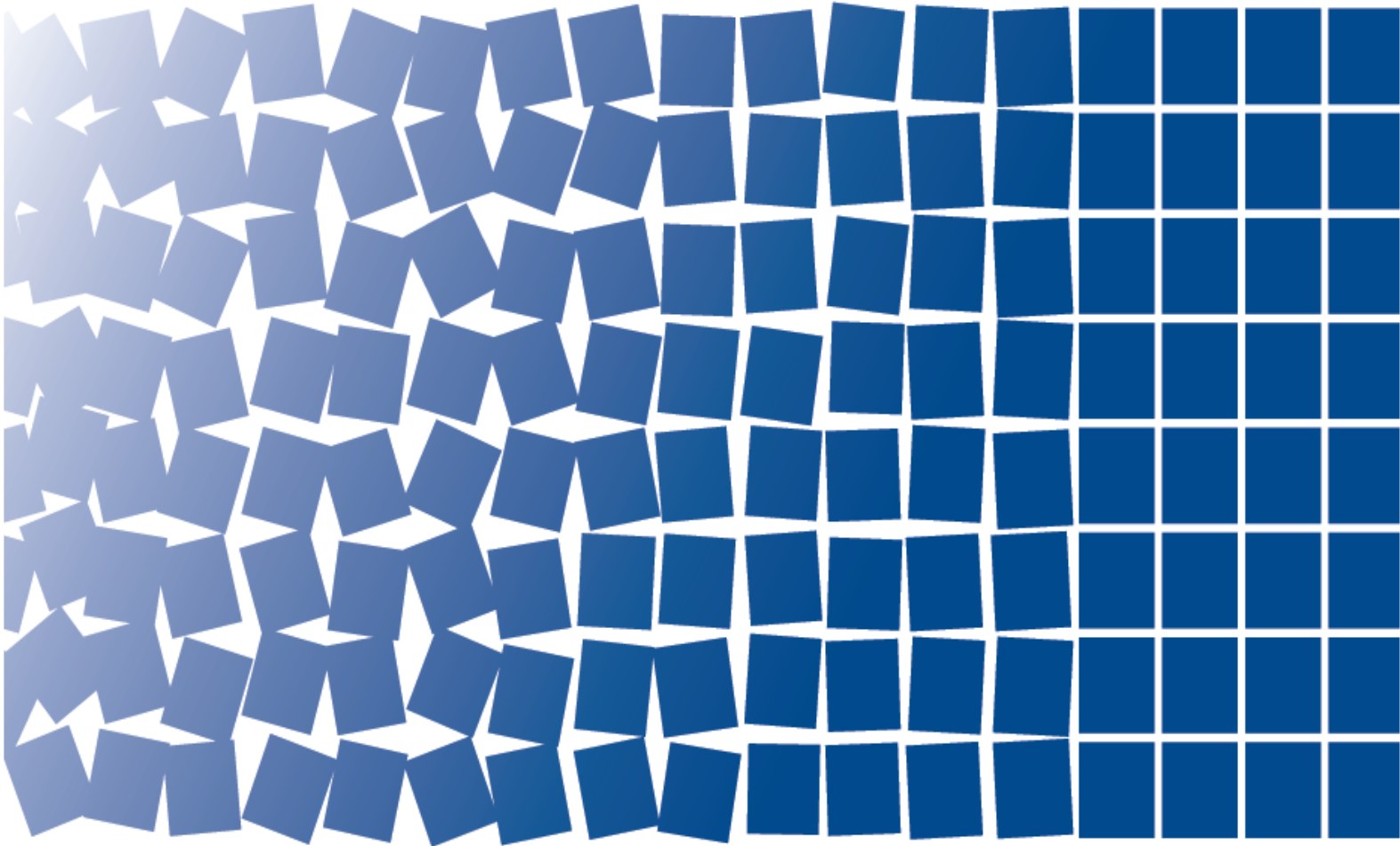


COMMERCIAL VEHICLE SAFETY AND ENFORCEMENT OPERATIONAL RECORDS CLASSIFICATION SYSTEM



COMMERCIAL VEHICLE SAFETY AND ENFORCEMENT OPERATIONAL RECORDS CLASSIFICATION SYSTEM



GOVERNMENT RECORDS SERVICE

ORCS REGISTER OF AMENDMENTS

This register lists all changes made to the *CVSE ORCS* and approved by either the Legislature (formal amendments) or the Public Documents Committee (PDC) Secretary (administrative amendments), in ascending order (i.e., the most recent changes appear first). Each amendment is uniquely identified as follows:

- **Formal amendments:** Schedule application number assigned to the amendment and used during the review and approval process conducted by the relevant ministry/agency, Records Management Operations (RMO), PDC, the Public Accounts Committee, and the Legislature; e.g., 123456.
- **Administrative amendments:** ADAM plus a registration number issued by Records Management Operations (RMO); e.g., ADministrative AMendment number thirty-eight is ADAM 38.

For administrative amendments policy and guidelines, see Recorded Information Management (RIM) policy 2-08 entitled “Administrative Amendment of Approved Records Schedules”, RIM 02.08 Procedures entitled Administrative Amendment Documentation and Procedures, and *Standard ORCS Kit* chapter 3, section 3.3.

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

Unique identifier (ADAM # or Schedule #)	Date Approved	Section/ Primary/ Secondary	Changes
ADAM 053	2015-02-03	93420-30	Note updated to clarify scope of secondary.

RECORDS RETENTION AND DISPOSITION AUTHORITY

This is a recommendation to authorize an ~~ongoing records schedule~~ operational records classification system.

Title: **Commercial Vehicle Safety and Enforcement Operational Records Classification System**

Ministry of Transportation

Commercial Vehicle Safety and Enforcement Branch

Description and Purpose:

The *Commercial Vehicle Safety and Enforcement Operational Records Classification Schedule* (ORCS) establishes a classification system and retention and disposition schedule for the operational records created by the Commercial Vehicle Safety and Enforcement Branch (CVSE).

These records document enforcement of commercial vehicle and safety standards; licensing and certification of inspectors, facilities, carriers and enforcement officers; permitting; safety research and analysis; and special program administration.

This schedule supersedes the following schedules:


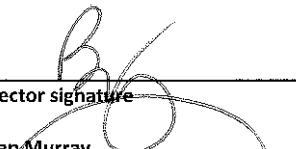

- 105068 *Weigh scales – operational form copies*
- 105052 *Commercial Vehicle Inspection Program*
- 881418 *National Safety Code Certificates*

For more information, see attached schedule.

Start Date: 1945 - ongoing

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

THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:

 Records Officer signature Blair Turner	2013-11-19 Date
 Director signature Brian Murray	2013/11/25 Date
 Executive Director signature Norm Parkes	2013/11/25 Date

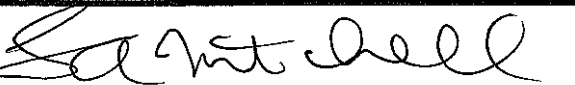
THE SELECT STANDING COMMITTEE
ON PUBLIC ACCOUNTS APPROVES THE
RECOMMENDATION OF THE PUBLIC
DOCUMENTS COMMITTEE:

March 12, 2014
Date

APPROVED BY RESOLUTION OF THE
LEGISLATIVE ASSEMBLY:

April 10, 2014
Date

THE PUBLIC DOCUMENTS COMMITTEE CONCURS:

 Chair, PDC signature Gary Mitchell	31 Jan 2014 Date
--	---------------------

RECORDS MANAGEMENT APPRAISAL:

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

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.

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

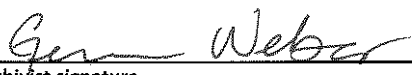
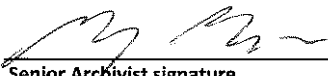

ARCHIVAL APPRAISAL:

This appraisal documents the recommendation for final disposition.

The final disposition recommendations protect records considered to have significant evidential and historical values. The specific reasons for retaining certain records are stated within the ~~Ongoing Records Schedule~~ ^{operational records classification system}.

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

The definition of full retention provides that records will be preserved in the government archives, and that unnecessary duplicates, transitory materials, and ephemera may be discarded.

 Archivist signature Genevieve Weber	2013-11-07 Date
 Senior Archivist signature Mary McIntosh	2013-11-07 Date
The undersigned endorses the appraisal recommendations:  Manager, Policy, Appraisal and Storage signature Government Records Service, Information Access Operations Glen Isaac	2013-11-18 Date

COMMERCIAL VEHICLE SAFETY AND ENFORCEMENT

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

EXECUTIVE SUMMARY

This *Operational Records Classification System (ORCS)* establishes a classification system and retention and disposition schedule for the operational records created by Commercial Vehicle Safety and Enforcement Branch.

These records document the administration of commercial vehicle safety and enforcement pursuant to the *Motor Vehicle Act* (RSBC 1996, c. 318), *Motor Vehicle Act Regulations* (BC Reg. 26/58), and the *Commercial Transport Act* (RSBC 1996, c. 58). The *Motor Vehicle Act* sets safety standards for all motor vehicles in British Columbia, both commercial and non-commercial, and determines the manner in which the standards are enforced. This includes records relating to: enforcement activities such as the issuance of notice and orders and violation tickets, and the conducting of vehicle inspections; investigations and audits of inspectors, facilities, and carriers; training and licensing of enforcement officers and instructors; licensing of Authorized Inspectors and inspection facilities; issuance of safety certificates to carriers; processing show cause hearings; and liaison activities relating to the transportation of dangerous goods. The *Commercial Transport Act* sets out permissible weights and dimensions of commercial vehicles on British Columbia roads and regulates the permitting of vehicles outside the set parameters. This includes records relating to: issuance of permits; research into extraordinary load requests; transport engineering analysis; and the Weigh2GoBC program administration.

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

This ORCS covers records created and received since 1945 when, under an amendment to the *Motor Vehicle Act* (RSBC 1936, c. 51), the Motor Vehicle Branch was divorced from the Provincial Police Department and its staff transferred to the provincial government. The Motor Vehicle Branch was responsible for licensing, enforcement, inspection and permitting of both private and commercial vehicles until 1998 when those functions were transferred to the Insurance Corporation of British Columbia (ICBC). In 2003 some components, such as licensing of commercial vehicles, commercial transport, and vehicle inspections, were transferred to the Public Safety and Solicitor General Branch. In 2005 all aspects of Commercial Vehicle Safety and Enforcement were transferred to the Ministry of Transportation. This includes functions such as weigh scales which had previously been managed under the Weigh Scale Branch of the Ministry of Transportation.

(continued on next page)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

A SA FD

The following summary describes the records covered by this ORCS and identifies their retention periods and final dispositions. In this summary, records are linked to the ORCS by primary and secondary numbers. Please consult relevant primaries for further information.

- 1) Policy– final
(secondary 93100-00)

SO 5y SR

The government archives will selectively retain final versions of all policies, procedures, standards and guidelines created by offices having primary responsibility for their development and approval. The government archives will fully retain a copy of extant earlier printed versions of the *Commercial Transport Manual*, *Standards and Best (Preferred) Practices Manual* and the *Vehicle Inspection Manual*. After the ORCs is approved, the government archives will fully retain a copy of each of these manuals every five years. The government archives will fully retain all other policy and procedure files throughout this section created by offices having primary responsibility for policy and procedure development and approval. These provide significant evidence of the governance of the functions and programs covered by this ORCS.

- 2) Instructor/inspector training programs - final
(secondary 93200-50)

SO 10y FR

These records document the development and delivery of CVSE Enforcement Officer training programs and CVSE Enforcement Officer Instructor training programs.

SO: when program is revised or updated

10y: The ten-year semi-active retention period ensures the records are available in the event of a commercial vehicle related incident, investigation or litigation that may call into question the type of training obtained by CVSE enforcement officers and instructors.

FR: The government archives will fully retain training program course materials because they document unique and specialized enforcement officer and instructor training programs developed and delivered within BC.

- 3) Post-crash inspection reports
(secondary 93310-40)

CY+5y nil FR

These records document the process in which area vehicle inspectors audit the condition of vehicles involved in fatal or near-fatal accidents on British Columbia roads.

(continued on next page)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

A SA FD

6y: The six-year retention period ensures that the records are available in the case that legal action is pursued by the carrier and provides a reasonable period of time for the legal value of the records to be extinguished. It also provides sufficient time for statistical and trend analysis.

FR: The government archives will fully retain post-crash inspection reports as they document the process in which area vehicle inspectors audit the condition of vehicles involved in fatal or near-fatal accidents on British Columbia roads. These records are unique examples of in-depth inspections and provide information about road safety in the various regions of the province. They also illustrate the best practices of the branch in their response to fatalities on the road.

4) Roadcheck inspection files
(secondary 93310-50)

CY+1y 18y DE

These records document the process in which routine and large-scale road checks are conducted on British Columbia roads. The results are compiled and used for statistical analysis as well as to identify areas in which safety and enforcement practices need improvement throughout the province.

20y: The twenty year retention period provides sufficient time for trend analysis.

5) Facility and authorized inspector audit and certification files
(secondaries 93320-40, 93320-50, 93410-05, 93410-20, 93410-30, 93410-50)

SO 7y DE

These records document the way in which the branch and inspectors in the district/regional offices audit and certify Designated Inspection Facilities, Preventative Maintenance Program Facilities, Authorized Inspectors, and consultants. These secondaries cover the data and hard-copy records.

SO: when license expires or is rejected/cancelled and Authorized Inspector is no longer working as an inspector or facility is no longer operating as a Designated Inspection Facility or Preventative Maintenance Program facility

7y: [for audits and investigations] The seven-year semi-active retention period provides adequate time for the tracking and analysis of inspector and facility activity if future investigations are required, and provides a substantial period for the inspector or facility to challenge an investigation.

(continued on next page)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

	A	SA	FD
7y: [for certification] The seven-year semi-active retention period ensures that the file is available to be re-opened if the applicant applies to be licensed as a Designated Inspection Facility, Preventative Maintenance Program Facility, or Authorized Inspector again, and it also provides a reasonable period of time for the legal value of the records to be extinguished.			
6) <u>Vehicle collisions files</u> (secondary 93700-50)	SO	7y	DE
These records document the research conducted by transport engineers on commercial vehicle related collisions on British Columbia roads.			
SO: when report is completed and delivered			
7y: The seven-year semi-active retention period ensures the records are available in the event of related litigation that may call into question the advice or opinions offered by CVSE engineers. It also provides a reasonable period time for the legal value of the records to be extinguished.			
DE: These records can be destroyed upon authorization of the Records Officer because the originals of the post-crash inspection report are fully retained under secondary 93310-40.			
7) <u>Vehicle configuration and dynamics field tests</u> (secondary 93700-60)	SO	7y	DE
These records document the research conducted by transport engineers on new commercial vehicle configurations and dynamics. The results of these tests determine whether a vehicle is considered safe for use on British Columbia roads.			
SO: when the test results are reflected in a policy, permit, or standard Update			
7y: The seven-year semi-active retention period provides sufficient time for research purposes and for the legal value of the records to be extinguished.			
DE: These records can be destroyed upon authorization of the Records Officer because the results of the tests are adequately reflected in a policy, regulation, permit, or standard update.			

(continued on next page)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

	A	SA	FD
8) <u>Carrier audit and certification files</u> (secondaries 93320-05, 93320-20, 93320-30, 93420-20, 93420-40, 93900-05, 93900-20)	SO	nil	DE
These records document the way in which the branch and inspectors in the district/regional offices audit and certify carriers. These secondaries cover the data and hard-copy records.			
SO: when the carrier has been inactive for five years			
9) <u>Temporary inspection exemptions</u> (secondary 93520-40)	CY+7y	nil	DE
These records document the authorization of temporary inspection exemptions.			
8y: The eight-year retention period provides sufficient time for the permit to expire and for research needs to be exhausted.			
10) <u>Systems</u>	SO	nil	DE
The Systems Section provides descriptions of electronic systems and classifications for the records residing on them. The data on the systems are described under the appropriate primary and secondary classifications.			
Unless otherwise noted, each system will be destroyed when the records/data on it have been migrated to a new system performing the same function, or when the relevant retention schedules have elapsed, or the information has been preserved elsewhere.			
11) <u>All Other Records</u>			DE
All other records are destroyed at the end of their semi-active retention periods. The retention of these records varies depending on the nature of the records and the function performed, but does not exceed seven years. Any information from these records that has ongoing value is adequately documented under secondaries with longer retentions and/or full or selective retention appraisals within the <i>ORCS</i> or in <i>ARCS</i> , such as summary reports, policy records, executive briefing notes (<i>ARCS</i> secondary 280-20), and annual service plan reports (<i>ARCS</i> secondary 400-02). These records have no enduring value to government at the end of their scheduled retention periods.			

END OF EXECUTIVE SUMMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

COMMERCIAL VEHICLE SAFETY AND ENFORCEMENT

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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SECTION 1 93000-93999 COMMERCIAL VEHICLE SAFETY AND ENFORCEMENT

SYSTEMS SECTION

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INTRODUCTION TO THE COMMERCIAL VEHICLE SAFETY AND ENFORCEMENT ORCS

For further information, contact your [Records Officer](#).

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

1. **General**

This introduction provides an overview of the functions and activities documented in records classified and scheduled under the *Commercial Vehicle Safety and Enforcement Operational Records Classification System* (CVSE ORCS).

For general information about the purpose, organization, and elements of ORCS in general, and of the *Administrative Records Classification System* (ARCS), see the *ARCS and ORCS User Guide* available on BC Government's Records Management web site at http://www.gov.bc.ca/citz/iao/arcs/admin/arcs_orcs_user_guide.pdf. It is designed to help you understand, interpret and use ARCS and ORCS.

For special schedules that cover records that are not covered by ARCS and ORCS, see http://www.gov.bc.ca/citz/iao/records_mgmt/special_schedules/index.html.

For legislation, policies, and standards for managing records in the BC Government, see http://www.gov.bc.ca/citz/iao/records_mgmt/policy_standards/.

For tips, guides, and FAQs on related topics, see http://www.gov.bc.ca/citz/iao/records_mgmt/guides/.

For Records Officer contact information, see http://www.gov.bc.ca/citz/iao/records_mgmt/rec_officers/.

2. **Overview of ORCS Purpose and Structure**

The operational records covered by this ORCS relate to the operations and services your ministry or agency provides in accordance with statute, mandate, and/or policy.

This ORCS has the following parts:

- Executive Summary:
 - a copy of the signed records retention and disposal authority (ARS 008) form
 - a high-level overview of the ORCS
- Table of Contents
- Introduction (this section)¹
- Section 1 and any other numbered sections with classifications and schedules for the records covered by this ORCS; see part 3 below for further information
- Systems Section: contains a comprehensive listing of electronic systems relevant to this ORCS, with detailed descriptions where warranted, and brief descriptions where not.
- Index

¹ Pre-2011 ORCS have "How to Use" sections instead of the Introduction. Much of the information that used to be provided in the How to Use section is now available in the [ARCS/ORCS User Guide](#) available on the Records Management web site.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

ORCS KEY: the Key to your ORCS Codes and Acronyms

The following codes and acronyms are used throughout this *ORCS*:

Office information: **OPR** = Office of Primary Responsibility

Records life cycle: **A** = Active
SA = Semi-active
FD = Final Disposition

Active and semi-active periods: **CY** = Calendar Year
FY = Fiscal Year
NA = Not Applicable
SO = Superseded or Obsolete
w = week
m = month
y = year

Final dispositions: **DE** = Destruction
FR = Full Retention
SR = Selective Retention
OD = Other Disposition

Special flags: **FOI** = Freedom of Information/Privacy
PIB = Personal Information Bank
VR = Vital Records

For further explanation of terms, see the [ARCS and ORCS User Guide](#).

3. The Functions and Activities Covered by this ORCS

Section Number	Primary Numbers	Section Title
Section 1	93000-93999	Commercial Vehicle Safety and Enforcement

Covers records relating to the administration of commercial vehicle safety and enforcement pursuant to the *Motor Vehicle Act* (RSBC 1996, c. 318), *Motor Vehicle Act Regulations* (BC Reg. 26/58), and the *Commercial Transport Act* (RSBC 1996, c. 58). The *Motor Vehicle Act* sets safety standards for all motor vehicles in British Columbia, both commercial and non-commercial, and determines the manner in which the standards are enforced. This includes records relating to: enforcement activities such as the issuance of notice and orders and violation tickets, and the conducting of vehicle inspections; investigations and audits of inspectors, facilities, and carriers; training and licensing of enforcement officers and instructors; licensing of Authorized Inspectors and inspection facilities; issuance of safety certificates to carriers; processing show cause hearings; and liaison activities relating to the transportation of dangerous goods. The *Commercial Transport Act* sets out permissible weights and

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

dimensions of commercial vehicles on British Columbia roads and regulates the permitting of vehicles outside the set parameters. This includes records relating to: issuance of permits; research into extraordinary load requests; transport engineering analysis; and the Weigh2GoBC program administration.

This *ORCS* covers all operational record series created or received by your branch since 1945. It does not cover files closed before that date. To obtain approval for disposition of such records, contact your Records Officer.

4. **Legal Authority of this *ORCS***

Under provisions of the *Document Disposal Act* (RSBC 1996, c. 99), this *ORCS* has been reviewed and endorsed by the following authorities:

- government archivists
- your executive
- the Public Documents Committee
- the Select Standing Committee on Public Accounts

Upon approval by the Legislative Assembly, this *ORCS* has statutory authority governing the retention and disposition of the records that it covers.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

SECTION 1

COMMERCIAL VEHICLE SAFETY AND ENFORCEMENT

PRIMARY NUMBERS

93000 – 93999

Section 1 covers records relating to the administration of commercial vehicle safety and enforcement pursuant to the *Motor Vehicle Act* (RSBC 1996, c. 318), *Motor Vehicle Act Regulations* (BC Reg. 26/58), and the *Commercial Transport Act* (RSBC 1996, c. 58). The *Motor Vehicle Act* sets safety standards for all motor vehicles in British Columbia, both commercial and non-commercial, and determines the manner in which the standards are enforced. This includes records relating to: enforcement activities such as the issuance of notice and orders and violation tickets, and the conducting of vehicle inspections; investigations and audits of inspectors, facilities, and carriers; training and licensing of enforcement officers and instructors; licensing of Authorized Inspectors and inspection facilities; issuance of safety certificates to carriers; processing show cause hearings; and liaison activities relating to the transportation of dangerous goods. The *Commercial Transport Act* sets out permissible weights and dimensions of commercial vehicles on British Columbia roads and regulates the permitting of vehicles outside the set parameters. This includes records relating to: issuance of permits; research into extraordinary load requests; transport engineering analysis; and the Weigh2GoBC program administration.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

SECTION 1 TABLE OF CONTENTS COMMERCIAL VEHICLE SAFETY AND ENFORCEMENT

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	ENFORCEMENT
93300	- GENERAL
93310	- INSPECTIONS
93320	- INVESTIGATIONS AND AUDITS
	LICENSING AND CERTIFICATION
93400	- GENERAL
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	PERMITTING
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93530	- WEIGHTS AND DIMENSIONS PERMITS AND AUTHORIZATIONS
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93700	TRANSPORT ENGINEERING ANALYSIS
93800	TRANSPORT OF DANGEROUS GOODS LIAISON
93900	WEIGH2GOBC PROGRAM ADMINISTRATION

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

93000 COMMERCIAL VEHICLE SAFETY AND ENFORCEMENT - GENERAL

Records not shown elsewhere in the Commercial Vehicle Safety and Enforcement (CVSE) section that relate generally to commercial vehicle safety and enforcement in British Columbia.

This primary covers the following:

- Commercial Transport Management data, stored in the CTMS web system.
- The CVSE website, which acts as a portal to the various program functions, partner sites, and communications of the branch. The website is accessed by staff, stakeholders, and the public.
- The preparation of responses to requests for information pertaining to the legislation and policies of the branch. Requests for information come from commercial transport carriers, other jurisdictions, stakeholders and the general public.
- System reports, which are routine reports created by all of the CVSE systems for the purposes of monitoring statistics and general information.
- Research and notes relating to issues of concern to a specific district/regional office or to the branch as a whole, and planning records relating to special and emerging programs. These records may be used to inform future mandated programs, standards or policies.

For the CVSE intranet, see *ARCS* secondary 340-30.

For information technology systems development files, see *ARCS* primary 6450.

For planning files not described in this primary, see *ARCS* secondary 400-20.

For reference material/topical files, see *ARCS* secondary 358-20.

For system descriptions, see the System Section.

The ministry OPR is Commercial Vehicle Safety and Enforcement Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-01 General	CY+1y	nil	DE

NOTE: Throughout this section, this secondary covers miscellaneous records that relate to the primary but do not document decisions and actions, and do not relate to topics that warrant specific classifications.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

93000	COMMERCIAL VEHICLE SAFETY AND ENFORCEMENT - GENERAL	A	SA	FD
-05	Commercial Transport Management data (covers data stored in CTMS Web)	SO	nil	DE
	SO: when no longer required for reference purposes			
-07	Commercial Vehicle Safety and Enforcement (CVSE) web site	SO	nil	DE
	SO: when the web site is updated, redesigned, or closed			
	DE: These web pages can be destroyed when no longer needed because they contain information that is documented and classified elsewhere.			
	NOTE: All documents presented on these web pages are classified under appropriate secondaries within this ORCS or in ARCS or another records schedule.			
-10	Requests for information (includes correspondence, reports and memoranda)	SO	2y	DE
	SO: when response provided			
-15	Research papers/studies (includes notes, reports and research papers)	SO	nil	DE
	SO: when no longer required for reference purposes			
	NOTE: If the material is used to update a policy or as the basis for a new policy, re-classify the records under secondary 93100.			
	NOTE: This secondary covers research into a variety of issues surrounding commercial safety and enforcement in British Columbia and other jurisdictions. This research is sometimes used as the basis for changes made to Ministry policies or standards.			
-17	System reports (covers routine reports generated by the various systems maintained by CVSE)	SO	nil	DE
	SO: when no longer needed for reference purposes or statistical analysis			

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

93000	COMMERCIAL VEHICLE SAFETY AND ENFORCEMENT - GENERAL	A	SA	FD
-30	Special or emerging program files (includes notes, reports and correspondence) (arrange by program or initiative) (covers all emerging programs or programs under consideration by the branch, such as the in-car camera initiative) SO: when the program becomes mandated or is abandoned and the records are no longer needed for reference purposes	SO	5y	DE

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

93100 POLICY DEVELOPMENT

Records relating to the development of operational policies, including procedures, standards, guidelines, recommended practices and directives for use by internal staff and external clients, service providers, and citizens.

Included in this primary are standards and guidelines developed for the purpose of providing clients with information and direction on commercial transport rules, permits, and other functions of the branch. This information is disseminated through circulars and bulletins that are shared both internally and externally.

For committees, see ARCS secondary 200-20.

For National Safety Code standards, see ARCS secondary 358-20.

For policy from external sources, see ARCS primary 195.

For policy registration and tracking, see ARCS secondary 100-05.

For program planning, see ARCS secondary 400-20.

For reference material/topical files, see ARCS secondary 358-20.

For requests for information, see secondary 93000-10.

For special and emerging program files, see secondary 93000-30.

The ministry OPR is Commercial Vehicle Safety and Enforcement Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-00 Policy - final (arrange by program area if necessary, and then by policy name or registration number) (covers final/approved policies, circulars, bulletins, procedures, standards, and guidelines pertaining to the functions and activities documented in this ORCS, developed for use by the program area and by clients, stakeholders, and the public)	SO	5y	SR
SO: when the policy is replaced or becomes irrelevant			
SR: The government archives will selectively retain Commercial Vehicle Safety and Enforcement policy and procedures.			
The government archives will fully retain a copy of extant earlier printed versions of the <i>Commercial Transport Manual, Standards and Best (Preferred) Practices Manual</i> and the <i>Vehicle Inspection Manual</i> . After the ORCs is approved, the government archives will fully retain a copy of each of these manuals every five years.			

(cont'd)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

93100 POLICY DEVELOPMENT

	A	SA	FD
Policy – final (continued)	SO	5y	SR
The government archives will fully retain all other policy and procedure files throughout this section created by offices having primary responsibility for policy and procedure development and approval. These provide significant evidence of the governance of the functions and programs covered by this ORCS.			
-01 General	CY+1y	nil	DE
-20 Policy development files (includes briefing notes, correspondence, drafts, and working materials) (arrange by policy registration number)	SO+5y	nil	DE
SO:	when the policy is approved and distributed or abandoned		
DE:	Policy development files may be destroyed because final policies are selectively retained under secondary -00.		

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

93200 CURRICULUM DEVELOPMENT

Records relating to the development and delivery of CVSE Enforcement Officer training programs and CVSE Enforcement Officer Instructor training programs. Also included in this primary are the records relating to classes currently in session.

NOTE: CVSE Enforcement Officers are also referred to as CVSE Inspectors, Peace Officers, and Safety Inspectors. The term CVSE Enforcement Officer covers Commercial Transport Enforcement Officers, Commercial Transport Inspectors, Carrier Safety Inspectors, and Area Vehicle Inspectors.

For other training and development records, see ARCS primary 1735.

For operational policy, see secondary 93100-00.

For reference material/topical files, see ARCS secondary 358-20.

The ministry OPR is Commercial Vehicle Safety and Enforcement Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-01 General	CY+1y	nil	DE
-20 Inspector training program administration (includes program schedules, class lists, inspector certification tracking sheet, correspondence, forms and reports) (arrange by course and year) (covers records relating to training programs in progress)	CY+3y	nil	DE
-30 Inspector training program and curriculum development files (includes draft documents, revision concordance tables, research information, and forms) (arrange by course) (covers development of, and revisions to, CVSE Enforcement Officer training programs)	CY+3y	nil	DE

NOTE: The course materials are revised on a three-year cycle.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

93200 CURRICULUM DEVELOPMENT

		A	SA	FD
-40	Instructor training program and curriculum development files (includes draft documents, revision concordance tables, research information, and forms) (arrange by course) (covers development of, and revisions to, CVSE Enforcement Officer Instructor training programs) SO: when program is revised or updated NOTE: The development documentation does not need to be retained beyond this time as the final curricula are being fully retained under secondary 93200-50.	SO	nil	DE
-50	Instructor/inspector training programs – final (includes final versions of the training programs) (arrange by course) (covers inspector training and instructor training programs) SO: when program is revised or updated 10y: The ten-year semi-active retention period ensures the records are available in the event of a commercial vehicle related incident, investigation or litigation that may call into question the type of training obtained by CVSE enforcement officers and instructors. FR: The government archives will fully retain training program course materials because they document unique and specialized enforcement officer and instructor training programs developed and delivered within BC.	SO	10y	FR

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

93300 ENFORCEMENT – GENERAL

Records relating to the enforcement of road and commercial vehicle standards not found elsewhere in the primary block.

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

For information on carriers not found in this primary, see primary 93420.

For licensing and certification records relating to Authorized Inspectors, Designated Inspection Facilities, and Preventative Maintenance Program facilities, see primary 93410.

For operational policy, see secondary 93100-00.

For reference material/topical files, see ARCS secondary 358-20.

For records relating to inspections conducted by Authorized Inspectors in a Designated Inspection Facility, see secondary 93410-40.

The ministry OPR is Commercial Vehicle Safety and Enforcement Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-01 General	CY+1y	nil	DE

93310 ENFORCEMENT - INSPECTIONS

Records relating to the enforcement of road and commercial vehicle standards. Pursuant to the British Columbia *Motor Vehicle Act* (RSBC 1996, c. 318) and the *Motor Vehicle Act Regulations* (BC Reg. 26/58), the vehicle inspection and standards program manages records relating to the inspection process, including notice and orders. CVSE Enforcement Officers are empowered by regulation to exercise the powers and duties of a Peace Officer for the purpose of enforcing BC legislation. In addition to conducting roadside safety inspections, Peace Officers may issue a notice and order for any vehicle to be inspected at a Designated Inspection Facility (DIF). Peace Officers also issue violation tickets, appearance notices, and formal charges.

Enforcement officers are required to conduct a minimum number of inspections annually in order to retain their Commercial Vehicle Safety Alliance (CVSA) certification; all roadside inspections are entered into the CVSA system through an e-form.

Focused Inspection Teams (FIT) are organized by the head office and districts. FIT teams conduct inspection campaigns regularly and report back to head office with the inspection results. The branch organizes other large-scale road inspections as well, some of which are conducted on a regular basis and others when it is deemed necessary.

Area Vehicle Inspectors (AVIs) inspect school buses and charter buses used for extra-curricular school activities. AVIs are also sometimes called on by the police to conduct post-crash inspection reports on commercial vehicles. The AVI inspects the vehicle and determines whether the vehicle met safety standards before the accident. This can be used as an expert witness report in court.

If a vehicle is inspected by a Peace Officer and it is found to fall into the Critical Defect Criteria, the vehicle license plates will be removed and returned to the issuing agency. The registered owner will not be able to relicense or operate the vehicle on a highway until the Director of CVSE is satisfied the vehicle is safe and the appropriate measures have been taken.

Data relating to these functions are held in AVIS, the CVSA system and the FIT database.

NOTE: For purposes of clarification and because similar records are kept in both the regional/district offices and CVSE headquarters, please note that records created by CVSE Enforcement Officers are stored in the regional/district offices. This includes records relating to enforcement such as inspections and ticketing as well as investigations or audits of carriers and inspection facilities. To see similar records maintained by CVSE head office, see primaries 93410 and 93420.

For information on carriers not found in this primary, see secondary 93420-40
For operational policy, see secondary 93100-00.
For reference material/topical files, see ARCS secondary 358-20.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

93310 ENFORCEMENT – INSPECTIONS

For system descriptions, see the System Section.

The ministry OPR is the district/regional offices or inspection stations unless otherwise noted below. See specific secondaries for OPR retention schedules.

		A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
	-01 General	CY+1y	nil	DE
PIB	-05 FIT inspection results data (covers data stored in FIT database)	SO	nil	DE
	SO: when no longer needed for trend analysis			
PIB	-10 Inspection data (covers data stored in the CVSA system)	SO	nil	DE
	SO: when no longer needed for reference purposes and trend analysis			
	-13 Notice and orders (includes forms and correspondence)	CY+5y	nil	DE
	OPR: Both the branch head office and the district/regional offices or inspection stations hold OPR copies of these records.			
	6y: The six-year retention period ensures that the records are available for CVSE to use in their defense in the case of litigation arising from the issuance of the notice and order, and provides a reasonable period of time for the legal value of the records to be extinguished. It also provides sufficient time for statistical and trend analysis.			
	NOTE: This secondary also covers microfilm copies of notice and orders prepared by ICBC and sent to CVSE. This practice has been discontinued.			

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

93310 ENFORCEMENT - INSPECTIONS		A	SA	FD
-15	Safety call-in logs	CY+1y	nil	DE
	<p>NOTE: The call-in logs record basic information given by an inspector during an inspector safety call-in. During roadside inspections, inspectors call in to the designated inspection station to confirm status and location. In cases that result in incidents, an incident report will be completed. For incident reports, see ARCS primary 1560.</p>			
-18	Violation tickets (includes tickets, evidence, notice of dispute and correspondence)	CY+5y	nil	DE
	<p>6y: The six-year retention period ensures that the records are available for the branch to use in its defense in the case of litigation arising from the issuance of the violation ticket, and provides a reasonable period of time for the legal value of the records to be extinguished. It also provides sufficient time for statistical and trend analysis.</p> <p>NOTE: This secondary supersedes schedule 105068 (<i>Weigh Scales – Operational Form Copies</i>).</p>			
PIB	-20 Enhanced license plate removal files (includes inspection report, ICBC documentation including snap code, evidence and correspondence) (arrange by carrier)	CY+5y	nil	DE
	<p>OPR: Both the branch head office and the district/regional offices hold OPR copies of these records.</p> <p>6y: The six-year retention period ensures that the records are available in the case that legal action is pursued by the carrier and provides a reasonable period of time for the legal value of the records to be extinguished. It also provides sufficient time for statistical and trend analysis.</p>			
	-40 Post-crash inspection reports (includes forms, report, notes and photographs) (arrange chronologically by inspector badge number)	CY+5y	nil	FR
	(cont'd)			

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

93310 ENFORCEMENT - INSPECTIONS

		A	SA	FD
-40	Post-crash inspection reports (continued)	CY+5y	nil	FR
6y:	The six-year retention period ensures that the records are available in the case that legal action is pursued by the carrier and provides a reasonable period of time for the legal value of the records to be extinguished. It also provides sufficient time for statistical and trend analysis.			
FR:	The government archives will fully retain post-crash inspection reports as they document the process in which area vehicle inspectors audit the condition of vehicles involved in fatal or near-fatal accidents on British Columbia roads. These records are unique examples of in-depth inspections and provide information about road safety in the various regions of the province. They also illustrate the best practices of the branch in their response to fatalities on the road.			
-50	Roadcheck project files (includes inspection report, photographs, and correspondence) (arrange by road inspection type or inspection location) (covers Air Care On-Road [ACOR], CVSA International Road Check, Focused Inspection Team [FIT], Operation Air Break, Operation Safe Driver, and other road checks)	CY+1y	18y	DE
OPR:	district/regional offices are responsible for smaller road inspections; larger road inspections are coordinated by CVSE head office			
20y:	The twenty year retention period provides sufficient time for trend analysis.			
-60	Roadside inspection files (includes inspection report, photographs, evidence, proof of repairs, and correspondence)	CY+5y	nil	DE
6y:	The six-year retention period ensures that the records are available for CVSE to use in their defense in the case of litigation arising as a result of an inspection, and provides a reasonable period of time for the legal value of the records to be extinguished. It also provides sufficient time for statistical and trend analysis.			
		(cont'd)		

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

93310 ENFORCEMENT - INSPECTIONS

	A	SA	FD
-60 Roadside inspection files (continued)	CY+5y	nil	DE

NOTE: Roadside inspections are often referred to by their form number (3110).

NOTE: This secondary supersedes schedule 105052
(*Commercial Vehicle Inspection Program*).

-70 School bus inspection records (includes inspection report, proof of repairs, correspondence and data stored in AVIS) (arrange by unit number) (covers yellow & black school buses and coaches used for extra-curricular school activities)	SO	3y	DE
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SO: when bus is taken out of service

3y: The three-year semi-active retention period allows time for the bus to be purchased by another party or to be brought back into service. After this time period its former records are not considered sufficient evidence of its state and it will be required to start anew and undergo a vigorous inspection and repair program. The retention period also provides a reasonable period of time for any legal action to be taken in the case of an accident involving the bus in the last year of service. It also provides sufficient time for statistical and trend analysis.

NOTE: School bus inspections are often referred to by their form number (3028).

NOTE: This secondary supersedes schedule 105052
(*Commercial Vehicle Inspection Program*).

END OF PRIMARY

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

93320 ENFORCEMENT – INVESTIGATIONS AND AUDITS

Records relating to the auditing of carriers and facilities, and to the investigation of suspected noncompliance of commercial vehicle safety regulations in British Columbia.

Carrier Safety Inspectors conduct audits on carriers. A poor audit report can result in a recommendation to cancel or immediately suspend the carrier's National Safety Code (NSC) certificate. Area Vehicle Inspectors conduct audits on Authorized Inspectors (AIs), Designated Inspection Facilities (DIFs) and Preventative Maintenance Program facilities (PMPs). A poor audit report can result in the suspension or cancellation of an inspector's license or a facility's designation.

In cases in which a carrier or facility is suspected of serious risk to road safety, district/regional offices will conduct investigations that may involve taking statements from involved parties, using video surveillance, and creating evidentiary packages. District/regional offices also lead investigations into other bodies, such as transportation consultants.

Some inspection stations maintain records relating to carriers involved in farm labour. These records are part of a joint effort between the Royal Canadian Mounted Police, the ministry responsible for labour, WorkSafeBC and Commercial Safety Vehicle and Enforcement Branch to monitor the safety of farm workers in BC.

Data relating to these functions are stored in the NSC system.

NOTE: For purposes of clarification and because similar records are kept in both the regional/district offices and CVSE headquarters, please note that records created by CVSE Enforcement Officers are stored in the regional/district offices. This includes records relating to enforcement such as inspections and ticketing as well as investigations or audits of carriers and inspection facilities. To see similar records maintained by CVSE head office, see primaries 93410 and 93420.

For information on carriers not found in this primary, see secondary 93420-40.

For information technology systems development files, see ARCS primary 6450.

For operational policy, see secondary 93100-00.

For reference material/topical files, see ARCS secondary 358-20.

For system descriptions, see the System Section.

The ministry OPR is the district/regional offices or inspection stations unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

93320 ENFORCEMENT – INVESTIGATIONS AND AUDITS		A	SA	FD
	-01 General	CY+1y	nil	DE
PIB	-05 Audit and compliance review data (covers data stored in NSC System) SO: when the carrier has been inactive for five years	SO	nil	DE
PIB	-20 Carrier audit and investigation files (includes audit reports, evidence, driver's logs, accident/claims reports, notice and orders, violation tickets, out-of-province inspection reports and tickets, formal charges, appearance notices and correspondence) (arrange by carrier) (covers all carriers based in a district/region) SO: when the carrier has been inactive for five years	SO	nil	DE
PIB	-30 Farm labour carrier files (includes roadside inspections, WorkSafeBC inspections, violation tickets, reports and correspondence) (arrange by carrier) (covers all carriers involved in farm labour) SO: when the carrier has been inactive for five years	SO	nil	DE
	-40 Facility audit and investigation files (includes declarations signed by facility operator and each inspector, final audit report, follow-up to complaints, renewal audits, photographs, carrier profile, notarized statements, audio-visual records, evidence, violation tickets, formal charges, appearance notices and correspondence) (arrange by facility) (covers AIs, DIFs and PMPs) (also known as "S" or "PM" files) SO: when license expires or is rejected/cancelled and Authorized Inspector is no longer working as an inspector or facility is no longer operating as a Designated Inspection Facility or Preventative Maintenance Program facility 7y: The seven-year semi-active retention period provides adequate time for the tracking and analysis of inspector and facility activity if future investigations are required, and provides a substantial period for the inspector or facility to challenge an investigation.	SO	7y	DE

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

93320 ENFORCEMENT – INVESTIGATIONS AND AUDITS

			A	SA	FD
PIB	-50	Investigations files	SO	7y	DE

(includes notes, interviews, log sheets, supporting evidence, and correspondence)

(covers investigations conducted on consultants and other investigations that do not involve carriers or facilities)

(arrange by consultant or company name)

SO: when investigation completed or abandoned

7y: The seven-year semi-active retention period provides adequate time for the tracking and analysis of consultant or company activity if future investigations are required, and provides a substantial period for the consultant or company to challenge an investigation.

END OF PRIMARY

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

93400 LICENSING AND CERTIFICATION - GENERAL

Records relating to licensing and certification of Authorized Inspectors; Designated Inspection Facilities and Preventative Maintenance Program facilities; CVSE enforcement officers; CVSE enforcement officer program instructors; and National Safety Code certified carriers not found elsewhere in the primary block.

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

For operational policy, see secondary 93100-00.

For reference material/topical files, see ARCS secondary 358-20.

The ministry OPR is Commercial Vehicle Safety and Enforcement Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-01 General	CY+1y	nil	DE

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

93410 LICENSING AND CERTIFICATION - AUTHORIZED INSPECTORS AND FACILITIES

Records relating to the licensing of individuals authorized to inspect vehicles at Designated Inspection Facilities (DIF), and to the authorization and licensing of vehicle inspection facilities, pursuant to the *Motor Vehicle Act* (RSBC 1996, c. 318).

The branch adjudicates Authorized Inspector (AI) application requests. Once approved, inspectors are routinely monitored and audited by Area Vehicle Inspectors (AVIs) and are subject to sanctions including warnings, fines or removal from the program if they fall below program standards.

The branch also adjudicates authorized vehicle inspection facility applications. There are two types of vehicle inspection facilities: Designated Inspection Facilities (DIFs) are authorized to perform inspections on both private and commercial vehicles; Preventative Maintenance Program facilities (PMPs) may only conduct inspections on their own vehicle fleet. Most DIFs are privately owned businesses that have been approved to inspect various types of vehicles, not owned by the business, to ensure they meet the standards of inspection and repair set out in the *Motor Vehicle Act* (RSBC 1996, c. 318). A PMP is a voluntary alternative inspection program approved by the Director of CVSE. This program exempts vehicles from certain conditions of the *Motor Vehicle Act* (RSBC 1996, c. 318). Both types of facilities renew their license annually for a fee.

Also covered in this primary are vehicle inspections conducted at the inspection facilities. After being issued a notice and order by an enforcement officer during a roadside inspection, carriers will have their vehicle inspected at a DIF by an AI. The AI enters the inspection results into the Vehicle Inspection Program system (VIP ADMIN).

Data relating to these functions are stored in the AVIS and VIP ADMIN systems. VIP ADMIN is used to track inspectors, DIFs, and PMPs. It keeps track of licensing applications, renewals, audits and vehicle inspections. VIP ADMIN is superseding the Automated Vehicle Inspection System (AVIS).

For information on audits and investigations conducted by AVIs on AIs, see secondary 93320-40.

For information on audits and investigations conducted by AVIs on DIFs, see secondary 93320-40.

For information technology systems development files, see ARCS primary 6450.

For operational policy, see secondary 93100-00.

For reference material/topical files, see ARCS secondary 358-20.

For system descriptions, see the System Section.

The ministry OPR is Commercial Vehicle Safety and Enforcement Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

93410 LICENSING AND CERTIFICATION - AUTHORIZED INSPECTORS AND FACILITIES

		A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
	-01 General	CY+1y	nil	DE
PIB	-05 Vehicle Inspection Program data (covers data stored in AVIS and VIP ADMIN)	SO	7y	DE
	SO: when license expires or is cancelled			
PIB	-20 Authorized Inspectors files - approved (includes application for authorization, copies of certificates, proof of trade qualification, final exam, correspondence, show cause hearings, renewal forms, copies of audit records, and declaration form) (arrange by inspector number)	SO	7y	DE
	SO: when license expires or is cancelled and inspector is no longer employed as an Authorized Inspector			
	7y: The seven-year semi-active retention period ensures that the file is available to be re-opened if the applicant applies to become an Authorized Inspector again, and it also provides a reasonable period of time for the legal value of the records to be extinguished.			
	NOTE: This secondary also covers records relating to added endorsements; suspect inspectors and action taken; challenged exams; renewals of licenses; and cancelled, expired or withdrawn licenses.			
PIB	-25 Authorized Inspectors files - incomplete (includes application for authorization, copies of certificates, proof of trade qualification, final exam, correspondence, show cause hearings, renewal forms, copies of audit records, and declaration form) (arrange by applicant surname)	SO	nil	DE
	SO: five years after file is opened			
	NOTE: Incomplete files contain records of an application that has not been approved due to missing elements or inadequate proof of qualifications. Once the applicant has provided the required records the application is approved and rescheduled under 93410-20. However, if the file remains incomplete for five years, it is destroyed and the applicant must reapply.			

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

93410 LICENSING AND CERTIFICATION - AUTHORIZED INSPECTORS AND FACILITIES

A SA FD

-30 Designated Inspection Facility files

SO 7y DE

(includes proof of Authorized Inspector qualification of at least one staff person, ICBC garage policy, business license, application fee paperwork, copies of audit records, structural integrity reports, violation tickets, formal charges, appearance notices decal order forms, and renewal forms)

(arrange by facility number)

(covers approved, pending and rejected or cancelled applications)

SO: when rejected; or if approved, when license expires or is cancelled and facility is no longer operating as a Designated Inspection Facility

7y: The seven-year semi-active retention period ensures that the file is available to be re-opened if the applicant applies to be licensed as a Designated Inspection Facility again, and it also provides a reasonable period of time for the legal value of the records to be extinguished.

NOTE: This secondary supersedes schedule 105052 (*Commercial Vehicle Inspection Program*).

PIB -40 DIF inspections data

CY+5y nil DE

(covers data stored in VIP ADMIN, including inspection report and correspondence)

(covers inspections done in Designated Inspection Facilities and Preventative Maintenance Program facilities by Authorized Inspectors and submitted online to VIP Admin)

6y: The six-year retention period provides sufficient time to reference the records in the event of a commercial vehicle related incident, investigation or litigation that may call into question safety of the vehicle involved.

-50 Preventative Maintenance Program facility files

SO 7y DE

(includes proof of Authorized Inspector qualification of at least one staff person, NSC carrier profile, application fee paperwork, copies of audit records, violation tickets, formal charges, appearance notices decal order forms, and renewal forms)

(arrange by facility number)

(covers approved, pending and rejected or cancelled applications)

(cont'd)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

93410	LICENSING AND CERTIFICATION - AUTHORIZED INSPECTORS AND FACILITIES	A	SA	FD
-50	Preventative Maintenance Program facility files (continued)	SO	7y	DE
	SO: when rejected; or if approved, when license expires or is cancelled and facility is no longer operating as a Preventative Maintenance Program facility			
	7y: The seven-year semi-active retention period ensures that the file is available to be re-opened if the applicant applies to be licensed as a Preventative Maintenance Program facility again, and it also provides a reasonable period of time for the legal value of the records to be extinguished.			
	NOTE: This secondary supersedes schedule 105052 (<i>Commercial Vehicle Inspection Program</i>).			

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

93420 LICENSING AND CERTIFICATION – CARRIERS

Records relating to the review and examination of carriers applying for safety certificates, the issuance of safety certificates to commercial vehicle carriers in British Columbia, and the monitoring of a carrier's safety profile and intervention record. The National Safety Code (NSC) sets out minimum safety standards for commercial vehicles, drivers and carriers in Canada. The *Motor Vehicle Act Regulations* (BC Reg. 26/58) details the NSC as implemented in British Columbia. The NSC applies to all motor carriers. A carrier is anyone who owns, leases, manages or decides how a commercial motor vehicle should be used. Every carrier who falls within the program is required to have a safety certificate in order to license a commercial vehicle in British Columbia. These certificates are issued once applicants have demonstrated they understand NSC standards and can operate according to these standards.

Carriers apply using the Safety Certificate Application Online (SCAO) function of the NSC system. All applicants are assigned a client number which becomes their safety certificate (NSC) number once their application is approved.

Data relating to this function are stored in the NSC system.

For information technology systems development files, see ARCS primary 6450.

For National Safety Code standards, see ARCS secondary 358-20.

For operational policy, see secondary 93100-00.

For planning and performance reporting, see ARCS primary 400.

For records relating to audits and investigations done on carriers, see secondary 93320-20.

For records relating to Show Cause Hearings, see primary 93600.

For reference material/topical files, see ARCS secondary 358-20.

For system descriptions, see the System Section.

The ministry OPR is Commercial Vehicle Safety and Enforcement Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

		A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
	-01 General	CY+1y	nil	DE
PIB	-20 Carrier profile data (covers data stored in the NSC system, including safety performance record, profile score sheet, vehicle inspection history, driver contravention record, and CVSA inspection results)	SO	nil	DE

SO: when the carrier has been inactive for five years

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

93420	LICENSING AND CERTIFICATION – CARRIERS	A	SA	FD
-30	Safety certificate applications – pending (includes application, supporting documents, and exams) (arrange by application number) SO: when the file has been inactive for one year 2y: The retention period is based on the two-year basic limitation period under the <i>Limitation Act</i> (SBC 2012, c. 13, s. 6). It provides sufficient time for the legal value to be extinguished in the case of litigation arising from unsuccessful applicants. NOTE: When applications are approved they are reclassified to 93420-40. When they are rejected, the present retention period applies. This classification also includes a small selection of files relating to approved applications, the information in which has been entered into the system or duplicated in hard copy in a Safety Certificate file.	SO	2y	DE
PIB	-40 Safety certificate files (includes application, premium carrier application, exams, correspondence, intervention letters, vehicle error letters, non-authorization letters, permits, exemptions, vehicle photographs, forms, audit results, compliance reviews, convictions, safety plan, violation tickets, formal charges, appearance notices and safety ratings) (arrange by carrier number) SO: when the carrier has been inactive for five years NOTE: This secondary supersedes schedule 881418 (<i>National Safety Code Certificates</i>).	SO	nil	DE

END OF PRIMARY

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

93430 LICENSING AND CERTIFICATION – ENFORCEMENT OFFICERS

Records relating to the certification of commercial vehicle enforcement officers in British Columbia. The branch is responsible for overseeing the training, examination, and certification of CVSE enforcement officers.

Commercial Vehicle Safety and Enforcement Branch (CVSE) is responsible for the inspection and enforcement of safety standards for commercial vehicles. CVSE enforcement officers are peace officers and are authorized under the *Inspectors Authorization Regulation* (B.C. Reg. 372/92) of the *Motor Vehicle Act* (RSBC 1996, c. 318) to inspect and issue violation tickets to all motor vehicles on the roads of British Columbia.

In addition to overseeing courses delivered by CVSE, the branch adjudicates the results of enforcement officers completing the enforcement certificate program delivered by the Justice Institute (JI) and training by the Commercial Vehicle Safety Alliance (CVSA). CVSA is an association of state, provincial, and federal officials responsible for the administration and enforcement of motor carrier safety laws in Canada, the United States and Mexico. All CVSE enforcement officers and some police officers are CVSA trained and certified to perform CVSA level 1 inspections (the most thorough). Certifications from the JI and CVSA are kept with the other records relating to the certification of the enforcement officer.

This primary also covers records relating to the training, examination and certification of CVSE inspector instructors. Instructors deliver all in-house training programs to new inspectors. The instructor course is delivered by CVSE head office staff.

NOTE: CVSE Enforcement Officers are also referred to as CVSE Inspectors, Peace Officers, and Safety Inspectors. The term CVSE Enforcement Officer covers Commercial Transport Enforcement Officers, Commercial Transport Inspectors, Carrier Safety Inspectors, and Area Vehicle Inspectors.

For operational policy, see secondary 93100-00.

For reference material/topical files, see ARCS secondary 358-20.

For the certification of Authorized Inspectors, see secondary 93410-20.

For the roadside inspections conducted by CVSE enforcement officers, see secondary 93310-60.

The ministry OPR is Commercial Vehicle Safety and Enforcement Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-01 General	CY+1y	nil	DE

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

93430 LICENSING AND CERTIFICATION – ENFORCEMENT OFFICERS

			A	SA	FD
		All non-OPR offices will retain these records for:	SO	nil	DE
	-05	Inspector certification exams results tracking	SO	nil	DE
		SO: when no longer required for reference purposes			
PIB	-30	Inspector certification exams	SO	1y	DE
		SO: when exam results have been recorded in the results tracking log. If the exam borders on the pass/fail mark, it may be kept for a longer period in case the applicant re-takes the exam or disputes the final result.			
PIB	-20	Inspector certification files (includes copies of certificates, assessment forms, correspondence, copies of transcripts, and reports) (arrange by inspector surname)	SO	5y	DE
		SO: when no longer employed as an inspector			
		NOTE: The retention period ensures that the records are available for the duration of an active license and allows for the re-opening of a file should an inspector re-apply within a five year period.			
		NOTE: These files comprise a complete record of all the certifications required and supervised by the branch.			
PIB	-40	Instructor certification files (includes reference check, drivers abstract, letter of appointment, copies of certificates, assessment forms, correspondence, copies of transcripts, and reports) (arrange by instructor surname and area of expertise) (covers instructors for all CVSE inspector training programs)	SO	5y	DE
		SO: when no longer employed as an instructor			
		NOTE: The retention period ensures that the records are available for the duration of an active license and allows for the re-opening of a file should an instructor re-apply within a five year period.			

END OF PRIMARY

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

93500 PERMITTING - GENERAL

Records relating to permits and authorizations not found elsewhere in the primary block.

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

For operational policy, see secondary 93100-00.

For reference material/topical files, see *ARCS* secondary 358-20.

The ministry OPR is Commercial Vehicle Safety and Enforcement Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-01 General	CY+1y	nil	DE

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

93510 PERMITTING – FLASHING LAMP PERMITS

Records relating to permits issued by the vehicle inspection and standards program, including flashing amber lamps, red lamps, and sirens.

Supplementary or additional flashing amber lamp devices are issued in order to identify a stationary vehicle that may be a hazard to other road users or pedestrians. More specifically, they are used on vehicles that must be located or parked on highway for legitimate purposes with no viable option of moving the vehicle off-highway.

Local authorities and societies are permitted to equip non-privately owned vehicles with flashing red lamps and sirens for search and rescue and highway rescue purposes. Red lamp and siren permits may be given out in other circumstances as well, such as for use by a volunteer fire chief on their personal vehicle, the film industry, and, historically, for non-BC ambulances.

For operational policy, see secondary 93100-00.

For reference material/topical files, see ARCS secondary 358-20.

The ministry OPR is Commercial Vehicle Safety and Enforcement Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-01 General	CY+1y	nil	DE
-10 Flashing lamp permit tracking (includes statistics and information about flashing amber lamp permits and red lamp and siren permits)	SO	nil	DE
SO: when no longer required for tracking and research purposes			
-30 Flashing lamp permits (includes copies of permits, correspondence, forms, vehicle information, copies of tickets, ICBC registration and insurance, and driver's license information, proof of driver training, vehicle inspection information, and policy directives for the societies) (arrange by permit number) (covers flashing amber lamp permits, red lamp and siren permits, and denied permits)	SO	5y	DE
SO: when the permit expires or is denied			
5y: The five-year semi-active retention period is sufficient time for a permit holder to re-apply and be issued a permit with the same number.			

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

93520 PERMITTING – SPECIAL EXEMPTIONS

Records relating to the authorization of special exemptions to otherwise standard policies and procedures, including components standards, inspections standards, National Safety Code (NSC) standards, and transportation of dangerous goods provisions.

Special exemptions are also known as temporary exemptions (TEs). TEs are given in place of inspection decals in cases in which the vehicle is exempt from inspection, or is exempt from meeting certain component requirements. Examples include cases in which vehicles require inspections to be conducted away from a Designated Inspection Facility for logistical reasons, and vehicles brought from out of province temporarily granted exemption from installing daytime running lights.

The NSC standards establish minimum safety standards for commercial vehicles and drivers. In special circumstances, carriers can apply to be exempt from meeting these standards for a set period of time.

Previously, carriers were issued permits exempting them from one or more of the provisions described in the *Transport of Dangerous Goods Act* (RSBC 1996, c. 458). Exemption permits were replaced in 2003 by Certificates of Equivalent Level of Safety Service Permits which are administered by the federal government. These certificates allow for a relaxation of federal regulations and are honoured by CVSE.

For operational policy, see secondary 93100-00.

For reference material/topical files, see ARCS secondary 358-20.

The ministry OPR is Commercial Vehicle Safety and Enforcement Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-01 General	CY+1y	nil	DE
-20 NSC exemptions (includes forms, photographs, vehicle registration, company information, and correspondence) (arrange by date and number) (covers all exemptions to National Safety Code standards, including Hours of Service permits)	CY+2y	1y	DE
4y: NSC exemptions are issued for up to two years and must be used within that time. The one year semi-active retention period is sufficient time for the client to reapply for the same exemption.			

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

93520 PERMITTING - SPECIAL EXEMPTIONS

	A	SA	FD
-30 Temporary component exemptions (includes copies of Canada Immigration records, driver's license, copies of work or student visa, vehicle registration information, personal details of vehicle owner, insurance documents, and inspection history) (arrange by date and number) SO: when the vehicle owner leaves the country, or when the permit expires	SO	2y	DE
-40 Temporary inspection exemptions (includes site information, vehicle registration information, insurance documents, and vehicle inspection history) (arrange by date and number) 8y: The eight-year retention period provides sufficient time for the permit to expire and for research needs to be exhausted.	CY+7y	nil	DE
-50 Temporary site inspection exemptions (includes site information, inspector qualification records, vehicle registration information, insurance documents, and vehicle inspection history) (arrange by date and number) 3y: Temporary site inspections exemptions are issued for one month and must be used within that time. The three-year active retention period is sufficient time for the client to reapply for the same exemption.	CY+2y	nil	DE
-60 Transportation of dangerous goods exemptions (closed 2002 – do not create new files in this secondary) (includes exemption form and correspondence) (arrange by date and applicant name) SO: upon expiry of permit and when no longer required for reference purposes	SO	nil	DE

END OF PRIMARY

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

93530 PERMITTING - WEIGHTS AND DIMENSIONS PERMITS AND AUTHORIZATIONS

Records relating to the issuing of standard commercial transport permits; the research into and approval of extraordinary loads; the research and issuing of letters of authorization for loads that are outside the policies and regulations guiding commercial transportation in the province; and the approval of oil rig moves. Permits include but are not limited to: non-resident commercial vehicle permits; term oversize and overweight permits; single trip oversize and overweight permits; motor fuel tax permits; highway crossing permits; extra-provincial temporary operating permits; and extraordinary load permits (formerly referred to as special approvals).

The *Commercial Transport Act* (RSBC 1996, c. 58) and applicable regulations specify legal dimensions and weights for commercial vehicles operating in British Columbia. Vehicles exceeding these dimensions require permits. Permits are available via the Provincial Permit Centre (PPC), online through the Transportation Permitting System (TPS Web), or at an over-flow vehicle inspection station. Government agents can no longer issue permits, although they can accept payment after a permit has been issued through the PPC. If a carrier requests a permit that is not approved, they are advised to apply for an extraordinary load approval or letter of authorization.

The Commercial Transport Program is responsible for providing special approvals for extraordinary loads that are larger or heavier than allowed in the regulations. Companies request approvals to move extraordinary loads, a process in which bridge and transport engineers, regional advisors and Commercial Transport Advisors compile input and advice regarding the request. If the load is approved, the approval is valid for a designated period of time in which time the carrier must apply for a special permit. Denials remain pending until a new configuration is decided upon by the company and Commercial Transport Advisors, or until the file is closed.

Letters of authorization are letters that express permission for a driver or company to obtain a permit allowing them to operate a vehicle or transport a load that does not comply with legislation or existing permit policy. These letters are issued for a variety of reasons such as economic, environmental, and vehicle testing. These letters are issued out of the Commercial Transport Department at the Commercial Vehicle Safety and Enforcement Branch (CVSE) head office.

Oil companies in the Peace River District are pre-approved to move oil rigs in the region. Carriers inform the Commercial Transport Program Officer (CTPO) of a move with a form, which is returned to the carrier with a unique approval number. After the move has been completed, the form is sent back to a CTPO with cost details, at which point it is formally input into TPS and payment is collected.

Data relating to the tracking of weights and dimensions permits and authorizations are stored in the Transport Permitting System.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

93530 PERMITTING - WEIGHTS AND DIMENSIONS PERMITS AND AUTHORIZATIONS

For financial records related to refunded permits, see ARCS primary 920.

For information technology systems development files, see ARCS primary 6450.

For operational policy, see secondary 93100-00.

For point-of-sale printouts, see ARCS secondary 935-03.

For records maintained by government agents, see the *Government Agents Services ORCS* (schedule 117851).

For reference material/topical files, see ARCS secondary 358-20.

For system descriptions, see the System Section.

The ministry OPR is the Provincial Permitting Centre unless otherwise noted below. See specific secondaries for OPR retention schedules.

		A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
	-01 General	CY+1y	nil	DE
PIB	-05 Permitting data (covers data stored in TPS)	SO	nil	DE
	OPR: Commercial Vehicle Safety and Enforcement Branch			
	SO: when no longer required for reference purposes			
	-20 Extraordinary load approval requests (includes correspondence, forms and reports) (arrange by overload number and company name) (covers approved requests, requests pending approval, those awaiting further input, and denied requests)	SO	3y	DE
	SO: when request is approved or denied			
	3y: The three-year semi-active retention period is sufficient as these records are no longer referenced after three years as the technologies, vehicles and other factors potentially affecting the approval process are constantly changing and evolving.			
	NOTE: Extraordinary loads covers any load that is beyond the weight or dimensions approved in policy.			

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

93530	PERMITTING - WEIGHTS AND DIMENSIONS PERMITS AND AUTHORIZATIONS	A	SA	FD
-30	Letters of authorization (includes letter of authorization, correspondence, copies of vehicle license and registration, and forms) (arrange by vehicle and/or load type) OPR: Commercial Vehicle Safety and Enforcement Branch SO: when letter issued 6y: The six-year semi-active retention period is sufficient for reference use in the case that a carrier applies for the same letter within a few years. Letters of authorization have varying expiration periods up to three years. It is unnecessary to retain these records longer as the information about technology becomes quickly obsolete. NOTE: With the Records Officer's approval, paper records that have been scanned and verified may be destroyed under special schedule 206175 (<i>Redundant Source Records</i>).	SO	6y	DE
-40	Permit applications (includes forms, correspondence, and reports) (arrange by permit type and company name) NOTE: This secondary covers all other permits besides extraordinary loads. NOTE: This secondary supersedes schedule 105068 (<i>Weigh Scales – Operational Form Copies</i>).	CY+6m	3y	DE
-50	Rig move approval requests (includes weigh scale forms, CVSE forms, correspondence and permit) (arrange by rig name) (covers approved and rejected requests) SO: when request is approved or denied	SO	3y	DE

END OF PRIMARY

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

93600 SHOW CAUSE HEARINGS

Records relating to show cause hearings. The Director of Commercial Vehicle Safety and Enforcement, pursuant to *The Motor Vehicle Act* (RSBC 1996, c. 318), is authorized to: cancel a National Safety Code Certificate; direct the Insurance Corporation of British Columbia to cancel a carrier's vehicle license(s) or permit(s); and restrict or prohibit a carrier's use of vehicles. When there is a recommendation to cancel a carrier's National Safety Certificate, inspector's authorization or Designated Inspection Facility (DIF) license, affected parties have the right to show cause why the action should not take place. CVSE staff prepare evidentiary packages containing audit information, other evidential records, the carrier profile, vehicle inspection records. Authorized Inspectors and Designated Inspection Facilities (DIF) may be suspended from program involvement during this time. The complete evidence package is sent to the carrier, inspector or DIF operator in question who is then given the opportunity to submit their own evidence in their defense. CVSE staff review the carrier, DIF or inspector submission and make a decision to either cancel the carrier certificate, DIF license, or inspector authorization, or overturn the decision to cancel. It is possible for show cause cases to be taken to judicial review, but not common.

For legal opinion correspondence, see ARCS primary 350.

For operational policy, see secondary 93100-00.

For reference material/topical files, see ARCS secondary 358-20.

The ministry OPR is Commercial Vehicle Safety and Enforcement Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-01 General	CY+1y	nil	DE
-10 Progress tracking	CY+1y	nil	DE
-20 Show cause files (includes notice of suspension, correspondence, carrier profile summary, declarations, memoranda, photographs, violation tickets, evidentiary package, and hearing final decision document) (arrange by type, year, and carrier name) (covers National Safety Code and Vehicle Inspection Program show cause hearings)	SO	5y	DE
SO: when final decision is delivered and allotted time period for the client to respond has passed	(cont'd)		

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

93600 SHOW CAUSE HEARINGS

		A	SA	FD
-20	Show cause files (continued)	SO	5y	DE

5y: The five-year semi-active retention period is sufficient for researching previous decisions and provides a reasonable period of time for the legal value of these records to be extinguished, given the type of legal claim that might arise from a cancellation decision.

END OF PRIMARY

93700 TRANSPORT ENGINEERING ANALYSIS

Records relating to the design and administration of field tests which study the safety of new vehicle configurations and vehicle dynamics; the testing of vehicle and load weights and dimensions; research into new and emerging transportation technologies; and vehicle mechanical standards.

When a new vehicle comes on the market for commercial use, transport engineers are required to research the vehicle and perform tests to determine the safety of the vehicle before it can be considered for use by carriers. Likewise, when carriers want to operate with a new vehicle configuration, the same research and testing is required. The *Commercial Transport Act and Regulations* (RSBC 1996, c. 58) determine permissible vehicle combinations, weights, and sizes. Field tests may result in permission being granted through a letter of authorization, a permit condition change or, if the vehicle combination is requested often, a change in the regulations.

National bodies such as the Transport Association of Canada (TAC) or the federal government (Transport Canada) may ask Commercial Safety Vehicle and Enforcement Branch (CVSE) engineers for input related to the research, analysis and approval of new and emerging transportation technologies, or changing standards for vehicle weights and dimensions; likewise CVSE colleagues may ask engineers for input regarding changing vehicle mechanical standards. Engineers also field questions about bridge and highway restrictions; in order to formulate a response they gather information from the Restrictive Clearance Registry (RCR), contact the local area bridge manager for details, and communicate with locally based CVSE colleagues.

This primary also includes records relating to research and input into commercial vehicle collisions.

Data relating to these functions are stored in the Autotrack and TruckSim systems, and in the Restrictive Clearance Registry.

For extraordinary load permits, see secondary 93530-20.

For letters of authorization, see secondary 93530-30.

For information technology systems development files, see ARCS primary 6450.

For operational policy, see secondary 93100-00.

For original post-crash inspection reports, see secondary 93310-40.

For reference material/topical files, see ARCS secondary 358-20.

For requests for information, see secondary 93000-10.

For system descriptions, see the System Section.

The ministry OPR is Commercial Vehicle Safety and Enforcement Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

93700 TRANSPORT ENGINEERING ANALYSIS

		A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE
-05	Restrictions data (covers data stored in Restrictive Clearance Registry)	SO	nil	DE
	SO: when the data is superseded by new restrictions or made obsolete			
-10	Restrictions update tracking	CY+1y	nil	DE
	2y: The two-year retention period provides sufficient time for the restriction to be updated and for reference needs to be exhausted.			
-15	Vehicle and road data (covers data stored in Autotrack)	SO	nil	DE
	SO: when the data is no longer required for vehicle and road evaluations			
-16	Vehicle configuration and procedure data (covers data stored in TruckSim)	SO	nil	DE
	SO: when the data is no longer required for vehicle and road evaluations			
-20	Commercial transport advisor files (includes correspondence, research, drawings, charts, reports and maps) (arrange by vehicle type or commodity)	SO	nil	DE
	SO: when no longer needed for reference purposes or to support regulatory or policy changes			
	NOTE: These records are created by commercial transport advisors and commercial transport engineers in response to requests for information about a vehicle type or commodity that cannot be answered by simply referencing the legislation or policies. These records are used as precedents for future inquiries and may result in regulatory or policy changes.			

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

93700 TRANSPORT ENGINEERING ANALYSIS

		A	SA	FD
-30	Commercial transport engineer files (includes correspondence, reports, memoranda, photographs, drawings, and charts) (arrange by project name or vehicle type) (covers research and tests related to new and emerging transportation technologies, and for new vehicle weights and dimensions required for letters of authorization)	CY+2y	nil	DE
3y:	The retention period provides sufficient time to reference the records in the case of a similar query.			
NOTE:	These records are created by engineers as a response to a request for input from national governing bodies or the federal government. Once the input has been delivered, the records may be used by the interested party to create new policy or standards at the national level, which in turn will be reflected in the provincial standards.			
-40	Restrictions files (includes correspondence, reports, and maps) (arrange by region and project) (covers requests for information regarding restrictions to bridges, overpasses and tunnels)	CY+2y	nil	DE
3y:	The retention period provides sufficient time to reference the records in the case of a similar query.			
-50	Vehicle collisions files (includes copies of the post-crash inspection report and coroner's report, correspondence, research, and engineering test reports)	SO	7y	DE
SO:	when report is completed and delivered			
7y:	The seven-year semi-active retention period ensures the records are available in the event of related litigation that may call into question the advice or opinions offered by CVSE engineers. It also provides a reasonable period time for the legal value of the records to be extinguished.			
		(cont'd)		

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

93700 TRANSPORT ENGINEERING ANALYSIS

		A	SA	FD
-50	Vehicle collisions files (continued)	SO	7y	DE
	DE: These records can be destroyed upon authorization of the Records Officer because the originals of the post-crash inspection report are fully retained under secondary 93310-40.			
-60	Vehicle configuration and dynamics field tests (includes correspondence, reports, memoranda, photographs, drawings, and charts) (arrange by vehicle type) (covers tests for new vehicle types, new combination types, and tests required for letters of authorization)	SO	7y	DE
	SO: when the test results are reflected in a policy, permit, or standard update			
	7y: The seven-year semi-active retention period provides sufficient time for research purposes and for the legal value of the records to be extinguished.			
	DE: These records can be destroyed upon authorization of the Records Officer because the results of the tests are adequately reflected in a policy, regulation, permit, or standard update.			

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

93800 TRANSPORTATION OF DANGEROUS GOODS LIAISON

Records relating to the transportation of dangerous goods liaison activities performed by the provincial Dangerous Goods Liaison.

The *Transport of Dangerous Goods Act* (RSBC 1996, c. 458) empowers municipalities to make bylaws with respect to highways under its direction, control and management designating the route and time of travel of road vehicles transporting dangerous goods, and prohibiting the carrying of dangerous goods on the highways specified in the bylaw. Proposals are drafted by the municipalities and approved by their local Highways representative in the Ministry of Transportation and Infrastructure. The Dangerous Goods Liaison maintains a copy of approved by-laws for each municipality as well as supporting documentation to assist in the liaison role. The liaison also acts as a contact person for the federal Transport of Dangerous Goods program, and in this role, receives copies of Provincial Emergency Program (PEP) dangerous goods incident reports.

For dangerous goods exemption permits, see secondary 93520-60.

For operational policy, see secondary 93100-00.

For reference material/topical files, see ARCS secondary 358-20.

The ministry OPR is Commercial Vehicle Safety and Enforcement Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-01 General	CY+1y	nil	DE
-10 Provincial Emergency Program (PEP) dangerous goods incident reports (covers copies of reports received from the federal Transport of Dangerous Goods program and used for reference purposes)	CY+2y	nil	DE
-20 Municipal bylaw files (includes correspondence, drawings, photographs, copies of draft by-laws, and approved by-laws) (arrange by municipality)	SO	nil	DE
SO: when by-law is no longer in effect and no longer required for reference purposes			

END OF PRIMARY

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

93900 WEIGH2GOBC PROGRAM ADMINISTRATION

Records relating to the administration of the Weigh2GoBC program, including the adjudication of applications to join the program; tracking of transponders issued to carriers; and the recording of encounters (interactions of the transponder with the Weigh2GoBC system).

Weigh2GoBC is a network of Weigh-in-Motion (WIM) and Automatic Vehicle Identification (AVI) technologies designed to enable more efficient movement of commercial vehicles through the province. Once a commercial vehicle has been initially checked at a Weigh2GoBC enabled station, it can be given a bypass at all subsequent inspection stations for up to the next 12 hours.

Participation in the Weigh2Go program is voluntary. Carriers wanting to join must apply through CVSE, register their vehicles into the system and must equip each of their commercial vehicles with a transponder.

For a detailed description of the technology used to track encounters, see the Weigh2GoBC system overview.

For information technology systems development files, see ARCS primary 6450.

For operational policy, see secondary 93100-00.

For reference material/topical files, see ARCS secondary 358-20.

For system descriptions, see the System Section.

For system reports, including change reports, see secondary 93000-17.

The ministry OPR is Commercial Vehicle Safety and Enforcement Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

		A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
	-01 General	CY+1y	nil	DE
PIB	-05 Transponder encounter data (covers data in stored in the Weigh2GoBC system)	SO	nil	DE
	SO: Transponder encounter data will be retained for the calendar year in which the encounter took place plus two additional years; all additional data in the system will be retained until the carrier has been inactive for five years.			

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

93900 WEIGH2GOBC PROGRAM ADMINISTRATION

	A	SA	FD
-15 Transponder distribution list	SO	nil	DE
SO: when no longer updated and referenced			
NOTE: This document tracks the transponders that have been provided for free as part of a joint initiative by the federal and provincial governments. When the federally provided transponders have all been distributed, carriers will be charged for them and this list may be discontinued.			
-17 Weigh2GoBC tracking documents	SO	nil	DE
SO: when no longer required for business purposes			
NOTE: Tracking documents cover but are not limited to: outstanding application carrier contact attempts; change report follow-up report; inactive carrier contact attempts; and Quesnel transponder distribution list.			
-20 Transponder application files (includes application form, vehicle registration, insurance documents, photographs, and inspection reports or out-of-province inspection reports) (covers transponder applications and out-of-province transponder applications)	SO	nil	DE
SO: when the carrier has been inactive for five years			

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

COMMERCIAL VEHICLE SAFETY AND ENFORCEMENT

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

SYSTEMS SECTION: COMMON SYSTEM NOTES

Retention Schedules for the Systems

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

Active	SO:	The system becomes superseded and obsolete when all data have been migrated to another system or documented elsewhere, or when all applicable retention schedules for the data have expired; see relevant classifications.
Semi-Active	nil:	There is no semi-active retention period assigned to systems.
Final Disposition	DE:	Each system will be destroyed when all data has been migrated to a new system performing the same function, or when the function it supports is no longer performed by the provincial government, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere. For more information, see DE appraisal notes under the secondaries that cover the data.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

System Title	System Overview	Retention Schedule			Creating Agency
		A	SA	FD	

SIMPLE SYSTEMS LIST

This table provides a comprehensive list of simple information systems that contain data covered by this *ORCS*, but which do not warrant detailed systems overviews. Please note that simple web sites are classified under *ARCS* secondary 340-30 and are not mentioned here.

Systems and web sites that warrant more detailed descriptions are not included in this list; see the Systems Section table of contents.

CTMS Web	The Commercial Transport Management System Web interface (CTMS Web) allows users to retrieve information from the obsolete mainframe system of the same name. The Provincial Permitting Centre uses CTMS Web to search for information about old permits. Inspection Stations (also referred to as Weigh Scales) use CMTS Web to search for basic details about a carrier or vehicle entering a station. CTMS Web shares information with TPS and with the Insurance Corporation of British Columbia (ICBC) database.					CVSE
CTMS Web: data	93000-05	Commercial Transport Management data	SO	nil	DE	CVSE
CTMS Web: input	93420-20	Carrier profile data	SO	nil	DE	CVSE
FIT database	The Focussed Inspection Team database, also known as FIT, is an Access database that contains inspection results from the FIT inspections. As of December 2010 new inspections are added to the CVSA system and the FIT Access database is only used for referencing pre-2010 inspections.					CVSE
FIT: data	93310-05	FIT inspection results data	SO	nil	DE	CVSE

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

System Title	System Overview		Retention Schedule			Creating Agency
			A	SA	FD	
Restrictive Clearance Registry	Also known as the RCR, the Restrictive Clearance Registry is a registry used to track current restrictions on roads and bridges throughout British Columbia.					CVSE
RCR: data	93700-05	Restrictions data	SO	nil	DE	CVSE
RCR: input	93700-10	Restrictions update tracking	CY+1y	nil	DE	CVSE
RCR: output	93700-40	Restrictions files	CY+2y	nil	DE	CVSE

END OF SIMPLE SYSTEMS LIST

AUTOTRACK

SYSTEM OVERVIEW

Creating Agency

Ministry of Transportation and Infrastructure
Commercial Vehicle Safety and Enforcement Branch
Commercial Transport

Purpose

AutoTrack is a tool used by engineers for evaluating new vehicles and vehicle combinations' offtracking characteristics in specific circumstances. AutoTrack allows the user to choose a vehicle type, either by picking a pre-built template or by creating a new one, and combining it with a road or intersection. The system then demonstrates, through data and animation, how the two interact. This allows the engineer to detect areas of concern regarding distances between obstacles on the road, pedestrians, cyclists, and other vehicles as the vehicle maneuvers that road or intersection. The ultimate purpose is to assist in decisions regarding permits for new vehicles, changes in regulations, and authorization of extraordinary loads and other uncommon vehicles.

Information Content

AutoTrack contains the vehicle templates, some of which are pre-built, some proprietary from vehicle manufacturers, and some custom-built. It also contains road and intersection information which is added by the user from a number of sources, such as engineering drawings or Google.

Inputs, Processes, and Outputs

The user chooses a vehicle template and a road map. This information is either selected from templates in the system or uploaded from the internet. AutoTrack generates an offtracking file, combining the information to demonstrate how they interact with one another. The offtracking file is saved on the system by client or vehicle type. This file can be shared with clients in two ways: by taking a screen shot to be emailed, or with other engineers through the program's sharing capabilities.

Historical Note

AutoTrack was preceded by the Pathtracker system.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

AUTOTRACK

Classifications of Records that Relate to the System

Schedule Code	Secondary No.	Secondary Title	Retention A	Schedule SA	FD
Data in the System					
CVSE	93700-15	Vehicle and road data	SO	nil	DE
Outputs					
CVSE	93530-20	Extraordinary Load Approvals	SO	3y	DE
CVSE	93530-30	Letters of Authorization	CY+5y	nil	DE
CVSE	93530-40	Permit applications	CY+6m	3y	DE
CVSE	93700-60	Vehicle configuration and dynamics field test case files	SO	7y	DE
Other Related Records					
ARCS	6820-05	Back-up data	SO	nil	DE
ARCS Section 6 102902	see appropriate secondaries	INFORMATION TECHNOLOGY Special Schedule for Transitory Electronic Data Processing (EDP) Records	SO	nil	DE

Schedule Code Key: ARCS = *Administrative Records Classification System*, schedule 100000
CVSE = *Commercial Vehicle Safety and Enforcement ORCS*, schedule 164494

END OF OVERVIEW

COMMERCIAL VEHICLE SAFETY ALLIANCE (CVSA)

SYSTEM OVERVIEW

Creating Agency

Ministry of Transportation and Infrastructure
Commercial Vehicle Safety and Enforcement Branch
Commercial Vehicle Safety Alliance (CVSA)

Purpose

The purpose of the CVSA system is to record, track and report on roadside vehicle inspections and school bus inspections.

Information Content

The CVSA system comprises three interfaces: CVSA e-form, CVSA Admin, and RIP (Roadside inspection database). The CVSA system contains: carrier details (name, address, vehicle details including make and model, NSC number, registration, license plate information, odometer data, brake types); inspection results; decal information; driver details; and notice and orders.

Inputs, Processes, and Outputs

Inputs:

Enforcement officers enter inspections results and details (date, time, level and location of inspections) into the CVSA e-form interface. They also enter in details of notice and orders, and violation tickets issued. CVSA ingests data regularly from the National Safety Code (NSC) system and the Insurance Corporation of British Columbia (ICBC) database.

Processes:

During the inspection process, an enforcement officer uses the system to query the vehicle and driver information, which is then linked to the new inspection information. The inspection results may lead to other actions, such as the issuance of a notice and order, or a new decal.

Outputs:

When an inspection report is complete the enforcement officer prints it from a portable printer in their vehicle to give to the driver or school bus owner. Notice and order information is shared with ICBC through their database. Both the NSC and ICBC systems are updated when information is added to CVSA. CVSA runs reports under seven major categories: CVSA Results, CVSA after inspection, Dangerous Goods, Inspector Reports, Notice and Order, Number of Defects, and Violation Counts.

Historical note

The CVSA e-form was preceded by Puredge, a simple system used to create electronic inspection reports. It would then update the NSC system and ICBC databases. Puredge was replaced in 2008.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

COMMERCIAL VEHICLE SAFETY ALLIANCE (CVSA) SYSTEM

Classifications of Records that Relate to the System

Schedule Code	Secondary No.	Secondary Title	Retention A	Schedule SA	FD
Data in the System					
CVSE	93310-10	Inspection data	SO	nil	DE
Inputs					
CVSE	93420-20	Carrier profile data	SO	nil	DE
CVSE	93310-13	Notice and orders	CY+5y	nil	DE
CVSE	93310-60	Roadside inspection files	CY+5y	nil	DE
CVSE	93310-18	Violation tickets	CY+5y	nil	DE
Outputs					
CVSE	93420-20	Carrier profile data	SO	nil	DE
CVSE	93310-13	Notice and orders	CY+5y	nil	DE
CVSE	93310-60	Roadside inspection files	CY+5y	nil	DE
CVSE	93000-17	System reports	SO	nil	DE
Other Related Records					
ARCS	6820-05	Back-up data	SO	nil	DE
ARCS	see appropriate	INFORMATION TECHNOLOGY			
Section 6	secondaries				
102902		Special Schedule for Transitory Electronic Data Processing (EDP) Records	SO	nil	DE

Schedule Code Key: ARCS = *Administrative Records Classification System*, schedule 100001
CVSE = *Commercial Vehicle Safety and Enforcement ORCS*, schedule 164494

END OF OVERVIEW

COMMERCIAL VEHICLE SAFETY AND ENFORCEMENT (CVSE) WEBSITE

WEB SITE OVERVIEW

Web Site URL

<http://www.th.gov.bc.ca/cvse/index.htm>

Creating Agency

Ministry of Transportation and Infrastructure
Commercial Vehicle Safety and Enforcement Branch

Purpose

The CVSE website provides access to information about CVSE programs and acts as an entry point for online applications, e-forms, and other functions of the branch.

Information Content

The CVSE website contains information about the branch, including copies of all circulars, policies, bulletins, manuals, standards, acts and regulations. It also provides access to a number of e-forms which allow functions of the branch to be conducted online. These functions include: permit applications, updating inspection information, carrier safety certificate applications, and carrier profile review. The website includes information on the history of the branch, frequently asked questions, and links to a number of related websites.

Information on the website is populated from a number of systems such as the National Safety Code (NSC) system, the Transportation Permitting System (TPS) system, Vehicle Inspection Program Administration (VIP ADMIN), Commercial Vehicle Safety Alliance (CVSA) and the Commercial Transport Policy Manual. Documents on the website are copies; the originals are stored in the branch record keeping system.

Web Site Features

The website is updated regularly, sometimes daily. In addition to linking to a number of CVSE databases and systems, the website is linked to CVSE mobile for use by mobile devices. The website includes e-forms enabling users to apply for permits or certificates, make updates, and enter inspection information. The e-forms include the VIP online system, the online commercial transport permit system, carrier safety certificate online application, access to the carrier profile and the Weigh2GoBC application and transponder registry system. Users may require a BCeID to access these e-forms.

The website features links to a number of related websites including Transportation Canada, Commercial Vehicle Safety Alliance (CVSA), BC Trucking Association, New West Partnership Commercial Vehicle Links; Registrar of Passenger Transportation, AirCare ON-ROAD Program (ACOR), ICBC, Canadian Council of Motor Transport Administrators, Farm Workers' Inter-Agency Compliance, and the TranBC blog.

The website also links to a number of forms that are available to print and complete manually, such as the flashing lamp application, hours of service worksheets, and the premium carrier application.

Classification and Scheduling

Records are maintained on the web site as long as appropriate. For retention and disposition schedules covering these records, see relevant secondaries, a selection of which are listed below. For descriptions of other relevant records, see the CVSE ORCS section one.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

COMMERCIAL VEHICLE SAFETY AND ENFORCEMENT (CVSE) WEBSITE

Classifications of Records that Relate to the Web Site

Schedule Code	Secondary No.	Secondary Title	Retention Schedule		
			A	SA	FD
Web Pages					
CVSE	93000-07	Commercial Vehicle Safety and Enforcement (CVSE) web site	SO	nil	DE
Records on the Web Site					
CVSE	93420-20	Carrier profile data	SO	nil	DE
CVSE	93800-20	Municipal bylaw files	SO	nil	DE
CVSE	93530-40	Permit applications	CY+6m	3y	DE
CVSE	93100-00	Policy - final	SO	5y	SR
CVSE	93900-20	Transponder application files	SO	nil	DE
Other Related Records					
ARCS	6820-05	Back-up data	SO	nil	DE
ARCS Section 6	see appropriate secondaries	INFORMATION TECHNOLOGY			

Schedule Code Key: ARCS = *Administrative Records Classification System*, schedule 100001
CVSE = *Commercial Vehicle Safety and Enforcement ORCS*, schedule 164494

END OF OVERVIEW

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

NATIONAL SAFETY CODE (NSC) SYSTEM

SYSTEM OVERVIEW

Creating Agency

Ministry of Transportation and Infrastructure
Commercial Vehicle Safety and Enforcement Branch
National Safety Code

Purpose

The National Safety Code (NSC) system monitors every carrier in the province, tracking and updating their personal details, interventions, and audit results.

Information Content

The NSC system contains the company name, address, certificate number, driver information, and interventions relating to each carrier in British Columbia. The NSC system is a hub of information, comprising a number of databases and web applications that use and update information. These include:

- Safety Code Application Online (SCAO), an online program designed to allow carriers to apply and pay for a National Safety Code certificate in BC.
- NSC Audit, a tool for inspectors to record information when conducting an audit on a carrier.
- NSC Compliance, a tool for inspectors to record information when completing a compliance review with a carrier. The compliance forms are stored in an Access database.
- The Carrier Profile, a web-based system that provides an overall picture of a carrier's performance into which the following are summarized: accidents, driver and carrier contraventions, CVSA roadside inspections, and audit results. The primary purpose of the Carrier Profile is to support the monitoring of carrier performance. The monitoring process is a series of two-way events with information about accidents, tickets (contraventions) and CVSA inspections relating to a carrier feeding into the carrier profile while the information within the profile flows out to enforcement personnel for intervention with non-compliant carriers.

Inputs, Processes, and Outputs

Inputs:

Data is automatically uploaded to the NSC System on a daily basis from a number of other systems, both from within and outside CVSE. Information comes from sources such as: Vehicle Inspection Program Administration (VIP ADMIN), Commercial Vehicle Safety Alliance (CVSA), Insurance Corporation of British Columbia (ICBC) databases, and the Canadian data exchange system (CDE). Staff input updated information regarding interventions into the event tracker interface.

Applicants input their application and personal details, along with banking information (which is not stored on the system) into SCAO.

CVSE staff input basic carrier information into the audit template by migrating information from other systems or by manually adding basic details. The Carrier Safety Inspector (CSI) then inputs the audit information into the audit form. The same process is followed with compliance reviews.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

CSIs enter carrier audit results into the Carrier Profile as well as inspection results from road check programs or weigh scale inspections. Any enforcement officer across North America can input information about accidents, violation tickets and roadside inspections onto the profile through the Canadian Data Exchange system (CDE).

Processes:

When a carrier first applies to the NSC program, other information about the applicant is merged from various systems and reviewed by staff to determine whether to approve or reject the application. Sometimes applicants are asked to complete a knowledge test which is added to the application.

After applicants are approved, staff update information about carrier interventions. Information is compiled from all sources to create a comprehensive history of a carrier and for reporting purposes. Completed audit and compliance review forms are shared with the rest of the NSC system.

On the carrier profile, information collected about accidents, tickets and inspections are put into categories. A predefined point value is established for each event within these categories; the total of the accumulated points per category is compared to a predetermined threshold and may trigger an intervention. Carriers can review their profile online and make complaints to CVSE if they feel they are being misrepresented.

Outputs:

NSC system generates a number of performance measurement reports, monthly audit reports, and carrier profile reports. Most of these are used for statistical analysis.

SCAO creates the NSC certificate and sends it via email to the applicant. A number of reports are generated from the system, mostly for the purpose of analyzing statistics and checking for fraudulent activity by applicants. The information gathered in SCAO is used to create the Carrier Profile.

The NSC Audit program and the NSC Compliance program create audit reports and compliance review reports for each carrier. These reports are filed on the Safety Certificate case files.

Intervention notices are triggered by the Carrier Profile system and sent by email to an NSC Audit Clerk. The system generates reports on carriers and their safety performance.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

NATIONAL SAFETY CODE (NSC) SYSTEM

Classifications of Records that Relate to the System

Schedule Code	Secondary No.	Secondary Title	Retention A	Schedule SA	FD
Data in the System					
CVSE	93320-05	Audits and compliance review data	SO	nil	DE
CVSE	93420-20	Carrier profile data	SO	nil	DE
Inputs					
ARCS	935-20	Accounts receivable files	FY+1y	6y	DE
CVSE	93320-20	Carrier audit and investigation files	SO	nil	DE
CVSE	93310-10	Inspection data	SO	nil	DE
CVSE	93410-05	Vehicle inspection program data	SO	7y	DE
Outputs					
ARCS	400-20	Ministry/agency planning and performance files	SO	2y	DE
CVSE	93420-40	Safety Certificate files	SO	nil	DE
CVSE	93000-17	System reports	SO	nil	DE
CVSE	93900-05	Transponder encounter data	SO	nil	DE
Other Related Records					
ARCS	6820-05	Back-up data	SO	nil	DE
ARCS	see appropriate	INFORMATION TECHNOLOGY			
Section 6	secondaries				
102902		Special Schedule for Transitory Electronic Data Processing (EDP) Records	SO	nil	DE

Schedule Code Key: ARCS = *Administrative Records Classification System*, schedule 100001
CVSE = *Commercial Vehicle Safety and Enforcement ORCS*, schedule 164494

END OF OVERVIEW

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

TRANSPORTATION PERMITTING SYSTEM (TPS)

SYSTEM OVERVIEW

Creating Agency

Ministry of Transportation and Infrastructure
Commercial Vehicle Safety and Enforcement Branch
Commercial Transport

Purpose

The Transportation Permitting System (TPS) accepts applications for carriers to drive commercial vehicles on British Columbia roads that are beyond the weights and dimensions permissible in the *Commercial Transport Act* (RSBC 1996, c. 58), and tracks clients' permit history over time. TPS is also referred to as BCTPS or TRAVIS (a name adopted from the Alberta version of the system).

Information Content

TPS contains vehicle registration information, client (carrier) details, and vehicle configurations.

Inputs, Processes, and Outputs

Inputs:

The application is entered in to the TPS Web interface by the applicant or by staff at the Provincial Permitting Centre. Payment details are also input via the Government Agent Revenue Management System (GARMS) interface. Vehicle and carrier information is ingested into TPS from the ICBC database.

Processes;

Applications are reviewed and either issued a permit or refused. Refusals trigger a review to determine how the applicant can comply in order to obtain the permit in question. If a client requests and is approved to receive a refund, the system is updated to indicate this transaction. The system tracks client permits over time.

Outputs:

TPS issues permits and receipts to successful applicants via email. A number of internal reports are generated from the system, mostly for the purpose of analyzing statistics. Periodically the Consumer Taxation Branch will request a report listing non-resident businesses that have permits.

Historical Note

TPS superseded the Commercial Transport Management System (CMTS). CMTS was a mainframe system used in weigh scales. Its main purpose was to estimate how much to charge for permits based on the vehicle's weight or dimensions and the distance to be travelled. If necessary, CMTS can still be accessed through CMTS Web to retrieve information about old permits. CMTS shares information with TPS and with the Insurance Corporation of British Columbia (ICBC) database.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

TRANSPORTATION PERMITTING SYSTEM (TPS)

Classifications of Records that Relate to the System

Schedule Code	Secondary No.	Secondary Title	Retention A	Schedule SA	FD
Data in the System					
CVSE	93530-05	Permitting data	SO	nil	DE
Inputs					
ARCS	935-20	Accounts receivable files	FY+1y	6y	DE
CVSE	93530-40	Permit applications	CY+6m	3y	DE
Outputs					
CVSE	93530-40	Permit applications	CY+6m	3y	DE
CVSE	93000-17	System reports	SO	nil	DE
Other Related Records					
ARCS	6820-05	Back-up data	SO	nil	DE
ARCS Section 6	see appropriate secondaries	INFORMATION TECHNOLOGY			
102902		Special Schedule for Transitory Electronic Data Processing (EDP) Records	SO	nil	DE

Schedule Code Key: ARCS = *Administrative Records Classification System*, schedule 100001
CVSE = *Commercial Vehicle Safety and Enforcement ORCS*, schedule 164494

END OF OVERVIEW

TRUCKSIM

SYSTEM OVERVIEW

Creating Agency

Ministry of Transportation and Infrastructure
Commercial Vehicle Safety and Enforcement Branch
Commercial Transport

Purpose

TruckSim is a computerized simulation system used by engineers to evaluate vehicle dynamics. When a new vehicle or vehicle configuration is tested for use in British Columbia, this tool assists engineers in determining the potential for risk of use on highways in the province, pursuant to *the Motor Vehicle Act* (RSBC 1996, c. 318). Trucksim is used to generate a set of "Performance Measures" for the vehicle or vehicle combination under study that can be compared against established safety thresholds.

Information Content

TruckSim contains details of vehicle types and configurations. It also contains a series of procedures, such as tilt tests, lane changes, high speed turns, etc. In both cases there are some general template options as well as specific configurations or procedures entered by the engineers for a particular test criteria.

Inputs, Processes, and Outputs

The user enters information about the vehicle configuration, load weights, dimensions, and any other relevant details, followed by the type of procedure being tested. The system combines them to test how they will interact with one another. The outputs are in a number of forms: animations; plots or graphs; and an echo file, containing all the information about the test in great detail, including information on how to duplicate the process elsewhere. The echo file is the output used for sharing the information with other researchers when necessary. The outputs are included as part of the body of evidence supporting vehicle configuration and dynamics field tests, letters of authorization, and extraordinary load approvals.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

TRUCKSIM

Classifications of Records that Relate to the System

Schedule Code	Secondary No.	Secondary Title	Retention A	Schedule SA	Schedule FD
Data in the System					
CVSE	93700-16	Vehicle configuration and procedure data	SO	nil	DE
Outputs					
CVSE	93530-20	Extraordinary Load Approvals	SO	3y	DE
CVSE	93530-30	Letters of Authorization	CY+5y	nil	DE
CVSE	93700-60	Vehicle configuration and dynamics field tests	SO	7y	DE
Other Related Records					
ARCS	6820-05	Back-up data	SO	nil	DE
ARCS	see appropriate	INFORMATION TECHNOLOGY			
Section 6	secondaries				
102902		Special Schedule for Transitory Electronic Data Processing (EDP) Records	SO	nil	DE

Schedule Code Key: ARCS = *Administrative Records Classification System*, schedule 100000
CVSE = *Commercial Vehicle Safety and Enforcement ORCS*, schedule 164494

END OF OVERVIEW

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

VEHICLE INSPECTION PROGRAM (VIP) ADMIN

SYSTEM OVERVIEW

Creating Agency

Ministry of Transportation and Infrastructure
Commercial Vehicle Safety and Enforcement Branch
Vehicle Inspection Program

Purpose

The VIP system is a tracking system for Authorized Inspectors, Designated Inspection Facilities, and Preventative Maintenance Facilities. It keeps track of licensing applications, renewals, audits, and vehicle inspections.

Information Content

VIP ADMIN is an Oracle system containing details about facilities (addresses, full name of owner, contact information, licensing details, certification information about the owners and employees, and audit reports), Authorized Inspectors (full name, contact information, certification details, and place of work), and enforcement information (inspection reports, conditions and restrictions, suspensions, and cancellations).

Inputs, Processes, and Outputs

Inputs:

Applicants use the e-form found on the VIP Online interface to submit applications to become an Authorized Inspector, Designated Inspection Facility, or Preventative Maintenance Program facility. The VIP Online e-form is also used by Authorized Inspectors to input vehicle inspections. CVSE staff input information about audit and inspection results, and to update information about facilities and inspectors.

Processes:

The system keeps track of licensing information for inspectors and facilities and is updated by CVSE staff whenever there is a change in the license or a renewal. It also keeps track of inspections and audits (enforcement information) and links enforcement information to the related inspectors or facilities.

Outputs:

VIP ADMIN produces vehicle inspection reports and prints facility and inspector licenses, all of which are stored within the system as PDFs.

Historical Note

VIP ADMIN is replacing AVIS (Automated Vehicle Inspection System). AVIS is a DOS system that was previously used to track inspector and facility licensing information. It also contains information regarding the school bus inspection program, including permit details, license information, inspections, decal numbers, and renewals. The school bus information may be amalgamated into VIP ADMIN in the future; in the meantime, AVIS is being kept live for this function only. For all other information, particularly decal management which will not be initially included in VIP ADMIN, AVIS will be available in a read-only format.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

VEHICLE INSPECTION PROGRAM (VIP) ADMIN

Classifications of Records that Relate to the System

Schedule Code	Secondary No.	Secondary Title	Retention A	Schedule SA	FD
Data in the System					
CVSE	93410-40	DIF inspections data	CY+5y	nil	DE
CVSE	93310-70	School bus inspection records	SO	3y	DE
CVSE	93410-05	Vehicle inspection program data	SO	7y	DE
Inputs					
CVSE	93410-20	Authorized inspectors files - approved	SO	7y	DE
CVSE	93410-30	Designated Inspection Facility files	SO	7y	DE
CVSE	93320-40	Facility audit and investigation files	SO	7y	DE
CVSE	93410-50	Preventative Maintenance Program facility files	SO	7y	DE
CVSE	93310-70	School bus inspection records	SO	3y	DE
Outputs					
CVSE	93410-20	Authorized inspectors case files - approved	SO	7y	DE
CVSE	93410-30	Designated Inspection Facility case files	SO	7y	DE
CVSE	93410-50	Preventative Maintenance Program facility files	SO	7y	DE
CVSE	93410-40	DIF inspections	CY+5y	nil	DE
CVSE	93310-70	School bus inspection records	SO	3y	DE
Other Related Records					
ARCS	6820-05	Back-up data	SO	nil	DE
ARCS	see appropriate	INFORMATION TECHNOLOGY			
Section 6	secondaries				
102902		Special Schedule for Transitory Electronic Data Processing (EDP) Records	SO	nil	DE

Schedule Code Key: ARCS = *Administrative Records Classification System*, schedule 100001
CVSE = *Commercial Vehicle Safety and Enforcement ORCS*, schedule 164494

END OF OVERVIEW

WEIGH2GOBC

SYSTEM OVERVIEW

Creating Agency

Ministry of Transportation and Infrastructure
Commercial Vehicle Safety and Enforcement Branch
Transportation Technologies

Purpose

The Weigh2GoBC system consists of the Central Services database and the Inspection Station Software (ISS). Weigh2GoBC is a network of Weigh-in-Motion (WIM) and Automatic Vehicle Identification (AVI) technologies designed to enable more efficient movement of commercial vehicles through the province. Once a commercial vehicle has been initially checked at a Weigh2GoBC enabled station, it can be given a bypass at all subsequent inspection stations for up to the next 12 hours. The Weigh2GoBC system interprets information about the vehicle in question, decides to either allow the vehicle to bypass the weigh station or have it report, and shares the results with the Central Services database.

Information Content

Weigh2GoBC contains carrier details and contact information, vehicle registration and license plate numbers, insurance and inspection statuses, and counter statistics. Some of this information is gathered from the Insurance Corporation of British Columbia (ICBC) databases, with whom CVSE has an information sharing agreement.

Inputs, Processes, and Outputs

Clients (carriers) enter their contact information through the user interface. All other details regarding the carrier, vehicles, and inspections are ingested automatically from the National Safety Code (NSC) system and the ICBC databases. When a vehicle carrying a registered transponder approaches a WIM enabled station, the vehicle is identified in the ISS, which is triggered to ingest data about the vehicle from Central Services. Using this information, the vehicle is checked electronically for height, weight, and insurance and safety credentials to determine compliance to certain regulations. Once the checks are complete, the vehicle transponder is signaled with either a red light or a green light to notify the driver as to whether or not the vehicle must report to the inspection station. This all happens while the vehicle is travelling at highway speeds. If the driver receives a red light, they must report; if they receive a green light, they can bypass. When a vehicle carrying a registered transponder approaches an AVI enabled station, the system will first check to see if this vehicle has already been checked at another Weigh2GoBC enabled station within the last 12 hours. If it already passed a check at another enabled site, the driver may be signaled a green light to bypass this station. If it has not yet been to another site, the driver will be signaled a red light to report. All opportunities to bypass a particular station are subject to a Random Report Percentage (RRP). This means that regardless of the results of electronic checks and the previous stations that this vehicle has reported to, it may be signaled a red light to report. All carriers and vehicles will be assigned an RRP rate that will determine the frequency that they will have to report. This rate is based on vehicle's NSC rating, Intervention Level and past on-road performance. Each time a transponder interacts with the system it is recorded as an encounter. The encounter data can be accessed by all users, including clients, and is used to create a number of reports.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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WEIGH2GOBC

Classifications of Records that Relate to the System

Schedule Code	Secondary No.	Secondary Title	Retention A	Schedule SA	FD
Data in the System					
CVSE	93900-05	Transponder encounter data	SO	nil	DE
Inputs					
CVSE	93420-20	Carrier profile data	SO	nil	DE
Outputs					
CVSE	93900-02	Change reports	CY+1m	nil	DE
CVSE	93000-17	System reports	SO	nil	DE
CVSE	93900-20	Transponder application files	SO	nil	DE
Other Related Records					
ARCS	6820-05	Back-up data	SO	nil	DE
ARCS Section 6	see appropriate secondaries	INFORMATION TECHNOLOGY			
102902		Special Schedule for Transitory Electronic Data Processing (EDP) Records	SO	nil	DE

Schedule Code Key: ARCS = *Administrative Records Classification System*, schedule 100001
CVSE = *Commercial Vehicle Safety and Enforcement ORCS*, schedule 164494

END OF OVERVIEW

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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SUBJECT HEADINGS

PRIMARY NUMBERS

COMMERCIAL VEHICLE SAFETY AND ENFORCEMENT

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

INDEX

This index contains an alphabetical listing of:

- all keywords from primary titles;
- all keywords from secondary titles;
- keywords from primary scope notes;
- common synonyms for indexed keywords; and
- common abbreviations.

Use it to:

- locate the correct primary number to classify documents;
- retrieve, by subject, documents which have been classified and filed; and
- access the contents of your ORCS.

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.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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- licensing of 93410

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- C -

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COMMERCIAL TRANSPORT INSPECTOR (See ENFORCEMENT OFFICERS)

COMMERCIAL TRANSPORT MANUAL 93100

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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SUBJECT HEADINGS

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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93310

93310

93310

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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PRIMARY NUMBERS

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- Commercial Vehicle Safety Alliance system (CVSA) ISO Section
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- CVSE website ISO Section
- Focused inspection team database (FIT) ISO Section

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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SUBJECT HEADINGS

PRIMARY NUMBERS

- | | |
|--|-------------|
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| - Restrictive Clearance Registry (RCR) | ISO Section |
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| - Trucksim | ISO Section |
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- T -

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93900

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|----------------------|-------|

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|----------------------|-------|
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|----------------------|-------|

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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SUBJECT HEADINGS

PRIMARY NUMBERS

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- X -

- Y -

- Z -