

26y = This ensures that records are retained as evidence of the licensing officers' actions should a legal proceeding be initiated after the facility is closed.

(Continued on next page)

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

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A SA FD

32150 CARE FACILITIES - CHILD (Continued)

DE = Child care facility monitoring files will be destroyed; however, BCA will selectively retain annual summary statistical reports produced from the CCFLS (secondary 32100-09). These reports will provide information about: the activities of licensing officers; the number and type of facilities licensed and inspected; and the number and type of incidents that have occurred throughout the province during the report period. For more information on the CCFLS see the Information System Overview in the ISO Section.

(electronic database - CCFLS/FS)

SO nil DE

SO = when facility is closed

NOTE: For more information on CCFLS/FS, see the Information System Overview in the ISO Section.

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCA
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCA
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A SA FD

32200 FOOD SAFETY - GENERAL

Records not shown elsewhere in this primary block that relate to the inspection, licensing and monitoring of all places where food intended for human consumption is prepared, stored or sold, as specified under the *Health Act* (RSBC 1979, c. 161, ss. 57 and 61) and the *Sanitary Regulations* (B.C. Reg. 142/59, ss. 8(e) and 13). Includes reports, correspondence, and memoranda.

Unless otherwise specified below, the ministry OPR
(Public Health Protection Branch) will retain these records for: CY+1y 2y DE

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

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

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

32220 FOOD SAFETY - DAIRY PLANTS

Records relating to the inspection of dairy plants and the monitoring of finished dairy product quality for compliance with health standards as specified under the *Milk Industry Act* (RSBC 1979, c. 258) and the *Milk Industry Standards Regulation* (B.C. Reg. 464/81). This primary also includes the administration of the licensing procedure for dairy plants and dairy plant workers. Includes dairy plant plans, applications to install or modify High Temperature Short Time (HTST) pasteurizers (HLTH 4660), reports of modifications or installations (HLTH 4661), plant and equipment inspection reports, dairy plant information reports, dairy product test results, dairy plant and worker licence lists, correspondence, and memoranda.

For raw milk and non-dairy milk products, see primary 30530.

Unless otherwise specified below, the ministry OPR (Public Health Protection Branch) will retain these records for: CY+1y 2y DE

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

			<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Dairy plant and worker licence lists		SO	nil	DE

(Continued on next page)

A = Active	CY = Calendar Year	DE = Destruction
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A SA FD

32220 FOOD SAFETY - DAIRY PLANTS (Continued)

SO = when the current list is received from the
 Ministry of Agriculture, Fisheries and
 Food

NOTE: Dairy plant and dairy plant worker
 licences are issued by Agriculture Canada,
 but the provincial Ministry of Health
 coordinates the administration of the
 licensing procedure.

-03	Dairy plant statistical reports	SO	nil	SR
-----	---------------------------------	----	-----	----

SO = when report no longer current

SR = BCA will selectively retain dairy plant
 statistical reports for their evidential and
 information value. BCA will retain annual
 summary reports. This will be done in
 consultation with the director or senior
 manager of the Public Health Protection
 Branch. At the time of transfer to BCA the
 director or senior manager will indicate on
 the file list which reports should be retained
 permanently at the end of their semi-active
 retention period.

(Continued on next page)

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FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCA
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32220 FOOD SAFETY - DAIRY PLANTS (Continued)

7y = This will ensure that records are retained until the expiration of the right to initiate a legal action specified under the *Limitation Act* (RSBC 1979, c. 236, s. 3) . The additional year is allowed for the serving of notice on all parties.

-40	Dairy Plant Inspection System (electronic database)	SO	nil	DE
-----	--	----	-----	----

SO = upon conversion to another electronic database

NOTE: Dairy plant product testing results and inspection information is keyed into hand-held computers and uploaded onto a PC-based database from which regular and ad hoc statistical reports are produced.

A = Active	CY = Calendar Year	DE = Destruction
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

32240 FOOD SAFETY - FISH PROCESSING PLANTS

Records relating to the inspection of provincially licensed fish processing plants as specified under the *Fish Inspection Act* (RSBC 1979, c. 136). Includes applications, inspection reports, permits, memoranda, and correspondence.

Unless otherwise specified below, the ministry OPR (Public Health Protection Branch) will retain these records for: CY+1y 2y DE

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

SO nil DE

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

-20	Fish plant inspection files (arrange alphabetically by name of plant)	SO	7y	DE
-----	--	----	----	----

SO = when plant ceases operation

7y = This will ensure that records are retained until the expiration of the right to initiate a legal action specified under the *Limitation Act* (RSBC 1979, c. 236, s. 3). The additional year is allowed for the serving of notice on all parties.

(Continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

32240 FOOD SAFETY - FISH PROCESSING PLANTS (Continued)

(electronic database - EHOCS) SO nil DE

SO = when plant ceases operation

NOTE: Plants closed during the fiscal year are deleted from the active database during fiscal year end system clearout, and transferred to a diskette. For operating plants, data for the last two inspections are maintained in the electronic file after month end and year end. Monthly data is deleted and summary data is transferred into year-to-date data. For more information on the EHOCS system, see the Information System Overview in the ISO Section.

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

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NOTE: Premises closed during the fiscal year are deleted from the active database during fiscal year end system clearout, and transferred to diskettes. For operating premises, data for the last two inspections are maintained in the electronic file after month end and year end. Monthly data is deleted and summary data is transferred into year-to-date data. For more information on the EHOCS system, see the Information System Overview in the ISO Section.

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

32280 FOOD SAFETY - MEAT PLANTS

Records relating to the monitoring of the inspection of meat and meat products in abattoirs in designated meat inspection areas as specified in the *Meat Inspection Act* (RSBC 1979, c. 253). The Ministry of Health contracts with the Meat Hygiene Division, Agriculture Canada, to provide an integrated program of plant approval and inspection, and ante and post mortem inspection of animals. Includes reports, correspondence, and memoranda.

For the inspection of slaughterhouses in non-designated meat inspection areas, see primary 32260.

Unless otherwise specified below, the ministry OPR (Public Health Protection Branch) will retain these records for: CY+1y 2y DE

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

			<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Grading of meat				
-03	Meat inspection program				
-04	Meat inspection areas				
-05	Waste management				

(Continued on next page)

A = Active	CY = Calendar Year	DE = Destruction
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FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCA
OPR = Office of Primary Responsibility	w = week m = month y = year	
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7y = This will ensure that records are retained until the expiration of the right to initiate a legal action specified under *Limitation Act* (RSBC 1979, c. 236, s. 3). The additional year is allowed for the serving of notice on all parties.

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCA
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCA
OPR = Office of Primary Responsibility		w = week m = month y = year
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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<u>A</u>	<u>SA</u>	<u>FD</u>
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32290 FOOD SAFETY - RESTAURANTS

Records relating to the granting of operating permits to restaurants and the inspection of these premises by environmental health officers (EHO) as specified by the *Sanitation and Operation of Food Premises Regulations* (B.C. Reg. 148/74). Includes the EHO initial approval, floor plans, permit applications (HLTH 143), copies of permits (HLTH 148), food premises inspection reports (HLTH 96), correspondence, and may include copies of enteric disease case reports and food poisoning investigation reports.

For food-borne diseases, see primary 30530.
For food warnings, recalls and allergy alerts,
see primary 30550.

Unless otherwise specified below, the ministry OPR (individual health units) will retain these records for:

CY+1y 2y 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 Food service premise plans
(arrange alphabetically by premise name)

SO+1y nil DE

SO = upon completion of construction

(Continued on next page)

A = Active	CY = Calendar Year	DE = Destruction
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FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCA
OPR = Office of Primary Responsibility		w = week m = month y = year
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32290 FOOD SAFETY - RESTAURANTS (Continued)

NOTE: Premises closed during the fiscal year are deleted from the active database during fiscal year end system clearout, and transferred to diskettes. For operating premises, data for last two inspections are maintained in the electronic file after month end and year end. Monthly data is deleted and summary data is transferred into year-to-date data. For more information on the EHOCS system, see the Information System Overview in the ISO Section.

A = Active **CY** = Calendar Year **DE** = Destruction
SA = Semi-active **FY** = Fiscal Year **SR** = Selective Retention by BCA
FD = Final Disposition **NA** = Not Applicable **FR** = Full Retention by BCA
OPR = Office of Primary Responsibility **w** = week **m** = month **y** = year
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32330 ON-SITE SEWAGE DISPOSAL

CY+1y 2y DE

SO nil DE

SO	5y	FR
SO	nil	DE

(Continued on next page)

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

32330 ON-SITE SEWAGE DISPOSAL (Continued)

-20 Sewage disposal permit application files SO 7y DE
 (includes permit applications, by-law referrals,
 siting and use permits, nuisance reports, and
 complaints)
 (arrange by B.C. Assessment Authority folio
 number)

SO = when system has been replaced by a
 community sewage system

7y = This will ensure that records are retained until
 the expiration of the right to initiate a legal
 action specified under the *Limitation Act*
 (RSBC 1979, c. 236, s. 3). The additional
 year is allowed for the serving of notice on all
 parties.

A = Active	CY = Calendar Year	DE = Destruction
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FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCA
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32400 PUBLIC HEALTH INSPECTION - GENERAL

CY+1y 2y DE

SO nil DE

SO	5y	FR
SO	nil	DE

CY+4y 2y DE

CY+4y 2y DE

(includes standard inspection report forms
and additional correspondence)

SO = Superseded or Obsolete

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32410 PUBLIC HEALTH INSPECTION - HOUSING AND
INSTITUTIONAL FACILITIES

For mineral and petroleum exploration housing, see
primary 32800.

Unless otherwise specified below, the ministry OPR (individual health units) will retain these records for:

CY+4y 2y 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 Campsites
- 03 Family dwellings
- 02 First Nation reserves

(Continued on next page)

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A SA FD

32410 PUBLIC HEALTH INSPECTION - HOUSING AND
 INSTITUTIONAL FACILITIES (Continued)

- 04 Hospitals
- 05 Hotels, motels, and bed and breakfasts
- 06 Industrial and silviculture camps
- 07 Mobile home parks
- 08 Schools and school districts
- 09 Summer camps
- 10 Theatres and recreational centres

7y = This will ensure that records are retained until the expiration of the right to initiate a legal action specified under the *Limitation Act* (RSBC 1979, c. 236, s. 3). The additional year is allowed for the serving of notice on all parties.

-11	Housing and institutional facilities (electronic database - EHOCS)	SO	nil	DE
-----	---	----	-----	----

SO = when records are no longer current

NOTE: For more information on EHOCS, see the ISO section.

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCA
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCA
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A SA FD

32420 PUBLIC HEALTH INSPECTION - PERSONAL
 SERVICE ESTABLISHMENTS

Records relating to the monitoring of personal service establishments and public places to ensure compliance with health and safety regulations, standards and guidelines as specified under the *Personal Service Establishments Regulation* (B.C. Reg. 202/83). This primary also includes technical advice provided to municipal governments regarding applications for business licences, as well as public health complaints about personal service establishments. Includes inspection reports, correspondence, and memoranda.

Unless otherwise specified below, the ministry OPR (individual health units) will retain these records for:

CY+4y 2y DE

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

SO nil DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Common carriers				
-03	Laundromats and drycleaning establishments				
-04	Personal service establishments (includes hairdressing salons, suntan salons, tattoo establishments, etc.)				
-05	Pest control				

(Continued on next page)

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

32420 PUBLIC HEALTH INSPECTION - PERSONAL
SERVICE ESTABLISHMENTS (Continued)

- 06 Public places
(includes flea markets, street bazaars,
etc.)
- 07 Public washrooms

7y = This will ensure that records are retained until the expiration of the right to initiate a legal action specified under the *Limitation Act* (RSBC 1979, c. 236, s. 3). The additional year is allowed for the serving of notice on all parties.

- | | | | | |
|-----|--|----|-----|----|
| -08 | Personal service establishments
(electronic database - EHOCS) | SO | nil | DE |
|-----|--|----|-----|----|

SO = when records no longer current

NOTE: For more information on EHOCS, see the ISO section.

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32450 PUBLIC HEALTH INSPECTION - VIOLATIONS AND
TICKETING

Records relating to issuance of tickets by environmental health officers in respect to the offenses for failing to comply with regulations under the *Health Act* (RSBC 1979, c. 161), or the condition of any order, licence or permit, committed by any organization including corporations and municipalities. Includes ticket books, ticket logs, ticketing reports, and violation ticket information on the Environmental Health Officers Computer System (EHOCS).

For the procurement of tickets, see *ARCS* primary 825.

Unless otherwise specified below, the ministry OPR (individual health units) will retain these records for:

CY+1y 2y 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
<u>SO</u>	<u>nil</u>	<u>DE</u>

-01 General

-02 Motor Vehicle Branch ticketing status reports

SO nil DE

OPR = Planning and Resource Management

(Continued on next page)

A = Active	CY = Calendar Year	DE = Destruction
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FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCA
OPR = Office of Primary Responsibility		w = week m = month y = year
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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<u>A</u>	<u>SA</u>	<u>FD</u>
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32450 PUBLIC HEALTH INSPECTION - VIOLATIONS AND
TICKETING (Continued)

SO = upon receipt of next month's report from the Motor Vehicle Branch, Ministry of Transportation and Highways

-03	Ticket information reports - provincial	FY+4y	5y	DE
-----	---	-------	----	----

OPR = Planning and Resource Management

10y = This retention period ensures that records are retained for the ongoing planning and analysis of the ticketing program.

NOTE: These reports are printed from the central office's PROPHILE database, which holds summary data collected on EHOCS in the field offices.

-04	Ticket information reports - regional	SO	nil	DE
-----	---------------------------------------	----	-----	----

SO = upon receipt of new report

-05	Ticket statistics reports	SO	nil	DE
-----	---------------------------	----	-----	----

SO = upon receipt of new report

-06	Ticket books - active	SO	2y	DE
-----	-----------------------	----	----	----

(Continued on next page)

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32450 PUBLIC HEALTH INSPECTION - VIOLATIONS AND
TICKETING (Continued)

NOTE: Each environmental health officer (EHO) maintains a ticket book. Each numbered ticket has an original and four copies. The ticket clerk remits the original of all tickets to the Motor Vehicle Branch on a daily basis. One copy goes to the violator. Two copies of issued tickets are remitted daily by the EHO to the ticket clerk for control and reconciliation purposes. They are classified in secondary 32450-07. Books contain one copy of issued, void and/or cancelled tickets, in addition to unused tickets.

-07	Violation tickets (paper) (includes copies of issued, void and cancelled tickets (MV 6000), and the ticket log)	FY+2y	5y	DE
	(electronic database - EHOCS)	SO	nil	DE

SO = upon conversion to another database

(Continued on next page)

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCA
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCA
OPR = Office of Primary Responsibility		w = week m = month y = year
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A SA FD

32450 PUBLIC HEALTH INSPECTION - VIOLATIONS AND TICKETING (Continued)

NOTE: Environmental health violations are entered into the Environmental Health Officers Computer System (EHOCS) at individual health units. Summary data is submitted to central office where it is maintained on the PROPHILE database.

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

This 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 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.

32700 RADIATION SOURCE AUDITING - GENERAL

CY+1y 2y DE

SO nil DE

SO	5y	FR
SO	nil	DE

CY+1y 5y FR

(Continued on next page)

C:\WP\PHPR\96/08/13 Schedule 122346 ORCS/HPS SECT 3 - 40

This 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 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.

32700 RADIATION SOURCE AUDITING - GENERAL (Continued)

SO nil DE

SR = BCA will selectively retain RPS system reports for their informational and evidential value. In consultation with the director of Tobacco and Radiation Control Branch, BCA will retain a sample of annual reports that provide the most complete or inclusive summary information.

C:\WP\PHPR\96/08/13 Schedule 122346 ORCS/HPS SECT 3 - 41

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This 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 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

32710 RADIATION SOURCES AUDITING - ENVIRONMENTAL
RADIATION

Records relating to the identification, monitoring and evaluation of environmental radiation sources to determine their radiation hazard significance. Includes test results, requests to inspect, photographs, correspondence, and memoranda.

For expert technical advice regarding radiation protection issues, see primary 30660.

Unless otherwise specified below, the ministry OPR (Tobacco and Radiation Exposure Control Branch) will retain these records for:

CY+1y 2y 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
<u>SO</u>	<u>nil</u>	<u>DE</u>

-01 General

-20 Environmental radiation survey files
(arrange alphabetically by type of radiation
source)

SO 15y DE

SO = when the auditing of the source of
environmental radiation is discontinued
(Continued on next page)

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCA
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCA
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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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

32710 RADIATION SOURCES AUDITING - ENVIRONMENTAL RADIATION (Continued)

SR = BCA will selectively retain environmental radiation project files for their evidential and informational value. Selection will be limited to significant or long term special projects or studies, to be determined in consultation with the management and staff of the Tobacco and Radiation Exposure Control Branch. At the time of transfer to semi-active storage, the director or senior manager will indicate on the file list which files should be retained permanently at the end of their semi-active retention period.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

32740 RADIATION SOURCE AUDITING - MEDICAL X-RAYS

Records relating to the identification, monitoring and evaluation of medical x-ray equipment as a radiation source to determine its radiation hazard significance. Includes requests to inspect, floor plans and blueprints, x-ray film and photographs, correspondence, and memoranda.

For expert technical advice regarding radiation protection issues, see primary 30660.

Unless otherwise specified below, the ministry OPR (Tobacco and Radiation Exposure Control Branch) will retain these records for:

CY+1y 2y 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 Medical x-ray self-inspection survey data
(diskette)

SO nil DE

SO = when the x-ray inspection data is received from the client, loaded onto the Radiation Protection Services System (RPS) hard drive, and its validity is verified

(Continued on next page)

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCA
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCA
OPR = Office of Primary Responsibility		w = week m = month y = year
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BCA = British Columbia Archives		SO = Superseded or Obsolete

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

32740 RADIATION SOURCE AUDITING - MEDICAL X-RAYS

(Continued)

7y = This will ensure that records are retained until the expiration of the right to initiate a legal action specified under the *Limitation Act* (RSBC 1979, c. 236). The additional year is allowed for the serving of notice on all parties.

-30 Medical x-ray project files SO 3y SR

SO = upon completion of project and submission of final report

3y = This ensures that records are retained for an appropriate period after the completion of a project to allow for any required follow-up or analysis of the project procedure.

SR = BCA will selectively retain medical x-ray project files for their evidential and informational value. Selection will be limited to significant or long-term special projects or studies, to be determined in consultation with the management and staff of the Tobacco and Radiation Exposure Control Branch. At the time of transfer to semi-active storage, the director or senior manager will indicate on the file list which files should be retained permanently at the end of their semi-active retention period.

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCA
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCA
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PIB = Personal Information Bank	VR = Vital Records	PUR = Public Use Records
BCA = British Columbia Archives		SO = Superseded or Obsolete

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

32760 RADIATION SOURCE AUDITING - NON-IONIZING/
NON-MEDICAL X-RAYS (Continued)

7y = This will ensure that records are retained until the expiration of the right to initiate a legal action specified under the *Limitation Act* (RSBC 1979, c. 236). The additional year is allowed for the serving of notice on all parties.

NOTE: Non-ionizing/non-medical x-rays may include ultraviolet, laser, microwaves, radar, radio frequency, electromagnetic fields, ultrasound, video display terminals and non-medical x-ray services.

-30 Non-ionizing/non-medical x-ray project files SO 3y SR

SO = upon completion of project and/or submission of final report

3y = This ensures that records are retained for an appropriate period after the completion of a project to allow for any required follow-up or analysis of the project procedure.

(Continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

32760 RADIATION SOURCE AUDITING - NON-IONIZING/
NON-MEDICAL X-RAYS (Continued)

SR = BCA will selectively retain non-ionizing/non-medical x-ray project files for their evidential and informational value. Selection will be limited to significant or long-term special projects or studies, to be determined in consultation with the management and staff of the Tobacco and Radiation Exposure Control Branch. At the time of transfer to semi-active storage, the director or senior manager will indicate on the file list which files should be retained permanently at the end of their semi-active retention period.

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCA
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCA
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PIB = Personal Information Bank	VR = Vital Records	PUR = Public Use Records
BCA = British Columbia Archives		SO = Superseded or Obsolete

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

32780 RADIATION SOURCE AUDITING - RADIOISOTOPE
LICENCE MONITORING

Records relating to the monitoring of the licensed use and storage of radioisotopes and radioactive materials under the regulations of the Atomic Energy Control Board. Includes copies of the licence, leak wipe test analysis reports, wipe test submission forms, correspondence, and memoranda.

For expert technical advice regarding radiation protection issues, see primary 30660.

For radiation laboratory services, see primary 33770.

NOTE: Leak wipe test swabs are forwarded to Tobacco and Radiation Exposure Control Branch by the individual health units. Results are returned directly to the client.

Unless otherwise specified below, the ministry OPR (Tobacco and Radiation Exposure Control Branch) will retain these records for:

CY+1y 2y 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

(Continued on next page)

A = Active	CY = Calendar Year	DE = Destruction
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FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCA
OPR = Office of Primary Responsibility		w = week m = month y = year
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

32780 RADIATION SOURCE AUDITING - RADIOISOTOPE
 LICENCE MONITORING (Continued)

-20	Radioisotope licence files	CY+2y nil	DE
-30	Leak test analyses		

A = Active	CY = Calendar Year	DE = Destruction
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OPR = Office of Primary Responsibility	w = week m = month y = year	
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

32800 TECHNICAL REFERRALS

Records relating to environmental or public health technical advice provided on a referral basis to the general public, private industry, licensed professionals such as engineers and architects, and other ministries or government agencies. This includes: the review of submissions from other government agencies such as business licence applications, by-laws, and leases, mining and exploration housing conditions, pesticide use technical consultations, waste management applications and subdivision proposals; the recommendation to issue or reject a permit or licence and advice on suitability; and the handling of complaints regarding waste disposal or livestock on a particular parcel of land. Includes application referrals, memoranda of recommendation, copies of licences, permits or proposals, maps, correspondence, and memoranda.

For applications for municipal business licenses, see primary 32420.

For environmental assessments relating to contaminants or toxic agents, see primary 30330.

For housing and institutional facility public health inspection, see 32410.

Unless otherwise specified below, the ministry OPR (individual health units) will retain these records for:

CY+1y 2y DE

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

SO nil DE

(Continued on next page)

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FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCA
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
32800	<u>TECHNICAL REFERRALS</u> (Continued)				
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Air emissions				
-03	Bio-medical waste				
-04	Business licences				
-05	Composting				
-06	Land development/subdivision proposals		SO+5y	10y	DE
	(arrange numerically by file number assigned by the subdivision approving authority (Ministry of Transportation and Highways or the municipal authority))				
	SO = upon receipt of copy of final approval				
	15y = This retention period allows for possible follow-up on issues relating to a specific parcel of land.				
	NOTE: For ease of reference and retrieval, offices may wish to physically arrange all inspection and licensing files relating to a single piece of land together according to its legal description.				
-07	Liquid waste				
-08	Livestock complaints				
-09	Memoranda of recommendation				
	OPR = Chief Environmental Health Officer (Continued on next page)				

A = Active	CY = Calendar Year	DE = Destruction
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FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCA
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

32800 TECHNICAL REFERRALS (Continued)

- | | | | | |
|-----|--|-------|-----|----|
| -10 | Mineral/petroleum exploration housing approval | SO+5y | 10y | DE |
|-----|--|-------|-----|----|

SO = upon construction of mining or exploration housing or camp

- | | | | | |
|-----|--|-------|-----|----|
| -11 | Pesticide use permit referrals
(arrange applications chronologically) | SO+5y | 10y | DE |
|-----|--|-------|-----|----|

SO = upon permit expiration date

15y = This retention period allows for possible follow-up on issues relating a specific parcel of land.

NOTE: For ease of reference and retrieval, some offices may wish to physically arrange pesticide use permit referral files with the on-site sewage inspection and licensing files (32330-20).

- | | | | | |
|-----|---|-------|-----|----|
| -12 | Recycling and reuse | | | |
| -13 | Residential Renovation Assistance Program | | | |
| -14 | Rabies control | | | |
| -15 | Solid waste | | | |
| -16 | Waste management permit referrals | SO+5y | 10y | DE |
| | (arrange applications chronologically) | | | |

SO = upon permit expiration date
(Continued on next page)

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FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCA
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

32800 TECHNICAL REFERRALS (Continued)

15y = This retention period allows for possible follow-up on issues relating to a specific parcel of land.

NOTE: For ease of reference and retrieval, offices may wish to physically arrange all inspection and licensing files relating to a single piece of land together according to its legal description.

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCA
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCA
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

32900 WATER SYSTEMS - GENERAL

Records relating to water systems not shown elsewhere in this primary block. This includes the approval of engineering designs for community, semi-public and private water systems, as well as the issuance of permits authorizing the construction or alteration of such systems, and the ongoing inspection of systems to ensure compliance with health and safety regulations, and standards and guidelines as specified by the *Health Act* (RSBC 1979, c. 161, ss. 21 and 22), the *Safe Drinking Water Regulation* (B.C. Reg. 230/92), and the *Sanitary Regulations* (B.C. Reg. 142/59). Includes reports, statistics, paper and microfilm engineering drawings, applications, construction permits, water sample test results, inspection reports, and correspondence.

NOTE: Records relating to the monitoring of water quality through the collection, testing and analysis of water samples are maintained on the Water Sample Analysis Computer System. Hardcopies of chemical analyses and bacteriological results are maintained chronologically by calendar year in binders. For more information on the Water Sample Analysis System, see the Information System Overview in the ISO Section.

For drinking water disinfection and treatment, see primary 30510.

For drinking water supply and storage, see primary 30510.

For water sample analysis and testing, see primary 32960.

(Continued on next page)

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

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

32900 WATER SYSTEMS - GENERAL (Continued)

SO = when the water system is abandoned

7y = This will ensure that records are retained until the expiration of the right to initiate a legal action specified under the *Limitation Act* (RSBC 1979, c. 236, s. 3). The additional year is allowed for the serving of notice on all parties.

NOTE: Remove the final certificates and re-classify under secondary 32900-25 prior to sending records to the records centre. For ease of retrieval and reference, offices may wish to physically arrange all inspection and licensing files relating to a single parcel of land together according to its legal description.

(electronic database - EHOCS)

SO nil DE

SO = when water system is abandoned or when the plans are superseded by newer plans

(Continued on next page)

A = Active	CY = Calendar Year	DE = Destruction
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FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCA
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

32900 WATER SYSTEMS - GENERAL (Continued)

NOTE: Systems abandoned or superseded during the fiscal year are deleted from the active database during fiscal year end system clearout, and transferred to diskettes. For operating systems, data for the last two inspections are maintained in the system's electronic file after month end and year end. Monthly data is deleted and summary data is transferred into year-to-date data. For more information on the EHOCS system, see the Information System Overview in the ISO Section.

VR	-30	Water system engineering drawings	SO	nil	DE
----	-----	-----------------------------------	----	-----	----

SO = when water system has been approved, the original engineering plan is microfilmed and, once the microfilm quality has been verified, returned to its owner (or the consulting engineer involved). All other full-size copies in government custody are destroyed.

(microfilm)

SO . nil FR

SO = when water system is abandoned or superseded by new plans

(Continued on next page)

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCA
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCA
OPR = Office of Primary Responsibility		w = week m = month y = year
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

32900 WATER SYSTEMS - GENERAL (Continued)

NOTE: One microfilm copy of all water system plans is to be stored in a safe and separate location, in case of emergency or disaster.

FR = BCA will retain all microfilm water system engineering drawings for their evidential value. The system plans are vital records according to the federal government's "Guide to the Preservation of Essential Records" (EPC 12/79, p.5).

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

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32940 WATER SYSTEMS - RECREATIONAL FACILITIES

For water quality testing, see primary 32960.

CY+2y 2y DE

SO nil DE

SO	5y	FR
SO	nil	DE

(Continued on next page)

SO = Superseded or Obsolete

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(Continued)

-07 Swimming pool operator training

-20	Recreation facility inspection files (includes application, processing documentation, certificate of authorization, related correspondence and memoranda) (arrange alphabetically by name of facility, within regional inspection areas)	SO	7y	DE
-----	---	----	----	----

SO = when swimming pool is abandoned

7y = This will ensure that records are retained until the expiration of the right to initiate a legal action specified under the *Limitation Act* (RSBC 1979, c. 236, s. 3). The additional year is allowed for the serving of notice on all parties.

(electronic database - EHOCS) SO nil DE

SO = upon closure of facility

(Continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

32940 WATER SYSTEMS - RECREATIONAL FACILITIES
 (Continued)

NOTE: Facilities closed during the fiscal year are deleted from the active database during fiscal year end system clearout, and transferred to diskettes. For operating facilities, data for last two inspections are maintained in the electronic file after month end and year end. Monthly data is deleted and summary data is transferred into year-to-date data. For more information on EHOCS, see the Information System Overview in the ISO Section.

-30	Recreation facility engineering plans (paper)	SO	nil	DE
-----	--	----	-----	----

SO = when plan has been approved, the original is microfilmed and, once microfilm quality has been verified, returned to its owner (or the consulting engineer involved). All other full-size copies in government custody are destroyed.

(microfilm)	SO	7y	DE
-------------	----	----	----

SO = when facility is closed

(Continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This 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 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

32940 WATER SYSTEMS - RECREATIONAL FACILITIES

(Continued)

NOTE: One microfilm copy of all swimming pool plans is to be stored in a safe and separate location, in case of emergency or disaster.

7y = This will ensure that records are retained until the expiration of the right to initiate a legal action specified under the *Limitation Act* (RSBC 1979, c. 236, s. 3). The additional year is allowed for the serving of notice on all parties.

A = Active	CY = Calendar Year	DE = Destruction
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FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCA
OPR = Office of Primary Responsibility		w = week m = month y = year
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

32960 WATER SYSTEMS - WATER SAMPLE TESTING AND ANALYSIS

Records relating to the monitoring of drinking water in the province and to the comparison of analytical data with the *Guidelines for Canadian Drinking Water Quality*, in addition to the monitoring of pools and beach water for bacteriological contamination. This primary includes the testing and analysis of water samples collected from specified sample sites such as community waterworks system, pools and beaches. Includes test result reports, statistical reports, boiling orders, correspondence and memoranda.

For inspection and licensing of water systems, see primary 32900.

Unless otherwise specified below, the ministry OPR (individual health units) will retain these records for:

CY+1y 2y DE

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

SO nil DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Boiling orders				
-03	Chemical testing packages and list updates		SO	nil	DE
	(includes tables of chemicals and packages that are available for testing from Zenon Laboratory)				

(Continued on next page)

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32960 WATER SYSTEMS - WATER SAMPLE TESTING AND
ANALYSIS (Continued)

NOTE: For more information on WSACS, see the Information System Overview in the ISO Section.

SO = when information is no longer current or upon receipt of new report

OPR = Public Health Protection, central office

SO = when guidelines are updated on the WSACS central database, and data is verified

NOTE: The central office is responsible for updating water sampling frequency and quality guidelines on the WSACS central database. Updated guidelines will be distributed to the field offices on diskette.

(Continued on next page)

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

SECTION 4

LABORATORY SERVICES

PRIMARY NUMBERS

3 3 0 0 0 - 3 3 9 9 9

Section 4 covers records relating to laboratory testing and analysis. This includes records relating to the identification of possible environmental contaminants or toxic agents and the testing for radiation levels.

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BCA = British Columbia Archives		SO = Superseded or Obsolete

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

33000 - LABORATORY SERVICES - 33999

PRIMARY NUMBERS AND PRIMARY SUBJECTS

33000 LABORATORY SERVICES - GENERAL
33440 ENVIRONMENTAL LABORATORY ANALYSIS
33770 RADIATION LABORATORY ANALYSIS

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

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

33000 LABORATORY SERVICES - GENERAL (Continued)

FR = BCA 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 that 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 BCA
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCA
OPR = Office of Primary Responsibility		w = week m = month y = year
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BCA = British Columbia Archives		SO = Superseded or Obsolete

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33440 ENVIRONMENTAL LABORATORY ANALYSIS

CY+1y 2y DE

SO nil DE

SO	5y	FR
<u>SO</u>	<u>nil</u>	<u>DE</u>

SO 25y DE

(Continued on next page)

SECT 4 - 5

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This 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 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

33440 ENVIRONMENTAL LABORATORY ANALYSIS (Continued)

25y = These records are referred to for up to 25 years after the project is complete because they document ongoing or reoccurring concerns regarding environmental contaminants or toxic agents.

DE = While these records have considerable primary operational value, they have little residual archival value that would justify the cost incurred in processing, preserving, and conserving them.

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33770 RADIATION LABORATORY ANALYSIS

For radioisotope licence monitoring, see primary 32780.

CY+1y 2y DE

SQ nil DE

SO	5y	FR
SO	nil	DE

SO nil DE

CY+5y nil DE

SECT 4 - 7

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

SECTION 5

RESEARCH AND INVESTIGATION

PRIMARY NUMBERS

3 4 0 0 0 - 3 4 9 9 9

Section 5 covers records relating to the investigation and research of health protection and safety issues and concerns. This includes records relating to the investigation of incidents of exposure to environmental hazards and epidemiological outbreaks and epidemics.

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SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCA
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCA
OPR = Office of Primary Responsibility		w = week m = month y = year
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This 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 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

34000 - RESEARCH AND INVESTIGATION - 34999

PRIMARY NUMBERS AND PRIMARY SUBJECTS

- 34000 RESEARCH AND INVESTIGATION - GENERAL
- 34440 ENVIRONMENTAL HAZARD INVESTIGATION
- 34550 EPIDEMIOLOGICAL OUTBREAK AND EPIDEMIC INVESTIGATION

A = Active	CY = Calendar Year	DE = Destruction
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34000 RESEARCH AND INVESTIGATION - GENERAL

CY+1y 2y DE

SO nil DE

SO	5y	FR
SO	nil	DE

(Continued on next page)

C:\WP\PHPR:96/08/13 Schedule 122346 ORCS/HPS SECT 5 - 3

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This 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 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

34000 RESEARCH AND INVESTIGATION - GENERAL

(Continued)

4y = This ensures that the operational requirements of the creating agency are met.

FR = BCA 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 that 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 BCA
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34440 ENVIRONMENTAL HAZARD INVESTIGATION

CY+1y 2y DE

SO nil DE

SO = when report is issued or submitted
(Continued on next page)

C:\WP\PHPR:96/08/13 Schedule 122346 ORCS/HPS SECT 5 - 5

This 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 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.

SECT 5 - 6

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

34440 ENVIRONMENTAL HAZARD INVESTIGATION

(Continued)

SR = BCA will selectively retain environmental hazard investigation project files for their evidential and informational value. Selection will be limited to significant or long-term special projects or studies, to be determined in consultation with the management and staff of the Environmental Health Assessment and Safety Branch. At the time of transfer to semi-active storage the director or senior manager of the Branch will indicate on the file list which files should be retained permanently at the end of their semi-active retention period.

NOTE: Classify environmental hazard investigation final reports under 34440-02.

A = Active	CY = Calendar Year	DE = Destruction
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SECT 5 - 8

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

SECTION 6

STANDARDS AND GUIDELINES

PRIMARY NUMBERS

35000 - 35999

Section 6 covers records relating to the development and review of provincial environmental health and safety standards and guidelines as specified by the *Health Act* (RSBC 1979, c. 161). This includes records relating to: standard and guideline development and review for water safety, food safety, waste disposal, and land use; and standard and guideline development and review for community care facility disease prevention, equipment and supplies, fire prevention, nutrition and food service, and emergency medical response.

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

35000 - STANDARDS AND GUIDELINES - 35999

PRIMARY NUMBERS AND PRIMARY SUBJECTS

35000 STANDARDS AND GUIDELINES - GENERAL

35220 STANDARDS AND GUIDELINES - DEVELOPMENT AND REVIEW

A = Active	CY = Calendar Year	DE = Destruction
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FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCA
OPR = Office of Primary Responsibility		w = week m = month y = year
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

35000 STANDARDS AND GUIDELINES - GENERAL

Records not shown elsewhere in the standards and guidelines section that relate generally to the development and review of provincial environmental health and safety standards and guidelines. Includes surveys, reports, draft guidelines and standards, and related memoranda and correspondence.

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

For legislation and regulations, see *ARCS* primaries 120 to 135.

Unless otherwise specified below, the ministry OPR (Health Protection and Safety) will retain these records for:

CY+1y 2y 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
<u>SO</u>	<u>nil</u>	<u>DE</u>

4y = This ensures that the operational requirements of the creating agency are met.

(Continued on next page)

A = Active	CY = Calendar Year	DE = Destruction
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

35000 STANDARDS AND GUIDELINES - GENERAL

(Continued)

FR = BCA 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 that 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 BCA
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35220 STANDARDS AND GUIDELINES - DEVELOPMENT
AND REVIEW

Records relating to the development and review of provincial standards and guidelines for the safe and healthy operation of licensed community care facilities. This primary also includes the development and review of provincial public health standards and guidelines for water safety, food safety, waste disposal and land use. Includes surveys, reports, draft guidelines and standards, correspondence, and memoranda.

For inspection and licensing, see primaries 32000 to 32960.
For legislation and regulations, see *ARCS* primaries 120 to 135.

Unless otherwise specified below, the ministry OPR (Health Protection and Safety Division) will retain these records for:

CY+1y 2y 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 Standards and guidelines - British Columbia
(arrange alphabetically)

SO+1y 9y FR

(Continued on next page)

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

35220 STANDARDS AND GUIDELINES - DEVELOPMENT AND REVIEW (Continued)

SO = when new or revised standards and
 guidelines are issued

10y = This retention period ensures that
 standards and guidelines are maintained
 for review and analysis.

FR = BCA will fully retain all standards and
 guidelines for their residual operational
 and evidential value.

-02	Standards and guidelines - other jurisdictions (arrange alphabetically)	SO	nil	DE
-----	--	----	-----	----

SO = when standards and guidelines are no longer
 current

-20	Standards and guidelines development files (arrange alphabetically)	SO+1y	2y	DE
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SO = when development process is complete

3y = This retention period ensures that records
 are maintained for evaluation of
 development process.

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NOTE: Codes may be added to case files as needed.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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INFORMATION SYSTEM OVERVIEWS AND INFORMATION SYSTEM OVERVIEWS FOR APPLICATIONS

CCFLS	COMMUNITY CARE FACILITIES LICENSING SYSTEM
CCFLS/MS	MAINFRAME SECTION
CCFLS/FS	FIELD SECTION
ECECS	EARLY CHILDHOOD EDUCATOR CERTIFICATION SYSTEM
EHPS	ENVIRONMENTAL HEALTH PROTECTION SYSTEM
EHPS/EHOCs	ENVIRONMENTAL HEALTH OFFICERS COMPUTER SYSTEM
EHPS/PROPHILE	PROVINCIAL PUBLIC HEALTH INFORMATION LINKED ELECTRONICALLY
RPSS	RADIATION PROTECTION SERVICES SYSTEM
WSACS	WATER SAMPLING ANALYSIS COMPUTER SYSTEM
WSACS/CS	CENTRAL SYSTEM
WSACS/FS	FIELD SYSTEM

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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INFORMATION SYSTEM OVERVIEW

MINISTRY:

Ministry of Health and Ministry Responsible for Seniors

DIVISION, BRANCH, SECTION, OR OFFICE:

Health Protection and Safety Division, Community Care Facilities Branch

SYSTEM TITLE:

Community Care Facilities Licensing System (CCFLS)

APPLICATION TITLE:

Community Care Facilities Licensing System

PURPOSE:

Automation of licensing and inspection information generated by Community Care Facilities Licensing Officers operating out of provincial health units.

INFORMATION CONTENT:

The Community Care Facilities Licensing System is comprised of two separate systems. The Community Care Facilities Licensing Field Section is installed on health unit personal computers in the field, and the Community Care Facilities Licensing Mainframe Section is installed on the mainframe computer in Victoria.

1. CCFLS - Field Section. The purpose of the CCFLS Field System is to assist Community Care Licensing field staff with the inspection, scheduling and managing of their workloads. It allows for the maintenance of information relating to the activities of individual licensing officers, licensed facilities, inspections reports and serious incidents which occur at facilities.
2. CCFLS - Mainframe Section. The purpose of the CCFLS Mainframe Section is to assist Central Office Community Care Facilities Branch managers in the areas of planning and evaluation of the Community Care Facilities Licensing program. In addition, it allows for the tracking of critical hazards. The Mainframe Section receives monthly and annual summary data from each office in the field.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This 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 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.

INFORMATION SYSTEM OVERVIEW FOR AN APPLICATION

1. MINISTRY:

Ministry of Health and Ministry Responsible for Seniors.

2. DIVISION, BRANCH, SECTION, OR OFFICE:

Health Protection and Safety Division, Community Care Facilities Branch

3. SYSTEM TITLE:

Community Care Facilities Licensing System (CCFLS)

4. APPLICATION TITLE:

Community Care Facilities Licensing System Mainframe Section

5. PURPOSE:

To assist central office community care facility managers in planning and evaluating community care facility programs and in tracking critical hazards.

3. INFORMATION CONTENT:

The CCFLS Mainframe Section includes: health unit and municipal health department licensing officer data such as name, title, office and home address, identification number, office and home phone number, and training; and community care facility data such as name, address, facility number and status, licence effective and expiry date, mailing address, licensee name and address, date licence issued, type of service, infraction data, dates of inspections, and serious incidents/abuses.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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4. RETENTION AND DISPOSITION SUMMARY:

The CCFLS Mainframe Section database is retained until superseded or obsolete, and then destroyed.

Manuals (specifications manual and users guide) are retained until the database is superseded or obsolete, and then destroyed.

Data stored in the CCFLS Mainframe database undergoes a year end clearout in April of each year after March data has been sent down by the Health Units and the reports have been printed and checked for errors. When Year End Clearout Option is selected from the menu a job will automatically be submitted to the Technology Services Division of the Ministry of Finance and Corporate Relations (formerly the British Columbia Systems Corporation (BCSC)) to clear out the old data onto magnetic tape.

For Transitory Electronic Data Processing (EDP) Records, see schedule number 102902.

8. INPUTS/PROCESSES/OUTPUTS:

INPUTS

Inputs consist of summary data transmitted electronically every month by each health unit to the Mainframe Section in Victoria. At month-end, five summary database files are created on the personal computer at the health unit during the preparation of data for transmission to Victoria. They contain facility, abuse, employee, infraction, and provincial information. Files are sent using Attachmate/Irma Communication or modem (FTTERM). Summary files prepared and transmitted by the health units are disposed of in accordance with Ongoing Records Schedule 102901, 2.1, a) Transitory Input Records - Input Source Documents.

PROCESSES

Provincial health units and municipal health departments transmit their facility, employee, infraction, provincial and serious incident information in a summary format to Victoria each month. The CCFLS Mainframe Section maintains the summary information from all provincial health units and municipal health departments for a fiscal year, and can generate up-to-date summary reports and statistics on the entire province's community care facilities.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This 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 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.

OUTPUTS

CCFLS Mainframe section output is classified in *Health Protection and Safety ORCS* section 3, primary 32100:

- | | |
|----------|---|
| 32100-08 | Community Care Facilities Licensing System Mainframe Section
Month End Reports |
| 32100-09 | Community Care Facilities Licensing System Mainframe Section Year
End Reports |

9. SOFTWARE ENVIRONMENT:

The CCFLS Mainframe Section is run with a MVS operating system. The update programs are written in COBAL. The report programs are written in FOCUS. To interface with the user, the menus and question screens are TSO panels. All items requested from the menus are run as batch jobs.

10. HARDWARE ENVIRONMENT:

The CCFLS Mainframe Section runs on a Technology Services Division mainframe.

11. SYSTEM MILESTONES:

The original CCFLS Mainframe was implemented in April 1990. Version 2.0 was implemented in April 1992.

12. USER CONTACTS:

Keith Laxton, Manager, Child Health and Safety, Community Care Facilities Branch,
952-1457.

13. TECHNICAL CONTACTS:

Sylvia Restall, Health Systems, 952-2455.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This 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 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.

14. DOCUMENTATION/MANUALS CROSS-REFERENCES:

Community Care Facilities Licensing Central System Operator's Guide for Ministry of Health and Ministry Responsible for Seniors, Community Care Facilities Licensing Branch, and second update prepared in February 1994 by Public Health Systems Services.

15. OPERATIONAL RECORDS CLASSIFICATION:

Health Protection and Safety ORCS, section 3, primary 32100:

32100-07 Community Care Facilities Licensing Mainframe Section

16. CLASSIFICATION SYSTEM CROSS REFERENCES (OTHER RELATED RECORDS):

Health Protection and Safety ORCS, section 1, primaries 32120 and 32150:

32120-20 Care Facilities - Adult - Adult Care Facility Monitoring Files

32150-20 Care Facilities - Child - Child Care Facility Monitoring Files

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This 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 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.

INFORMATION SYSTEM OVERVIEW FOR AN APPLICATION

1. MINISTRY:

Ministry of Health and Ministry Responsible for Seniors

2. DIVISION, BRANCH, SECTION, OR OFFICE:

Health Protection and Safety Division, Community Care Facilities Branch

3. SYSTEM TITLE:

Community Care Facilities Licensing System (CCFLS)

4. APPLICATION TITLE:

Community Care Facilities Licensing System Field Section

5. PURPOSE:

The CCFLS Field Section assists Community Care Licensing field staff with inspection scheduling and managing their workloads. It also provides information to upper and middle management in the areas of planning and evaluation of Community Care programs and the tracking of critical health hazards.

6. INFORMATION CONTENT:

CCFLS Field Section includes: health unit and municipal health department licensing officer data such as name, title, office and home address, identification number, office and home phone number, and training; and community care facility data such as name, address, facility number and status, licence effective and expiry date, mailing address, licensee name and address, date licence issued, type of service, infraction data, dates of inspections, and serious incidents/abuses.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This 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 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.

7. RETENTION AND DISPOSITION SUMMARY:

The CCFLS Field Section database is retained until superseded or obsolete, and then destroyed.

Manuals (specifications manual and users guide) are retained until the database is superseded or obsolete, and then destroyed.

Data stored in the CCFLS Field Section database is retained for the fiscal year. In April of each year a year end backup is performed and summary data files are transmitted to Victoria, after which all fiscal year-to-date data is erased. At the time of the deletion of the data, all activity information for the last year will be reset to zero in preparation of next fiscal year and all facilities that have been prefixed with an asterisk (for closed) will automatically be deleted. Data on facilities which remain open is carried over into the next fiscal year.

For Transitory Electronic Data Processing (EDP) Records, see schedule number 102902.

8. INPUTS/PROCESSES/OUTPUTS:

INPUTS

Inputs into the CCFLS Field Section are adult care and child care facility licence applications, facility inspection report forms, incident report forms, and licensing officer activity report forms. These forms are classified in *Health Protection and Safety ORCS*, section 3, primaries 32000, 32120 and 32150:

32000-02	Inspection and Licensing - General - Activity Report Forms (HLTH 4652)
32120-20	Care Facilities - Adult - Adult Care Facility Monitoring Files - Application for Licence - Adult Care Form (HLTH 4655); Inspection Report Form (HLTH 4650); Incident Report Form (HLTH 4663, HLTH 4664)
32150-20	Child Care Facility Monitoring Files - Application for License - Child Care Form (HLTH 4656); Inspection Report Form (HLTH 4650); Incident Report Form (HLTH 4664, HLTH 4665)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This 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 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.

PROCESSES

The system allows one to enter inspection data from an inspection report form (HLTH 4650), update inspection data, print interim permits and licences and print an Inspection Verification Report.

It also allows one to enter licensing officer activity data from the CCFL Activity Report (HLTH 4652), to update activity data and print an Activity Verification Report.

The system can produce a number of month end and year end statistical reports.

OUTPUTS

Outputs from the CCFLS Field Section are month-end and year-end reports, and adult and child-care facility interims permits and licences. They are classified in *Health Protection and Safety ORCS* section 3, primaries 32100, 32120 and 32150:

32100-05	Community Care Facilities Licensing Field Section Month End Reports
32100-06	Community Care Facilities Licensing Field Section Year End Reports
32120-20	Care Facility - Adult - Adult Care Facility Monitoring Files
32150-20	Care Facility - Child - Child Care Facility Monitoring Files

9. SOFTWARE ENVIRONMENT:

The CCFLS Field Section was designed using Aston-Tates's Dbase III Plus and Nantuckets' CLIPPER compiler.

10. HARDWARE ENVIRONMENT:

The CCFLS Field Section is operated from local DOS PCs (at least 286). It requires a laserjet printer.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This 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 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.

11. SYSTEM MILESTONES:

The Field Section was implemented in April 1990. Version 2.0 was implemented in April 1992.

12. USER CONTACTS:

Keith Laxton, Manager, Child Health and Safety, Community Care Facilities Branch, 952-1457.

13. TECHNICAL CONTACTS:

Sylvia Restall, System Analyst, Health Systems, 952-2455

14. DOCUMENTATION/MANUALS CROSS-REFERENCES:

Community Care Facilities Licensing System Operator's Guide; Community Care Facilities Licensing Version 2.0 Release Notes

15. OPERATIONAL RECORDS CLASSIFICATION:

Health Protection and Safety ORCS, section 3, primaries 32120 and 32150:

32120-20	Care Facilities - Adult - Adult Care Facility Monitoring Files (electronic database - CCFLS/FS)
32150-20	Care Facilities - Child - Child Care Facility Monitoring Files (electronic database - CCFLS/FS)

16. CLASSIFICATION SYSTEM CROSS REFERENCES (OTHER RELATED RECORDS):

Health Protection and Safety ORCS, section 3, primaries 32120 and 32150:

32120-20	Care Facilities - Adult - Adult Care Facility Monitoring Files
32150-20	Care Facilities - Child - Child Care Facility Monitoring Files

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This 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 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.

INFORMATION SYSTEM OVERVIEW

1. MINISTRY:

Ministry of Health and Ministry Responsible for Seniors

2. DIVISION, BRANCH, SECTION, OR OFFICE:

Health Protection and Safety Division, Community Care Facilities Branch

3. SYSTEM TITLE:

Early Childhood Educator (ECE) Certification System

4. APPLICATION TITLE:

Early Childhood Educator (ECE) Certification System

5. PURPOSE:

The ECE Certification System serves as an automated registry on which information relating to early childhood educators is updated and maintained. The system also produces the ECE certificates and updated listings of certified early childhood educators.

6. INFORMATION CONTENT:

The ECE Certification System includes information relating to individuals who qualify under the *Community Care Facilities Act* (RSBC 1979, c. 57) by having completed basic and, if applicable, post-basic requirements. The information includes individual's name, address, ECE status, ECE registration and expiry dates, and certificate issue date.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This 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 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.

7. RETENTION AND DISPOSITION SUMMARY:

The ECE Certification System database is retained until superseded or obsolete and then destroyed.

Manuals (specification manuals and users guide) are retained until the database is superseded or obsolete, and then destroyed.

Data on the ECE Certification System database is retained for five years after an early childhood certificate has expired. All registry entries are maintained on backup computer tapes.

For Transitory Electronic Data Processing (EDP) Records (Operational), see schedule number 102902.

8. INPUTS, PROCESSES, OUTPUTS:

INPUTS

Inputs consist of the application form for registration as an early childhood educator with Community Care Facilities Branch. Application forms are classified in *HPS ORCS*, section 2, primary 31150:

31250-20 Early Childhood Educator - Pending Application Files

31250-30 Early Childhood Educator - Qualified Educator Files

PROCESSES

An individual wishing to register as an early childhood educator in British Columbia must make application directly to the Manager of Early Childhood Programs at the Community Care Facility Branch (CCFB). Upon receipt of a request for registration, the application is reviewed to determine if all necessary documents are included. If an applicant is considered to have completed all requirements his/her name will be entered on the ECE Certification System.

The system generates the next registration number for each new early childhood educator entered on the system. Information regarding the certification status of early childhood educators may be modified on the system. Searches may be made on the system by an early childhood educator's name or registration number. Reports are available on early childhood educators and their certification status. Certificates may be printed from the system.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This 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 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.

OUTPUTS

ECE Certification System outputs consist of certificates, early childhood educator listings and reports. They are classified in HPS ORCS, section 2:

31250-02 Early Childhood Educator Listings

31250-03 Early Childhood Educator Certification Reports

31250-04 Early Childhood Educator Year End Reports

31250-30 Early Childhood Educator - Qualified Educator Files

9. SOFTWARE ENVIRONMENT:

This system is run under TSO FOCUS.

10. HARDWARE ENVIRONMENT:

The system operates on an IBM MVS mainframe.

11. SYSTEM MILESTONES:

The system was written in 1988.

12. USER CONTACTS:

Sharon Buchan, Early Childhood Education Certification, 952-1726

13. TECHNICAL CONTACTS:

Kwok Man Suen, Health Systems, 952-2457

14. DOCUMENTATION/MANUALS CROSS-REFERENCES:

Preschool Supervisor Certification System Operator's Guide

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This 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 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.

15. OPERATIONAL RECORDS CLASSIFICATION:

HPSD ORCS, section 2, primary 31250:

31250-40 Early Childhood Educator Registry

16. CLASSIFICATION SYSTEM CROSS REFERENCES (OTHER RELATED RECORDS):

HPSD ORCS, section 2, primary 31255:

31255 Early Childhood Education - Program Accreditation

ARCS, section 1, primary 202-20:

202-20 Committees and Commissions - Ministerial

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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INFORMATION SYSTEM OVERVIEW

MINISTRY, CROWN CORPORATION, OR AGENCY:

Ministry of Health and Ministry Responsible for Seniors

DIVISION, BRANCH, SECTION, OR OFFICE:

Health Protection and Safety Division, Public Health Protection Branch

SYSTEM TITLE:

Environmental Health Protection System

APPLICATION TITLE:

Environmental Health Protection System

PURPOSE:

The purpose of the Environmental Health Protection System is to automate the management of the information generated by the activities of the environmental health officers.

INFORMATION CONTENT:

The entire Environmental Health Protection System is comprised of two separate systems. The Environmental Health Officers Computer System (EHOCS) is installed on personal computers in the community health offices. The Provincial Public Health Information Linked Electronically (PROPHILE) system is installed on the mainframe computer in Victoria.

1. EHOCS. The purpose of EHOCS is to assist the environmental health officers (EHOs) with inspection scheduling and managing of workloads, and to provide accurate and comprehensive information to management for

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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planning and evaluation of the Environmental Health Program and the tracking of Critical Health Hazards. EHOCS also maintains a FOODSAFE Registry of the public who have written the Food Handlers Sanitation Training exam. EHOs may also issue tickets for offenses under the Health Act (RSBC 1979, c. 161). The ticket information is also recorded in the EHOCS program.

2. **PROPHILE.** The purpose of PROPHILE is to provide accurate summary information to head office management for planning and evaluation of the Environmental Health Program.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This 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 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.

INFORMATION SYSTEM OVERVIEW FOR AN APPLICATION

1. MINISTRY:

Ministry of Health and Ministry Responsible for Seniors

2. DIVISION, BRANCH, SECTION, OR OFFICE:

Health Protection and Safety Division, Public Health Protection Branch

3. SYSTEM TITLE:

Environmental Health Protection System

4. APPLICATION TITLE:

Environmental Health Officers Computer System (EHOCS)

5. PURPOSE:

EHOCS records inspection data of various public premises throughout the province. It also records information regarding the Environmental Health Officers' (EHO) activities relating to the health assessments of waste disposal sites, disease investigation, water sample collection, and complaints. EHOCS also maintains a FOODSAFE registry of individuals who have written the Food Handlers Sanitation Training exam. Ticket information for offenses under the *Health Act* (RSBC 1979, c. 161) is also recorded in EHOCS. Standard and adhoc reports printed from EHOCS assist the EHOs with inspection scheduling and managing workloads. The reports also provide accurate comprehensive information for planning and evaluating of the Environmental Health Program and tracking critical health hazards.

6. INFORMATION CONTENT:

EHOCS contains EHO demographic and activity information such as the name of the officer, his/her education, the number, type, and time spent on inspections, the number received and time spent on complaints, and the number of and time spent on sample collections. Also contained is information on licensed or inspected premises or

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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facilities such as the premise number, the premise operator/owner/purveyor, premise address, and the facility or premise inspection results. In addition the system contains information such as the names, addresses, occupations and FOODSAFE exam results of those who have been enrolled in Level I or II of the food handlers sanitation training course; as well as information on violators of public health regulations such as the violator name, the offence date, the ticket number, the type of violation, the name of the act and regulation which was violated, the value of the fine, and the officer's name who issued the violation ticket.

7. RETENTION AND DISPOSITION SUMMARY:

The EHOCS database is retained until superseded or obsolete, and then destroyed.

Manuals (specification manual and users guide) are retained until the database is superseded or obsolete, and then destroyed.

Data stored in the EHOCS database is retained for the fiscal year. The fiscal year end clearout is done in March for provincial health units. The system zeros out all infractions, deletes all premises and business sites that are closed, zeros all inspection counters in the premises database file and deletes the year to date inspections and Environmental Health Officers' activities in preparation for next year's data.

For Transitory Electronic Data Processing (EDP) Records (Operational), see schedule number 102902.

8. INPUTS, PROCESSES, OUTPUTS:

INPUTS

Inputs consist of data from paper forms used during the inspection and licensing activities. EHOCS input is classified in *Health Protection and Safety ORCS*, section 2, primary 32530, and section 3, primaries 32240, 32260, 32280 and 32900:

31530-03	Foodsafe Registration - Registration Forms (HLTH 157)
32000-02	Inspection and Licensing - General - Activity Report Forms (HLTH 125 and HLTH 4652)
32240-20	Food Safety - Fish Plant Inspection Files - General Report (HLTH 141)
32260-20	Food Safety - Manufacturing and Retail Outlets - Retail Food Premise Inspection Files - Food Premises Report (HLTH 96)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This 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 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.

- | | |
|----------|---|
| 32290-20 | Food Safety - Restaurants - Food Service Premise Inspection Files - Application for Permit (HLTH 143), Multiple Permit Declaration Form (HLTH 4682), and Food Premises Report (HLTH 96) |
| 32450-07 | Public Health Protection - Violations and Ticketing - Violation Tickets (MV 6000) |
| 32900-20 | Water systems - General - Water System Inspection Files - Water Report (HLTH 155) |
| 32940-20 | Water systems - Recreational facilities - Recreation Facility Inspection Files - Application for Permit (HLTH 143), and Recreation Facility Report (HLTH 138) |

PROCESSES

Environmental health officers (EHO) perform scheduled routine inspections on various public premises throughout the province. Other types of inspections which may be performed are those based on a complaint, or a followup to an original inspection. When performing an inspection, an EHO is required to record the results of the inspection on the appropriate form.

EHOs are also involved with the inspection of sewage disposal systems, disease investigation, water sample collection, and complaints. The EHOs record this information on a Semi-monthly Activity Report form at the end of each day. This form provides a detailed account of the day's activities.

Inspection report forms and activity report forms are entered onto EHOCS updating the premise inspection database file and the EHO activity database file.

EHOCS also maintains a FOODSAFE registry of the public who have written the food handlers sanitation training exam.

EHOs may also issue tickets for offenses under the *Health Act* (RSBC 1979, c. 161). The ticket information is also recorded in the EHOCS program.

EHOCS allows the printing of a number of reports, FOODSAFE certificates, operating permits and mailing labels.

OUTPUTS

EHOCS output is classified in *Health Protection and Safety ORCS* section 2, primary

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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31530, and section 3, primary 32450:

- 31530-06 Foodsafe Registration - FOODSAFE Local Registry Reports
- 31530-07 Foodsafe Registration - FOODSAFE Local Statistical Reports
- 32450-04 Public Health Inspection - Violations and Ticketing - Ticket Information Reports - Regional
- 32450-05 Public Health Inspection - Violations and Ticketing - Ticket Statistics Reports

9. SOFTWARE ENVIRONMENT:

EHOCS is a PC system that was developed using Nantucket's CLIPPER 5.01 compiler and Blink Inc.'s Blinker 1.51 linker.

10. HARDWARE ENVIRONMENT:

In order for EHOCS to operate, the following minimum hardware requirements must be met:

- PC Model: 386 or greater (IBM PS/2 models, Epson II/III)
- DOS Version: MS-DOS or IBM Dos Version 3.3 - 5.0
- Min. Memory Required: 450 Kilobytes
- Disk Storage for System: 2 Megabyte Hard Disk Storage
- Printer: Hewlett-Packard Laserjet Series 2 or 3

SYSTEM MILESTONES:

- April 1 1988 - Initial Release, 1.00
- April 1 1989 - Updated Release, 2.20
- April 1 1990 - Updated Release, 2.30
- June 4 1991 - New Standards, B3.00, piloted at 3 offices of Capital Regional District and Central Vancouver Island Health Unit
- July 3 1991 - Province Wide Release, 3.00
- May 15 1992 - Ticket and Licensing, Clipper 5 and bug fixes, 3.02
- February 1993 - Legislative changes to operating fees and bug fixes
- February 8 1994 - New Business Site Part, 3.30

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This 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 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.

USER CONTACTS:

Andrew Hazlewood, Executive Director, Health Protection and Safety Division,
952-1731

TECHNICAL CONTACTS:

Kwok Man Suen, Health Systems, 952-2457
Margaret Bechard, Planning and Resource Management, Health Protection and Safety,
952-1437

DOCUMENTATION/MANUALS CROSS-REFERENCES:

Environmental Health Officers' Computer System, Operator's Guide for Ministry of Health Regional Programs, Version 3.30, Public Health Systems Services, March 1994

OPERATIONAL RECORDS CLASSIFICATION:

Health Protection and Safety ORCS, section 2, primary 31530, and section 3 primaries 32240, 32260, 32280 and 32450:

31530-05	Foodsafe - Registration - FOODSAFE Local Registry Database
32240-20	Food Safety - Fish Processing Plants - Fish Plant Inspection Files
32260-20	Food Safety - Manufacturing and Retail Outlets - Retail Food Premise Inspection Files
32290-20	Food Safety - Restaurants - Food Service Premise Inspection Files
32450-07	Public Health Inspection - Violations and Ticketing - Violation Tickets
32900-20	Water Systems - General - Water System Inspection Files
32940-20	Water Systems - Recreational Facilities - Recreation Facility Inspection Files

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This 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 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.

16. CLASSIFICATION SYSTEM CROSS REFERENCES (OTHER RELATED RECORDS):

Health Protection and Safety ORCS, section 1, primaries 30510, 30530, 30570, and section 3, primary 32960:

30510	Public Health Protection - Drinking Water and Pool Safety
30530	Public Health Protection - Food Safety
30570	Public Health Protection - Waste Disposal
32960-13	Water Systems - Water Sample Testing and Analysis - WSACS Field System - Bacteriological Laboratory Results
32960-14	Water Systems - Water Sample Testing and Analysis - WSACS Field System - Chemical Laboratory Results

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This 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 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.

INFORMATION SYSTEM OVERVIEW FOR AN APPLICATION

1. MINISTRY:

Ministry of Health and Ministry Responsible for Seniors

2. DIVISION, BRANCH, SECTION, OR OFFICE:

Health Protection and Safety Division, Public Health Protection Branch

3. SYSTEM TITLE:

Environmental Health Protection System

4. APPLICATION TITLE:

Provincial Public Health Information Linked Electronically (PROPHILE)

5. PURPOSE:

The purpose of PROPHILE is to provide provincial summary data to Health Protection and Safety Division's upper management to aid them in program management and evaluation.

6. INFORMATION CONTENT:

PROPHILE maintains provincial summary information relating to public health ticket violations, the foodsafe registry and public health inspection and licensing activities.

7. RETENTION AND DISPOSITION SUMMARY:

The PROPHILE database is retained until superseded or obsolete, and then destroyed.

Manuals (specifications manual and users guide) are retained until the database is superseded or obsolete, and then destroyed.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This 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 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.

Data stored in the PROPHILE database is retained for one year, and then transferred to backup magnetic tape.

For Transitory Electronic Data Processing (EDP) Records (Operational), see schedule number 102902.

8. INPUTS/PROCESSES/OUTPUTS:

INPUTS

Inputs consist of summary data from the Environmental Health Officers Computer System (EHOCS), and is classified in *Health Protection and Safety ORCS*, section 1, primary 30500:

30500-05	Public Health Protection - General - Summary Field Inspection and Activity Data
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PROCESSES

All data entry and report generation is done regionally on the Environmental Health Officers Computer System (EHOCS). Summary data is forwarded monthly from the health units to the central office in Victoria where it is downloaded onto PROPHILE. PROPHILE produces ad hoc and regular monthly and annual summary and statistical reports.

OUTPUTS

Output from PROPHILE are reports which are classified in *Health Protection and Safety ORCS*, section 1, primary 30500:

30500-02	Public Health Protection - General - Ad Hoc Statistical Reports
30500-03	Public Health Protection - General - Central office standard statistical reports

9. SOFTWARE ENVIRONMENT:

PROPHILE is a PC system that was developed using Nantucket's CLIPPER 5.01 compiler and Blink Inc.'s Blinker 1.51 linker.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This 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 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.

10. HARDWARE ENVIRONMENT:

In order for PROPHILE to operate, the following minimum hardware requirements must be met:

PC Model:	386 or greater (IBM PS/2 models, Epson II/III)
DOS Version:	MS-DOS or IBM Dos Version 3.3 - 5.0
Min. Memory Required:	450 Kilobytes
Disk Storage for System:	30 Megabyte Hard Disk Storage
Printer:	Hewlett-Packard Laserjet Series 2 or 3

11. SYSTEM MILESTONES:

April 1 1988 - Release, Version 1.0
May 24 1989 - Update
January 9 1990 - Update
July 9 1991 - Update
December 3 1991 - Version 3.01
August 5 1992 - Version 3.03
August 24 1993 - Version 3.04
April 29 1994 - Version 3.05
June 22 1994 - Version 3.06
July 18 1994 - Version 3.07
January 5 1995 - Version 3.07b

12. USER CONTACTS:

Andrew Hazlewood, Executive Director, Health Protection and Safety Division,
952-1731

13. TECHNICAL CONTACTS:

Kwok Man Suen, Health Systems, 952-2457
Margaret Bechard, Planning and Resource Management, Health Protection and Safety,
952-1437

14. DOCUMENTATION/MANUALS CROSS-REFERENCES:

Provincial Public Health Information Linked Electronically (PROPHILE) Computer
System Operator's Guide for Ministry of Health Environmental Health Protection,

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This 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 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.

Version: 3.02, Issue Date: October 1992, Prepared by Public Health Systems Services

15. OPERATIONAL RECORDS CLASSIFICATION:

Health Protection and Safety ORCS, section 1, primary 30500.

30500-04 Public Health Protection - General - PROPHILE system

16. CLASSIFICATION SYSTEM CROSS REFERENCES (OTHER RELATED RECORDS):

Health Protection and Safety ORCS, section 2, primary 31500:

31500-05 Foodsafe - General - FOODSAFE Central Registry Database

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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INFORMATION SYSTEM OVERVIEW

1. MINISTRY:

Ministry of Health and Ministry Responsible for Seniors

2. DIVISION, BRANCH, SECTION, OR OFFICE:

Health Protection and Safety Division, Tobacco and Radiation Control Branch

3. SYSTEM TITLE:

Radiation Protection Services System

4. APPLICATION TITLE:

Radiation Protection Services System (RPSS)

5. PURPOSE:

The purpose of the RPSS is to manage information relating to radiation source clients of the Tobacco and Radiation Exposure Control Branch as well as the surveys conducted to identify, monitor and evaluate radiation sources.

6. INFORMATION CONTENT:

The RPSS contains information such as the name and address on all clients of the Tobacco and Radiation Control Branch Protection office. It also contains survey information such as emergency response surveys, surveys of medical and non-medical x-ray equipment, surveys of non-ionizing radiation sources, and environmental laboratory analyses.

7. RETENTION AND DISPOSITION SUMMARY:

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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The RPSS database is retained until superseded or obsolete, and then destroyed.

Manuals (specifications manual and users guide) are retained until the database is superseded or obsolete, and then destroyed.

Data stored in the RPSS database is retained until it is superseded or obsolete, and then destroyed.

For Transitory Electronic Data Processing (EDP) Records, see schedule number 102902.

8. INPUTS/PROCESSES/OUTPUTS:

INPUTS

RPSS input is classified in *Health Protection and Safety ORCS*, section 3, primaries 32700, 32710, 32740 and 32760:

32700-02	Radiation Source Auditing - General - Emergency Response Surveys
32710-20	Radiation Sources Auditing - Environmental Radiation - Environmental Radiation Survey Files
32740-02	Radiation Source Auditing - Medical X-rays - Medical X-ray Self-inspection Survey Data
32760-20	Radiation Source Auditing - Non-ionizing/Non-medical X-rays - Non-ionizing/Non-medical X-ray Survey Files

PROCESSES

The Radiation and Tobacco Exposure Control Branch identifies, monitors and evaluates radiation sources to determine their radiation hazard significance. It also responds to radiological emergencies, and conducts testing of environmental radiation samples. Results of self-inspections (referred to as "surveys") for each client operating medical and non-medical x-ray radiation sources and non-ionizing radiation sources are submitted to the branch and are entered on RPSS.

The RPSS is made up of four main sections, each of which can be selected from the main menu. The sections are: client database, surveys, utilities, and reports. By

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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selecting the client database, users may search the database or update a client's name, address, telephone number, health unit affiliation, date of next survey, the program type, x-ray client code, or client number.

An individual client may have many units/items to be surveyed. Each unit for an individual client may have many inspections. For example, a hospital may have many x-ray units and each of those x-ray units may be inspected many times. Each individual inspection is referred to as a survey.

Surveys are broken down into program type, (e.g., medical x-ray, non-medical x-ray, non-ionizing, environmental laboratory, and other). Selecting the survey menu allows the user to enter, modify, delete, and print all radiation control survey information. The utilities menu selection allows the user to update code tables, add users, and import data. There are a number of reports available through the RPSS. The output of all reports may be directed from three devices: printer, screen, WySIWYG (what you see is what you get) view.

OUTPUTS

The RPSS produces statistical and special reports.

RPSS output is classified in *Health Protection and Safety ORCS* section 3, primary 32700:

32700-04 Radiation Source Auditing - General - RPS System Statistical
and Special Reports

9. SOFTWARE ENVIRONMENT:

RPSS was developed using Clipper (DBase).

10. HARDWARE ENVIRONMENT:

RPSS operates on a Personal Computer at the Radiation and Tobacco Exposure Control office.

11. SYSTEM MILESTONES:

RPSS was developed in 1992 by a contractor, Western Support Group of North

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Vancouver. Implementation took place in 1993.

12. USER CONTACTS:

Brian Phillips, Director, Tobacco and Radiation Exposure Control Branch, 660-6630

13. TECHNICAL CONTACTS:

Kwok-Man Suen, Health Systems, 952-2457.

14. DOCUMENTATION/MANUALS CROSS-REFERENCES:

BC Ministry of Health Radiation Protection Services RPS Radiation System User Guide

15. OPERATIONAL RECORDS CLASSIFICATION:

Health Protection and Safety ORCS, section 3, primary 32700:

32700-03 Radiation Protection Services (RPS) System - Client Surveys

16. CLASSIFICATION SYSTEM CROSS REFERENCES (OTHER RELATED RECORDS):

Health Protection and Safety ORCS, section 1, primary 30660:

30660 Radiation Protection Services

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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INFORMATION SYSTEM OVERVIEW

MINISTRY:

Ministry of Health and Ministry Responsible for Seniors

DIVISION, BRANCH, SECTION, OR OFFICE:

Health Protection and Safety Division, Public Health Protection Branch

SYSTEM TITLE:

Water Sampling Analysis Computer System

APPLICATION TITLE:

Water Sampling Analysis Computer System (WSACS)

PURPOSE:

Automation of information generated by the sampling and analysis of water samples.

INFORMATION CONTENT:

The entire Water Sampling Analysis Computer System is comprised of two separate systems. The Water Sampling Analysis Computer System - Field System is installed on personal computers in community health centres. The Water Sampling Analysis Computer System - Central System is installed on the personal computer in Victoria.

1. WSACS - Field System. The purpose of the WSACS Field System is: to capture and maintain water system and site information; to facilitate the water sampling process; to capture laboratory results; and to print reports.
2. WSACS - Central System. The purpose of the WSACS Mainframe System is: to receive data regularly from the field; to maintain summary bacteriological data and detailed chemical data; to maintain provincial water system information; to maintain sampling guidelines and lists of chemicals; and to print reports.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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INFORMATION SYSTEM OVERVIEW FOR AN APPLICATION

1. MINISTRY:

Ministry of Health and Ministry Responsible for Seniors

2. DIVISION, BRANCH, SECTION, OR OFFICE:

Health Protection and Safety Division, Public Health Protection Branch

3. SYSTEM TITLE:

Water Sampling Analysis Computer System (WSACS)

4. APPLICATION TITLE:

Water Sampling Analysis Computer System (WSACS) - Central System

5. PURPOSE:

The purpose of the WSACS Central System is to provide statistical reporting on water systems, sample sites and laboratory results to central office.

6. INFORMATION CONTENT:

The central system contains detailed water system, sample site, chemical results and summary bacteriological data .

7. RETENTION AND DISPOSITION SUMMARY:

The WSACS Central System database is retained until superseded or obsolete, and then destroyed.

Manuals (specifications manual and users guide) are retained until the database is superseded or obsolete, and then destroyed.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Bacteriological data stored in the WSACS Central System database is kept for 3 years, then deleted. Chemical data stored in the database is retained until superseded or obsolete, and then deleted.

For Transitory Electronic Data Processing (EDP) Records (Operational), see schedule number 102902.

INPUTS/PROCESSES/OUTPUTS:

INPUTS

Inputs consist of water sampling and sample site data transmitted electronically from the field.

WSACS Central System input is classified in *Health Protection and Safety ORCS*, section 3, primary 32960:

- | | |
|----------|--|
| 32960-13 | Water Systems - Water Sample Testing and Analysis - WSACS
Field System - Bacteriological Laboratory Results |
| 32960-14 | Water Systems - Water Sample Testing and Analysis - WSACS
Field System - Chemical Laboratory Results |

PROCESSES

WSACS Central System is set up on a personal computer at the central office in Victoria. Community health centres transmit data monthly to a mainframe computer in Victoria. Once a week, the central office downloads these mainframe files and updates the information in the WSACS Central System database. A variety of statistical reports printed from the system throughout the year enable central office staff to review summary bacteriological and detailed chemical sample results from sites throughout the province. Some reports also enable central office to monitor water systems' compliance with quality guidelines.

WSACS Central System also updates the water sampling frequency and quality guidelines for bacteriological and chemical samples, and the table of chemicals and packages that are available for testing from Zenon. The updated information may be loaded onto a diskette and distributed to the field.

OUTPUTS

WSACS Central output is classified in *Health Protection and Safety ORCS*, section 3,

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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primary 32960:

- | | |
|----------|--|
| 32960-03 | Water Systems - Water Sample Testing and Analysis - Chemical Testing Packages and List Updates |
| 32960-07 | Water Systems - Water Sample Testing and Analysis - WSACS - Central System Reports |
| 32960-11 | Water Systems - Water Sample Testing and Analysis - Water Sampling Frequency and Quality Guideline Updates |

9. SOFTWARE ENVIRONMENT:

WSACS is personal computer ("PC") system that was developed using Nantucket's CLIPPER 5.01.

10. HARDWARE ENVIRONMENT:

In order for WSACS Central System to operate properly, it must operate on a minimum of a 386 terminal with MS-DOS or IBM DOS version 3.3 or greater. The minimum memory required is 640 kilobytes, with the minimum for storage being 1 megabyte. It works with the Hewlett-Packard Laserjet Series 2 or 3 printer. As for the host communications, the PC must have access to TSO via Attachmate, Irma or FT/TERM.

11. SYSTEM MILESTONES:

WSACS Central was in production in 1993.

12. USER CONTACTS:

Barry Willoughby, Director, Public Health Protection, 952-1461

13. TECHNICAL CONTACTS:

Kwok-man Suen, Health Systems, 952-2457
Sylvia Restall, Health Systems, 952-2455

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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14. DOCUMENTATION/MANUALS CROSS REFERENCES:

Water Sample Analysis Computer System, Requirements Document; Water Sample Analysis Computer System Operator's Manual

15. OPERATIONAL RECORDS CLASSIFICATION:

Health Protection and Safety ORCS, section 3, primary 32960:

32960-08 Water Systems - Water Sample Testing and Analysis - WSACS
 - Central System

16. CLASSIFICATION SYSTEM CROSS REFERENCES (OTHER RELATED RECORDS):

Health Protection and Safety ORCS, section 1, primary 30510, and section 3, primaries 32900 and 32940:

30510 Public Health Protection - Drinking Water and Pool Safety

32900-20 Water Systems - General - Water System Inspection Files

32940-20 Water Systems - Recreation Facilities - Recreation Facility
 Inspection Files

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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INFORMATION SYSTEM OVERVIEW FOR AN APPLICATION

1. MINISTRY, CROWN CORPORATION, OR AGENCY:

Ministry of Health and Ministry Responsible for Seniors

2. DIVISION, BRANCH, SECTION, OR OFFICE:

Health Protection and Safety Division, Public Health Protection Branch

3. SYSTEM TITLE:

Water Sampling Analysis Computer System (WSACS)

4. APPLICATION TITLE:

Water Sampling Analysis Computer System (WSACS) - Field System

5. PURPOSE:

The purpose of WSACS Field System is to maintain water system, sample site and laboratory result information; to facilitate the water sample process; and print reports.

6. INFORMATION CONTENT:

The information content of WSACS Field System is comprised of: the names of health units and/or the health departments; the names of environmental health officers and the branch office they work out of; the name of water system purveyors; the type of water system (e.g., drinking water, beach, pool, hot tub); the water source; the water sample sites; and bacteriological water sample and chemical water samples test results.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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7. RETENTION AND DISPOSITION SUMMARY:

The WSACS Field System database is retained until superseded or obsolete, and then destroyed.

Manuals (specifications manual and users guide) are retained until the database is superseded or obsolete, and then destroyed.

Bacteriological data stored in the WSACS Field System database is retained for three years, and then deleted. Chemical data stored in the WSACS Field System database is retained until superseded or obsolete, and then deleted.

For Transitory Electronic Data Processing (EDP) Records (Operational), see schedule number 102902.

8. INPUTS/PROCESSES/OUTPUTS:

INPUTS

Inputs consist of updates to water sampling frequency and quality guidelines, and the table of chemicals and packages that available for testing from Zenon Laboratories. These updates are issued on diskettes from the head office. Inputs also consist of recreational water facility and water system permit application forms, water sampling requisitions and laboratory results.

WSACS Field System input is classified in *Health Protection and Safety ORCS*, section 3, primaries 32900, 32940 and 32960:

32900-20	Water Systems - General - Water System Inspection Files
32940-20	Water Systems - Recreational Facilities - Recreation Facility Inspection Files
32960-03	Water Systems - Water Sample Testing and Analysis - Chemical Testing Packages and List Updates
32960-11	Water Systems - Water Sample Testing and Analysis - Water Sampling Frequency and Quality Guideline Field Updates
32960-12	Water Systems - Water Sample Testing and Analysis - Water Sampling Laboratory Test Results

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This 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 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.

PROCESSES

Data entry is done at community health centres. Names and addresses of new water systems are added to the database. Environmental Health Officers (EHOs) designate water sampling sites and sampling frequency for each water system. The program automatically schedules the water testing and notifies the EHOs of samples to take in the upcoming month. A bacteriological requisition form is printed for each bacteriological sample to take with the system and sample site information printed on it. A chemical summary page lists all systems that need chemical samples taken. The EHO's take the samples and send them to the lab with the requisition forms. When the chemical and bacteriological results arrive from the laboratories, they are entered into the program.

OUTPUTS

Output documents from the WSACS Field System are classified in *Health Protection and Safety ORCS*, section 3, primary 32960:

- | | |
|----------|---|
| 32960-06 | Water Systems - Water Sample Testing and Analysis -
Requisition Summaries |
| 32960-09 | Water Systems - Water Sample Testing and Analysis - WSACS
- Field System Reports |

9. SOFTWARE ENVIRONMENT:

WSACS is a personal computer ("PC") system that was developed using Nantucket's CLIPPER 5.01.

10. HARDWARE ENVIRONMENT:

In order for WSACS Field System to operate properly, it must operate on a minimum of a 386 terminal with MS-DOS or IBM DOS version 3.3 or greater. The minimum memory required is 640 kilobytes, with the minimum for storage being 1 megabyte. It works with the Hewlett-Packard Laserjet Series 2 or 3 printer. As for the host communications, the PC must have access to TSO via Attachmate, Irma or FT/TERM.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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11. SYSTEM MILESTONES:

Project start: Feb. 28, 1992
Piloted: January - September, 1993
Implementation province-wide: September, 1993
Projected central system implementation: 1994

12. USER CONTACTS:

Barry Willoughby, Director, Public Health Protection, 952-1461

13. TECHNICAL CONTACT:

Kwok-man Suen, Health Systems, 952-2457
Sylvia Restall, Health Systems, 952-2455

14. DOCUMENTATION/MANUALS CROSS REFERENCES:

Water Sample Analysis Computer System, Requirements Document; Water Sampling Analysis Computer System Operator's Guide

15. OPERATIONAL RECORDS CLASSIFICATION:

Health Protection and Safety ORCS, section 3, primary 32960:

32960-13	Water Systems - Water Sample Testing and Analysis - WSACS Field System - Bacteriological Laboratory Results
32960-14	Water Systems - Water Sample Testing and Analysis - WSACS Field System - Chemical Laboratory Results

16. CLASSIFICATION SYSTEM CROSS REFERENCES (OTHER RELATED RECORDS):

Health Protection and Safety ORCS, section 1, primary 30510, and section 3, primaries 32900 and 32940:

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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30510	Public Health Protection - Drinking Water and Pool Safety
32900-20	Water Systems - General - Water System Inspection Files
32940-20	Water Systems - Recreational Facilities - Recreation Facility Inspection Files

SUBJECT HEADINGS

PRIMARY NUMBERS

Health Protection and Safety

Operational Records Classification System (ORCS)

I N D E X

This index provides an alphabetical guide to *ORCS* subject headings and relevant primary number(s). It should enable the user to locate the primary number(s) in which documents relating to a specific subject or function may be classified. It should also aid the user in retrieving, by subject, documents which have been classified and filed.

Employees responsible for records classification should use this index as a means of access to the contents of *ORCS*. Once they have located what appear to be relevant index entries for a given subject, they should refer to the primary or primaries listed in order to determine which is the correct classification and also to determine the correct secondary. Often, the primary scope notes clarify whether or not a document should be classified in a given primary. Primary scope notes should be read carefully as they delineate a primary's subject and content.

This index contains an alphabetical listing of:

- a) all keywords which appear in primary titles;
- b) all keywords which appear in secondary titles;
- c) keywords which appear in primary scope notes;
- d) common synonyms for indexed keywords; and
- e) common abbreviations.

Cross-references:

"See" references indicate that the subject heading sought is indexed under an alternate entry (a more appropriate keyword, a full or official name, etc.).

"See also" references are used when additional information can be found in another entry.

SUBJECT HEADINGS

PRIMARY NUMBERS

- A -

ABUSE COMPLAINTS (See ABUSE INVESTIGATION)

ABUSE INVESTIGATION 30120

ACCREDITATION

- adult care training institutions 31120
- early childhood education courses 31255

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ADULT CARE

- consultation and expert advice 30140
- training courses 31120
- facilities, licensing of 32120
- standards and guidelines 35220

AGENCIES (See ASSOCIATIONS)

AIR EMISSIONS 32800

ALCOHOL USE

- standards and guidelines for community care facilities 35220

ALLERGY ALERTS (See FOOD WARNINGS)

APPOINTMENT BOOKS (See DIARIES)

APPLICATIONS 31250

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- adult care 30140
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ATOMIC ENERGY CONTROL BOARD 32780

- B -

BACTERIOLOGICAL WATER SAMPLE TEST RESULTS (See also CHEMICAL WATER SAMPLE TEST RESULTS)	32960
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CHEMICAL TESTING PACKAGES	32960
CHEMICAL WATER SAMPLE TEST RESULTS (See also BACTERIOLOGICAL WATER SAMPLE RESULTS)	32960
CHILD CARE	
- consultation and expert advice	30150
- standards and guidelines	35220
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- consultation and expert advice	30100-30180

- field section database	32120, 32150
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COMMUNITY CARE FACILITIES LICENSING SYSTEM

(See also the Information System Overview in the ISO section)

- activity reports	32000
- adult care facility inspection	32120
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- mainframe system	32100
- mainframe system reports	32100

COMMUNITY CARE FACILITY LICENCE REVIEW	30180
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- livestock	32800

COMPOSTING	32800
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CONVENIENCE STORES	32260
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CRIMINAL RECORD CHECK

- consent forms, adult care facilities	32120
- consent forms, child care facilities	32150
- investigation of positive	30100

CURRICULUM GUIDELINES

- FOODSAFE program	31500
- POOLSAFE program	31550

- D -

DAIRY PLANTS

- inspection and licensing of	32220
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DAIRY PRODUCT

- imitation	32220
- quality of	32220

DIAGNOSTIC TESTING	33000
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DIARIES	32000
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DELICATESSENS	32260
DISEASE OUTBREAK	34550
DISEASE PREVENTION	
- standards and guidelines for community care facilities	35220
DRINKING WATER	30510
- disinfection and treatment of	30510
- supply and storage of	30510
- testing and analysis of	32960
- systems, inspection and licensing	32900
DRYCLEANERS	32420

- E -

EARLY CHILDHOOD EDUCATION	31200-31255
- program accreditation	31255
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(See also the ECECS Information System Overview in the ISO section)	
- certificate review	30180
- certification of	31250
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ENVIRONMENTAL HEALTH ASSESSMENT	30300-30310
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(See also the Information System Overview in the ISO section)	
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- food manufacturing and retail outlets	32260
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- personal service establishments	32420
- recreational water systems	32940
- restaurants	32290
- violation tickets	32450
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- investigation of	34440
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(See also RADIATION TESTING)	
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- source auditing	32710
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EPIDEMIOLOGICAL OUTBREAKS	34550
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- food preservation equipment	30530
- standards and guidelines for community care facilities	35220
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- FOODSAFE program	31500
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- F -

FACILITY ABUSE COMPLAINTS (See ABUSE INVESTIGATION)	
FACILITY INCIDENT COMPLAINTS (See INCIDENT INVESTIGATION)	
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FINAL CERTIFICATES (See WATER SYSTEM FINAL CERTIFICATES)	
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- standards and guidelines for community care facilities	35220
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- inspection of	32240
FLEA MARKETS	32420
FLOOR PLANS	
- of adult care facilities	32120
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- of food manufacturing and retail outlets	32260
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FOOD ADDITIVES	30530
FOOD MANUFACTURING PLANTS	32260
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FOOD POISONING INVESTIGATION REPORTS	32280
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FOOD PREPARATION AND STORAGE EQUIPMENT	30530
FOOD PRESERVATION EQUIPMENT	30530
FOOD RECALLS (See FOOD WARNINGS)	
FOOD SAFETY	
- consultation and expert advice	30530
- dairy plants	32220
- fish processing plants	32240
- inspection and licensing	32200-32290
- manufacturing and retail outlets	32260
- meat plants	32280
- restaurants	32290
- standards and guidelines	35220
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(See also the EHOCS Information System Overview in the ISO section)	
- central registry	31500
- certificates	31530
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- H -

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- municipal	32940
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- mineral and petroleum exploration technical referrals	32800
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- I -	
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