

ROAD SAFETY OPERATIONAL RECORDS CLASSIFICATION SYSTEM



GOVERNMENT RECORDS SERVICE

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

ROAD SAFETY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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SYSTEMS SECTION

INFORMATION SCHEDULE APPROVAL

Title: *Road Safety Operational Records Classification System (ORCS)*

Ministry of Public Safety and Solicitor General
RoadSafetyBC

Scope of Schedule:

The Road Safety ORCS is a classification system and retention and disposition schedule for operational records created and received by RoadSafetyBC (formerly the Office of the Superintendent of Motor Vehicles).

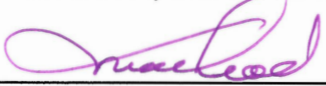
These records document the regulation of drivers, under the authority of the *Motor Vehicle Act* (RSBC 1996, c. 318), for the purpose of ensuring the safety of roads in British Columbia. The *Motor Vehicle Act* (RSBC 1996, c. 318) assigns to the Superintendent of Motor Vehicles responsibility for carrying out the following functions: ensuring drivers are medically fit to safely operate a motor vehicle; imposing interventions and referring drivers to appropriate programs to improve driving behaviour; and reviewing driving restriction decisions through a process called the administrative justice review (i.e., the review of driver licensing decisions, medical fitness decisions, prohibitions, suspensions and impoundments).

The retention periods specified in this schedule meet all operational, fiscal, legal, and audit requirements.

For more information, see the attached schedule.


Earliest date of records covered by this schedule: ongoing

The government body endorses this schedule and its implementation.


Sam MacLeod, Superintendent of Motor Vehicles, RoadSafetyBC

April 11/18
Date

The Information Management Advisory Committee recommends this schedule for approval.


Susan Laidlaw, Chair

24 May 2018
Date

APPROVED BY THE CHIEF RECORDS OFFICER:


David Curtis

July 16, 2018
Date

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

Schedule Developer: Maxwell Otte

Endorsed by Government Records Service.


Alexander Wright, Chief Archivist

Date

April 10, 2018

ROAD SAFETY

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 RoadSafetyBC in the Ministry of Public Safety and Solicitor General. The functions described in this ORCS and the legislation that directs those functions are described below:

The Superintendent of Motor Vehicles is delegated, under the [Motor Vehicle Act \(RSBC 1996, c. 318\)](#) to:

- Ensure, by individual assessments, that drivers are medically fit to safely operate a motor vehicle.
- Impose interventions and refer drivers to appropriate programs to improve driving behaviour.
- Review driving restriction decisions through a process called the 'administrative justice review' (i.e., the review of driver licensing decisions, medical fitness decisions, prohibitions, suspensions and impoundments).
- Develop policies to improve road safety to ensure an effective and fair administrative justice system that upholds the law and provides the required services to drivers and program clients.

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.

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) | <u>Policy and procedures</u>
(secondary 80000-00) | SO 5y FR |
| | The government archives will fully retain final policies and procedures because they provide significant evidence of the governance of the functions and programs covered by this schedule. | |
| 2) | <u>Final reports, statistical summaries, and reviews</u>
(secondary 80000-10) | SO 5y FR |
| | These records consist of published reports and original research. Examples include <i>Motor Vehicle Fatalities in British Columbia</i> and the <i>British Columbia Road Safety Strategy 2015 and Beyond</i> . The | |

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	A	SA	FD
government archives will fully retain final reports, statistical summaries, and reviews because they document original research and analysis of significant and high profile policy issues.			
3) <u>Road safety human rights complaints</u> (secondary 80000-45)	SO	10y	FR
These records document human rights complaints, investigations, and the resolution of complaints. They are retained for 10 years following the resolution of the complaint to ensure availability in defense of future complaints. The government archives will fully retain human rights complaints			
4) <u>Driver fitness case management files</u> (secondary 80200-20)	SO	nil	DE
These records document the declaration, investigation, review, and monitoring of a driver's medical condition which may result in driving restrictions or a driving prohibition. The records are retained for 25 years after last action, ensuring the records are available for a considerable amount of time should an individual return after falling outside the licensing system or leaving the province.			
5) <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.			
6) <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 ORCS or in ARCS. These records have no enduring value to government at the end of their scheduled retention periods.			

END OF EXECUTIVE SUMMARY

USEFUL INFORMATION

Key to Information Schedule Codes and Acronyms:

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

The following links provide additional resources for managing your information:

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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SECTION 1

ROAD SAFETY

PRIMARY NUMBERS

80000 – 80499

Section 1 covers records relating to the regulation of drivers, under the authority of the [Motor Vehicle Act \(RSBC 1996, c. 318\)](#), for the purpose of ensuring the safety of roads in British Columbia. The [Motor Vehicle Act \(RSBC 1996, c. 318\)](#) assigns to the Superintendent of Motor Vehicles responsibility for carrying out the following functions: ensuring that BC drivers are medically fit to safely operate a vehicle; prohibiting a person from driving, based on an unsatisfactory driving record or in consideration of the public interest; requiring drivers to participate in remedial road safety programs; and reviewing driving restriction decisions.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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ROAD SAFETY

80000 - 80499

80000	ROAD SAFETY - GENERAL
80100	ADMINISTRATIVE JUSTICE REVIEWS AND DRIVING PROHIBITIONS
80200	DRIVER FITNESS
80300	LICENSING APPEALS
80400	REMEDIAL PROGRAMS

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80000 ROAD SAFETY - GENERAL

Records not shown elsewhere in the Road Safety schedule that relate generally to driver regulation and effective road safety policies. This primary covers the development of operational policies and procedures, issues management, and statistical analysis and reporting.

For briefing notes, see [ARCS 280-20](#).

For committee files (including international and inter-provincial/federal), see [ARCS secondary 200-20](#).

For freedom of information requests, see [ARCS primary 292](#).

For information sharing and data sharing agreements, see [ARCS primary 146](#).

For legal files (including legal opinions), see [ARCS primary 350](#).

For legislation development and approval files pertaining to RoadSafetyBC, see [ARCS primary 140](#).

For privacy impact assessments (PIA's), see [ARCS secondary 293-60](#).

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

For the RoadSafetyBC website management, see [ARCS primary 340](#).

For routine inquiries not pertaining to a specific prohibition, case, or specific report of unsafe driving, see [ARCS primary 320](#).

The ministry OPR is RoadSafetyBC unless otherwise noted below. See specific secondaries for OPR retention schedules.

80000	ROAD SAFETY - GENERAL	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-00	Policy and procedures (covers approved versions of policies, procedures, standards, and guidelines pertaining to the functions and activities documented in this schedule)	SO	5y	FR
	SO: when the policy is replaced or becomes irrelevant			
	FR: The government archives will fully retain final policies and procedures because they provide significant evidence of the governance of the functions and programs covered by this schedule.			
	NOTE: Examples of policy and procedures include the <i>Guidelines for Reconsideration of Referrals to Remedial Programs</i> and <i>Driver Improvement Program Policies and Guidelines</i> , as well as previous policy and procedures used by adjudicators during the administrative justice review process.			
	NOTE: Internal messages from the Superintendent of Motor Vehicles and similar records are classified under ARCS secondary 195-20. Policy development files			

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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80000	ROAD SAFETY - GENERAL	A	SA	FD
	are classified under secondary 80000-40.			
-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.			
-10	Final reports, statistical summaries, and reviews	SO	5y	FR
	SO: when no longer required for reporting or research and analysis purposes			
	FR: The government archives will fully retain final reports, statistical summaries, and reviews because they: <ul style="list-style-type: none"> document original research and analysis pertaining to road safety; have evidential and informational value in documenting the effectiveness of specific programs and enforcement actions; and document, over time, the type and frequency of motor vehicle fatalities in British Columbia, as well as alcohol and drug use among drivers. 			
	NOTE: Examples of reports and reviews covered under this secondary include annual reports (e.g., <i>Motor Vehicle Fatalities in British Columbia</i>), and original research reports prepared by RoadSafetyBC (e.g., <i>British Columbia Road Safety Strategy 2015 and Beyond</i>) or external researchers and organizations, such as the Insurance Corporation of British Columbia (ICBC). Examples of statistics covered under this secondary include annual summary of motor vehicle fatalities, alcohol-related motor vehicle fatalities, and monthly data on Alcohol Driving Prohibitions (ADP).			
-15	Social media posts (covers social media interactions on platforms such as Twitter and YouTube. These are generally informal exchanges of information between the public and RoadSafetyBC, as well as general notices of information, new information on the RoadSafetyBC website, or links to online articles)	SO	nil	DE
	SO: when no longer required for reference			
-17	Tracking logs (covers logs and ledgers tracking internal business processes)	SO	nil	DE

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

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80000	ROAD SAFETY - GENERAL	A	SA	FD
	SO: when no longer required for tracking purposes			
-30	Issues management files (covers issues management activities not covered under a more specific secondary in this schedule)	SO	5y	DE
	SO: when issue is resolved or records are no longer required for operational purposes			
	5y: The retention period allows sufficient time for issues to re-emerge following closure of the file.			
	DE: These records are appraised for destruction because issues of a significant nature are adequately documented under special schedule 102906 <i>Executive Records</i> .			
	NOTE: Original briefing notes should be classified under ARCS secondary 280-20.			
-40	Policy development files (includes copies of briefing notes, correspondence, drafts, and working materials)	SO	5y	DE
	SO: when the policy is finalized and approved or work on the policy is abandoned			
	DE: Policy development files are appraised for destruction because final policies and procedures are fully retained under secondary 80000-00.			
	NOTE: Original briefing notes should be classified under ARCS secondary 280-20.			
PIB	-45 Road safety human rights complaints (arrange by complainant surname) (includes copy of complaint investigation, defence and resolution records; and the decision document of the Human Rights Tribunal)	SO	10y	FR
	SO: when complaint is withdrawn or settled, or when the Tribunal has issued its decision and the requirements of the decision have been met			
	10y: The retention period meets the reference requirements of the branch and ensures the records			

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

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80000	ROAD SAFETY - GENERAL	A	SA	FD
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are available in defense of future complaints.

FR: The government archives will fully retain road safety human rights complaints because they document the response of the government to the complaints, the hearing, the decision, and the issues raised by the nature of the complaint. These records have significant evidential and informational value.

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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80100 ADMINISTRATIVE JUSTICE REVIEWS AND DRIVING PROHIBITIONS

Records relating to driving prohibitions, licence suspensions, and reviews conducted when an individual disagrees with a decision made regarding their driving behaviour and/or affecting their driving privileges.

Police can issue various driving prohibitions and licence suspensions at the roadside if a driver is suspected of driving while affected by alcohol. The courts can also issue a licence suspension upon conviction for impaired driving or other criminal motor vehicle related offences.

Under the [Motor Vehicle Act \(RSBC 1996, c. 318\)](#), the Superintendent of Motor Vehicles has the authority to review driving restriction decisions through the administrative justice review process. The [Motor Vehicle Act \(RSBC 1996, c. 318\)](#) prescribes the possible outcomes of a review. Either the review is successful, in which case the prohibition is quashed (or, in certain cases, reduced), or it is unsuccessful in which case the prohibition remains. In certain cases, the administrative justice process is not available (e.g., persons criminally convicted of specific motor vehicle related offences automatically have their licence suspended). Administrative justice decisions made by the Superintendent are final, but subject to judicial review.

For executive briefing notes, executive correspondence referral replies, and executive issues records, see [ARCS primary 280](#).

For freedom of information requests, see [ARCS primary 292](#).

For legal opinion correspondence, see [ARCS primary 350](#).

For operational policy, see secondary 80000-00.

For prohibitions related to the driver improvement program, see secondary 80400-20.

For prohibitions related to driver medical fitness, see secondary 80200-20.

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

The ministry OPR is RoadSafetyBC unless otherwise noted below. See specific secondaries for OPR retention schedules.

80100	ADMINISTRATIVE JUSTICE REVIEWS AND DRIVING PROHIBITIONS	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
	-01 General	CY+1y	nil	DE
PIB	-20 Driver profile data (covers the driver profile and other factual data (e.g., record of prohibition) that is extracted from ICBC's DRIVERS system and used for reference in the Vehicle Impoundment and Prohibition System (VIPS) following the destruction of the driving prohibition case file)	SO	nil	DE
	SO: when no longer required for reference purposes, provided that no data about an individual has been			

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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80100	ADMINISTRATIVE JUSTICE REVIEWS AND DRIVING PROHIBITIONS	A	SA	FD
	used to make a decision that directly affects that individual in the past year			
PIB	-22 Driving prohibition case files (covers all documentation relating to driving prohibitions and the administrative justice review process where drivers apply for a review when they disagree with a decision made regarding their driving behaviour and/or affecting their driving privileges) (includes notices of prohibition/suspension, requests for review, submissions from clients and other interested parties, adjudicator's decisions and all documents used to reach the decision, and data in VIPS) SO: when the case is closed and the prohibition or suspension is no longer in effect 6y: The retention period allows the office adequate time to research past violations if warranted by a future violation (five year driving records are the basis of many administrative decisions) and covers government's legal responsibilities. NOTE: Driver medical fitness decisions that deny, cancel, or place restrictions on a driver's licence are classified under secondary 80200-20 driver fitness case management files. Driver improvement case files are classified under secondary 80400-20.	SO	6y	DE

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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80200 DRIVER FITNESS

Records relating to driver fitness. The Superintendent of Motor Vehicles is responsible for assessing drivers and making driver medical fitness decisions. The primary tool for this assessment is a report from the driver's physician. This report provides information to RoadSafetyBC staff in their assessment of the severity, progression, treatment or effects of any medical condition(s) the driver may have that could affect their fitness to drive.

When RoadSafetyBC receives a reliable report that a driver has a condition affecting driving, the Superintendent makes a case-by-case determination regarding the person's driving privileges. The determination could involve requesting further medical information or completion of a functional assessment (e.g., cognitive assessment, road test, or evaluation by an occupational therapist). Depending on the outcome, the Superintendent may require periodic medical reporting, place conditions on the licence or make a finding that the person is unfit to drive (i.e., prohibit from driving). In some circumstances the Superintendent may direct ICBC to cancel the individual's drivers licence. If a driver's medical condition changes or improves, the driver may request a review of a driver medical fitness decision that denies, cancels or places restrictions on their driver's licence.

Records relating to driver fitness and programs for high-risk drivers are managed in the Driver Fitness Case Management System (DFCMS) and limited access is provided to partners, such as ICBC.

For briefing notes, see [ARCS 280-20](#).

For freedom of information requests, see [ARCS primary 292](#).

For operational policy, see secondary 80000-00

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

The ministry OPR is RoadSafetyBC unless otherwise noted below. See specific secondaries for OPR retention schedules.

80200	DRIVER FITNESS	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE
-05	Anonymous reports (covers reports concerning a driver's ability to safely operate a vehicle that are anonymous or without enough detail to act upon)	SO	1y	DE
	SO: upon confirmation that the case cannot be acted upon			
PIB	-20 Driver fitness case management files (covers the declaration, investigation, review, and monitoring of a driver's medical condition which may result in driving	SO	nil	DE

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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80200	DRIVER FITNESS	A	SA	FD
	<p>restrictions or a driving prohibition) (includes requests for a medical review, medical reports, assessments of drivers, client submissions, driver fitness reviews, notifications to the client of their fitness to drive, correspondence, supporting documents, and data in the Driver Fitness Case Management System)</p> <p>SO: 25 years after last action</p> <p>25y: The retention period ensures that records documenting medical conditions that may impact driving privileges will remain available for a suitable amount of time and allows the program area to track medical conditions over time. It also ensures records will be available should a client leave the province (only to return) or otherwise fall outside the licensing system for a number of years.</p>			
PIB	<p>-22 Driver profile data (covers the driver profile and other factual data that is extracted from ICBC's DRIVERS system and used for reference in DFCMS following the destruction of the driver fitness case management file)</p> <p>SO: when no longer required for reference purposes, provided that no data about an individual has been used to make a decision that directly affects that individual in the past year</p>	SO	nil	DE

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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80300 LICENSING APPEALS

Records relating to appeals of certain licensing decisions made by the Insurance Corporation of British Columbia and show cause hearings. The Superintendent of Motor Vehicles, pursuant to the [Motor Vehicle Act \(RSBC 1996, c. 318\)](#), hears appeals of ICBC decisions to deny, suspend, cancel or restrict a driver's licence or designation licence/certificate. The Superintendent does not have the authority to remove or reduce the amount of any debt, including interest, owed to ICBC. Appeals are made by way of written submissions received from clients and ICBC. Show cause hearings are held in special case scenarios involving a business (driving school or automotive repair facility) or certain individuals (driving trainer's instructor or AirCare repair centre technician). This primary also covers reviews of prohibitions for driving unlicensed.

For operational policy, see secondary 80000-00

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

The ministry OPR is RoadSafetyBC unless otherwise noted below. See specific secondaries for OPR retention schedules.

80300	LICENSING APPEALS	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
	-01 General	CY+1y	nil	DE
PIB	-20 Driver's licence appeal case files (covers appeals of ICBC decisions to deny, cancel, or restrict a driver's licence)	SO	6y	DE
	SO: when final decision is delivered and case is closed			
PIB	-25 Show cause case files (covers hearings for special-case scenarios involving a business (driving school or automotive repair facility) or certain individuals employed by those businesses) (includes notice of ICBC proposals to suspend or cancel a designation licence or certificate, correspondence, evidentiary package, and hearing final decision document)	SO	6y	DE
	SO: when final decision is delivered and case is closed			
PIB	-30 Unlicensed driving reviews (covers reviews for clients who believe they should not have been identified as an unlicensed driver or that they have a reason to be exempt from holding a B.C. driver's licence)	SO	6y	DE
	SO: when no longer required for reference purposes			
	NOTE: Current business practice has these records being			

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

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80300	LICENSING APPEALS	A	SA	FD
	retained indefinitely as many drivers subject to unlicensed prohibitions frequently move between jurisdictions and are consciously outside the licensing system due to unpaid debt. Ongoing retention of these records provides significant context to adjudicators.			

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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80400 REMEDIAL PROGRAMS

Records relating to programs intended to protect road users from drivers with unsafe driving behaviours, including the high risk drivers themselves. Drivers with poor or dangerous driving habits are identified in a variety of ways (accumulation of driver penalty points, convictions through specific actions, and through action taken by the police) and a variety of driver interventions may be imposed. Decisions are based on the individual circumstances of each case, including the number of separate or repeat infractions.

There are also a number of remedial programs for drivers who have received alcohol or drug related prohibitions. Drivers are referred to a remedial program when they meet a minimum threshold of remedial program points, or when the Superintendent considers that, with respect to the person's unsatisfactory driving record, skills, fitness, or ability to drive and operate a motor vehicle, it is in the public interest to make a referral.

This primary also includes records relating to the administration of the vehicle impoundment program and the vehicle disposal process. Impoundments are issued at the roadside by police and the vehicle is immediately towed. Police are required to immediately impound vehicles operated by: prohibited, suspended and certain unlicensed drivers; excessive speeders; stunt drivers and street racers; improperly seated motorcyclists; and, in most cases, drivers affected by alcohol. Vehicle impoundments of 30 days or more are subject to review under the administrative justice process. If the vehicle is not reclaimed at the expiry of the impoundment period, the company that impounded the vehicle may apply to the Superintendent to dispose of the vehicle.

For briefing notes, see [ARCS 280-20](#).

For freedom of information requests, see [ARCS primary 292](#).

For operational policy, see secondary 80000-00

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

The ministry OPR is RoadSafetyBC unless otherwise noted below. See specific secondaries for OPR retention schedules.

80400	REMEDIAL PROGRAMS	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE
-05	Impound lot operator files (arrange by lot operator name) (covers documentation relating to lot operators participating in the vehicle impoundment program)	SO	6y	DE
	SO: when the lot operator is no longer authorized to accept vehicles through the vehicle impoundment program			

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80400	REMEDIAL PROGRAMS	A	SA	FD
PIB	-20 Driver improvement case files (covers driver interventions to encourage improved driving habits, reviews of driver improvement actions, and appeals to the British Columbia Supreme Court) (includes records related to the driver improvement program, such as client submissions adjudication worksheets, and extracts from DRIVERS) SO: when case is closed 6y: The retention period allows the office adequate time to research past violations if warranted by a future violation (five year driving records are the basis of many administrative decisions).	SO	6y	DE
PIB	-30 Remedial program case files (covers remedial programs meant to address drinking/drug use and driving through education and counselling) (includes a variety of records related to remedial programs, such as initial assessments, ignition interlock authorizations, final reports, reconsideration applications, and letters from clients, lawyers, and third-parties) SO: program completion or exit 6y: The retention period allows the office adequate time to research past violations if warranted by a future violation (five year driving records are the basis of many administrative decisions). NOTE: Remedial programs include the Ignition Interlock Program and the Responsible Driver Program.	SO	6y	DE
PIB	-35 Remedial program delivery files (covers the delivery of remedial programs by service providers) (includes records created by service providers that are not forwarded to RoadSafetyBC and filed in DFCMS) SO: upon program completion or exit 6y: The retention period mirrors the retention of remedial program case files and ensures consistency between RoadSafetyBC and service providers. NOTE: This secondary is reserved for contractor records, related to the delivery of remedial programs such as	SO	6y	DE

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80400	REMEDIAL PROGRAMS	A	SA	FD
	Ignition Interlock and Responsible Driver, that are not forwarded to RoadSafetyBC and filed under secondary 80400-30, remedial program case files.			
	-40 Vehicle disposal case files (arrange by lot operator name) (covers records related to vehicle disposal, whereby the lot operator may apply to the Superintendent to dispose of an unclaimed vehicle) SO: when decision is made	SO	6y	DE
PIB	-41 Vehicle impoundment case files (covers case files related to the vehicle impoundment program and the review process) SO: when case is closed	SO	6y	DE

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ROAD SAFETY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

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SYSTEM SECTION: COMMON SYSTEM NOTES

Retention Schedules for the Systems

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

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

DRIVER FITNESS CASE MANAGEMENT SYSTEM (DFCMS)

SYSTEM OVERVIEW

Creating Agency

Ministry of Public Safety and Solicitor General
RoadSafetyBC

Purpose

The Driver Fitness Case Management System (DFCMS) is used to track clients (cases) who are enrolled in the driver fitness program and other remedial programs.

Information Content

DFCMS was launched in 2002 and contains data ranging from the 1990's to the present.

DFCMS contains details of client participation in driver fitness and educational programs and the resulting actions taken by RoadSafetyBC and other stakeholders. Clients are added to DFCMS as cases. Cases are virtual containers for all information pertaining to a client. The case is the central concept of DFCMS and is required to exist before any other information can be entered.

Inputs, Processes, and Outputs

Cases are created upon receipt of documents from an external party (e.g., driver medical exam report) or automatically, by ICBC's DRIVERS system, by identifying individuals with recent criminal code convictions, driving prohibitions, licence restrictions or commercial licence holders who are due for a driver fitness exam. Each case is attached to a specific client and assigned a unique identifier. Staff use the system to track progress throughout the program and record key steps in program completion and review process. Once a final decision about the client has been made, staff record the client's status and generate a notice of decision letter.

Historical Note

Prior to the creation of DFCMS, in 2002, physical case files were used to track and document client participation in various driver fitness and education programs. A business decision was made in 2002 not to import files closed prior to creation of DFCMS.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

DRIVER FITNESS CASE MANAGEMENT SYSTEM (DFCMS)

Classification of Records that Relate to the System

Schedule Code	Secondary No.	Secondary Title	Retention A	Schedule SA	FD
Data in the System					
RDSF	80200-20	Driver fitness case management files	SO	nil	DE
RDSF	80400-30	Remedial program case files	SO	6y	DE
Inputs					
RDSF	80200-22	Driver profile data	SO	nil	DE
RDSF	80200-20	Driver fitness case management files	SO	nil	DE
Outputs					
ARCS	400-20	Ministry/agency planning and performance files	SO	2y	DE
ARCS	400-50	Management reviews/evaluation of internal programs	SO	2y	DE
RDSF	80000-10	Final reports, statistical summaries, and reviews	SO	5y	FR
Other Related Records					
ARCS	6820-05	Back-up data	SO	nil	DE
ARCS	see appropriate	INFORMATION TECHNOLOGY			
Section 6	secondaries				
102902		Transitory Electronic Data Processing (EDP) Records	SO	nil	DE

Schedule Code Key: ARCS = *Administrative Records Classification System*, schedule 100001
RDSF = *Road Safety*, schedule 148000

END OF OVERVIEW

VEHICLE IMPOUNDMENT PROHIBITION SYSTEM (VIPS)

SYSTEM OVERVIEW

Creating Agency

Ministry of Public Safety and Solicitor General
RoadSafetyBC

Purpose

VIPS is used to administer certain driving prohibitions and vehicle impoundments.

Information Content

VIPS contains data from the 1990's to the present. VIPS contains details of incidents that resulted in driving prohibitions, and records of the administrative justice review process. Incidents are opened in VIPS as cases. Cases are virtual containers for all information pertaining to the incident. The case is the central concept of VIPS and is required to exist before any other information can be entered.

Inputs, Processes, and Outputs

Staff create a new case based on the receipt of information from police notifying them a prohibition has been issued or a vehicle impounded. After receiving notification, driver tombstone information (e.g., name and address) is imported from ICBC's DRIVERS system and is used to create a case. After a case is created, it will typically be updated with incoming documents related to the administrative justice review process (e.g., police report or submission from ICBC). After an adjudicator reaches a decision to uphold or waive the prohibition, the case is updated for a final time and the DRIVERS system is updated.

Historical Note

VIPS was formerly known as ADP/VI.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

VEHICLE IMPOUNDMENT PROHIBITION SYSTEM (VIPS)

Classification of Records that Relate to the System

Schedule Code	Secondary No.	Secondary Title	Retention A	Schedule SA	FD
Data in the System					
RDSF	80100-20	Driver tombstone data	SO	nil	DE
RDSF	80100-22	Driving prohibition case files	SO	6y	DE
RDSF	80400-41	Vehicle impoundment case files	SO	6y	DE
Inputs					
RDSF	80100-20	Driver profile data	SO	nil	DE
RDSF	80100-22	Driving prohibition case files	SO	6y	DE
RDSF	80400-41	Vehicle impoundment case files	SO	6y	DE
Outputs					
ARCS	400-20	Ministry/agency planning and performance files	SO	2y	DE
ARCS	400-50	Management reviews/evaluation of internal programs	SO	2y	DE
RDSF	80000-10	Final reports, statistical summaries, and reviews	SO	5y	FR
Other Related Records					
ARCS	6820-05	Back-up data	SO	nil	DE
ARCS	see appropriate	INFORMATION TECHNOLOGY			
Section 6	secondaries				
102902		Transitory Electronic Data Processing (EDP) Records	SO	nil	DE

Schedule Code Key: ARCS = *Administrative Records Classification System*, schedule 100001
RDSF = *Road Safety*, schedule 148000

END OF OVERVIEW