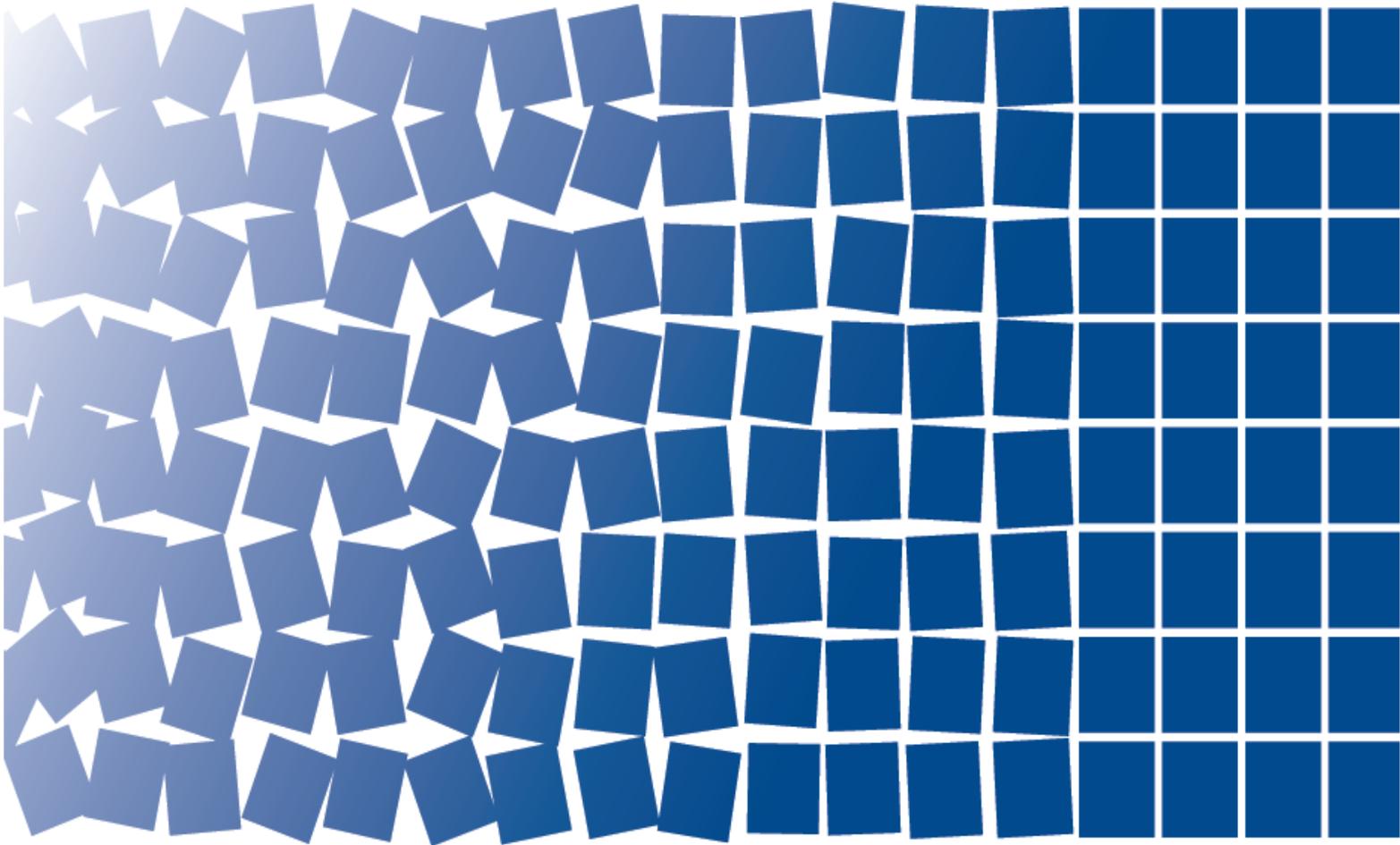


**BRITISH COLUMBIA
CORONERS SERVICE
OPERATIONAL RECORDS
CLASSIFICATION SYSTEM**



GOVERNMENT RECORDS SERVICE

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RECORDS RETENTION AND DISPOSITION AUTHORITY

This is a recommendation to authorize an operational records classification and scheduling system.

Title: *British Columbia Coroners Service Operational Records Classification System*

British Columbia Coroners Service

Description and Purpose:

The *British Columbia Coroners Service Operational Records Classification System (ORCS)* covers all operational records created, received, and maintained by the head office and regional offices of the British Columbia Coroners Service.

These records document causes and circumstances of deaths reported to and investigated by a coroner. The records also document forensic examinations which are used to assist in determining cause of death, deaths occurring in a location which require an investigation by a coroner, deaths relating to special focus decedents and types of deaths.

For further descriptive information about these records, please refer to the attached executive summary.

RECEIVED
122612
MAY 17 2000
519
DEPUTY ATTORNEY GENERAL

Date range: 1971 ongoing

Physical format of records: see attached schedule

Annual accumulation: 4 cubic meters

Recommended retention and disposition: scheduled in accord with attached ORCS.

THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:

[Signature]
Records Officer

00-05-09
Date

[Signature]
Executive Director/ADM

May 17, 2000
Date

[Signature]
Deputy Minister/Corporate Executive

May 18, 2000
Date

THE PUBLIC DOCUMENTS COMMITTEE CONCURS:

[Signature]
Chair, PDC

2000/05/25
Date

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

Date

APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY:

2001-03-19
Date

OTHER STATUTORY APPROVALS:

Signature
Title:

Date

Signature
Title:

Date

CONTACT: Norma Clark, Manager, (604) 660-7734

RECORDS MANAGEMENT APPRAISAL:

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

These records are created and received under the authority of the *Coroners Act* (RSBC 1996, c. 72) and subsequent legislation governing the operational responsibilities and functions of the creating agency.

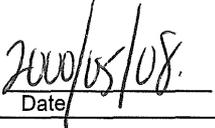
Functional duplicates and microfilmed records are indicated under appropriate classification headings.

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

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.

Upon approval, the British Columbia Coroners Service *ORCS* will supercede approved ongoing records schedule 106058. These records are classified in section 2 of the *ORCS*.


Records Analyst


Date

ARCHIVAL APPRAISAL:

This appraisal documents the recommendation for final disposition.

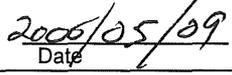
The final disposition recommendations protect records considered to have significant evidential and historical values. The specific reasons for retaining certain records are stated within the *ORCS*, as well as in the Executive Summary.

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

Record series or groups of records which will be retained in part are indicated by "Selective Retention." Selective retention means that portions of the record series will be retained by means of recognized archival selection criteria. For the meaning of selective retention with respect to a specific record series, see the attached schedule.

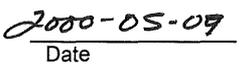
The definitions of both selective and full retention provide that records will be preserved in the government archives, and that unnecessary duplicates, transitory materials, and ephemera may be discarded.


Archivist


Date

The undersigned endorses the appraisal recommendations:


Director, BC Archives


Date

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided *ORCS* has been implemented according to standards approved by BC Archives. For assistance in implementing *ORCS*, contact your Records Officer.

A SA FD

British Columbia Coroners Service

Operational Records Classification System

EXECUTIVE SUMMARY

This *Operational Records Classification System (ORCS)* establishes a classification system and retention and disposition schedule for the operational records created by B.C. Coroners Service under the *Coroners Act* (RSBC 1996, c. 72).

These records document causes and circumstances of deaths reported to and investigated by a coroner. The records also document forensic examinations which are used to assist in determining cause of death, deaths occurring in a location which require an investigation by a coroner, deaths relating to special focus decedents and types of deaths (e.g., alcohol, suicides, etc.).

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

This *ORCS* covers records created and received since 1971. Previous records relating to the functions documented in this *ORCS* have been appraised and scheduled under one-time records schedules and transferred to the government archives or destroyed as appropriate. The Coroners Service was established in 1979. Prior to that there was no centralized service performing the same functions in the government, and coroners' investigation files were kept by individual coroners' offices.

The summary which follows describes the basic types of records and identifies their retention periods and final dispositions. In this summary, record types are linked to *ORCS* by primary and secondary numbers. Please consult the *ORCS* manual for further information.

(Continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by BC Archives. For assistance in implementing ORCS, contact your Records Officer.

- | | | <u>A</u> | | <u>SA</u> | <u>FD</u> |
|----|--|----------|-----|-----------|-----------|
| 1) | <u>Policy and Procedures</u>
(secondary -00 throughout ORCS) | SO | 5y | FR | |
| | Throughout this ORCS, the government archives will fully retain all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. These records have evidential value. Draft and duplicate materials which hold insufficient value to merit preservation may be purged and discarded. | | | | |
| 2) | <u>Data reports</u>
(secondary -02 in Sections 3 to 6) | CY+2y | 7y | FR | |
| | Records relating to summary information on coroners' investigations.

The government archives will fully retain one copy of each data report for its evidential and informational value. These records document case files by type of death, which is not otherwise available. | | | | |
| 3) | <u>BC Suicide Prevention Program Reports</u>
(secondary 81870-30) | CY+2y | 7y | FR | |
| | The government archives will fully retain reports from the BC Suicide Prevention Program for their significant informational value. | | | | |
| 4) | <u>Coroners' Investigation exhibits</u>
(secondary 81200-70) (non-textual formats) | CY+2y | nil | DE | |
| | Records relating to a coroners' investigation.

Most non-textual exhibits are returned to their origins at the end of the investigation. Any audio and video tapes remaining can be destroyed at the end of their active retention periods as the information appears in transcripts included in coroners' investigation files. | | | | |

(Continued on next page)

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by BC Archives. For assistance in implementing ORCS, contact your Records Officer.

		<u>A</u>	<u>SA</u>	<u>FD</u>
5)	<u>Coroners' index</u> (secondary 81200-75) (electronic index)	SO	nil	FR
	The government archives will fully retain a copy of the index to coroners' investigation case files to facilitate access.			
6)	<u>Coroners' index - pre 1983</u> (secondary 81200-80) (microfilm)	SO	nil	FR
	The government archives will fully retain the microfilm copy of the index to the coroners' investigation case files when the investigation case files are transferred to the archives.			
7)	<u>Head Office Coroners' Investigation case files</u> (secondary 81200-60) - records of long-term value (paper)	CY+2y	10y	SR
	Records relating to a coroners' investigation.			
	The government archives will selectively retain all photographs and other records which do not microfilm well. All other paper records will be destroyed after microfilming. The records of long-term value contained in hardcopy files are retained for 13 years in order to more easily provide information for grieving family members, and possible use in criminal or civil litigations and investigations.			
	(microfilm)	NA	NA	FR
	The government archives will fully retain these records for their evidential and informational value. These records document all coroners' investigations of deaths in British Columbia.			

(Continued on next page)

A = Active
 SA = Semi-active
 FD = Final Disposition
 PIB = Personal Information Bank
 PUR = Public Use Records
 OPR = Office of Primary Responsibility

CY = Calendar Year
 FY = Fiscal Year
 NA = Not Applicable
 w = week
 y = year

SO = Superseded or Obsolete
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by BC Archives. For assistance in implementing ORCS, contact your Records Officer.

- | | | | | | |
|-----|--|-------------------|----|-----------------|-----------|
| 8) | <u>Project files</u>
(secondary -20 in Sections 3 to 6) | $\frac{A}{CY+2y}$ | 7y | $\frac{SA}{SR}$ | <u>FD</u> |
| | Records relating to research covering such issues as forensic examinations, locations of death, special focus decedents and types of death. | | | | |
| | The government archives will selectively retain project files for their evidential and informational value by retaining files documenting significant or precedent setting issues or projects. | | | | |
| 9) | <u>Reference files</u>
(secondary -30 in Sections 3 to 6) | $CY+2y$ | 7y | | DE |
| | Records relating to reference material covering such issues as forensic examinations, locations of death, special focus decedents and types of deaths. | | | | |
| | These files are for reference purposes only containing information with no permanent value and can therefore be destroyed. | | | | |
| 10) | <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 9 years. These records have no enduring value to government at the end of their scheduled retention periods. | | | | |

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FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
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PUR = Public Use Records	y = year	FR = Full Retention
OPR = Office of Primary Responsibility	FOI = Freedom of Information/Privacy	VR = Vital Records

INTRODUCTION

For further information, call your Records Officer,
Terrence McKenny 356-6528

British Columbia Archives

BRITISH COLUMBIA CORONERS SERVICE

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

Part 1: *The Operational Records Classification System (ORCS)*

- 1.1 Introduction
- 1.2 Purpose
- 1.3 Records and Recorded Information

Part 2: An Effective Records Management System

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- 2.2 The Classification System
 - 2.2.1 Staff Responsibilities and Procedures
 - 2.2.2 Classifying Records
 - a) Alphabetic Subject Index
 - b) Broad Subject Approach
 - c) Policy and Procedures Files
 - d) General Files
- 2.3 The File List
- 2.4 Other Finding Aids
- 2.5 Filing and Maintenance Procedures
 - 2.5.1 File Maintenance
 - 2.5.2 File Circulation
- 2.6 Boxing and Transfer Instructions
 - 2.6.1 Accession Numbers
 - a) One-time Accession Numbers
 - b) Ongoing Accession Numbers
 - c) Ongoing Accession Numbers for British Columbia Coroners Service
 - 2.6.2 Transfer of Semi-active Records to Off-site Storage
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- 2.7 Freedom of Information and Protection of Privacy
- 2.8 Information System Overview

PART 1 THE OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

1.1 Introduction

An *Operational Records Classification System (ORCS)* is a tool to facilitate the organization, retrieval, storage, and disposition of operational records throughout their life cycle, from creation to final disposition. Operational records relate to the operations and services provided by the British Columbia Coroners Service in carrying out the functions for which it is responsible according to statute, mandate, or policy: provincial agency charged with inquiring into all sudden and unexpected deaths, clarifying the circumstances for the public record and, where appropriate, making recommendations to prevent future loss of life.

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

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

Each ORCS is tailored to fit the specific operational records of a unit of government. This ORCS covers all operational records series created or received by the British Columbia Coroners Service since 1971. It does not include older record series to which additions are no longer being made. To obtain approval for disposition of such records, submit via your Records Officer one records services application (form ARS 118) for each record series.

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

1.2 Purpose of ORCS

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

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

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

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

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

The primary purposes of ORCS:

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

1.3 Records and Recorded Information

The *Document Disposal Act* (RSBC 1996, c. 99) establishes approval requirements for the retention and disposition of records and recorded information. An ORCS is approved under the provisions of the *Document Disposal Act* and describes types of operational records and specifies their retention periods.

The *Document Disposal Act* uses the term "record" as defined in the *Interpretation Act* (RSBC 1996, c. 238, s. 29). Record is defined broadly to include all recorded information regardless of physical format:

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

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

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

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

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

- Transitory Records
- Transitory Electronic Records
- Electronic Mail
- Word Processing Records
- Special Media Records (including photographs, motion pictures, audio-visual materials, videotapes, etc.)
- Executive Records
- Commission of Inquiry Records
- Record Copies of Published Maps

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

PART 2 AN EFFECTIVE RECORDS MANAGEMENT SYSTEM

2.1 Introduction

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

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

- The Classification/Scheduling System

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

2.2 The Classification System

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

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

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

2.2.1 Staff Responsibilities and Procedures

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

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

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

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

2.2.2 Classifying Records

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

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

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

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

a) Alphabetic Subject Index

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

b) Broad Subject Approach

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

c) Policy and Procedure Files

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

Policy and procedures files contain records relating to the plans, decisions, and actions embracing the general goals and

acceptable procedures of the creating agency. They include correspondence and other records relating to draft and approved policies on a specific subject including actual policy statements, interpretations of policy, development and discussion of policy, and inquiries regarding policy.

d) General Files

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

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

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

2.3 The File List

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

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

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

2.4 Other Finding Aids

There are a wide variety of finding aids which may be used to facilitate retrieval and classification of operational records. These include

subject and keyword indexes, automated retrieval systems, file tracking systems, and lists of case file codes and corresponding titles.

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

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

2.5 Filing and Maintenance Procedures

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

The basic functions or activities of filing and maintenance are:

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

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

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

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

2.5.1 File Maintenance

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

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

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

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

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

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

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

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

"for DE on 1 April 1991"; "for SR on 1 April 1992"; "for FR on 1 April 1993").

Minimize misfiles in the following ways:

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

2.5.2 File Circulation

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

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

2.6 Boxing and Transfer Instructions

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

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

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

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

2.6.1 Accession Numbers

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

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

Box Number: 91-0123-1

91-0123 = the accession number issued by Records Centre Services
-1 = the first consecutive box number in accession 91-0123

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

a) One-time Accession Numbers

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

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

b) Ongoing Accession Numbers

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

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

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

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

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

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

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

c) Ongoing Accession Numbers for B.C. Coroners service

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

<u>ONGOING ACCESSION NUMBERS:</u>		<u>SA</u>	<u>FD</u>
91-0173	<u>Coroners' investigation case files</u> 81200-60	10y	SR

For further information about ongoing accession numbers and lists of the numbers, contact your Records Officer.

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

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

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

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

For records which do not have a scheduled semi-active retention period, but which have a scheduled final disposition of selective or full

retention by British Columbia Archives, see Part 2.6.3 regarding the transfer of inactive records to off-site storage.

2.6.3. Transfer of Inactive Records to Off-site Storage

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

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

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

You should organize inactive records for transfer as follows:

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

2.7 Freedom of Information and Protection of Privacy

The purpose of the *Freedom of Information and Protection of Privacy Act* (RSBC 1996, c. 165) is to ensure that the public has the right to access government records and to protect personal information about an individual from unauthorized collection, use or disclosure. That legislation affects the design, development, retention scheduling, and implementation stages of all operational and administrative records classification systems.

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

2.8 Information System Overview

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

HOW TO USE ORCS

For further information, call your Records Officer,
Terrence McKenny 356-6528

British Columbia Archives

BRITISH COLUMBIA CORONERS SERVICE

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

PART 1: The Organization of an *Operational Records Classification System*

- 1.1 Classification System
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- 2.12 Vital Records Flags

PART 1 THE ORGANIZATION OF AN ORCS

1.1 A Classification System

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

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

ORCS is divided into 6 broad groupings of primary subjects which correspond to major operational functions and program activities. These groupings are called sections.

<u>Section Number</u>	<u>Primary Numbers Allotted to Section</u>	<u>Section Title</u>
Section 1	81000-81099	Coroners Service - General
		Covers records which relate generally to coroners services.
Section 2	81100-81299	Coroners' Investigations
		Covers records relating to the cause and circumstances of deaths reported to and investigated by a coroner.
Section 3	81300-81449	Forensic Examinations
		Covers records relating to the subject of forensic examinations, including deoxyribonucleic acid (DNA) testing, gunshot residue firearms testing, and fingerprint lifting that may be used to determine cause and circumstances surrounding a death.
Section 4	81450-81599	Locations of Death
		Covers records relating to deaths occurring in a location which require an investigation by a coroner.
Section 5	81600-81699	Special Focus Decedents
		Covers records documenting research relating to population groups in which specific types of death occur.
Section 6	81700-81999	Types of Death
		Covers records relating to different types of deaths that may require the investigation of a coroner.
		Primaries which form a logical group of related subjects or functions are assigned sequential numbers in what is called a <u>primary block</u> . Each block contains primary subjects subordinate to the major function of the block.

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

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

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

1.1.1 Information System Overview

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

Information to be included within an ISO/ISOA includes the purpose of the system or application, sources of information for the system milestones, etc.

1.2 Implementation of ORCS

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

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

The Records Officer plans and coordinates the implementation of ORCS.

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

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

1.3 Review and Evaluation

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

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

1.3.1 Operational Reviews

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

- Ministry of agency staff (e.g., internal auditors);
- The Office of the Comptroller General;
- Information and Data Management Branch; or
- Private sector agencies under contract to IDMB.

1.4 Advisory Services

IDMB provides limited advisory services to assist records officers with the implementation and maintenance of *ORCS*. Your records officer is available to help you establish efficient filing procedures and

efficient filing procedures and effective records administration. Other services that may be provided by your records officer are:

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

1.5 Amendment and Update of ORCS

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

Effective maintenance is dependent upon:

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

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

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

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

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

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

PART 2 THE STRUCTURE OF AN ORCS

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

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

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

SAMPLE PRIMARY TO ILLUSTRATE ORCS

			<u>A</u>	<u>SA</u>	<u>FD</u>
81200	<u>CORONERS' INVESTIGATIONS - CASE FILES</u>				
	Records relating to the cause and circumstances of deaths reported to and investigation by a coroner under the <i>Coroners Act</i> (RSBC 1996, c. 72). The B.C. Coroners Service investigates approximately 10,000 deaths annually.				
	Unless otherwise specified below, the ministry OPR (B.C. Coroners Service, head office) will retain these records for:				
			CY+2y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:				
			<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00	Policy and Procedures	SO	5y	FR
			<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01	General			
PIB	-20	Local coroners' working files (paper)	NA	NA	NA
			<u>SO</u>	<u>nil</u>	<u>DE</u>

(arrange alphabetically by surname of decedent within calendar year of death)

SO = Upon completion of an investigation, a local coroner forwards to the regional office all remaining original documents, all exhibits which have not been ordered destroyed or returned to their originator, and his/her concluding report. Duplicates are destroyed.

NOTE: Local coroners complete a disposition of exhibits form listing exhibits destroyed or returned to their originator.

DE = confidential destruction through shredding

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

2.1 Primary Number and Title

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

2.2 Scope Note

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

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

2.3 Secondary Number and Title

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

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

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

2.3.1 Reserved Secondary Numbers

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

2.3.2 Subject Secondary Numbers

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

Subject secondaries are usually assigned secondary numbers -02 to -19.

2.3.3 Case File Secondary Numbers

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

2.4 Coded Series

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

2.4.1 Coded Case File Series

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

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

2.4.2 Coded Subject File Series

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

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

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

2.5 Interim Secondary Number and Title

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

2.6 Freedom of Information and Protection of Privacy Flags

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

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

In certain instances, a more specific justification as to why the information contained in a record series is restricted from public disclosure is required for inclusion in the records classification system. In those cases, a special form of explanatory note is used to explain the access restrictions for the secondary and to point to the section of the *Freedom of Information and Protection of Privacy Act* (RSBC 1996, c. 165) that allows for the exemption.

-20	SECONDARY TITLE	3y	5y	SR
-----	-----------------	----	----	----

FOI: As these records DO WHAT?, access is restricted under section ?? of the *Freedom of Information and Protection of Privacy Act* (RSBC 1996, c. 165).

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

2.7 Explanatory Notes

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

Two categories of explanatory notes are used throughout ORCS:

- i) NOTE:
Refers to the internal structure of *ORCS* or provides information critical to understanding the system.
- ii) NOTES IN PARENTHESES:
Appear below secondaries and describe secondary content and file arrangement.

2.8 Levels of Responsibility

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

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

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

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

The office of primary responsibility (OPR) for all primaries is the British Columbia Coroners Service.

2.9 Records Retention and Disposition Schedule Format

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

2.9.1 Active Retention Period Column

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

Active records are records which are referred to and required constantly for current use in the conduct of business and which need to

be retained and maintained in the office space and equipment of the user.

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

2.9.2 Semi-active Retention Period Column

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

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

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

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

2.9.3 Final Disposition Column

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

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

2.10 How to Read the Records Schedule

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

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

		<u>A</u>	<u>SA</u>	<u>FD</u>
81200	<u>CORONERS' INVESTIGATIONS - CASE FILES</u>			
	Unless otherwise specified below, the ministry OPR (B.C. Coroners Service, head office) will retain these records for:	CY+2y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>

The OPR and non-OPR retention and disposition apply to all records included in the primary except where specific retention and disposition values are assigned for a secondary. For instance, in the example below, the retention and disposition schedule for secondary -60 is:

		<u>A</u>	<u>SA</u>	<u>FD</u>
81200	<u>CORONERS' INVESTIGATIONS - CASE FILES</u>			
PIB	-60 Head office coroners' investigation case files - records of long-term value (paper) - OPR - <u>non-OPR</u>	CY+2y <u>NA</u>	10y <u>NA</u>	SR <u>NA</u>

The general retention and disposition values do not apply because retention information is specified for the secondary. The OPR will retain these records in active office space for the calendar year plus two years. The records will then be transferred to the off-site storage facilities provided by Records Centre Services, IDMB. In some instances records may be destroyed or transferred to archival custodianship depending on the type of records being dealt with.

There is no non-OPR office. Therefore the retention period is not applicable. The key at the bottom of each ORCS page indicates the abbreviations used. The pages which follow explain how to read and interpret the records schedule and the possible abbreviations for each of the three columns.

2.10.1 Abbreviations Used in the Active Retention Period Column

w = week

m = month

y = year

CY = Calendar Year = 1 January to 31 December

FY = Fiscal Year = 1 April to 31 March

SO = Superseded or Obsolete

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

i) Routine Records

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

The most common form of delegated disposition authority is:

<u>Active</u>	<u>Semi-Active</u>	<u>Final Disposition</u>
SO	nil	DE

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

For information on destruction services, contact your Records Officer.

ii) Specific Definition of SO

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

For instance, in the example below, the retention and disposition schedule for secondary 81200-40 is:

81200	<u>CORONERS' INVESTIGATIONS - CASE FILES</u>					
PIB	-40	Head office duplicates of records (paper)	- OPR - <u>non-OPR</u>	SO <u>NA</u>	nil <u>NA</u>	DE <u>NA</u>

SO = When an investigation has been completed and head office has received from a regional office all remaining original documents and exhibits, head office staff purge case files to remove and destroy duplicates. The original

or best copy is retained on file. When a duplicate is annotated, it too is retained, since it constitutes a separate record.

The OPR will retain head office duplicates of records in active office space until an investigation has been completed and head office has received from a regional office all remaining original documents. The records will then be destroyed.

2.10.2 Abbreviations Used in the Semi-active Retention Period Column

m = month

y = year

nil = no semi-active retention period

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

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

For instance, in the example below, the retention and disposition schedule for secondary -40 is:

81200 CORONERS' INVESTIGATIONS - CASE FILES

PIB	-40	Head office duplicates of records (paper)	- OPR - <u>non-OPR</u>	SO <u>NA</u>	nil <u>NA</u>	DE <u>NA</u>
-----	-----	--	---------------------------	-----------------	------------------	-----------------

SO = When an investigation has been completed and head office has received from a regional office all remaining original documents and exhibits, head office staff purge case files to remove and destroy duplicates. The original or best copy is retained on file. When a duplicate is annotated, it too is retained, since it constitutes a separate record.

The OPR retains the coroners' investigation case files in active office space until no longer required for reference purposes. As there is no semi-active period, the records are ready for immediate destruction upon expiry of the active period.

2.10.3 Abbreviations Used in the Final Disposition Column

Some government records contain information or data that has long-term value to the agency responsible for them, the government generally, or

PIB/
PUR/VR

-45

SECONDARY TITLE
(arrange by address)

??

??

??

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

(Continued on next page)

81000 CORONERS SERVICE - GENERAL (Continued)

NOTE: This secondary covers inquiries and other information concerning deaths where there is neither a coroner's investigation or a Report of Non-corporner's case filed. Report of Non-corporner's case forms are classified under secondary 81200-60.

- 07 Prevention
 - 08 Recommendations
 - 09 Trauma registry
 - 10 Vital statistics
 - 11 Coroners Service annual reports
- SO nil FR

FR = The government archives will retain one copy of each annual report for its significant evidential and informational value from the office with primary responsibility for creating and maintaining the agency's annual report. Upon publication a copy of the annual report will be transferred along with other records for full retention. These reports contain summary information on the activities of the agency and the most significant events of the year.

10y = meets all operational requirements and is sufficient for reference purposes

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PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year FOI = Freedom of Information/Privacy	
OPR = Office of Primary Responsibility		VR = Vital Records

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

81010 BEREAVEMENT

Records relating to the subject of bereavement. Coroners frequently counsel family members immediately following a death. The counselling may continue for a short term, and includes the distribution of pamphlets and referrals. Includes correspondence, memoranda, news clippings, contact lists, and reports.

Unless otherwise specified below, the ministry OPR (B.C. Coroners Service, head office) will retain these records for:

CY+2y 7y DE

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

SO nil DE

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

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
81020	<u>BODY RECOVERY/REMOVAL</u>				
	Records relating to the subject of the recovery and removal of a body from a scene. Records also document precautions which must be administered when moving a body to the custody of the proper authorities. Includes correspondence, memoranda, news clippings, and reports.				
	Unless otherwise specified below, the ministry OPR (B.C. Coroners Service, head office) will retain these records for:		CY+2y	7y	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Body recovery				
-03	Body removal				

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

81200 CORONERS' INVESTIGATIONS - CASE FILES

Records relating to the causes and circumstances of deaths reported to and investigated by a coroner under the *Coroners Act* (RSBC 1996, c. 72). The B.C. Coroners Service investigates approximately 10,000 deaths annually.

There are four types of coroner's investigations, each of which results in a different form of concluding report: Report of Non-Coroner's Case; Report of Investigation (Form A until 1990); Community Care Facility Report of Investigation; Judgement of Inquiry; or Verdict of Coroner's Jury.

The simplest form of investigation is one in which the coroner decides that there were no untoward circumstances surrounding the reported death and that the death does not warrant formal investigation.

For this the coroner prepares a Report of Non-Coroner's Case.

In the case of a death warranting an investigation, the coroner may conduct an inquiry to determine the identity of and when, where, and by what means the deceased died. The coroner's decision is reported either in a Report of Investigation (Form A until 1990), a Community Care Facility Report of Investigation or a Judgement of Inquiry.

Alternatively, the coroner may conduct and preside over a coroner's inquest, which is a quasi-judicial public forum. A jury is summoned to determine the identity of the deceased and when, where, and by what means he/she died. Based upon the evidence of sworn witnesses, a jury may make recommendations which are reported in a Verdict of Coroner's Jury.

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A SA FD

81200 CORONERS' INVESTIGATIONS - CASE FILES (Continued)

The *Coroners Act* requires that an inquest be held in the case of each death which occurs in a penitentiary, correctional institution, lock-up, or prison, or while a person is in the custody of a peace officer. Also, the chief coroner may order that a coroner proceed by way of inquest if a death appears to have occurred in circumstances warranting an investigation but the body has not or cannot be recovered. Further, a coroner may hold an inquest to focus public attention on a death or if there is a great deal of community concern surrounding a death. The Attorney General may also direct that an inquest be held.

A local coroner creates a file for each investigation undertaken. Upon completion of the investigation, that coroner forwards to the regional office all remaining original documents on file, all exhibits which have not been ordered destroyed or returned to their originator, and his/her concluding report. Duplicates are destroyed. (Prior to the dissolution of district offices on 1 April 1989, local coroners reported directly to regional offices).

Within one year of the completion of an investigation, regional offices forward to head office all remaining original documents and all exhibits which have not been ordered destroyed or returned to their originator. Prior to forwarding files to head office, regional offices sort records into those of short-term value and those of long-term value (see Appendix I). Duplicates are destroyed.

At head office preliminary information is reviewed, provisional codes keyed into the computer, and a file opened. The process of forwarding files from local coroners to regional offices to head office guarantees that head office managers have up-to-date information on deaths taking place in the province and can:

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A SA FD

81200 CORONERS' INVESTIGATIONS - CASE FILES (Continued)

- 1) ensure that appropriate forensic expertise is applied;
- 2) provide information for financial commitment control;
- 3) ensure that the chief coroner and managers have access to details concerning a death in the event of an enquiry from ministry officials or the media; and
- 4) keep preliminary statistics current.

The secondaries described below only pertain to files created in or after 1971. For files created in or before 1970, see Appendix J.

This primary replaces ongoing schedule 106058.

For records relating to non-coroner's cases, see 81000-06.

For information on the Coroners Case Management System (CCMS), see the Information System Overview (ISO) Section.

Unless otherwise specified below, the ministry OPR (B.C. Coroners Service, head office) will retain these records for:

CY+2y nil DE

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

SO nil DE

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

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			<u>A</u>	<u>SA</u>	<u>FD</u>
81200	<u>CORONERS' INVESTIGATIONS - CASE FILES</u> (Continued)				
PIB	-20	Local coroners' working files (paper)			
		- OPR	NA	NA	NA
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
		(arrange alphabetically by surname of decedent within calendar year of death)			
		SO = Upon completion of an investigation, a local coroner forwards to the regional office all remaining <u>original</u> documents, all exhibits which have not been ordered destroyed or returned to their originator, and his/her concluding report. Duplicates are destroyed.			
		NOTE: Local coroners complete a disposition of exhibits form listing exhibits destroyed or returned to their originator.			
		DE = confidential destruction through shredding			
PIB	-30	Regional coroners' working files (paper)			
		- OPR	NA	NA	NA
		- <u>non-OPR</u>	<u>12m</u>	<u>nil</u>	<u>DE</u>
		(arrange alphabetically by surname of decedent within calendar year of death)			

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PUR = Public Use Records	y = year FOI = Freedom of Information/Privacy	
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

81200 CORONERS' INVESTIGATIONS - CASE FILES (Continued)

12m = Within one year of the completion of an investigation, regional offices sort records into those of short-term value and those of long-term value (see Appendix I) and forward to head office all remaining original documents and all exhibits which have not been ordered destroyed or returned to their originator. Duplicates are destroyed. NOTE: Regional coroners complete a disposition of exhibits form listing exhibits destroyed or returned to their originator. NOTE: The process of separating documents according to long and short-term value applies only to records dating from 1971. Regional offices began to follow this procedure on 1 January 1990; since then, head office has sorted these records back to 1986.

DE = confidential destruction through shredding

PIB	-40	Head office duplicates of records (paper)	- OPR	SO	nil	DE
			- <u>non-OPR</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>

(arrange alphabetically by surname of decedent within calendar year of death)

SO = When an investigation has been completed and head office has received from a regional office all remaining original documents and exhibits, head office staff purge case files to remove and destroy duplicates. The original or best copy is retained on file. When a duplicate is annotated, it too is retained, since it constitutes a separate record.

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
81200	<u>CORONERS' INVESTIGATIONS CASE FILES</u> (Continued)			
	DE = confidential destruction through shredding			
PIB	-50			
	Head office coroners' investigation case files			
	- records of short-term value			
	(paper) - OPR	CY+2y	nil	DE
	- <u>non-OPR</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>
	(arrange alphabetically by surname of decedent within calendar year of death)			
	3y = The initially high retrieval rate declines significantly within the first three years.			
	DE = Confidential destruction through shredding; much of the information in these records is also found in the records of long-term value, which are microfilmed (see secondary -60).			
	NOTE: For a list of records of short-term value, see Appendix I; for disposition as of March 1992, see Appendix I.			
	NOTE: During the active retention period, records in secondaries -50 and -60 are filed within the same file folder.			
PIB	-60			
	Head office coroners' investigation case files			
	- records of long-term value			
	(paper) - OPR	CY+2y	10y	SR
	- <u>non-OPR</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>
	(arrange alphabetically by surname of decedent within calendar year of death)			
	NOTE: For a list of records of long-term value, see Appendix I; for disposition as of March 1992, see Appendix I.			

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

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81200 CORONERS' INVESTIGATIONS CASE FILES (Continued)

13y = The records of long-term value contained in hardcopy files are retained for 13 years in order to more easily provide information for: 1) grieving family members (this is when they are most likely to require information); and 2) possible use in criminal or civil litigations and investigations.

NOTE: When photographs are first placed in the files they will be enclosed in acid free envelopes to ensure their preservation.

SR = The government archives will selectively retain all photographs and other records which do not microfilm well. All other paper records will be destroyed after microfilming and after the quality of the microfilm has been verified.

All paper records of long-term value contained in the OPR copy of the coroners' investigation case files are microfilmed by the Coroners' Service at the end of the semi-active retention period, and then confidentially destroyed through shredding. Photographs and other records which do not microfilm well are retained in hardcopy and cross-referenced to the appropriate microfilm reel and file number.

NOTE: During the active retention period, records in secondaries -50 and -60 are filed within the same file folder.

NOTE: Head office coroners complete a disposition of exhibits form listing exhibits destroyed or returned to their originator.

(Continued on next page)

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A SA FD

81200 CORONERS' INVESTIGATIONS CASE FILES (Continued)

NOTE: The OPR will store head office coroners' investigation case files (long-term value) under ongoing RCS accession number 91-0173.

(microfilm)	- OPR	NA	NA	FR
	- <u>non-OPR</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>

NA = Upon completion of microfilming and when the quality of the film has been verified the film will be transferred to the government archives.

FR = The government archives will fully retain these records for their evidential and informational value. These records document all coroners' investigations of deaths in British Columbia.

NOTE: For microfilm records, see Appendix J.

PIB	-65	Coroners' investigation case files (electronic records)	SO	nil	DE
-----	-----	--	----	-----	----

SO = Upon completion of microfilming of paper records.

DE = Electronic data for coroners' investigation case files can be destroyed as microfilm of all investigation case files are fully retained by the government archives, and the summary paper data reports from CCMS are also fully retained.

(Continued on next page)

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OPR = Office of Primary Responsibility		

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	<u>A</u>	<u>SA</u>	<u>FD</u>
81200	<u>CORONERS' INVESTIGATIONS CASE FILES</u> (Continued)		
-70	Coroners' investigation exhibits (non-textual formats)		
	- OPR	CY+2y nil	DE
	- <u>non-OPR</u>	<u>NA</u> <u>NA</u>	<u>NA</u>
DE =	Most non-textual exhibits are returned to their origins at the end of the investigation. Any audio and video tapes remaining can be destroyed at the end of their active retention periods as the information appears in transcripts included in coroners' investigation files.		
NOTE:	Exhibits in non-textual format include: scale models (aids for jury); videocassettes; audiocassettes (police call, ambulance dispatch, and airplane blackbox recordings); etc.		
-75	SO	nil	FR
	Coroners' index (electronic records)		
SO =	when B.C. Coroners Service no longer requires the index to provide access to coroners' investigation case files		
FR =	The government archives will fully retain a copy of the index to coroners' investigation case files to facilitate access. At the time of transfer of coroners' investigation case files to semi-active storage the Coroners Service will transfer an electronic copy of the index to the files along with the documentation used to transfer the investigation files.		

(Continued on next page)

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PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

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			<u>A</u>	<u>SA</u>	<u>FD</u>
81200	<u>CORONERS' INVESTIGATIONS CASE FILES</u> (Continued)				
PIB	-80	Coroners' index - pre-1983 (paper)	SO	nil	DE
		SO = When investigation case files are microfilmed, the paper index to those files will also be microfilmed and the security copy will be transferred to the government archives security vault for storage. Once the quality of microfilm has been verified, the paper copy may be destroyed.			
		(microfilm)	SO	nil	FR
		SO = when B.C. Coroners Service no longer requires the index to provide access to coroners' investigation case files			
		FR = The government archives will fully retain the microfilm copy of the index to the coroners' investigation case files when the investigation case files are transferred to the archives.			
		NOTE: This secondary allows for the scheduling of the paper index which was produced until 1983. The microfilm copies of these indices are also scheduled in this secondary. Since 1983, the index has been maintained in electronic format which is classified under secondary 81200-75.			

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PUR = Public Use Records	y = year FOI = Freedom of Information/Privacy	VR = Vital Records
OPR = Office of Primary Responsibility		

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by BC Archives. For assistance in implementing ORCS, contact your Records Officer.

	<u>A</u>	<u>SA</u>	<u>FD</u>
81320 <u>BITE MARKS</u>			
Records relating to research concerning the subject of bite marks on a body. Includes correspondence, memoranda, news clippings, and reports.			
For information on the Coroners Case Management System (CCMS) see the Information System Overview (ISO) Section.			
Unless otherwise specified below, the ministry OPR (B.C. Coroners Service, head office) will retain these records for:	CY+2y	7y	DE
Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00 Policy and procedures - OPR	SO	5y	FR
-01 General - <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-02 Bite marks data reports (paper)	CY+2y	7y	FR
10y = meets all operational requirements and is sufficient for reference purposes			
FR = The government archives will fully retain one copy of each data report for its evidential and informational value. These records provide summary information on investigation cases and provide access to investigation case files by type of death, which is not otherwise available.			
-20 Bite marks project files (includes research notes, correspondence, memoranda and reports) (arrange alphabetically by subject)	CY+2y	7y	SR
10y = meets all operational requirements and is sufficient for reference purposes			

(Continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

81320 BITE MARKS (Continued)

SR = The government archives will selectively retain bite marks project files for their evidential and informational value by retaining files documenting significant and/or precedent setting issues or projects. At the time of transfer of bite marks project files to semi-active storage, the staff of the Coroners Service will indicate on the file list which files, in its opinion, should be retained and will box them separately.

-30 Bite marks reference files
(arrange alphabetically by subject)

DE = All reference files can be destroyed. These files are for reference purposes only and contain information with no permanent value. All information related to individual research projects, or investigations, are classified in the appropriate case files.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

81340 ENTOMOLOGY

Records relating to research concerning the subject of forensic entomology. When decomposed or skeletonized human remains are located, it must be determined when and where death occurred, as well as what happened to the remains subsequent to death. As insects play a primary role in the decomposition, the types of insects found with the remains and extent of their development can provide vital information. Includes orrespondence, memoranda, news clippings, and reports.

For information on the Coroners Case Management System (CCMS) see the Information System Overview (ISO) Section.

Unless otherwise specified below, the ministry OPR (B.C. Coroners Service, head office) will retain these records for:

CY+2y 7y DE

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

SO nil DE

- | | | | | | |
|-----|------------------------------------|------------------|-----------|------------|-----------|
| -00 | Policy and procedures | - OPR | SO | 5y | FR |
| | | - <u>non-OPR</u> | <u>SO</u> | <u>nil</u> | <u>DE</u> |
| -01 | General | | | | |
| -02 | Entomology data reports
(paper) | | CY+2y | 7y | FR |

10y = meets all operational requirements and is sufficient for reference purposes

FR = The government archives will fully retain one copy of each data report for its evidential and informational value. These records provide summary information on investigation cases and provide access to investigation case files by type of death, which is not otherwise available.

(Continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by BC Archives. For assistance in implementing ORCS, contact your Records Officer.

A SA FD

81380 PATHOLOGY - GENERAL

Records relating to research concerning the subject of autopsies performed on decedents not shown elsewhere in this primary block. A postmortem examination is conducted when the cause of death cannot otherwise be determined or is believed to be unnatural. A complete postmortem examination includes a collection of the toxicological specimens and an examination of all body organs including the neurological examination. Includes correspondence, memoranda, news clippings, and reports.

For information on the Coroners Case Management System (CCMS) see the Information System Overview (ISO) Section.

Unless otherwise specified below, the ministry OPR (B.C. Coroners Service, head office) will retain these records for:

CY+2y 7y DE

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

SO nil DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Pathology data reports (paper)		CY+2y	7y	FR

10y = meets all operational requirements and is sufficient for reference purposes

FR = The government archives will fully retain one copy of each data report for its evidential and informational value. These records provide summary information on investigation cases and provide access to investigation case files by type of death, which is not otherwise available.

(Continued on next page)

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
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PUR = Public Use Records	y = year FOI = Freedom of Information/Privacy	VR = Vital Records
OPR = Office of Primary Responsibility		

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by BC Archives. For assistance in implementing ORCS, contact your Records Officer.

A SA FD

81410 PHOTOGRAPHY

Records relating to research concerning the subject of photography which may be used in the initial stages of the investigations. Includes correspondence, memoranda, news clippings, and reports.

For information on the Coroners Case Management System (CCMS) see the Information System Overview (ISO) Section.

Unless otherwise specified below, the ministry OPR (B.C. Coroners Service, head office) will retain these records for:

CY+2y 7y DE

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

SO nil DE

- | | | | | | |
|-----|-------------------------------------|---------------------------|-----------|------------|-----------|
| -00 | Policy and procedures | - OPR
- <u>non-OPR</u> | SO | 5y | FR |
| -01 | General | | <u>SO</u> | <u>nil</u> | <u>DE</u> |
| -02 | Photography data reports
(paper) | | CY+2y | 7y | FR |

10y = meets all operational requirements and is sufficient for reference purposes

FR = The government archives will fully retain one copy of each data report for its evidential and informational value.

These records provide summary information on investigation cases and provide access to investigation case files by type of death, which is not otherwise available.

- | | | | | | |
|-----|---|--|-------|----|----|
| -20 | Photography project files
(includes research notes,
correspondence, memoranda and reports)
(arrange alphabetically by subject) | | CY+2y | 7y | SR |
|-----|---|--|-------|----|----|

(Continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

81490 MEDICAL FACILITIES - GENERAL

Records relating to research concerning the subject of deaths occurring in medical facilities which must be investigated by a coroner pursuant to the *Coroners Act* (RSBC 1996, c. 72) not shown elsewhere in this primary block. Includes correspondence, memoranda, news clippings, and reports.

For information on the Coroners Case Management System (CCMS) see the Information System Overview (ISO) Section.

Unless otherwise specified below, the ministry OPR (B.C. Coroners Service, head office) will retain these records for:

CY+2y 7y DE

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

SO nil DE

- | | | | | | |
|-----|--|---------------------------|-----------|------------|-----------|
| -00 | Policy and procedures | - OPR
- <u>non-OPR</u> | SO | 5y | FR |
| -01 | General | | <u>SO</u> | <u>nil</u> | <u>DE</u> |
| -02 | Medical facilities data reports
(paper) | | CY+2y | 7y | FR |

10y = meets all operational requirements and is sufficient for reference purposes

FR = The government archives will fully retain one copy of each data report for its evidential and informational value. These records provide summary information on investigation cases and provide access to investigation case files by type of death, which is not otherwise available.

- 03 Midwifery

(Continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

81500 MEDICAL FACILITIES - CLINICS

Records relating to research concerning the subject of deaths occurring in clinics which must be investigated by a coroner pursuant to the *Coroners Act* (RSBC 1996, c. 72). Includes correspondence, memoranda, news clippings, and reports.

For information on the Coroners Case Management System (CCMS) see the Information System Overview (ISO) Section.

Unless otherwise specified below, the ministry OPR (B.C. Coroners Service, head office) will retain these records for:

CY+2y 7y DE

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

SO nil DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Medical clinics data reports (paper)		CY+2y	7y	FR

10y = meets all operational requirements and is sufficient for reference purposes

FR = The government archives will fully retain one copy of each data report for its evidential and informational value. These records provide summary information on investigation cases and provide access to investigation case files by type of death, which is not otherwise available.

-20	Medical clinics project files (includes research notes, correspondence, memoranda and reports) (arrange alphabetically by medical clinic)		CY+2y	7y	SR
-----	--	--	-------	----	----

(Continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

81520 MEDICAL FACILITIES - DENTAL FACILITIES (Continued)

-20 Dental facilities project files CY+2y 7y SR
 (includes research notes,
 correspondence, memoranda and reports)
 (arrange alphabetically by dental
 facility)

10y = meets all operational requirements and
 is sufficient for reference purposes

SR = The government archives will
 selectively retain dental
 facilities project files for their
 evidential and informational value
 by retaining files documenting
 significant and/or precedent
 setting issues or projects. At the
 time of transfer of dental
 facilities project files to semi-
 active storage, the staff of the
 Coroners Service will indicate on
 the file list which files, in its
 opinion, should be retained and
 will box them separately.

-30 Dental facilities reference files
 (arrange alphabetically by dental
 facility)

DE = All reference files can be
 destroyed. These files are for
 reference purposes only and contain
 information with no permanent
 value. All information related to
 individual research projects, or
 investigations, are classified in
 the appropriate case files.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

81530 MEDICAL FACILITIES - HOSPITALS (Continued)

10y = meets all operational requirements and is sufficient for reference purposes

SR = The government archives will selectively retain hospitals project files for their evidential and informational value by retaining files documenting significant and/or precedent setting issues or projects. At the time of transfer of hospitals project files to semi-active storage, the staff of the Coroners Service will indicate on the file list which files, in its opinion, should be retained and will box them separately.

-30 Hospitals reference files
 (arrange alphabetically by hospital)

DE = All reference files can be destroyed. These files are for reference purposes only and contain information with no permanent value. All information related to individual research projects, or investigations, are classified in the appropriate case files.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

81550 POLICE LOCKUPS/CUSTODY

Records relating to research concerning the subject of deaths occurring in a police lockup or while in police custody which must be investigated by a coroner pursuant to the *Coroners Act* (RSBC 1996, c. 72). Includes correspondence, memoranda, news clippings, and reports.

For information on the Coroners Case Management System (CCMS) see the Information System Overview (ISO) Section.

Unless otherwise specified below, the ministry OPR (B.C. Coroners Service, head office) will retain these records for:

CY+2y 7y DE

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

SO nil DE

- | | | | | | |
|-----|--|------------------|-----------|------------|-----------|
| -00 | Policy and procedures | - OPR | SO | 5y | FR |
| | | - <u>non-OPR</u> | <u>SO</u> | <u>nil</u> | <u>DE</u> |
| -01 | General | | | | |
| -02 | Police lockups/custody data reports
(paper) | | CY+2y | 7y | FR |

10y = meets all operational requirements and is sufficient for reference purposes

FR = The government archives will fully retain one copy of each data report for its evidential and informational value. These records provide summary information on investigation cases and provide access to investigation case files by type of death, which is not otherwise available.

- 03 Use of force
- 04 High speed pursuits

(Continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
81880	TRANSPORTATION - GENERAL			
81890	- AUTOMOBILE			
81900	- AVIATION			
81910	- BICYCLE			
81930	- MARINE			
81950	- RAIL			
81970	UNDETERMINED			

A = Active
SA = Semi-active
FD = Final Disposition
PIB = Personal Information Bank
PUR = Public Use Records
OPR = Office of Primary Responsibility

CY = Calendar Year
FY = Fiscal Year
NA = Not Applicable
w = week
y = year

SO = Superseded or Obsolete
DE = Destruction
SR = Selective Retention
FR = Full Retention
FOI = Freedom of Information/Privacy
VR = Vital Records

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

81700 TYPES OF DEATH - GENERAL (Continued)

FR = The government archives will fully retain one copy of each data report for its evidential and informational value. These records provide summary information on investigation cases and provide access to investigation case files by type of death, which is not otherwise available.

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
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PUR = Public Use Records	y = year FOI = Freedom of Information/Privacy	
OPR = Office of Primary Responsibility		VR = Vital Records

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

81710 ACCIDENTAL

Records relating to research concerning the subject of deaths which appear to be accidental requiring an investigation by a coroner pursuant to the *Coroners Act* (RSBC 1996, c. 72). Includes correspondence, memoranda, news clippings, and reports.

For information on the Coroners Case Management System (CCMS) see the Information System Overview (ISO) Section.

Unless otherwise specified below, the ministry OPR (B.C. Coroners Service, head office) will retain these records for:

CY+2y 7y DE

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

SO nil DE

- | | | | | | |
|-----|---|------------------|-----------|------------|-----------|
| -00 | Policy and procedures | - OPR | SO | 5y | FR |
| | | - <u>non-OPR</u> | <u>SO</u> | <u>nil</u> | <u>DE</u> |
| -01 | General | | | | |
| -02 | Accidental deaths data reports
(paper) | | CY+2y | 7y | FR |

10y = meets all operational requirements and is sufficient for reference purposes

FR = The government archives will fully retain one copy of each data report for its evidential and informational value. These records provide summary information on investigation cases and provide access to investigation case files by type of death, which is not otherwise available.

- | | | | | | |
|-----|--|--|-------|----|----|
| -20 | Accidental deaths project files
(includes research notes, correspondence, memoranda and reports)
(arrange alphabetically by subject) | | CY+2y | 7y | SR |
|-----|--|--|-------|----|----|

(Continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

81710 ACCIDENTAL (Continued)

10y = meets all operational requirements and is sufficient for reference purposes

SR = The government archives will selectively retain accidental deaths project files for their evidential and informational value by retaining files documenting significant and/or precedent setting issues or projects. At the time of transfer of accidental deaths project files to semi-active storage, the staff of the Coroners Service will indicate on the file list which files, in its opinion, should be retained and will box them separately.

-30 Accidental deaths reference files
 (arrange alphabetically by subject)

DE = All reference files can be destroyed. These files are for reference purposes only and contain information with no permanent value. All information related to individual research projects, or investigations, are classified in the appropriate case files.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

81715 ALCOHOL RELATED

Records relating to research concerning the subject of alcohol related deaths. Includes correspondence, memoranda, news clippings, and reports.

For information on the Coroners Case Management System (CCMS) see the Information System Overview (ISO) Section.

Unless otherwise specified below, the ministry OPR (B.C. Coroners Service, head office) will retain these records for:

CY+2y 7y DE

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

SO nil DE

- | | | | | | |
|-----|--|------------------|-----------|------------|-----------|
| -00 | Policy and procedures | - OPR | SO | 5y | FR |
| | | - <u>non-OPR</u> | <u>SO</u> | <u>nil</u> | <u>DE</u> |
| -01 | General | | | | |
| -02 | Alcohol related deaths data reports
(paper) | | CY+2y | 7y | FR |

10y = meets all operational requirements and is sufficient for reference purposes

FR = The government archives will fully retain one copy of each data report for its evidential and informational value. These records provide summary information on investigation cases and provide access to investigation case files by type of death, which is not otherwise available.

- | | | | | | |
|-----|---|--|-------|----|----|
| -20 | Alcohol related deaths project files
(includes research notes, correspondence, memoranda and reports)
(arrange alphabetically by subject) | | CY+2y | 7y | SR |
|-----|---|--|-------|----|----|

10y = meets all operational requirements and is sufficient for reference purposes

(Continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by BC Archives. For assistance in implementing ORCS, contact your Records Officer.

A SA FD

81720 ANIMAL/INSECT RELATED

Records relating to research concerning the subject of animal and insect bites which result in a death requiring an investigation by a coroner pursuant to the *Coroners Act* (RSBC 1996, c. 72). Includes correspondence, memoranda, news clippings, and reports.

For information on the Coroners Case Management System (CCMS) see the Information System Overview (ISO) Section.

Unless otherwise specified below, the ministry OPR (B.C. Coroners Service, head office) will retain these records for:

CY+2y 7y DE

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

SO nil DE

- | | | | | | |
|-----|---|------------------|-----------|------------|-----------|
| -00 | Policy and procedures | - OPR | SO | 5y | FR |
| | | - <u>non-OPR</u> | <u>SO</u> | <u>nil</u> | <u>DE</u> |
| -01 | General | | | | |
| -02 | Animal/insect related deaths data reports (paper) | | CY+2y | 7y | FR |

10y = meets all operational requirements and is sufficient for reference purposes

FR = The government archives will fully retain one copy of each data report for its evidential and informational value. These records provide summary information on investigation cases and provide access to investigation case files by type of death, which is not otherwise available.

- | | | | | | |
|-----|---|--|-------|----|----|
| -20 | Animal/insect related deaths project files (includes research notes, correspondence, memoranda and reports) (arrange alphabetically by subject) | | CY+2y | 7y | SR |
|-----|---|--|-------|----|----|

(Continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

81730 ANTICIPATED DEATHS

Records relating to research concerning the subject of deaths which are expected due to the seriousness of an illness. Includes correspondence, memoranda, news clippings, and reports.

For information on the Coroners Case Management System (CCMS) see the Information System Overview (ISO) Section.

Unless otherwise specified below, the ministry OPR (B.C. Coroners Service, head office) will retain these records for:

CY+2y 7y DE

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

SO nil DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Anticipated deaths data reports (paper)		Cy+2y	7y	FR

10y = meets all operational requirements and is sufficient for reference purposes

FR = The government archives will fully retain one copy of each data report for its evidential and informational value. These records provide summary information on investigation cases and provide access to investigation case files by type of death, which is not otherwise available.

- 03 Do not resuscitate orders (DNR)
- 04 Euthanasia
- 05 Living wills

(Continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

81750 COMMUNICABLE DISEASES - GENERAL

Records not shown elsewhere in the communicable diseases block which relate to research concerning the subject of fatal communicable diseases. Includes correspondence, memoranda, news clippings, and reports.

For information on the Coroners Case Management System (CCMS) see the Information System Overview (ISO) Section.

Unless otherwise specified below, the ministry OPR (B.C. Coroners Service, head office) will retain these records for:

CY+2y 7y DE

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

SO nil DE

- | | | | | | |
|-----|---|---------------------------|-----------|------------|-----------|
| -00 | Policy and procedures | - OPR
- <u>non-OPR</u> | SO | 5y | FR |
| -01 | General | | <u>SO</u> | <u>nil</u> | <u>DE</u> |
| -02 | Communicable diseases data reports
(paper) | | CY+2y | 7y | FR |

10y = meets all operational requirements and is sufficient for reference purposes

FR = The government archives will fully retain one copy of each data report for its evidential and informational value. These records provide summary information on investigation cases and provide access to investigation case files by type of death, which is not otherwise available.

- | | | | | | |
|-----|--|--|-------|----|----|
| -20 | Communicable diseases project files
(includes research notes, correspondence, memoranda and reports)
(arrange alphabetically by subject) | | CY+2y | 7y | SR |
|-----|--|--|-------|----|----|

(Continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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	<u>A</u>	<u>SA</u>	<u>FD</u>
81760 <u>COMMUNICABLE DISEASES - AIDS</u>			
Records relating to research concerning the subject of acquired immune deficiency syndrome (AIDS). Includes correspondence, memoranda, news clippings, and reports.			
For information on the Coroners Case Management System (CCMS) see the Information System Overview (ISO) Section.			
Unless otherwise specified below, the ministry OPR (B.C. Coroners Service, head office) will retain these records for:			
	CY+2y	7y	DE
Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:			
	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00 Policy and procedures	SO	5y	FR
	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01 General			
-02 AIDS data reports (paper)	CY+2y	7y	FR
10y = meets all operational requirements and is sufficient for reference purposes			
FR = The government archives will fully retain one copy of each data report for its evidential and informational value. These records provide summary information on investigation cases and provide access to investigation case files by type of death, which is not otherwise available.			
-20 AIDS project files	CY+2y	7y	SR
(includes research notes, correspondence, memoranda and reports) (arrange alphabetically by subject)			

(Continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

81760 COMMUNICABLE DISEASES - AIDS (Continued)

10y = meets all operational requirements and is sufficient for reference purposes

SR = The government archives will selectively retain AIDS project files for their evidential and informational value by retaining files documenting significant and/or precedent setting issues or projects. At the time of transfer of AIDS project files to semi-active storage, the staff of the Coroners Service will indicate on the file list which files, in its opinion, should be retained and will box them separately.

-30 AIDS reference files
 (arrange alphabetically by subject)

DE = All reference files can be destroyed. These files are for reference purposes only and contain information with no permanent value. All information related to individual research projects, or investigations, are classified in the appropriate case files.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

81770 DRUG OVERDOSES

Records relating to research concerning the subject of fatal drug overdoses. Records also document any recommendations to hinder drug overdoses from occurring. Includes correspondence, memoranda, news clippings, and reports.

For information on the Coroners Case Management System (CCMS) see the Information System Overview (ISO) Section.

Unless otherwise specified below, the ministry OPR (B.C. Coroners Service, head office) will retain these records for:

CY+2y 7y DE

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

SO nil DE

- | | | | | | |
|-----|--|---------------------------|-----------|------------|-----------|
| -00 | Policy and procedures | - OPR
- <u>non-OPR</u> | SO | 5y | FR |
| -01 | General | | <u>SO</u> | <u>nil</u> | <u>DE</u> |
| -02 | Drug overdoses data reports
(paper) | | CY+2y | 7y | FR |

10y = meets all operational requirements and is sufficient for reference purposes

FR = The government archives will fully retain one copy of each data report for its evidential and informational value. These records provide summary information on investigation cases and provide access to investigation case files by type of death, which is not otherwise available.

- 03 Heroin-related deaths

(Continued on next page)

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PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year FOI = Freedom of Information/Privacy	VR = Vital Records
OPR = Office of Primary Responsibility		

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

81780 ELECTROCUTION

Records relating to research concerning the subject of electrocution. Includes correspondence, memoranda, news clippings, and reports.

For information on the Coroners Case Management System (CCMS) see the Information System Overview (ISO) Section.

Unless otherwise specified below, the ministry OPR (B.C. Coroners Service, head office) will retain these records for:

CY+2y 7y DE

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

SO nil DE

- | | | | | | |
|-----|---------------------------------------|------------------|-----------|------------|-----------|
| -00 | Policy and procedures | - OPR | SO | 5y | FR |
| | | - <u>non-OPR</u> | <u>SO</u> | <u>nil</u> | <u>DE</u> |
| -01 | General | | | | |
| -02 | Electrocution data reports
(paper) | | CY+2y | 7y | FR |

10y = meets all operational requirements and is sufficient for reference purposes

FR = The government archives will fully retain one copy of each data report for its evidential and informational value. These records provide summary information on investigation cases and provide access to investigation case files by type of death, which is not otherwise available.

- | | | | | | |
|-----|--|--|-------|----|----|
| -20 | Electrocution project files
(includes research notes, correspondence, memoranda and reports)
(arrange alphabetically by subject) | | CY+2y | 7y | SR |
|-----|--|--|-------|----|----|

10y = meets all operational requirements and is sufficient for reference purposes

(Continued on next page)

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
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PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year FOI = Freedom of Information/Privacy	VR = Vital Records
OPR = Office of Primary Responsibility		

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

81790 FIRE

Records relating to research concerning the subject of fires which result in death and must be investigated by a coroner pursuant to the *Coroners Act* (RSBC 1996, c. 72). Includes correspondence, memoranda, news clippings, and reports.

For information on the Coroners Case Management System (CCMS) see the Information System Overview (ISO) Section.

Unless otherwise specified below, the ministry OPR (B.C. Coroners Service, head office) will retain these records for:

CY+2y 7y DE

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

SO nil DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Fire related deaths data reports (paper)		CY+2y	7y	FR

10y = meets all operational requirements and is sufficient for reference purposes

FR = The government archives will fully retain one copy of each data report for its evidential and informational value. These records provide summary information on investigation cases and provide access to investigation case files by type of death, which is not otherwise available.

-03 Arson

(Continued on next page)

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PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year FOI = Freedom of Information/Privacy	VR = Vital Records
OPR = Office of Primary Responsibility		

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

81790 FIRE (Continued)

-20 Fire related deaths project files CY+2y 7y SR
 (includes research notes, correspondence,
 memoranda and reports)
 (arrange alphabetically by subject)

10y = meets all operational requirements and
is sufficient for reference purposes

SR = The government archives will
selectively retain fire related
deaths project files for their
evidential and informational value
by retaining files documenting
significant and/or precedent
setting issues or projects. At the
time of transfer of fire related
deaths project files to semi-
active storage, the staff of the
Coroners Service will indicate on
the file list which files, in its
opinion, should be retained and
will box them separately.

-30 Fire related deaths reference files
 (arrange alphabetically by subject)

DE = All reference files can be
destroyed. These files are for
reference purposes only and
contain information with no
permanent value. All information
related to individual research
projects, or investigations, are
classified in the appropriate case
files.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

81810 HUMAN-MADE/NATURAL DISASTERS

Records relating to research concerning the subject of deaths which are a result of a human-made or natural disaster. Records also document all planning for disasters to minimize loss of life. Includes correspondence, memoranda, news clippings, and reports.

For additional records relating to disaster planning see the Provincial Emergency Program ORCS (120776).

For information on the Coroners Case Management System (CCMS) see the Information System Overview (ISO) Section.

Unless otherwise specified below, the ministry OPR (B.C. Coroners Service, head office) will retain these records for:

CY+2y 7y DE

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

SO nil DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Human-made/natural disasters data reports (paper)		CY+2y	7y	FR

10y = meets all operational requirements and is sufficient for reference purposes

FR = The government archives will fully retain one copy of each data report for its evidential and informational value. These records provide summary information on investigation cases and provide access to investigation case files by type of death, which is not otherwise available.

(Continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

81810 HUMAN-MADE/NATURAL DISASTERS (Continued)

- 03 Disaster/training simulation
- 04 Foreign disaster contact list
- 05 Provincial disaster contact list
- 06 Regional disaster plan

- 20 Human-made/natural disasters project files CY+2y 7y SR
 (includes research notes, correspondence,
 memoranda and reports)
 (arrange alphabetically by subject)

10y = meets all operational requirements and is sufficient for reference purposes

SR = The government archives will selectively retain human-made/natural disasters project files for their evidential and informational value by retaining files documenting significant and/or precedent setting issues or projects. At the time of transfer of human-made/natural disasters project files to semi-active storage, the staff of the Coroners Service will indicate on the file list which files, in its opinion, should be retained and will box them separately.

- 30 Human-made/natural disasters reference files
 (arrange alphabetically by subject)

DE = All reference files can be destroyed. These files are for reference purposes only and contain information with no permanent value. All information related to individual research projects, or investigations, are classified in the appropriate case files.

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year FOI = Freedom of Information/Privacy	VR = Vital Records
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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	<u>A</u>	<u>SA</u>	<u>FD</u>
81830 <u>NATURAL</u>			
Records relating to research concerning the subject of natural deaths. Includes correspondence, memoranda, news clippings, and reports.			
For information on the Coroners Case Management System (CCMS) see the Information System Overview (ISO) Section.			
Unless otherwise specified below, the ministry OPR (B.C. Coroners Service, head office) will retain these records for:	CY+2y	7y	DE
Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00 Policy and procedures - OPR	SO	5y	FR
-01 General - <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-02 Natural deaths data reports (paper)	CY+2y	7y	FR
10y = meets all operational requirements and is sufficient for reference purposes			
FR = The government archives will fully retain one copy of each data report for its evidential and informational value. These records provide summary information on investigation cases and provide access to investigation case files by type of death, which is not otherwise available.			
-20 Natural deaths project files (includes research notes, correspondence, memoranda and reports) (arrange alphabetically by subject)	CY+2y	7y	SR
10y = meets all operational requirements and is sufficient for reference purposes			

(Continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

81830 NATURAL (Continued)

SR = The government archives will selectively retain natural deaths project files for their evidential and informational value by retaining files documenting significant and/or precedent setting issues or projects. At the time of transfer of natural deaths project files to semi-active storage, the staff of the Coroners Service will indicate on the file list which files, in its opinion, should be retained and will box them separately.

-30 Natural deaths reference files
 (arrange alphabetically by subject)

DE = All reference files can be destroyed. These files are for reference purposes only and contain information with no permanent value. All information related to individual research projects, or investigations, are classified in the appropriate case files.

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

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	<u>A</u>	<u>SA</u>	<u>FD</u>
81840 <u>OCCUPATION/SPORT FATALITIES</u>			
Records relating to research concerning the subject of fatal occupation and sport incidents. Includes correspondence, memoranda, news clippings, and reports.			
For information on the Coroners Case Management System (CCMS) see the Information System Overview (ISO) Section.			
Unless otherwise specified below, the ministry OPR (B.C. Coroners Service, head office) will retain these records for:			
	CY+2y	7y	DE
Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:			
	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00 Policy and procedures	SO	5y	FR
	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01 General			
-02 Occupation/sport fatalities data reports (paper)	CY+2y	7y	FR
10y = meets all operational requirements and is sufficient for reference purposes			
FR = The government archives will fully retain one copy of each data report for its evidential and informational value. These records provide summary information on investigation cases and provide access to investigation case files by type of death, which is not otherwise available.			
-03 Workers' Compensation Board			
-20 Occupation/sport fatalities project files (includes research notes, correspondence, memoranda and reports) (arrange alphabetically by subject)	CY+2y	7y	SR

(Continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

81860 SUDDEN INFANT DEATH SYNDROME

Records relating to research concerning the subject of sudden infant death syndrome (SIDS), also referred to as crib death, in which the child is found dead and no evidential cause of death is known. SIDS must be investigated by a coroner pursuant to the *Coroners Act* (RSBC 1996, c. 72). Includes correspondence, memoranda, news clippings, and reports.

For information on the Coroners Case Management System (CCMS) see the Information System Overview (ISO) Section.

Unless otherwise specified below, the ministry OPR (B.C. Coroners Service, head office) will retain these records for:

CY+2y 7y DE

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

SO nil DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Sudden infant death syndrome data reports (paper)		CY+2y	7y	FR

10y = meets all operational requirements and is sufficient for reference purposes

FR = The government archives will fully retain one copy of each data report for its evidential and informational value. These records provide summary information on investigation cases and provide access to investigation case files by type of death, which is not otherwise available.

(Continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

81870 SUICIDES

Records relating to research concerning the subject of suicides and to records created by the B.C. Suicide Prevention Program at the University of British Columbia. Includes correspondence, memoranda, news clippings, and reports.

For information on the Coroners Case Management System (CCMS) see the Information System Overview (ISO) Section.

Unless otherwise specified below, the ministry OPR (B.C. Coroners Service, head office) will retain these records for:

CY+2y 7y DE

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

SO nil DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Suicides data reports (paper)		CY+2y	7y	FR

10y = meets all operational requirements and is sufficient for reference purposes

FR = The government archives will fully retain one copy of each data report for its evidential and informational value. These records provide summary information on investigation cases and provide access to investigation case files by type of death, which is not otherwise available.

-20	Suicides project files (includes research notes, correspondence, memoranda and reports) (arrange alphabetically by subject)		CY+2y	7y	SR
-----	---	--	-------	----	----

(Continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

81890 TRANSPORTATION - AUTOMOBILE

Records relating to research concerning the subject of fatal automobile incidents, including commercial vehicles. Records also document any recommendations to prevent fatal automobile incidents from occurring. Includes correspondence, memoranda, news clippings, and reports.

For information on the Coroners Case Management System (CCMS) see the Information System Overview (ISO) Section.

Unless otherwise specified below, the ministry OPR (B.C. Coroners Service, head office) will retain these records for:

CY+2y 7y DE

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

SO nil DE

- | | | | | | |
|-----|---|---------------------------|-----------|------------|-----------|
| -00 | Policy and procedures | - OPR
- <u>non-OPR</u> | SO | 5y | FR |
| -01 | General | | <u>SO</u> | <u>nil</u> | <u>DE</u> |
| -02 | Automobile fatalities data reports
(paper) | | CY+2y | 7y | FR |

10y = meets all operational requirements and is sufficient for reference purposes

FR = The government archives will fully retain one copy of each data report for its evidential and informational value. These records provide summary information on investigation cases and provide access to investigation case files by type of death, which is not otherwise available.

- 03 Airbags
- 04 Commercial vehicles
- 05 Drinking and driving
- 06 Elderly drivers
- 07 Road design

(Continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

81910 TRANSPORTATION - BICYCLE

Records relating to research concerning the subject of fatal bicycle incidents. Records also document any recommendations to hinder fatal bicycle incidents from occurring. Includes correspondence, memoranda, news clippings, and reports.

For information on the Coroners Case Management System (CCMS) see the Information System Overview (ISO) Section.

Unless otherwise specified below, the ministry OPR (B.C. Coroners Service, head office) will retain these records for:

CY+2y 7y DE

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

SO nil DE

- | | | | | | |
|-----|--|---------------------------|-----------|------------|-----------|
| -00 | Policy and procedures | - OPR
- <u>non-OPR</u> | SO | 5y | FR |
| -01 | General | | <u>SO</u> | <u>nil</u> | <u>DE</u> |
| -02 | Bicycle fatalities data reports
(paper) | | CY+2y | 7y | FR |

10y = meets all operational requirements and is sufficient for reference purposes

FR = The government archives will fully retain one copy of each data report for its evidential and informational value. These records provide summary information on investigation cases and provide access to investigation case files by type of death, which is not otherwise available.

- | | | | | | |
|-----|---|--|-------|----|----|
| -20 | Bicycle fatalities project files
(includes research notes, correspondence, memoranda and reports)
(arrange alphabetically by subject) | | CY+2y | 7y | SR |
|-----|---|--|-------|----|----|

(Continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

81910 TRANSPORTATION - BICYCLE (Continued)

10y = meets all operational requirements and is sufficient for reference purposes

SR = The government archives will selectively retain bicycle fatalities project files for their evidential and informational value by retaining files documenting significant and/or precedent setting issues or projects. At the time of transfer of bicycle fatalities project files to semi-active storage, the staff of the Coroners Service will indicate on the file list which files, in its opinion, should be retained and will box them separately.

-30 Bicycle fatalities reference files
 (arrange alphabetically by subject)

DE = All reference files can be destroyed. These files are for reference purposes only and contain information with no permanent value. All information related to individual research projects, or investigations, are classified in the appropriate case files.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

81930 TRANSPORTATION - MARINE

Records relating to research concerning the subject of fatal marine incidents. Records also document any recommendations to hinder fatal marine incidents from occurring. Includes correspondence, memoranda, news clippings, and reports.

For information on the Coroners Case Management System (CCMS) see the Information System Overview (ISO) Section.

Unless otherwise specified below, the ministry OPR (B.C. Coroners Service, head office) will retain these records for:

CY+2y 7y DE

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

SO nil DE

- | | | | | | |
|-----|---|---------------------------|-----------|------------|-----------|
| -00 | Policy and procedures | - OPR
- <u>non-OPR</u> | SO | 5y | FR |
| -01 | General | | <u>SO</u> | <u>nil</u> | <u>DE</u> |
| -02 | Marine fatalities data reports
(paper) | | CY+2y | 7y | FR |

10y = meets all operational requirements and is sufficient for reference purposes

FR = The government archives will fully retain one copy of each data report for its evidential and informational value. These records provide summary information on investigation cases and provide access to investigation case files by type of death, which is not otherwise available.

- | | | | | | |
|-----|--|--|-------|----|----|
| -20 | Marine fatalities project files
(includes research notes, correspondence, memoranda and reports)
(arrange alphabetically by subject) | | CY+2y | 7y | SR |
|-----|--|--|-------|----|----|

(Continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

81950 TRANSPORTATION - RAIL

Records relating to research concerning the subject of fatal rail incidents. Records also document any recommendations to hinder fatal rail incidents from occurring. Includes correspondence, memoranda, news clippings, and reports.

For information on the Coroners Case Management System (CCMS) see the Information System Overview (ISO) Section.

Unless otherwise specified below, the ministry OPR (B.C. Coroners Service, head office) will retain these records for:

CY+2y 7y DE

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

SO nil DE

- | | | | | | |
|-----|---|---------------------------|-----------|------------|-----------|
| -00 | Policy and procedures | - OPR
- <u>non-OPR</u> | SO | 5y | FR |
| -01 | General | | <u>SO</u> | <u>nil</u> | <u>DE</u> |
| -02 | Rail fatalities data reports
(paper) | | CY+2y | 7y | FR |

10y = meets all operational requirements and is sufficient for reference purposes

FR = The government archives will fully retain one copy of each data report for its evidential and informational value. These records provide summary information on investigation cases and provide access to investigation case files by type of death, which is not otherwise available.

- | | | | | | |
|-----|--|--|-------|----|----|
| -20 | Rail fatalities project files
(includes research notes, correspondence, memoranda and reports)
(arrange alphabetically by subject) | | CY+2y | 7y | SR |
|-----|--|--|-------|----|----|

(Continued on next page)

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
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OPR = Office of Primary Responsibility		

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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INFORMATION SYSTEM OVERVIEW

CCMS Coroners Case Management System

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

INFORMATION SYSTEM OVERVIEW

MINISTRY, CROWN CORPORATION, OR AGENCY:

Ministry of Attorney General

DIVISION, BRANCH, SECTION, OR OFFICE:

B.C. Coroners Service

SYSTEM TITLE:

Coroners Case Management System (CCMS)

APPLICATION TITLE:

Coroners Case Management System (CCMS)

PURPOSE:

The primary business use of CCMS is to capture important case information on all deaths reported to the Coroners Service. The system enables regional and headquarters staff simultaneous access to a central databank for on-line queries, reports and statistics.

INFORMATION CONTENT:

Primary case details (name of deceased, date of death, age, sex, etc.), financial commitments, case investigation notes, exhibit disposition, inquests information, recommendation and response tracking.

RETENTION AND DISPOSITION SUMMARY:

All data has been maintained since the initiation of the system.

For Transitory Electronic Data Processing (EDP) Records, see schedule number 102902.

For Computer System Backup Records, see schedule number 112910.

INPUTS/PROCESSES/OUTPUTS:

Regional clerks and coroners enter initial case data from the eight regional offices across B.C. This is an on-line database with different levels of access set, depending on the type of user (querying only vs entering/updating data). Data is used to retrieve: 1) case management reports (e.g., number of cases, how many are outstanding, etc.); and 2) statistical reports on types of deaths, (e.g., suicides, drowning, etc.).

81200-20 Local coroners' working files
81200-30 Regional coroners' working files

Output records are classified in BCCS ORCS, Sections 3 to 6.

-02 Data reports

SOFTWARE ENVIRONMENT:

CCMS is an oracle database which has been developed in-house to allow for the storage and retrieval of cases reported to the Coroners Service.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

HARDWARE ENVIRONMENT:

CCMS operates on a host computer or mainframe located in Victoria. Access is available to it from Headquarters and regional offices across the province via dedicated telecommunication lines.

SYSTEM MILESTONES:

CCMS was implemented in 1991/92.

USER CONTACTS (POSITION):

Systems Administrator

TECHNICAL CONTACTS (POSITION)

J.P. King, Business Manager, Information Technology Services Division

DOCUMENTATION/MANUALS CROSS REFERENCES:

There is an in-house manual "Application User Manual - Coroners Case Management System" (see ARCS 6450-80 - User Documentation)

OPERATIONAL RECORDS CLASSIFICATION:

Schedule No: Primary and Secondary Numbers and Titles:

116356	81100-02	Coroners Case Management System (CCMS)
116356	81200-65	Coroners investigation case files (electronic records)

CLASSIFICATION SYSTEM CROSS REFERENCE (OTHER RELATED RECORDS):

See appropriate ARCS primary.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

LIST OF APPENDICES

APPENDIX I - RECORDS OF SHORT-TERM AND LONG-TERM VALUE

APPENDIX J - MICROFORM CORONERS' INVESTIGATION CASE FILES AND INDEX

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

APPENDIX I

RECORDS OF SHORT-TERM AND LONG-TERM VALUE

The justification for separating records created in or before 1970 from records created since 1971 is that most coroners' records created from 1859 to 1970 have been microfilmed in their entirety. Records created since 1971 have not been microfilmed.

Files dating from 1986 onwards are being sorted into documents of long-term value and documents of short-term value. Documents with long-term value will be microfilmed. Documents with short-term value will be destroyed. The process of separating records with long-term value from those with short-term value has not been done for the years 1971 to 1985.

Records of short-term value which an individual case file may contain:

- Lab Test or X-Ray reports
- Medical Charts
- Insurance Forms
- Form B (Preliminary Investigation Reports)
- Form C (Interim Medical Reports)
- Coroners' Investigation Notes
- Newspaper Clippings
- Inquest Advisories
- Waivers of Jurisdiction
- Certificates of Shipment
- Jury/Witness Subpoenas
- Coroners' Precepts
- Warrants to Bury, Cremate and Otherwise
- Dispose of a Body after a View
- Notices of Holding an Inquest
- Orders to Seize
- General and Routine Correspondence
- Miscellaneous - Dead on Arrival Notices
 - Morgue Sheets, etc.

Records of long-term value which an individual case file may contain:

- Final Judicial Document - Judgement of Inquiry
 - Verdict of Coroner's Jury
 - Form A (Report of Investigation)
 - Report of Non-Coroner's Case
- Investigation Reports - Police
 - Workers' Compensation Board
 - Fire Commissioner
 - Aviation Safety Board
 - Coroners Service In-house Investigators, etc.
- Autopsy Report with Microscopics
- Toxicology Report with addenda
- Registration of Death
- Photographs/diagrams/maps
- Special Reports (e.g., diatoms; spirit dancing)
- Return of Sheriff

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

Dental Identification forms
Exhibits (in textual format)
Disposition of Exhibits form
Transcripts
Correspondence (responses to recommendations and other
correspondence of a non-routine nature)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

APPENDIX J

MICROFORM CORONERS' INVESTIGATION CASE FILES AND INDEX

1971 to present

None microfilmed.

1968 to 1970

Many of these files have been microfilmed and the hardcopy destroyed, although other files from this period (1968-1969 inquests and 1970 inquests and inquiries) are still stored at FACS Vancouver. A finding aid is on file at Information and Data Management Branch (IDMB).

1859 to 1968

The majority of the hardcopy files from this period which are to be microfilmed have been microfilmed and transferred to the government archives. The exception is some early material stored at FACS Vancouver which must be reviewed to determine whether it has already been microfilmed. A finding aid is on file at IDMB.

Microforms Stored in the IDMB Microform Security Vault

Record Centre Services (RCS) has in its microform security vault the following records of the B.C. Coroners Service. British Columbia Archives (BCA) has a complete copy of these microforms. The Coroners Service only has a copy of the index.

The locations of the RCS and BCA microforms follow each entry.

16mm microfilm reels:

Vancouver Coroners' Inquiries, 1938-1965

RCS: Cabinet 2, Drawer 1, Reels 1-37
BCA: GR 1503, Reels B4948-B4984

Inquisitions, 1859-1967

RCS: Cabinet 2, Drawer 2-4, Reels 1-235
BCA: GR 1327, Reels B2372-B2445 (74 rolls, encompassing rolls 1-75, with the exception of roll 32 which includes inquisitions prior to 1872)
BCA: GR 1502, Reels B4788-B4947 (160 reels, encompassing rolls 76-235).

Coroners' Inquiries (C81-4), 1938-1970

RCS: Cabinet 2, Drawer 1-2, Reels 1-100
BCA: GR 1504, Reels B4985-B5084

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

Microfilm Jackets:

Coroners' Index, 1938-1944

RCS: Cabinet 61, Drawer 12b, 30 Jackets
BCA: GR 1513 (Bf 033)

Coroners' Index, 1945-1949

RCS: Cabinet 61, Drawer 12b, 30 Jackets
BCA: GR 1514 (Bf 034)

Coroners' Index, 1950-1953

RCS: Cabinet 61, Drawer 12b, 30 Jackets
BCA: GR 1515 (Bf 035)

Coroners' Index, 1954-1958

RCS: Cabinet 61, Drawer 12b, 32 Jackets
BCA: GR 1516 (Bf 036)

Coroners' Index, 1959-1963

RCS: Cabinet 61, Drawer 12b, 37 Jackets
BCA: GR 1517 (Bf 037)

Coroners' Index, 1964-1966

RCS: Cabinet 61, Drawer 12b, 31 Jackets
BCA: GR 1518 (BF 038)

Coroners' Index, 1967-1970

RCS: Cabinet 61, Drawer 12b, 38 Jackets
BCA: GR 1519 (Bf 039)

B.C. CORONERS SERVICE

Operational Records Classification System (ORCS)

I N D E X

This index provides an alphabetical guide to *ORCS* subject headings and relevant primary number(s). It should enable the user to locate the primary number(s) in which documents relating to a specific subject or function may be classified. It should also aid the user in retrieving, by subject, documents which have been classified and filed.

Employees responsible for records classification should use this index as a means of access to the contents of *ORCS*. Once they have located what appear to be relevant index entries for a given subject, they should refer to the primary or primaries listed in order to determine which is the correct classification and also to determine the correct secondary. Often, the primary scope notes clarify whether or not a document should be classified in a given primary. Primary scope notes should be read carefully as they delineate a primary's subject and content.

This index contains an alphabetical listing of:

- a) all keywords which appear in primary titles;
- b) all keywords which appear in secondary titles;
- c) keywords which appear in primary scope notes;
- d) common synonyms for indexed keywords; and
- e) common abbreviations.

Cross-references:

"See" references indicate that the subject heading sought is indexed under an alternate entry (a more appropriate keyword, a full or official name, etc.).

"See also" references are used when additional information can be found in another entry.

SUBJECT HEADINGS

PRIMARY NUMBERS

- A -

ABORIGINAL BURIAL GROUNDS	81310
ABORIGINAL DECEDENTS	81610
ACCIDENTAL DEATHS	81710
AIDS	81760
AIRBAGS	81890
ALCOHOL/DRUGS	81400
ANIMAL/INSECT RELATED DEATHS	81720
ANNUAL REPORTS	81000
ANTHROPOLOGY	81310
ANTICIPATED DEATHS	81730
ARCHAEOLOGY	81310
ARSON	81790
AUTOMOBILE INCIDENTS	81890
AVIATION INCIDENTS	81900

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BODY RECOVERY/REMOVAL	81020
BOTANY	81330
BC SUICIDE PREVENTION PROGRAM	81870
BURIAL GROUNDS	81310

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CHILD DECEDENTS	81615
CLASSIFICATIONS OF DEATH	81000
CLINICS	81500
COMMERCIAL VEHICLE INCIDENTS	81890
COMMUNICABLE DISEASES	81750

<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
- AIDS	81760
COMMUNITY CARE FACILITIES	81510
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FAMILICIDE DEATHS	81800
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FIREARMS TESTING	81300
FIRE RELATED DEATHS	81790

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PRIMARY NUMBERS

FORENSIC EXAMINATIONS	
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- bite marks	81320
- botany	81330
- entomology	81340
- missing persons	81360
- odontology	81370
- pathology	81380
- photography	81410
- radiology	81390
- toxicology	81400
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GUNSHOT RESIDUE	81300
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HIGH SPEED PURSUIT	81550
HOMICIDAL	81800
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LOCAL CORONERS WORKING FILES	81200

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PRIMARY NUMBERS

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- community care facilities	81510
- correctional facilities	81460
- dental facilities	81520
- hospitals	81530
- medical facilities	81490
- mental health facilities	81540
- police lockups/custody	81550

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MARINE INCIDENTS	81930
MEDICAL FACILITIES	81490
MEDICAL INVESTIGATIONS	81000
MENTAL HEALTH FACILITIES	81540
MIDWIFERY	81490
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NATURAL DEATHS	81830
NON-CORONER'S CASE FILES	81000

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OCCUPATION/SPORT RELATED DEATHS	81840
ORGAN DONOR	81050

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PATHOLOGY	81380
- radiology	81390
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PHOTOGRAPHY	81410
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PLANTS/PLANT REMAINS	81330
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POLICE LOCKUPS/CUSTODY	81550
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PRONOUNCEMENT OF DEATH	81060
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PROVINCIAL DISASTER CONTACT LIST	81810
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SUBJECT HEADINGS

PRIMARY NUMBERS

- R -

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SUICIDES	81870

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TRANSPORTATION INCIDENTS	81880
TRAUMA REGISTRY	81000
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- AIDS	81760
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- anticipated	81730
- automobile	81890
- aviation	81900
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- communicable diseases	81750
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SUBJECT HEADINGS

PRIMARY NUMBERS

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- marine	81930
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- product related	81845
- rail	81950
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X-RAYS	81390
- Y -	
- Z -	