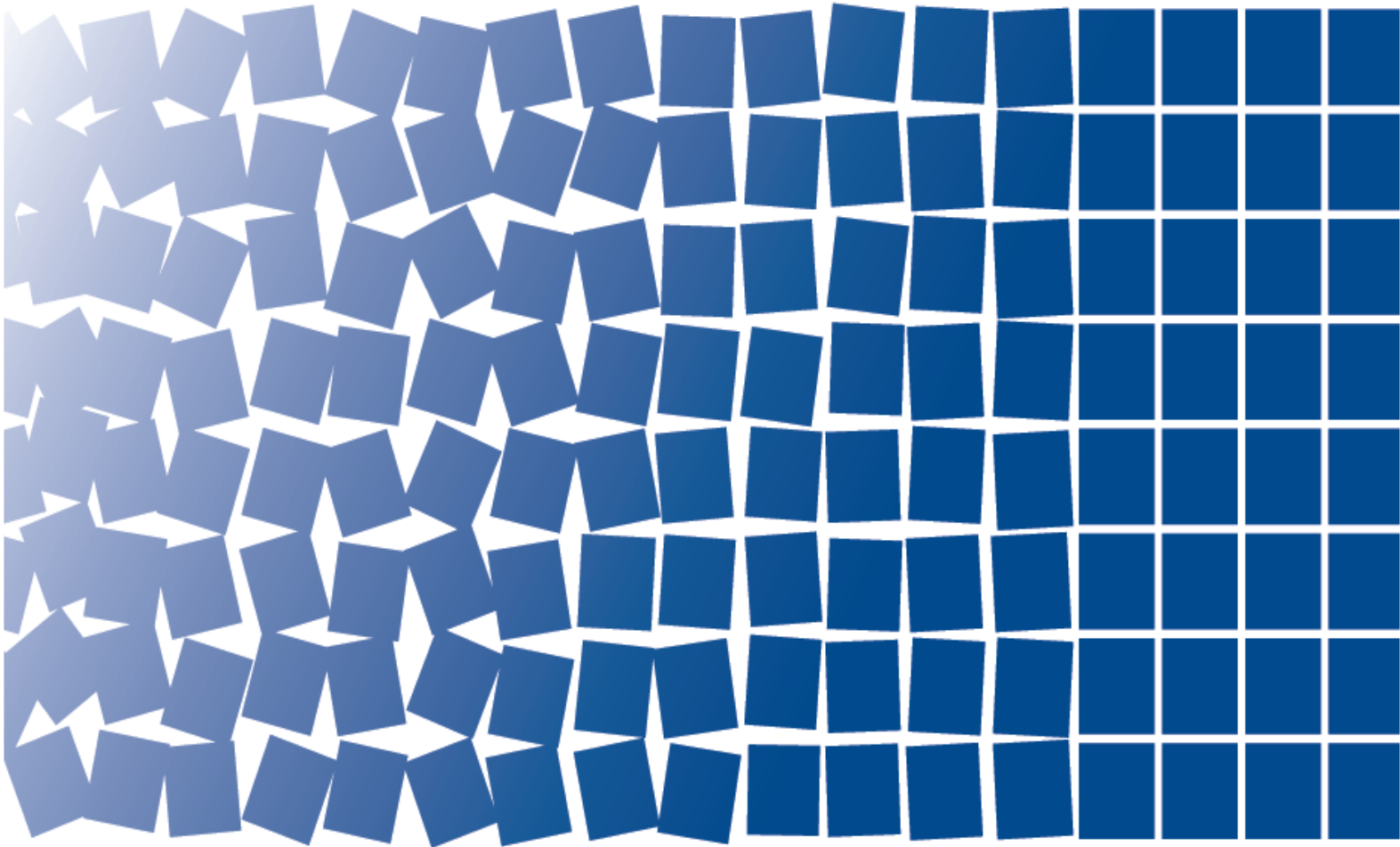


CORRECTIONS OPERATIONAL RECORDS CLASSIFICATION SYSTEM



GOVERNMENT RECORDS SERVICE

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

CORRECTIONS ORCS

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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APPENDIX A SUMMARY OF AMENDMENTS

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

ORCS REGISTER OF AMENDMENTS

This register lists all approved changes made to the *Corrections ORCS*, in ascending order (i.e., the most recent changes appear first).

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

Original schedule approval date: 1997/07/29

Amendment Number	Amendment Type	Date Approved	Section/ Primary/ Secondary	Changes
164439	Administrative	2018/11/08	Entire <i>ORCS</i>	<p>Amendment to the <i>Corrections ORCS</i> to remove classification relating to youth functions and transfer them to the new <i>Youth Justice, Forensic and Specialized Intervention Services ORCS</i>, Schedule 144823.</p> <p>This reflects the functional change that occurred in 1997 when the responsibility for youth justice functions was transferred to the Ministry of Children and Family Development.</p> <p>See Appendix A: Summary of Amendments for a detailed description of the changes.</p>

USEFUL INFORMATION

Key to Information Schedule Codes and Acronyms:

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Active and semi-active period codes:	CY = Calendar Year FY = Fiscal Year NA = Not Applicable SO = Superseded or Obsolete w = week m = month y = year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

The following links provide additional resources for managing your information:

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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—

A SA FD

S E C T I O N 1

C O R R E C T I O N S E R V I C E S - G E N E R A L

P R I M A R Y N U M B E R S

3 9 0 0 0 - 3 9 9 9 9

Section 1 covers records relating to Correction Services not shown elsewhere in the Corrections ORCS.

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

A SA FD

39000 - CORRECTION SERVICES - GENERAL - 39999

PRIMARY NUMBERS AND PRIMARY SUBJECTS

39000 CORRECTION SERVICES - GENERAL

A = Active CY = Calendar Year DE = Destruction
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			<u>A</u>	<u>SA</u>	<u>FD</u>
39000	<u>CORRECTION SERVICES - GENERAL</u>				
	Records not shown elsewhere in the correction services section which relate generally to correctional programs and services. Includes correspondence and memoranda.				
	NOTE: Only records which cannot be classified in a more specific primary or secondary may be classified under this primary.				
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:				
			<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	Statistics				
FR =	BCIMS will fully retain for their evidential value all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. Draft and duplicate materials which hold no evidential value may be purged and discarded.				

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCIMS
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCIMS
OPR = Office of Primary Responsibility	w = week	m = month
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BCIMS = B.C. Information Management Services	PUR = Public Use Records	
	SO = Superseded or Obsolete	

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A SA FD

S E C T I O N 2

P R E T R I A L S E R V I C E S

P R I M A R Y N U M B E R S

4 0 0 0 0 - 4 0 9 9 9

Section 2 covers records relating to pretrial services.

These records document the process an offender goes through when apprehended and arrested for committing an offence. An individual may be awarded bail or may be remanded in custody until the trial hearing. Crown counsel may avoid a trial by diverting an offender to another agency with which the offender will enter into an agreement to provide compensation, restitution or work service.

Case files maintained by adult correctional centres and probation and family court service offices are covered in Section 15. However, the headquarters office maintains its own offender case files which require executive examination. Headquarters offender case files are classified in this section under secondary -20 of the appropriate primary.

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

40000 - PRETRIAL SERVICES - 40999

PRIMARY NUMBERS AND PRIMARY SUBJECTS

40000 PRETRIAL SERVICES - GENERAL

40100 BAIL - GENERAL

40120 - ADULT

40200 DIVERSION - GENERAL

40220 - ADULT

40600 REMAND - GENERAL

40620 - ADULT

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A SA FD

40000 PRETRIAL SERVICES - GENERAL

Records not shown elsewhere in the pretrial services section which relate generally to pretrial services. Includes correspondence, memoranda, and press clippings.

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

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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 | Complaints and inquiries | | | | |
| -03 | Statistics | | | | |
| -04 | Other jurisdictions | | | | |
| -05 | Legal issues | | | | |

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

FR = BCIMS will fully retain for their evidential value all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. Draft and duplicate materials which hold no evidential value may be purged and discarded.

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCIMS
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCIMS
OPR = Office of Primary Responsibility	w = week	m = month
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BCIMS = B.C. Information Management Services	SO = Superseded or Obsolete	

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			<u>A</u>	<u>SA</u>	<u>FD</u>
40100	<u>BAIL - GENERAL</u>				
	Records relating to bail under the <u>Criminal Code</u> (s. 515) not shown elsewhere in this primary block. Bail is known as judicial interim release. It is a monetary amount for pretrial release from custody. Includes correspondence, memoranda, and press clippings.				
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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 Complaints and inquiries				
	-03 Statistics				
	-04 Other jurisdictions				
	-05 Legal issues				

A = Active CY = Calendar Year DE = Destruction
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			<u>A</u>	<u>SA</u>	<u>FD</u>
40120	<u>BAIL - ADULT</u>				
	Records relating to bail for adult offenders under the <u>Criminal Code</u> (s. 515). Bail is known as judicial interim release. It is a monetary amount for pretrial release from custody. Includes correspondence, memoranda, and press clippings.				
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:		<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 Complaints and inquiries				
	-03 Statistics				
	-04 Other jurisdictions				
	-05 Legal issues				
PIB	-20 Adult bail case files (arrange alphabetically by offender's surname)				

A = Active CY = Calendar Year DE = Destruction
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 FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS
 OPR = Office of Primary Responsibility w = week m = month y = year
 PIB = Personal Information Bank VR = Vital Records PUR = Public Use Records
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			<u>A</u>	<u>SA</u>	<u>FD</u>
40620	<u>REMAND - ADULT</u>				
	Records relating to remand (returning an offender to custody) for adult offenders under the <u>Criminal Code</u> (s. 537). Includes correspondence, memoranda, and press clippings.				
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:		<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 Complaints and inquiries				
	-03 Statistics				
	-04 Other jurisdictions				
	-05 Legal issues				
PIB	-20 Adult remand case files (arrange alphabetically by offender's surname)				

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 OPR = Office of Primary Responsibility w = week m = month y = year
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A SA FD

S E C T I O N 3

P R E S E N T E N C E S E R V I C E

P R I M A R Y N U M B E R S

4 1 0 0 0 - 4 1 8 9 9

Section 3 covers records relating to presentence services.

These records include reports that judges use in sentencing in order to familiarize themselves with the background of an individual and to assess the impact of the crime on the victim.

Case files maintained by adult correctional centres and probation and family court service offices are covered in Section 15. However, the headquarters office maintains its own offender case files which require executive examination. Headquarters offender case files are classified in this section under secondary -20 of the appropriate primary.

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A SA FD

S E C T I O N 4

S E N T E N C E S / D I S P O S I T I O N S

P R I M A R Y N U M B E R S

4 1 9 0 0 - 4 4 9 9 9

Section 4 covers records relating to sentences/dispositions.

These records document the different sentences/dispositions an offender may receive.

Case files maintained by adult correctional centres and probation and family court service offices are covered in Section 15. However, the headquarters office maintains its own offender case files which require executive examination. Headquarters offender case files are classified in this section under secondary -20 of the appropriate primary.

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A SA FD

41900 - SENTENCES/DISPOSITIONS - 44999

PRIMARY NUMBERS AND PRIMARY SUBJECTS

41900 SENTENCES/DISPOSITIONS - GENERAL

42000 ATTENDANCE PROGRAMS - GENERAL
42020 - ADULT

42200 CALCULATION - GENERAL
42220 - ADULT

42300 CAPITAL PUNISHMENT

42500 COMMUNITY SERVICE - GENERAL
42520 - ADULT

42700 CUSTODY - GENERAL
42720 - ADULT

42900 DISCHARGE - GENERAL
43000 - ABSOLUTE - GENERAL
43020 - ADULT
43100 - CONDITIONAL - GENERAL
43120 - ADULT

43300 ELECTRONIC MONITORING - GENERAL
43320 - ADULT

43500 FINES - GENERAL
43520 - ADULT

43700 INTERMITTENT CUSTODY - GENERAL
43720 - ADULT

44100 PROBATION - GENERAL
44200 - CONDITIONS - GENERAL
44220 - ADULT
44300 - ENFORCEMENT - GENERAL
44320 - ADULT
44400 - PRISON PLUS PAROLE PLUS PROBATION
44450 - PRISON PLUS PROBATION
44500 - REVIEWS - GENERAL
44520 - ADULT

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A SA FD

44700 TREATMENT ORDERS - GENERAL
44720 - ADULT

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			<u>A</u>	<u>SA</u>	<u>FD</u>
42000	<u>ATTENDANCE PROGRAMS - GENERAL</u>				
	Records relating to a court order requiring an offender to attend a specific program not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings.				
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:		<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	Complaints and inquiries				
-03	Statistics				
-04	Other jurisdictions				
-05	Legal issues				

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			<u>A</u>	<u>SA</u>	<u>FD</u>
42020	<u>ATTENDANCE PROGRAMS - ADULT</u>				
	Records relating to a court order requiring an adult offender to attend a specific program. Includes correspondence, memoranda, and press clippings.				
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:		<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 Complaints and inquiries				
	-03 Statistics				
	-04 Other jurisdictions				
	-05 Legal issues				
PIB	-20 Adult attendance case files (arrange alphabetically by offender's surname)				
	-25 Adult attendance program case files (arrange alphabetically by program name)				

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			<u>A</u>	<u>SA</u>	<u>FD</u>
42220	<u>CALCULATION - ADULT</u>				
	Records relating to the calculation of an adult offender's sentence pursuant to the <u>Corrections Act</u> (RSBC 1979, c. 70, s. 18). An inmate in a correctional centre may be credited with 15 days of earned remission of his sentence for each month, and with a number of days calculated on a proportionate basis for each incomplete month, during which he applied himself industriously. Includes correspondence, memoranda, and press clippings.				
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:		<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	- OPR	<u>SO</u>	5y	FR
	-01 General	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-02 Complaints and inquiries				
	-03 Statistics				
	-04 Other jurisdictions				
	-05 Legal issues				
PIB	-20 Adult calculation case files (arrange alphabetically by offender's surname)				

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			<u>A</u>	<u>SA</u>	<u>FD</u>
42300	<u>CAPITAL PUNISHMENT</u>				
	Records relating to capital punishment (punishment by death). Includes correspondence, memoranda, and press clippings.				
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:		<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	Complaints and inquiries				
-03	Statistics				
-04	Other jurisdictions				
-05	Legal issues				

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

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A SA FD

42500 COMMUNITY SERVICE - GENERAL

Records relating to a court order requiring an offender to perform community service not shown elsewhere in this primary block. Community service may be performed as a sentence or a condition of probation. It may be either part of the sentence or probation condition, or it may be the entire sentence or probation condition. Includes correspondence, memoranda, and press clippings.

For diversion, see primary 40200.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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 | Complaints and inquiries | | | | |
| -03 | Statistics | | | | |
| -04 | Other jurisdictions | | | | |
| -05 | Legal issues | | | | |

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			<u>A</u>	<u>SA</u>	<u>FD</u>
42520	<u>COMMUNITY SERVICE - ADULT</u>				
	Records relating to a court order requiring an offender to perform community service for a specified number of hours as part of the probation conditions. Includes correspondence, memoranda, and press clippings.				
	For diversion, see primary 40220.				
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:		<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 Complaints and inquiries				
	-03 Statistics				
	-04 Other jurisdictions				
	-05 Legal issues				
PIB	-20 Adult community service case files (arrange alphabetically by offender's surname)				
	-25 Adult community services program case files (arrange alphabetically by type of community service)				

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			<u>A</u>	<u>SA</u>	<u>FD</u>
42720	<u>CUSTODY - ADULT</u>				
	Records relating to adult custody sentences imposed under the <u>Criminal Code</u> and the <u>Offence Act</u> (RSBC 1979, c. 305, ss. 64-79). Includes correspondence, memoranda, and press clippings.				
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:		<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 Complaints and inquiries				
	-03 Statistics				
	-04 Other jurisdictions				
	-05 Legal issues				
	-06 Alternatives to adults in custody				
PIB	-20 Adult custody case files (arrange alphabetically by offender's surname)				

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			<u>A</u>	<u>SA</u>	<u>FD</u>
42900	<u>DISCHARGE - GENERAL</u>				
	Records relating to offenders who are given an absolute or conditional discharge pursuant to the <u>Criminal Code</u> (s. 736 (1))not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings.				
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:		<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 Complaints and inquiries				
	-03 Statistics				
	-04 Other jurisdictions				
	-05 Legal issues				

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			<u>A</u>	<u>SA</u>	<u>FD</u>
43000	<u>DISCHARGE - ABSOLUTE - GENERAL</u>				
	Records relating to absolute discharges pursuant to the <u>Criminal Code</u> (s. 736 (1)) not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings.				
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:		<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 Complaints and inquiries				
	-03 Statistics				
	-04 Other jurisdictions				
	-05 Legal issues				

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			<u>A</u>	<u>SA</u>	<u>FD</u>
43020	<u>DISCHARGE - ABSOLUTE - ADULT</u>				
	Records relating to absolute discharges for adult offenders pursuant to the <u>Criminal Code</u> (s. 736 (1)). Includes correspondence, memoranda, and press clippings.				
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:		<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 Complaints and inquiries				
	-03 Statistics				
	-04 Other jurisdictions				
	-05 Legal issues				
PIB	-20 Adult absolute discharge case files (arrange alphabetically by offender's surname)				

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			<u>A</u>	<u>SA</u>	<u>FD</u>
43100	<u>DISCHARGE - CONDITIONAL - GENERAL</u>				
	Records relating to probation sentences imposed under the <u>Criminal Code</u> (s. 736 (1)) not shown elsewhere in this primary block. If completed successfully conditional discharges nullify the charge and the offender does not receive a criminal record. Includes correspondence, memoranda, and press clippings.				
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:		<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 Complaints and inquiries				
	-03 Statistics				
	-04 Other jurisdictions				
	-05 Legal issues				

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			<u>A</u>	<u>SA</u>	<u>FD</u>
43120	<u>DISCHARGE - CONDITIONAL - ADULT</u>				
	Records relating to adult probation sentences imposed under the <u>Criminal Code</u> (s. 736 (1)) which if completed successfully nullify the charge and the offender does not receive a criminal record. Includes correspondence, memoranda, and press clippings.				
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:		<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 Complaints and inquiries				
	-03 Statistics				
	-04 Other jurisdictions				
	-05 Legal issues				
PIB	-20 Adult conditional discharge case files (arrange alphabetically by offender's surname)				

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			<u>A</u>	<u>SA</u>	<u>FD</u>
43320	<u>ELECTRONIC MONITORING - ADULT</u>				
	Records relating to electronic devices that monitor the movements of adult offenders who are serving their sentences under house arrest. Records also document approval or denial for exceptional cases. Includes correspondence, memoranda, and press clippings.				
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:		<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 Complaints and inquiries				
	-03 Statistics				
	-04 Other jurisdictions				
	-05 Legal issues				
	-06 Exceptional cases		SO	nil	DE
PIB	-20 Adult electronic monitoring case files (arrange alphabetically by offender's surname)				

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			<u>A</u>	<u>SA</u>	<u>FD</u>
43500	<u>FINES - GENERAL</u>				
	Records relating to paying fines not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings.				
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:		<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	Complaints and inquiries				
-03	Statistics				
-04	Other jurisdictions				
-05	Legal issues				

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			<u>A</u>	<u>SA</u>	<u>FD</u>
43520	<u>FINES - ADULT</u>				
	Records relating to adult offenders who are ordered to pay a fine pursuant to the <u>Criminal Code</u> (s. 717 (3)(4) and s. 718). Records also document the fine option. This option occurs when an offender against whom a fine is imposed in respect of an offence, whether or not the offender is serving a term of imprisonment imposed in default of payment of the fine, has the fine discharged in whole or in part by earning credits for work performed. Includes correspondence, memoranda, and press clippings.				
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:		<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 Complaints and inquiries				
	-03 Statistics				
	-04 Other jurisdictions				
	-05 Legal issues				
	-06 Fine option				
PIB	-20 Adult fines case files (arrange alphabetically by offender's surname)				

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			<u>A</u>	<u>SA</u>	<u>FD</u>
43720	<u>INTERMITTENT CUSTODY - ADULT</u>				
	Records relating to a prison term served intermittently (e.g., on weekends) by adult offenders pursuant to the <u>Criminal Code</u> (s. 737 (1)(c)). Includes correspondence, memoranda, and press clippings.				
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:		<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 Complaints and inquiries				
	-03 Statistics				
	-04 Other jurisdictions				
	-05 Legal issues				
PIB	-20 Adult intermittent custody case files (arrange alphabetically by offender's surname)				

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A SA FD

44100 PROBATION - GENERAL

Records relating to probation under the Criminal Code (s. 737) and the Correction Act (RSBC 1979, c. 70, ss. 6-7) not shown elsewhere in this primary block. Probation is a type of sentence whereby an offender is released into the community under the supervision of a probation officer instead of being incarcerated. This primary includes complaints by offenders regarding probation. Includes correspondence, memoranda, and press clippings.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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 | Complaints and inquiries | | | | |
| -03 | Statistics | | | | |
| -04 | Other jurisdictions | | | | |
| -05 | Legal issues | | | | |
| -06 | Transfers | | | | |

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			<u>A</u>	<u>SA</u>	<u>FD</u>
44200	<u>PROBATION - CONDITIONS - GENERAL</u>				
	Records relating to probation conditions imposed under the <u>Criminal Code</u> (s. 737) not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings.				
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:		<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	Complaints and inquiries				
-03	Statistics				
-04	Other jurisdictions				
-05	Legal issues				

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			<u>A</u>	<u>SA</u>	<u>FD</u>
44220	<u>PROBATION - CONDITIONS - ADULT</u>				
	Records relating to probation conditions imposed on an adult offender pursuant to the <u>Criminal Code</u> (s. 737). Includes correspondence, memoranda, and press clippings.				
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:		<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 Complaints and inquiries				
	-03 Statistics				
	-04 Other jurisdictions				
	-05 Legal issues				
PIB	-20 Adult probation conditions case files (arrange alphabetically by probationer's surname)				

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			<u>A</u>	<u>SA</u>	<u>FD</u>
44300	<u>PROBATION - ENFORCEMENT - GENERAL</u>				
	Records relating to the enforcement of probation orders pursuant to the <u>Criminal Code</u> (s. 740) not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings.				
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:		<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 Complaints and inquiries				
	-03 Statistics				
	-04 Other jurisdictions				
	-05 Legal issues				

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			<u>A</u>	<u>SA</u>	<u>FD</u>
44320	<u>PROBATION - ENFORCEMENT - ADULT</u>				
	Records relating to the enforcement of adult probation orders pursuant to the <u>Criminal Code</u> (s. 740). Includes correspondence, memoranda, and press clippings.				
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:		<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 Complaints and inquiries				
	-03 Statistics				
	-04 Other jurisdictions				
	-05 Legal issues				
PIB	-20 Adult probation enforcement case files (arrange alphabetically by probationer's surname)				

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			<u>A</u>	<u>SA</u>	<u>FD</u>
44450	<u>PROBATION - PRISON PLUS PROBATION</u>				
	Records relating to a probation sentence commencing after an offender is released from a correctional centre. Includes correspondence, memoranda, and press clippings.				
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:		<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 Complaints and inquiries				
	-03 Statistics				
	-04 Other jurisdictions				
	-05 Legal issues				
PIB	-20 Prison plus probation case files (arrange alphabetically by probationer's surname)				

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			<u>A</u>	<u>SA</u>	<u>FD</u>
44500	<u>PROBATION - REVIEWS - GENERAL</u>				
	Records relating to probation sentence reviews not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings.				
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:		<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	Complaints and inquiries				
-03	Statistics				
-04	Other jurisdictions				
-05	Legal issues				

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			<u>A</u>	<u>SA</u>	<u>FD</u>
44520	<u>PROBATION - REVIEWS - ADULT</u>				
	Records relating to the review of adult offenders' probation sentences. Includes correspondence, memoranda, and press clippings.				
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:		<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 Complaints and inquiries				
	-03 Statistics				
	-04 Other jurisdictions				
	-05 Legal issues				
PIB	-20 Adult probation review case files (arrange alphabetically by probationer's surname)				

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			<u>A</u>	<u>SA</u>	<u>FD</u>
44700	<u>TREATMENT ORDERS - GENERAL</u>				
	Records relating to court orders requiring that an offender receive psychiatric or medical treatment not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings.				
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:		<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 Complaints and inquiries				
	-03 Statistics				
	-04 Other jurisdictions				
	-05 Legal issues				

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			<u>A</u>	<u>SA</u>	<u>FD</u>
44720	<u>TREATMENT ORDERS - ADULT</u>				
	Records relating to court orders requiring that an adult offender receive psychiatric or medical treatment. Includes correspondence, memoranda, and press clippings.				
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:		<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 Complaints and inquiries				
	-03 Statistics				
	-04 Other jurisdictions				
	-05 Legal issues				
PIB	-20 Adult treatment order case files (arrange alphabetically by offender's surname)				

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A SA FD

S E C T I O N 5

C O N D I T I O N A L R E L E A S E

P R I M A R Y N U M B E R S

4 5 0 0 0 - 4 5 9 9 9

Section 5 covers records relating to conditional release.

These records document the different types of release that offenders may receive enabling them to leave the correctional centre prior to completing their custody sentence.

Case files maintained by adult correctional centres and probation and family court service offices are covered in Section 15. However, the headquarters office maintains its own offender case files which require executive examination. Headquarters offender case files are classified in this section under secondary -20 of the appropriate primary.

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A SA FD

45000 - CONDITIONAL RELEASE - 45999

PRIMARY NUMBERS AND PRIMARY SUBJECTS

45000 CONDITIONAL RELEASE - GENERAL

45400 PAROLE - GENERAL

45420 - DAY

45440 - ENFORCEMENT

45460 - FULL

45480 - NATIONAL

45600 TEMPORARY ABSENCE - GENERAL

45620 - ADULT

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		<u>A</u>	<u>SA</u>	<u>FD</u>
45480	<u>PAROLE - NATIONAL</u>			
	Records relating to the relaxation of an inmate's prison sentence from a federal penitentiary and his/her entry into the community under conditions of a parole certificate. The National Parole Board grants parole to offenders in federal prisons pursuant to the <u>Corrections and Conditional Release Act</u> (S.C. 1992, c. 20). Includes correspondence, memoranda, and press clippings.			
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	SO	5y	FR
	-01 General	SO	<u>nil</u>	<u>DE</u>
	-02 Complaints and inquiries			
	-03 Statistics			
	-04 Other jurisdictions			
	-05 Legal issues			
PIB	-20 National parole case files (arrange alphabetically by offender's surname)			

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A SA FD

S E C T I O N 6

C O R R E C T I O N A L F A C I L I T I E S

P R I M A R Y N U M B E R S

4 6 0 0 0 - 4 7 0 9 9

Section 6 covers records relating to correctional facilities.

These records document routine procedures affecting an offender in a correctional centre.

Case files maintained by adult correctional centres, probation and family court services offices are covered in Section 15. However, the headquarters office maintains its own offender case files which require executive examination. Headquarters offender case files are classified in this section under secondary -20 of the appropriate primary.

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	<u>A</u>	<u>SA</u>	<u>FD</u>
46020 <u>CORRECTIONAL CENTRES</u>			
Records relating to provincial correctional centres, forestry camps and police lock-ups. Records also document admission procedures, including notifying inmate of correctional centre rules. Includes bed load plans, guide book, correspondence, memoranda, and press clippings.			
Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00 Policy and procedures			
- OPR	SO	5y	FR
- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01 General			
-02 Complaints and inquiries			
-03 Statistics			
-04 Other jurisdictions			
-05 Legal issues			
-06 Bed load plans	FY+1y	6Y	DE
OPR = Resource Analysis Section			
7y = previous bed load plans are often referred to in establishing a current plan			
-07 Overcrowding			
-08 Offender guide book	SO	7y	SR
SO = when a more recent guide book is produced			
7y = Previous guide books are often referred to in more recent drafts.			
SR = BCIMS will retain one copy of each edition of the offender guidebook from each facility.			

(Continued next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
46020	<u>CORRECTIONAL CENTRES</u> (Continued)			
-09	Segregation			
-10	Clothing			
-11	Inmate effect sheets	CY+1y	nil	DE
	OPR = Individual correctional centres			
-12	Log books	CY+1y	nil	DE
	OPR = Individual correctional centres			
-20	Correctional centre case files (arrange alphabetically by name of correctional centre)	CY+2y	7y	FR
	FR = BCIMS will fully retain these records because of their significant historical value. These files are the most concentrated available source of information relating to the operation of each facility.			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
46200	<u>FOOD SERVICES</u>			
	Records relating to food services in a correctional centre. Records also document special diets requested by offenders, complaints regarding food quality or quantity, as well as the cost of food and canteen products. Includes bed load plans, correspondence, memoranda, and press clippings.			
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures			
	-01 General			
	-02 Complaints and inquiries			
	-03 Statistics			
	-04 Other jurisdictions			
	-05 Legal issues			
	-06 Special diets			
	-07 Canteen lists			
	- OPR	SO	5y	FR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
PIB	-20 Food server case files (arrange alphabetically by offender's surname)			

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A SA FD

46500 OFFENDER CLASSIFICATION - GENERAL

Records relating to placing an offender into a particular category in order to alert or notify Corrections Branch staff to the type of offender with which they are dealing and which are not shown elsewhere in this primary block. Offenders may be classified as protective custody, violent, or mentally disordered. Includes correspondence, memoranda, and press clippings.

For electronic monitoring classification, see primary 43300.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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 | Complaints and inquiries | | | | |
| -03 | Statistics | | | | |
| -04 | Other jurisdictions | | | | |
| -05 | Legal issues | | | | |

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		<u>A</u>	<u>SA</u>	<u>FD</u>
46940	<u>TRANSFERS - INTERNATIONAL</u>			
	Records relating to international transfers under the <u>Transfer of Offenders Act</u> (R.S.C. 1985, c. T-15) which enables offenders to serve their sentence in their own country. Includes correspondence, memoranda, and press clippings.			
	For actual Agreements, see <u>ARCS</u> secondaries 146-25 and 154-25.			
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:	<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 Complaints and inquiries			
	-03 Statistics			
	-04 Other jurisdictions			
	-05 Legal issues			
PIB	-20 International transfers from or to B.C. (arrange alphabetically by country or offender's surname)			

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A SA FD

46960 TRANSFERS - MALE ADULT (Continued)

PIB -30 Male adult transfers from or to a federal
 penitentiary
 (arrange alphabetically by penitentiary,
 correctional centre or offender's
 surname)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
47020	<u>TRUST ACCOUNTS/REPORTS - ADULT</u> (Continued)			
-06	Canteen sales report (records relating to goods purchased and inmates' purchases)	FY+1y	nil	DE
-07	Fines paid report (records relating to fines paid by inmate that was originally part of his/her sentence)	FY+1y	nil	DE
-08	Records office receipts (records relating to cash on inmate when incarcerated)	FY+1y	nil	DE
-09	Teller disbursements report (records relating to funds going out of cash box)	FY+1y	nil	DE
-10	Tellers receipt report (records relating to cash entered to inmate through mail of front desk (visitor))	FY+1y	nil	DE
-11	Transferred in (records relating to funds inmates have when transferring from another correctional facility)	FY+1y	nil	DE
-12	Transferred out (records relating to funds inmates have when transferring to another correctional facility)	FY+1y	nil	DE
-13	Wage report (records relating to inmates and their corresponding wage)	FY+1y	nil	DE
-14	Welfare report (records relating to items purchased. An offender may pay to the welfare fund to receive a service. Money is then taken out of the welfare fund to pay for the service)	FY+1y	nil	DE
-15	Ad-hoc reports	FY+1y	nil	DE

(Continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
47020	<u>TRUST ACCOUNTS/REPORTS - ADULT</u> (Continued)			
-20	Inmate statements	SO	7y	DE
	SO = when an offender signs the statement acknowledging receipt of the funds			
	7y = based on the six-year limitation period specified in the <u>Limitation Act</u> (RSBC 1979, c. 236, ss. 7(2)(b))			
-25	Unclaimed monies	SO	nil	DE
	SO = upon release of offender. A list of the offenders names and the amounts owed is forwarded to accounting and control, Finance and Administration Division, Management Services Branch. See schedule 881023.			

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A SA FD

S E C T I O N 7

H E A L T H

P R I M A R Y N U M B E R S

4 7 1 0 0 - 4 8 9 9 9

Section 7 covers records relating to health issues.

These records document health issues which arise in correctional centres.

Case files maintained by adult correctional centres, probation and family court services offices are covered in Section 15. However, the headquarters office maintains its own offender case files which require executive examination. Headquarters offender case files are classified in this section under secondary -20 of the appropriate primary.

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A SA FD

47100 - HEALTH - 48999

PRIMARY NUMBERS AND PRIMARY SUBJECTS

47100 HEALTH - GENERAL

47200 DENTAL HYGIENE

47400 DISABILITIES - GENERAL

47440 - MENTALLY DISORDERED

47480 - PHYSICALLY HANDICAPPED

47700 INFECTION CONTROL - GENERAL

47720 - AIDS

47740 - HEPATITIS

47760 - SEXUALLY TRANSMITTED DISEASES

47780 - TUBERCULOSIS

48000 MEDICATION DISPENSING

48100 PSYCHOLOGICAL TREATMENT

48300 SUBSTANCE ABUSE - GENERAL

48400 - ALCOHOL - GENERAL

48420 - DRINKING AND DRIVING

48500 - DRUG TESTING

48600 - DRUGS

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			<u>A</u>	<u>SA</u>	<u>FD</u>
47200	<u>DENTAL HYGIENE</u>				
	Records relating to offenders' dental hygiene. Includes correspondence, memoranda, and press clippings.				
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters and Health Services) 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:		<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 Complaints and inquiries				
	-03 Statistics				
	-04 Other jurisdictions				
	-05 Legal issues				
PIB	-20 Dental hygiene case files (arranged alphabetically by offender's surname)				

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			<u>A</u>	<u>SA</u>	<u>FD</u>
47400	<u>DISABILITIES - GENERAL</u>				
	Records relating to disabilities, including mental disorders and physical handicaps not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings.				
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters and Health Services) 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:		<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	Complaints and inquiries				
-03	Statistics				
-04	Other jurisdictions				
-05	Legal issues				

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		<u>A</u>	<u>SA</u>	<u>FD</u>
47440	<u>DISABILITIES - MENTALLY DISORDERED</u>			
	Records relating to the health of mentally ill (including those that are non-certifiable) mentally handicapped or multiple problem individuals with personality disorders. These records also document individuals serving part or all of their sentence in a psychiatric facility. Includes correspondence, memoranda, and press clippings.			
	For other issues relating to mentally disordered offenders, see primary 54200.			
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters and Health Services) 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:	<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 Complaints and inquiries			
	-03 Statistics			
	-04 Other jurisdictions			
	-05 Legal issues			
PIB	-20 Mentally disordered offender case files (arranged alphabetically by offender's surname)			

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			<u>A</u>	<u>SA</u>	<u>FD</u>
47480	<u>DISABILITIES - PHYSICALLY HANDICAPPED</u>				
	Records relating to the health of physically handicapped offenders. Includes correspondence, memoranda, and press clippings.				
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters and Health Services) 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:		<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General				
	-02 Complaints and inquiries				
	-03 Statistics				
	-04 Other jurisdictions				
	-05 Legal issues				
PIB	-20 Physically handicapped offender case files (arranged alphabetically by offender's surname)				

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		<u>A</u>	<u>SA</u>	<u>FD</u>
47700	<u>INFECTIION CONTROL - GENERAL</u>			
	Records relating to programs and policies surrounding the treatment and possible segregation of inmates who suffer from a communicable disease not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings.			
	For inspection control, referring to nurses or other staff members, see <u>ARCS</u> primary 1460.			
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters and Health Services) 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
	- OPR			
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General			
-02	Complaints and inquiries			
-03	Statistics			
-04	Other jurisdictions			
-05	Legal issues			

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			<u>A</u>	<u>SA</u>	<u>FD</u>
47720	<u>INFECTION CONTROL - AIDS</u>				
	Records relating to programs and policies surrounding the treatment and possible segregation of inmates who have contracted the acquired immune deficiency syndrome (AIDS) or who have tested positive for the human immunodeficiency virus (HIV). Includes correspondence, memoranda, and press clippings.				
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters and Health Services) 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:		<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 Complaints and inquiries				
	-03 Statistics				
	-04 Other jurisdictions				
	-05 Legal issues				
PIB	-20 AIDS infection control case files (arranged alphabetically by offender's surname)				

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47740	<u>INFECTION CONTROL - HEPATITIS</u>				
	Records relating to programs and policies surrounding the treatment and possible segregation of inmates who have contracted hepatitis, including hepatitis B. Includes correspondence, memoranda, and press clippings.				
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters and Health Services) 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:		<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 Complaints and inquiries				
	-03 Statistics				
	-04 Other jurisdictions				
	-05 Legal issues				
PIB	-20 Hepatitis case files (arranged alphabetically by offender's surname)				

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		<u>A</u>	<u>SA</u>	<u>FD</u>
47760	<u>INFECTION CONTROL - SEXUALLY TRANSMITTED DISEASES</u>			
	Records relating to programs and policies surrounding the treatment and possible segregation of inmates who have contracted a sexually transmitted disease, including gonorrhoea, syphilis, and herpes. These records also document policies surrounding the issuance of condoms in correctional. Includes correspondence, memoranda, and press clippings.			
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters and Health Services) 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:	<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 Complaints and inquiries			
	-03 Statistics			
	-04 Other jurisdictions			
	-05 Legal issues			
	-06 Condoms			
PIB	-20 Sexually transmitted disease infection control case files (arranged alphabetically by offender's surname)			

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			<u>A</u>	<u>SA</u>	<u>FD</u>
47780	<u>INFECTION CONTROL - TUBERCULOSIS</u>				
	Records relating to programs and policies surrounding the treatment and possible segregation of inmates who have contracted tuberculosis. Includes correspondence, memoranda, and press clippings.				
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters and Health Services) 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:		<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 Complaints and inquiries				
	-03 Statistics				
	-04 Other jurisdictions				
	-05 Legal issues				
PIB	-20 Tuberculosis infection control case files (arranged alphabetically by offender's surname)				

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	<u>A</u>	<u>SA</u>	<u>FD</u>
48000 <u>MEDICATION DISPENSING</u>			
Records relating to programs and policies surrounding medication dispensing. Includes correspondence, memoranda, and press clippings.			
Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters and Health Services) 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00 Policy and procedures			
- OPR	SO	5y	FR
- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01 General			
-02 Complaints and inquiries			
-03 Statistics			
-04 Other jurisdictions			
-05 Legal issues			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
48300	<u>SUBSTANCE ABUSE - GENERAL</u>			
	Records relating to programs for people who require assistance to overcome a substance abuse problem not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings.			
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters and Health Services) 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
	- OPR			
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General			
-02	Complaints and inquiries			
-03	Statistics			
-04	Other jurisdictions			
-05	Legal issues			
-25	Substance abuse case files (arrange alphabetically by program name)			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
48420	<u>SUBSTANCE ABUSE - ALCOHOL - DRINKING AND DRIVING</u>			
	Records relating to programs for drinking and driving offenders, including curative treatment programs. Includes correspondence, memoranda, and press clippings.			
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters and Health Services) 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
		SO	<u>nil</u>	<u>DE</u>
-01	General			
-02	Complaints and inquiries			
-03	Statistics			
-04	Other jurisdictions			
-05	Legal issues			
-06	Curative treatment			
-25	Drinking and driving case files (arrange alphabetically by program name)			

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A SA FD

S E C T I O N 8

I N C I D E N T S

P R I M A R Y N U M B E R S

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Section 8 covers records relating to high-profile incidents in correctional centres.

These records document incidents caused by or which affect offenders in correctional centres.

Case files maintained by adult correctional centres and probation and family court service offices are covered in Section 15. However, the headquarters office maintains its own offender case files which require executive examination. Headquarters offender case files are classified in this section under secondary -20 of the appropriate primary.

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— A SA FD

49000 - INCIDENTS - 50899

PRIMARY NUMBERS AND PRIMARY SUBJECTS

- 49000 INCIDENTS - GENERAL
- 49200 CONTRABAND CONTROL - GENERAL
- 49220 - DRUGS
- 49240 - RITUAL PARAPHERNALIA
- 49260 - SEARCHES
- 49280 - WEAPONRY
- 49400 DEATHS
- 49500 DISCIPLINARY ACTION - GENERAL
- 49520 - ADULT
- 49700 EMERGENCIES
- 49800 ESCAPES - GENERAL
- 49820 - ADULT
- 50100 HUNGER STRIKES
- 50200 INJURIES - GENERAL
- 50220 - ADULT
- 50300 INTIMIDATION/ASSAULT - GENERAL
- 50320 - ADULT
- 50600 SUICIDES/SELF HARM - GENERAL
- 50620 - ADULT
- 50800 USE OF FORCE - GENERAL
- 50820 - ADULT

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		<u>A</u>	<u>SA</u>	<u>FD</u>
49240	<u>CONTRABAND CONTROL - RITUAL PARAPHERNALIA</u>			
	Records relating to ritual paraphernalia, including bits of bones and blood that some inmates try to obtain. Includes incident report forms, correspondence, memoranda, and press clippings.			
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
		SO	<u>nil</u>	<u>DE</u>
-01	General			
-02	Complaints and inquiries			
-03	Statistics			
-04	Other jurisdictions			
-05	Legal issues			
-20	Ritual paraphernalia in adult correctional centre case files (arrange alphabetically by name of adult correctional centre)			

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—	<u>A</u>	<u>SA</u>	<u>FD</u>
49400			
<u>DEATHS</u>			
Records relating to natural, accidental, or unexplained deaths. Includes incident report forms, coroners reports, correspondence, memoranda and press clippings.			
For suicides, see primaries 50600 to 50640.			
Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:			
	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures		
		- OPR	FR
		- <u>non-OPR</u>	DE
-01	General		
-02	Complaints and inquiries		
-03	Statistics		
-04	Other jurisdictions		
-05	Legal issues		
PIB	-20	Deceased offender case files (arrange alphabetically by offender's surname)	
		DE = All deaths which occur in a correctional facility are investigated by Investigation, Inspections and Standards Office and by the B.C. Coroners Service.	

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			<u>A</u>	<u>SA</u>	<u>FD</u>
49500	<u>DISCIPLINARY ACTION - GENERAL</u>				
	Records relating to action taken against an offender for breaking a prison rule while incarcerated not shown elsewhere in this primary block. Includes incident report forms, correspondence, memoranda, and press clippings.				
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:				
			<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	Complaints and inquiries				
-03	Statistics				
-04	Other jurisdictions				
-05	Legal issues				

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			<u>A</u>	<u>SA</u>	<u>FD</u>
49520	<u>DISCIPLINARY ACTION - ADULT</u>				
	Records relating to action taken against an adult offender for breaking a prison rule while incarcerated. Records also document disciplinary hearings. Includes audio tapes, incident report forms, correspondence, memoranda, and press clippings.				
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:		<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 Complaints and inquiries				
	-03 Statistics				
	-04 Other jurisdictions				
	-05 Legal issues				
	-06 Audio tapes		CY	nil	DE
	OPR = Individual correctional centres				
PIB	-20 Adult disciplinary action case files (arrange alphabetically by offender's surname)				

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			<u>A</u>	<u>SA</u>	<u>FD</u>
49800	<u>ESCAPES - GENERAL</u>				
	Records relating to escapes from temporary, open or secure facilities (e.g., group homes, wilderness camps, police lock-ups, correctional centres and penitentiaries) not shown elsewhere in this primary block. Includes incident report forms, correspondence, memoranda, and press clippings.				
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:		<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	Complaints and inquiries				
-03	Statistics				
-04	Other jurisdictions				
-05	Legal issues				

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		<u>A</u>	<u>SA</u>	<u>FD</u>
50100	<u>HUNGER STRIKES</u>			
	Records relating to hunger strikes, including feeding an inmate intravenously. Includes incident report forms, correspondence, memoranda, and press clippings.			
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures			
	-01 General			
	-02 Complaints and inquiries			
	-03 Statistics			
	-04 Other jurisdictions			
	-05 Legal issues			
	-06 Intravenous feeding			
PIB	-20 Hunger strike case files (arrange alphabetically by name of correctional centre or by offender's surname)			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
50220	<u>INJURIES - ADULT</u>			
	Records relating to injuries sustained by adult inmates while incarcerated in a provincial correctional centre, forestry camp or police lock-up. Includes incident report forms, correspondence, memoranda, and press clippings.			
	For self-inflicted injuries, see primary 50620.			
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures			
	- OPR	SO	5y	FR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General			
-02	Complaints and inquiries			
-03	Statistics			
-04	Other jurisdictions			
-05	Legal issues			
PIB	-20 Adult injury case files (arrange alphabetically by offender's surname)			

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— A SA FD

50300 INTIMIDATION/ASSAULT - GENERAL

Records relating to physical or sexual intimidation or assault not shown elsewhere in this primary block.

This includes physical or sexual intimidation or assault of an offender by Corrections Branch staff or by another offender, or to the physical or sexual intimidation or assault of staff by an offender. Includes incident report forms, correspondence, memoranda, and press clippings.

For harassment of a staff member by a staff member, see ARCS primary 1300-04.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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 | Complaints and inquiries | | | | |
| -03 | Statistics | | | | |
| -04 | Other jurisdictions | | | | |
| -05 | Legal issues | | | | |

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		<u>A</u>	<u>SA</u>	<u>FD</u>
50800	<u>USE OF FORCE - GENERAL</u>			
	Records relating to all physical and mechanical methods for restraining an offender not shown elsewhere in this primary block. Correctional centre officers derive their authority to use force from their capacity as peace officers pursuant to the <u>Criminal Code</u> (s. 2) and the <u>Correction Act</u> (RSBC 1979, c. 70, s. 3(4)). Records also document all methods of restraint (e.g., handcuffs, Mace, and firearms). Includes incident report forms, correspondence, memoranda, and press clippings.			
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
	- OPR	SO	5y	FR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General			
-02	Complaints and inquiries			
-03	Statistics			
-04	Other jurisdictions			
-05	Legal issues			

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			<u>A</u>	<u>SA</u>	<u>FD</u>
50820	<u>USE OF FORCE - ADULT</u>				
	Records relating to all physical and mechanical methods for restraining an offender. Correctional centre officers derive their authority to use force from their capacity as peace officers pursuant <u>Criminal Code</u> (s. 2) and the <u>Correction Act</u> (RSBC 1979, c. 70, s. 3(4)). Records also document all methods of physical restraints (e.g., handcuffs, Mace, and firearms). Includes incident report forms, correspondence, memoranda, and press clippings.				
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:		<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 Complaints and inquiries				
	-03 Statistics				
	-04 Other jurisdictions				
	-05 Legal issues				
PIB	-20 Adult use of force case files (arrange alphabetically by offender's surname)				

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A SA FD

50900 - PROGRAMS AND ACTIVITIES - 52999

PRIMARY NUMBERS AND PRIMARY SUBJECTS

50900 PROGRAMS AND ACTIVITIES - GENERAL

51000 ARTS AND CRAFTS - GENERAL
51020 - ADULT

51200 DAY JAIL

51300 EDUCATION - GENERAL
51400 - ACADEMIC - GENERAL
51420 - ADULT
51500 - INDUSTRIAL - GENERAL
51520 - ADULT
51600 - LIFE SKILLS - GENERAL
51620 - ADULT

51800 ENTERTAINMENT - GENERAL
51820 - ADULT

52200 RELIGION - GENERAL
52220 - ADULT

52400 SPORTS - GENERAL
52420 - ADULT

52600 VISITORS - GENERAL
52640 - PERSONAL
52660 - PROFESSIONAL

52900 WORK PROJECTS

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		<u>A</u>	<u>SA</u>	<u>FD</u>
51000	<u>ARTS AND CRAFTS - GENERAL</u>			
	Records relating to arts and crafts activities for adult offenders not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings.			
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures			
	- OPR	SO	5y	FR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General			
-02	Complaints and inquiries			
-03	Statistics			
-04	Other jurisdictions			
-05	Legal issues			

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			<u>A</u>	<u>SA</u>	<u>FD</u>
51020	<u>ARTS AND CRAFTS - ADULT</u>				
	Records relating to arts and crafts activities for adult offenders. Includes correspondence, memoranda, and press clippings.				
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:				
			<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	Complaints and inquiries				
-03	Statistics				
-04	Other jurisdictions				
-05	Legal issues				
-25	Adult arts and crafts case files (arrange alphabetically by program name)				

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		<u>A</u>	<u>SA</u>	<u>FD</u>
51400	<u>EDUCATION - ACADEMIC - GENERAL</u>			
	Records relating to academic educational programs for adult offenders, including elementary, secondary, and university courses not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings.			
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures			
	- OPR	SO	5y	FR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General			
-02	Complaints and inquiries			
-03	Statistics			
-04	Other jurisdictions			
-05	Legal issues			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
51520	<u>EDUCATION - INDUSTRIAL - ADULT</u>			
	Records relating to industrial education programs for adult offenders, including wood working, metal working, and other shop activities. Includes correspondence, memoranda, and press clippings.			
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures			
	- OPR	SO	5y	FR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General			
-02	Complaints and inquiries			
-03	Statistics			
-04	Other jurisdictions			
-05	Legal issues			
-25	Adult industrial education case files (arrange alphabetically by program name)			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
51800	<u>ENTERTAINMENT - GENERAL</u>			
	Records relating to entertainment functions for adult offenders not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings.			
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures			
	- OPR	SO	5y	FR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General			
-02	Complaints and inquiries			
-03	Statistics			
-04	Other jurisdictions			
-05	Legal issues			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
52220	<u>RELIGION - ADULT</u>			
	Records relating to religious programs and services available to adult offenders, including an offender's right to belong to a particular religious denomination or sect, and to take part in any rite. Includes correspondence, memoranda, and press clippings.			
	For religious affiliated offenders, see primary 54800.			
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	SO	5y	FR
	-01 General	SO	<u>nil</u>	<u>DE</u>
	-02 Complaints and inquiries			
	-03 Statistics			
	-04 Other jurisdictions			
	-05 Legal issues			
PIB	-20 Adult religion case files (arrange alphabetically by offender's surname)			

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			<u>A</u>	<u>SA</u>	<u>FD</u>
52400	<u>SPORTS - GENERAL</u>				
	Records relating to sporting activities available to adult offenders not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings.				
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:		<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	Complaints and inquiries				
-03	Statistics				
-04	Other jurisdictions				
-05	Legal issues				

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		<u>A</u>	<u>SA</u>	<u>FD</u>
52420	<u>SPORTS - ADULT</u>			
	Records relating to sporting activities available to adult offenders. Includes correspondence, memoranda, and press clippings.			
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures			
	- OPR	SO	5y	FR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General			
-02	Complaints and inquiries			
-03	Statistics			
-04	Other jurisdictions			
-05	Legal issues			
PIB	-20 Adult sports case files (arrange alphabetically by offender's surname)			

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— A SA FD

52600 VISITORS - GENERAL

Records relating to visitors, including visitor terminations not shown elsewhere on this primary block. Includes correspondence, memoranda, and press clippings.

For native elder visits, see primary 54400.

Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Complaints and inquiries				
-03	Statistics				
-04	Other jurisdictions				
-05	Legal issues				
-06	Visitor log books		CY+1y	nil	DE

OPR = correctional centres

3y = Visitor log books are occasionally referred to during the investigation of incidents (e.g., the discovery of contraband).

DE = Visitor log books are of limited value containing only signatures, names, and dates.

-07 Visitor terminations

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		<u>A</u>	<u>SA</u>	<u>FD</u>
52640	<u>VISITORS - PERSONAL</u>			
	Records relating to personal visits. This includes visits from friends, relatives, and family. Includes correspondence, memoranda, and press clippings.			
	For native elder visits, see primary 54400.			
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures			
	-01 General			
	-02 Complaints and inquiries			
	-03 Statistics			
	-04 Other jurisdictions			
	-05 Legal issues			
	- OPR	SO	5y	FR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
PIB	-20 Personal visitor case files (arrange by visitor surname)			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
52660	<u>VISITORS - PROFESSIONAL</u>			
	Records relating to visits from professionals such as lawyers, the ombudsman, Members of Parliament, and Members of the Legislative Assembly. Includes correspondence, memoranda, and press clippings.			
	For native elder visits, see primary 54400.			
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	SO	5y	FR
		SO	<u>nil</u>	<u>DE</u>
	-01 General			
	-02 Complaints and inquiries			
	-03 Statistics			
	-04 Other jurisdictions			
	-05 Legal issues			
PIB	-20 Professional visitor case files (arrange by visitor surname)			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
52900	<u>WORK PROJECTS</u>			
	Records relating to work projects assigned to adult offenders. This includes farming, logging, fish culturing, and construction work. These projects are designed to improve inmates' self-esteem through practical work experience. Often the work program is related to the operation of the correctional centre (e.g., inmates provide for their own food). Includes correspondence, memoranda and press clippings.			
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
	- OPR	SO	5y	FR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General			
-02	Complaints and inquiries			
-03	Statistics			
-04	Other jurisdictions			
-05	Legal issues			
-06	Inmate pay increases/decreases			
-07	Workers' compensation for inmates			
-20	Work project case files (arrange alphabetically by correctional centre and then by project name)			

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A SA FD

S E C T I O N 1 0

S P E C I A L F O C U S O F F E N D E R S

P R I M A R Y N U M B E R S

5 3 0 0 0 - 5 5 7 9 9

Section 10 covers records relating to special focus offenders.

These records document offenders, including those on probation, who are members of a minority group, are represented by special interest groups, or who have committed a high-profile offence.

Case files maintained by adult correctional centres and probation and family court service offices are covered in Section 15. However, the headquarters office maintains its own offender case files which require executive examination. Headquarters offender case files are classified in this section under secondary -20 of the appropriate primary.

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-	<u>A</u>	<u>SA</u>	<u>FD</u>
53200 <u>CIVIL DISOBEDIENCE - GENERAL</u>			
Records relating to individuals convicted of civil disobedience not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings.			
Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:	<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 Complaints and inquiries			
-03 Statistics			
-04 Other jurisdictions			
-05 Legal issues			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
53260	<u>CIVIL DISOBEDIENCE - PRO-LIFE/PRO-CHOICE</u>			
	Records relating to individuals who have been convicted of civil disobedience for blocking a building complex in which the users of the facility are engaging in an act counter to the protesters' abortion interest. Includes correspondence, memoranda, and press clippings.			
	For hunger strikes, see primary 50100.			
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	SO	5y	FR
		SO	<u>nil</u>	<u>DE</u>
	-01 General			
	-02 Complaints and inquiries			
	-03 Statistics			
	-04 Other jurisdictions			
	-05 Legal issues			
PIB	-20 Pro-life/pro-choice civil disobedience case files (arrange alphabetically by offender's surname)			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
53400	<u>FOREIGN NATIONAL OFFENDERS</u>			
	Records relating to offenders who are citizens of another country, including illegal aliens, refugees, and landed immigrants. Includes correspondence, memoranda, and press clippings.			
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures			
	- OPR	SO	5y	FR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General			
	-02 Complaints and inquiries			
	-03 Statistics			
	-04 Other jurisdictions			
	-05 Legal issues			
PIB	-20 Foreign national offender case files (arrange alphabetically by offender's surname)			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
53500	<u>GANGS - GENERAL</u>			
	Records relating to gangs not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings.			
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures			
	- OPR	SO	5y	FR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General			
-02	Complaints and inquiries			
-03	Statistics			
-04	Other jurisdictions			
-05	Legal issues			
PIB	-20 Gang case files (arrange alphabetically by offender's surname)			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
53520	<u>GANGS - ADULT</u>			
	Records relating to adult gang members. Includes correspondence, memoranda, and press clippings.			
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	SO	5y	FR
		SO	<u>nil</u>	<u>DE</u>
	-01 General			
	-02 Complaints and inquiries			
	-03 Statistics			
	-04 Other jurisdictions			
	-05 Legal issues			
PIB	-20 Adult gang case files (arrange alphabetically by offender's surname)			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
53620	<u>HIGH PROFILE - DANGEROUS</u>			
	Records relating to dangerous offenders, dangerous sex offenders, and the Dangerous Offenders Program.			
	Upon conviction of a serious personal injury offence (e.g., attempted murder, aggravated assault, or sexual assault), the court has the authority under the <u>Criminal Code</u> (s. 753) to find that the offender is <u>dangerous</u> and therefore to sentence him/her to an indeterminate period of time in a penitentiary.			
	Includes correspondence, memoranda, reports, and Canadian Police Information Centre (CPIC) printouts.			
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures			
	-01 General			
	-02 Complaint letters			
	-03 Statistics			
	-04 Other jurisdictions			
	-05 Legal issues			
	-06 Canadian Police Information Centre (CPIC) printout			
PIB	-20 High-profile dangerous offender case files (arrange alphabetically by offender's surname)			
	- OPR	SO	5y	FR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

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		<u>A</u>	<u>SA</u>	<u>FD</u>
53720	<u>HIGH PROFILE - MURDERERS - ADULT</u>			
	Records relating to adult offenders who have been convicted for murder under the <u>Criminal Code</u> (s. 229). Includes correspondence, memoranda, and press clippings.			
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures			
	- OPR	SO	5y	FR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General			
	-02 Complaints and inquiries			
	-03 Statistics			
	-04 Other jurisdictions			
	-05 Legal issues			
PIB	-20 High-profile murderer case files (adult offender) (arrange alphabetically by offender's surname)			

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		<u>A</u>	<u>SA</u>	<u>FD</u>	
53800	<u>HIGH PROFILE - SEXUAL - GENERAL</u>				
	Records relating to sexual assault under the <u>Criminal Code</u> (ss. 271-273) not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings.				
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>	
	-00 Policy and procedures				
	-01 General				
	-02 Complaint letters				
	-03 Statistics				
	-04 Other jurisdictions				
	-05 Legal issues				
PIB	-20 High-profile sex offender case files (arrange alphabetically by offender's surname)				
		- OPR	SO	5y	FR
		- non-OPR	<u>SO</u>	<u>nil</u>	<u>DE</u>

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		<u>A</u>	<u>SA</u>	<u>FD</u>
53820	<u>HIGH PROFILE - SEXUAL - ADULT</u>			
	Records relating to adult offenders who have been convicted for sexual assault under the <u>Criminal Code</u> (ss. 271-273). Includes correspondence, memoranda, and press clippings.			
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures			
	-01 General			
	-02 Complaint letters			
	-03 Statistics			
	-04 Other jurisdictions			
	-05 Legal issues			
	-06 Treatment			
PIB	-20 High-profile sex offender case files (adult offender) (arrange alphabetically by offender's surname)			
		SO	5y	FR
		SO	nil	DE

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		<u>A</u>	<u>SA</u>	<u>FD</u>
54400	<u>NATIVE/ABORIGINAL OFFENDERS</u>			
	Records relating to programs and services for natives who are being investigated, charged or prosecuted for Criminal Code and provincial statute offences. Records also document alternative programs, other than prosecution, for dealing with native offenders. Includes correspondence, memoranda, and press clippings.			
	For alternative measures or diversion for non-natives, see primaries 40200-40240.			
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	SO	5y	FR
	-01 General	SO	<u>nil</u>	<u>DE</u>
	-02 Complaints and inquiries			
	-03 Statistics			
	-04 Other jurisdictions			
	-05 Legal issues			
	-06 Native elder/brotherhood visits			
	-10 Prosecution alternatives (alternative programs for dealing with natives in the justice system)			
PIB	-20 Native/aboriginal offender case files (arrange alphabetically by offender's surname)			

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
54600	<u>PROTECTIVE CUSTODY - GENERAL</u>			
	Records relating to offenders in protective custody not shown elsewhere in this primary block. These offenders, due to the nature of their offence (e.g., sexual offender), or background, such as being associated with the criminal justice system (e.g., lawyer, police officer, corrections officer), are deemed to be in danger from other offenders. Includes correspondence, memoranda, and press clippings.			
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	SO	5y	FR
	-01 General	SO	<u>nil</u>	<u>DE</u>
	-02 Complaints and inquiries			
	-03 Statistics			
	-04 Other jurisdictions			
	-05 Legal issues			
PIB	-20 Protective custody case files (arrange alphabetically by offender's surname)			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
54640	<u>PROTECTIVE CUSTODY - INFORMANTS</u>			
	Records relating to programs and policies for offenders, who due to informing, are deemed to be in danger from other inmates. Includes correspondence, memoranda, and press clippings.			
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures			
	-01 General			
	-02 Complaints and inquiries			
	-03 Statistics			
	-04 Other jurisdictions			
	-05 Legal issues			
	- OPR	SO	5y	FR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
PIB	-20 Protective custody of informant case files (arrange alphabetically by offender's surname)			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
54660	<u>PROTECTIVE CUSTODY - SEXUAL OFFENDERS</u>			
	Records relating to programs and policies for sexual offenders who, due to the nature of their offence, are deemed to be in danger from other inmates. Includes correspondence, memoranda, and press clippings.			
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:	<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 Complaints and inquiries			
	-03 Statistics			
	-04 Other jurisdictions			
	-05 Legal issues			
PIB	-20 Protective custody of sexual offender case files (arrange alphabetically by offender's surname)			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
54800	<u>RELIGIOUS AFFILIATION</u>			
	Records relating to offenders who, due to their religious beliefs, present unusual circumstances to correctional centres. Includes correspondence, memoranda, and press clippings.			
	For civil disobedience, see primary 53200. For hunger strikes, see primary 50100.			
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:	<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	Complaints and inquiries			
-03	Statistics			
-04	Other jurisdictions			
-05	Legal issues			
-20	Religious affiliation case files (arrange alphabetically by religious group)			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
55000	<u>TERRORISTS</u>			
	Records relating to terrorists. Includes correspondence, memoranda, and press clippings.			
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
		SO	<u>nil</u>	<u>DE</u>
-01	General			
-02	Complaints and inquiries			
-03	Statistics			
-04	Other jurisdictions			
-05	Legal issues			
PIB	-20 Terrorist case files (arrange alphabetically by offender's surname)			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
55100	<u>TRANSSEXUAL OFFENDERS</u>			
	Records relating to transsexual offenders. Includes correspondence, memoranda, and press clippings.			
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
		SO	<u>nil</u>	<u>DE</u>
-01	General			
-02	Complaints and inquiries			
-03	Statistics			
-04	Other jurisdictions			
-05	Legal issues			
PIB	-20 Transsexual offender case files (arrange alphabetically by offender's surname)			

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			<u>A</u>	<u>SA</u>	<u>FD</u>
55300	<u>WHITE COLLAR OFFENDERS</u>				
	Records relating to white collar offenders. Includes correspondence, memoranda, and press clippings.				
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:		<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 Complaints and inquiries				
	-03 Statistics				
	-04 Other jurisdictions				
	-05 Legal issues				
PIB	-20 White collar offender case files (arrange alphabetically by offender's surname)				

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		<u>A</u>	<u>SA</u>	<u>FD</u>
55400	<u>FEMALE OFFENDERS</u>			
	Records relating to female offenders. Includes correspondence, memoranda, and press clippings.			
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
		SO	<u>nil</u>	<u>DE</u>
-01	General			
-02	Complaints and inquiries			
-03	Statistics			
-04	Other jurisdictions			
-05	Legal issues			
PIB	-20 Female offender case files (arrange alphabetically by offender's surname)			

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 FD = Final Disposition NA = Not Applicable FR = Full Retention by BCIMS
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S E C T I O N 1 1

V I C T I M S

P R I M A R Y N U M B E R S

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Section 11 covers records relating to victims.

These records document issues pertaining to victims of crime, including victim services.

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A SA FD

55800 - VICTIMS - 57399

PRIMARY NUMBERS AND PRIMARY SUBJECTS

55800 VICTIMS - GENERAL

56000 CHILD VICTIMS - GENERAL
56020 - ABDUCTED
56060 - SEXUAL/PHYSICAL ABUSE

56100 COMPENSATION/RESTITUTION - GENERAL
56120 - ADULT

56600 SEXUAL/PHYSICAL ABUSE

56800 SPOUSAL ABUSE

56900 VICTIM IMPACT PANELS

57000 VICTIM-OFFENDER RECONCILIATION

57100 VICTIM SERVICE WORK

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		<u>A</u>	<u>SA</u>	<u>FD</u>
56000	<u>CHILD VICTIMS - GENERAL</u>			
	Records relating to programs and policies to prevent child physical abuse, sexual abuse, and neglect as defined by the <u>Criminal Code</u> (ss. 244-245) and the <u>Family and Child Services Act</u> (RSBC 1979, c. 119, s. 9) not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings.			
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
	- OPR	<u>SO</u>	<u>nil</u>	<u>DE</u>
	- non-OPR			
-01	General			
-02	Complaints and inquiries			
-03	Statistics			
-04	Other jurisdictions			
-05	Legal issues			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
56060	<u>CHILD VICTIMS - SEXUAL/PHYSICAL ABUSE</u>			
	Records relating to programs and policies to prevent child physical abuse, sexual abuse and neglect as defined by the <u>Criminal Code</u> (ss. 150-155) and the <u>Family and Child Services Act</u> (RSBC 1979, c. 119, s. 9). Includes correspondence, memoranda, and press clippings.			
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:	<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	Complaints and inquiries			
-03	Statistics			
-04	Other jurisdictions			
-05	Legal issues			
-25	Sexual/physical abuse child victim program case files (arrange alphabetically by program name)			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
56100	<u>COMPENSATION/RESTITUTION - GENERAL</u>			
	Records relating generally to the offender returning or compensating a victim for items stolen or damaged not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings.			
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures			
	- OPR	SO	5y	FR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General			
-02	Complaints and inquiries			
-03	Statistics			
-04	Other jurisdictions			
-05	Legal issues			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
56120	<u>COMPENSATION/RESTITUTION - ADULT</u>			
	Records relating to adult offenders returning or compensating a victim for items stolen or damaged. Includes correspondence, memoranda, and press clippings.			
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures			
	- OPR	SO	5y	FR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General			
	-02 Complaints and inquiries			
	-03 Statistics			
	-04 Other jurisdictions			
	-05 Legal issues			
PIB	-20 Adult compensation/restitution case files (arrange alphabetically by offender's surname)			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
57000	<u>VICTIM-OFFENDER RECONCILIATION</u>			
	Records relating to victim and offender reconciliation. No reconciliation may take place without the consent of the victim. Includes correspondence, memoranda, and press clippings.			
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures			
	- OPR	SO	5y	FR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General			
-02	Complaints and inquiries			
-03	Statistics			
-04	Other jurisdictions			
-05	Legal issues			
-25	Victim-offender reconciliation case files (arrange alphabetically by program name)			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
57100	<u>VICTIM SERVICE WORK</u>			
	Records relating to work the offender may perform for the victim if he is unable to pay for the property damaged or stolen. Includes correspondence, memoranda, and press clippings.			
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures			
	- OPR	SO	5y	FR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General			
-02	Complaints and inquiries			
-03	Statistics			
-04	Other jurisdictions			
-05	Legal issues			
-25	Victim service work case files (arrange alphabetically by program name)			

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FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCIMS
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S E C T I O N 1 2

F A M I L Y S E R V I C E S

P R I M A R Y N U M B E R S

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Section 12 covers records relating to family services.

These records document services to families, including mediation and conciliation counselling, and enforcement of family maintenance orders.

Case files maintained by adult correctional centres and probation and family court service offices are covered in Section 15. However, the headquarters office maintains its own offender case files which require executive examination. Headquarters offender case files are classified in this section under secondary -20 of the appropriate primary.

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A SA FD

57400 - FAMILY SERVICES - 58499

PRIMARY NUMBERS AND PRIMARY SUBJECTS

57400 FAMILY SERVICES - GENERAL
57600 CUSTODY AND ACCESS - GENERAL
57650 - INVESTIGATIONS
57800 DIVORCE
58100 MAINTENANCE - GENERAL
58120 - ENFORCEMENT
58300 MEDIATION/CONCILIATION

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
57400	<u>FAMILY SERVICES - GENERAL</u>			
	Records not shown elsewhere in the family services section which relate generally to programs and services for the family. Includes correspondence, memoranda, and press clippings.			
	NOTE: Only records which cannot be classified in a more specific primary or secondary may be classified under this primary.			
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures			
	- OPR	SO	5y	FR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General			
	-02 Complaints and inquiries			
	-03 Statistics			
	-04 Other jurisdictions			
	-05 Legal issues			

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

FR = BCIMS will fully retain for their evidential value all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. Draft and duplicate materials which hold no evidential value may be purged and discarded.

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		<u>A</u>	<u>SA</u>	<u>FD</u>
57600	<u>CUSTODY AND ACCESS - GENERAL</u>			
	Records relating to child custody and access issues by separating parents not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings.			
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
	- OPR	<u>SO</u>	<u>nil</u>	<u>DE</u>
	- <u>non-OPR</u>			
-01	General			
-02	Complaints and inquiries			
-03	Statistics			
-04	Other jurisdictions			
-05	Legal issues			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
57650	<u>CUSTODY AND ACCESS - INVESTIGATIONS</u>			
	Records relating to an investigation undertaken by a family court counsellor to determine which parent is most suitable to receive custody of the child, including recommendations of any access restriction guidelines for the other parent. Includes correspondence, memoranda, and press clippings.			
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	SO	5y	FR
	- OPR	<u>SO</u>	<u>nil</u>	<u>DE</u>
	- non-OPR			
	-01 General			
	-02 Complaints and inquiries			
	-03 Statistics			
	-04 Other jurisdictions			
	-05 Legal issues			
PIB	-20 Custody and access investigation case files (arrange alphabetically by family's surname(s))			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
57800	<u>DIVORCE</u>			
	Records relating to marital separation or divorce. Includes correspondence, memoranda, and press clippings.			
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	SO	5y	FR
	- OPR			
	- non-OPR	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General			
	-02 Complaints and inquiries			
	-03 Statistics			
	-04 Other jurisdictions			
	-05 Legal issues			
PIB	-20 Divorce case files (arrange alphabetically by family's surname(s))			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
58100	<u>MAINTENANCE - GENERAL</u>			
	Records relating to one parent's financial contribution to his/her child while the child is in the custody of the other parent not shown elsewhere in this primary block. Includes correspondence, memoranda, and press clippings.			
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	SO	5y	FR
		SO	<u>nil</u>	<u>DE</u>
	-01 General			
	-02 Complaints and inquiries			
	-03 Statistics			
	-04 Other jurisdictions			
	-05 Legal issues			
PIB	-20 Maintenance case files (arrange alphabetically by family's surname(s))			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
58120	<u>MAINTENANCE - ENFORCEMENT</u>			
	Records relating to the family maintenance enforcement program including all attempts by the Crown to enforce compliance of family maintenance orders. Records also document reciprocal orders which are maintenance orders made and enforced when the applicant is residing in British Columbia and the respondent is residing in a reciprocating province or state, and orders which are enforced in British Columbia if the respondent is a resident here. Includes correspondence, memoranda, and press clippings.			
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	SO	5y	FR
	- OPR	SO	nil	DE
	- non-OPR			
	-01 General			
	-02 Complaints and inquiries			
	-03 Statistics			
	-04 Other jurisdictions			
	-05 Legal issues			
	-06 Reciprocal orders			
PIB	-20 Maintenance enforcement case files (arrange alphabetically by family's surname(s))			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
58300	<u>MEDIATION/CONCILIATION</u>			
	Records relating to mediation and conciliation counselling. The parties are assisted in examining the specific needs of each child, their own parenting capabilities, their financial resources and their future plans. The mediator explores the disputed issues with the parties. The parties are then assisted in considering the available options and their implications are examined carefully. Includes correspondence, memoranda, and press clippings.			
	Unless otherwise specified below, the ministry OPR (Corrections Branch headquarters) 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	SO	5y	FR
	- OPR			
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General			
	-02 Complaints and inquiries			
	-03 Statistics			
	-04 Other jurisdictions			
	-05 Legal issues			
PIB	-20 Mediation/conciliation case files (arrange alphabetically by family's surname(s))			

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A SA FD

S E C T I O N 1 3

I N S P E C T I O N S

P R I M A R Y N U M B E R S

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Section 13 covers records relating to inspections.

These records document routine inspections of adult correctional centres, probation and family court service offices, and contract service programs.

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A SA FD

58500 - INSPECTIONS - 59099

PRIMARY NUMBERS AND PRIMARY SUBJECTS

58500 INSPECTIONS - GENERAL
58600 CENTRES - GENERAL
58620 - ADULT CORRECTIONAL
58700 CONTRACT SERVICE PROGRAMS
58900 PROBATION AND FAMILY COURT SERVICES

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A SA FD

58620 CENTRES - ADULT CORRECTIONAL

Records relating to the routine and regular inspections of adult correctional centres under the Correction Act (RSBC 1979, c. 70, s. 45). Every three years each correctional centre undergoes an inspection. The inspection covers a wide range of issues, including admission procedures, sentence management, inmate privacy, religious programs, security and control, food services, recreational programs, physical plant layout, and safety programs. Records also document an investigation into a specific operation or incident, the development of work programs, organizational issues and exemptions from standard, which give the correctional centre additional time to remedy an area not up to standard or exempt it due to resource inability or the age of the complex (i.e., the centre may not have been built to accommodate current structure policies).

Includes public health reports, fire commissioner reports, Workers' Compensation Board report, inspectors' reports, investigators report, report of inmate injury which contains the offender's name and Corrections Services number, date, site of the injury, nature of the injury, the first aid rendered, disposition of the injured person, the use of safety equipment, the safety regulations known, and recommendations to prevent further injuries.

Unless otherwise specified below, the ministry OPR (Investigation, Inspection and Standards 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				

(Continued next page)

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A SA FD

58620 CENTRES - ADULT CORRECTIONAL (Continued)

-20 Adult correctional centre inspection case files SO 7y FR
 (arrange alphabetically by correctional
 centre)

SO = when inspection is completed

FR = BCIMS will fully retain these records because of their significant historical value. These files document conditions and practices in all the facilities in a systematic and objective way.

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A SA FD

58700 CONTRACT SERVICE PROGRAMS

Records relating to the routine and regular inspection of contract services, including bail hostels, diversion programs, community work service programs, residential and non-residential programs, weekend attendance programs, inmate services, and food services. Areas inspected include insurance use, subcontracting, confidentiality, conflict of interest, and standards of performance. Records also document exemptions from standard which give the contract service additional time to remedy an area not up to standard. Includes inspectors' reports and correspondence.

Unless otherwise specified below, the ministry OPR (Investigation, Inspection and Standards 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				
-20	Contract service program inspection case files (arrange alphabetically by contract service)		SO	7y	DE

SO = when inspection is completed

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A SA FD

S E C T I O N 1 4

I N V E S T I G A T I O N S

P R I M A R Y N U M B E R S

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Section 14 covers records relating to investigations.

These records document investigations conducted on behalf of an offender into possible misconduct by Corrections Branch staff. Records also document investigations of complaints concerning family custody, access, and maintenance.

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A SA FD

59100 - INVESTIGATIONS - 59499

PRIMARY NUMBERS AND PRIMARY SUBJECTS

59100 INVESTIGATIONS - GENERAL
59200 FAMILY
59300 OFFENDERS - GENERAL
59320 - ADULT

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A SA FD

59100 INVESTIGATIONS - GENERAL (Continued)

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

FR = BCIMS will fully retain for their evidential value all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. Draft and duplicate materials which hold no evidential value may be purged and discarded.

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		<u>A</u>	<u>SA</u>	<u>FD</u>
59200	<u>FAMILY</u>			
	Records relating to investigations of complaints from individuals who are not satisfied by a custody and access ruling or who are having difficulty receiving maintenance payment from a child's other parent. May include correspondence, memoranda, statements and audio tapes.			
	Unless otherwise specified below, the ministry OPR (Investigation, Inspection and Standards 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	SO	5y	FR
	- OPR			
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General			
	-20 Family investigation case files (arrange by case number)			

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A SA FD

S E C T I O N 1 5

F I E L D O F F I C E C A S E F I L E S

P R I M A R Y N U M B E R S

5 9 5 0 0 - 5 9 9 9 9

Section 15 covers case files held by field offices throughout the province, including adult correctional centres and probation and family court service offices.

Corrections headquarters maintains case files which require executive examination. Those case files are classified in sections 2 through 10, and section 12.

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			<u>A</u>	<u>SA</u>	<u>FD</u>
59500	<u>BAIL FILES</u>				
	Records relating to adult bail files under the <u>Criminal Code</u> (Revised Statutes of Canada 1979, c. C-34, s. 457). When an accused person is awarded bail (i.e., interim judicial release) pending his or her trial, the court registry sends copies of the court documents to the appropriate probation office.				
	Before a probation office opens a bail file for a client, the office checks the Corrections Network Online Enquiry System (CORNET) to determine whether another probation office has opened a bail file for this individual. If one exists, it is transferred to the new office. The new office adds to the file and also updates the CORNET.				
	Includes bail orders, recognizance orders, surety orders, correspondence, memoranda and, occasionally, written permission exempting the offender from certain bail conditions (e.g., leaving town).				
	Unless otherwise specified below, the ministry OPR (Probation and Family Court Service Offices) 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:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	FR = BCIMS will fully retain for their evidential value all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. Draft and duplicate materials which hold no evidential value may be purged and discarded.				
-01	General				

(Continued on next page)

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			<u>A</u>	<u>SA</u>	<u>FD</u>
59500	<u>BAIL FILES</u>	(Continued)			
PIB	-20	Bail files (arrange alphabetically by surname)	SO	7y	DE

SO = when bail expires

7y = all probation office case files are retained for the same semi-active retention period. This is a concession to small offices which arrange all their case files together in one alphabetical sequence.

DE = Bail documents are duplicated in court registries and much of the information contained in these hardcopy records is available on the CORNET System. Annual CORNET Subfiles will be fully retained, first by Corrections Branch and then by BCIMS. Longitudinal quantitative studies on an accused person's charges and bail conditions since 1973 may be conducted using that data.

Bail files have no residual operational, administrative, legal, fiscal, or audit value to government or archival value and will be destroyed.

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A SA FD

59620 COMMUNITY FILES - ADULT

Records relating to adult offenders who are completing their sentences in the community. The offender may be on probation or parole or may have been diverted.

Usually the offender completes his/her sentence under the supervision of a probation officer. The Correction Act (RSBC 1979, c. 70, s. 5(1-2)) provides that "(1) A person who is appointed a probation officer under this Act (a) is a probation officer for the entire Province; (b) is an officer of every court in the Province; (c) shall prepare for the court reports as may be ordered by the court; (d) has power to procure and report information as the court may require respecting a person convicted by the courts; (e) who is appointed a parole supervisor under the Corrections and Conditional Release Act (S.C. 1992, c. 20) is, ex-officio, a peace officer under the jurisdiction of the Province; (f) shall supervise parolees paroled under this Act; and (g) who is attached to the staff of a correctional centre, is subject to the direction of the person in charge of the correctional centre, and shall assist in casework services and post release planning for inmates. (2) A probation officer is responsible for the supervision of a person placed on probation by any court."

Probation officers document the supervision of individual clients on the client's adult community file.

Probation offices open one file for each sentenced offender, regardless of whether the offender is on parole or probation or has been diverted. Those files are collectively known as adult community files.

Before a probation office opens an adult community file for a client, the office checks the CORNET system to determine whether another probation office has opened an adult community file for this individual. If one exists, it is transferred to the new office. The new office adds to the file and updates the CORNET system.

(Continued on next page)

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59620 COMMUNITY FILES - ADULT (Continued)

If a client relocates within the province, the related file is forwarded to the individual's new probation office. The adult community file is closed by the probation office at which the individual's sentence expires.

If an offender is re-imprisoned, parts of the related file (presentence reports and psychiatric assessments) may be removed to an inmate file.

Adult community files are arranged in one alphabetical sequence by family surname. Includes documents relating to diversion, parole and probation.

Diversion documents consist of copies of reports to Crown counsel (RCC) and diversion reports.

A report to Crown counsel is a form completed by the police which describes the offence committed and the charge laid. The police submit RCCs to Crown counsel who decide whether or not to approve the charges. When Crown counsel are considering diverting an offender, they send a copy of the RCC to a probation office with a request for a diversion report.

Parole documents consist of copies of sentencing documents, inmates' classification reports, parole applications and parole certificates.

Probation documents consist of copies of presentence and other criminal court reports and documents, running record sheets, psychiatric assessments, applications to vary or terminate a probation order or to extend the time to pay a fine, supervised case reporting forms (COR 001-R379), court order copies, reports from other ministries and agencies, and miscellaneous correspondence with clients (adults on probation as a result of a criminal conviction), doctors, probation officers, criminal court officials, lawyers, and various social agencies and organizations.

(Continued on next page)

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			<u>A</u>	<u>SA</u>	<u>FD</u>
59620	<u>COMMUNITY FILES - ADULT</u> (Continued)				
	-01	General			
	-02	Unsupervised probation orders	SO	nil	DE
		SO = when the probation order has expired or its provisions have been fulfilled			
PIB	-20	Adult community files (arrange alphabetically by surname)	SO	7y	SR
		SO = when offender has completed his/her sentence			
		7y = provided the offender does not become involved with the corrections system for a seven-year period after the file is closed. If the offender does become involved with the system within seven years, the file is reactivated.			
		SR = See appraisal report which follows.			

(Continued on next page)

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A SA FD

59620 COMMUNITY FILES - ADULT (Continued)

APPRAISAL REPORT FOR ADULT COMMUNITY FILES

Some of the information contained in hardcopy adult community files is preserved on the CORNET System. Annual CORNET Subfiles will be fully retained, first by Corrections Branch and then by BCIMS. Longitudinal quantitative studies on admission, parole, release, supervised probation, community service hours, and time served since 1973 may be conducted using that data.

Individuals who have come into conflict with the law are of ongoing interest to criminologists, social historians, and other researchers. Adult community files can provide important information about those individuals and about their interaction with the corrections system. Therefore, a small sample of adult community files will be retained for research purposes.

Since the Annual CORNET Subfiles only exist from 1973, one of two archival appraisals apply to adult community files, depending upon the date on which the most recent court order on an individual file expired:

Archival Appraisal for Adult Community Files on which the Most Recent Court Order Expired in or before 1972:

In order to dispose of adult community files on which the most recent court order expired in or before 1972, ALL Probation and Family Court Service Offices must box such records separately from all other records in order to bring those records to the attention of BCIMS. An archivist will review the records to determine whether they have archival values which warrant the retention of a selection larger than that for 1973 and later (described below). A selection will be made and records not selected will be destroyed.

(Continued on next page)

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A SA FD

59620 COMMUNITY FILES - ADULT (Continued)

Archival Appraisal for Adult Community Files on which the Most Recent Court Order Expired in or after 1973:

The following archival appraisal only applies to adult community files on which the most recent court order expired in or after 1973.

From 1990 onward, BCIMS will selectively retain adult community case files from the Probation and Family Court Service Office locations listed below.

Office Location:	Ongoing Accession Number:
Victoria	91-0312
Vancouver (Yale Street)	91-0313
Kamloops	91-0314
Prince Rupert	91-0315

Each of the above Probation and Family Court Service Offices is requested to select and box files which are representative of the office's clientele. Using the ongoing accession numbers identified above, arrange for the transfer of those records to BCIMS.

In 1990, each office should have selected a maximum of five boxes of files. The last court order on each file must have expired between 1973 and 1982.

For 1991 and subsequent years, each office should select a maximum of one box of files each year. The last court order on each file must be at least seven years old.

Depending upon the volume and usefulness of the adult community files transferred to BCIMS, BCIMS may eventually do a final selection to reduce the overall volume of case files retained. Selection may be based upon geographic location or other selection criteria.

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A SA FD

59700 CUSTODY AND ACCESS INVESTIGATION REPORT FILES

The Family Relations Act (RSBC 1979, c. 121, s. 3(1)) provides that "The Attorney General may appoint a person to be a family court counsellor." Section 15 provides that "(1) In a proceeding under this Act, the court may, on application, including ex parte application, direct an investigation into a family matter by a person who (a) has not had previous connection with the parties to the proceeding or to whom each party consents; and (b) is a family counsellor, social worker, probation officer or other person approved by the court for the purpose. (2) A person directed to carry out an investigation under subsection (1) shall report, in the manner which the court may direct, the results of the investigation. (3) No person shall report to a court the result of an investigation under subsection (1) unless, not less than 24 hours before the report is to be given, he serves a copy of the report on every party to the proceeding. (4) Where satisfied that circumstances warrant, the court may grant an exemption from subsection (3)."

The Corrections Branch Manual of Operations: Family Services defines the three roles which the family court counsellor may be required to play: counsellor, investigator, and officer of the court. It also defines six corresponding functions: client intake, conciliation/mediation, investigation, assistance to individuals proceeding in court, administration, and evaluation/accountability.

Family Court is a division of the Provincial Court of British Columbia and has jurisdiction over issues of child custody, access to children, the guardianship of the person of the child, child, spouse, and parent maintenance, and some restraining-type orders.

The court in which a custody and access dispute was resolved retains on its case file the original copy of each court document filed on a custody and access investigation report file.

(Continued on next page)

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A SA FD

59700 CUSTODY AND ACCESS INVESTIGATION REPORT FILES
(Continued)

SO = upon completion of investigation

26y = Files are retained until the child reaches the age of majority (19 years). The additional retention period is based on the six-year limitation period specified in the Limitation Act (RSBC 1979, c. 236, ss. 7(2)(b)).

SR = See appraisal report which follows.

APPRAISAL REPORT FOR CUSTODY AND ACCESS INVESTIGATION REPORT FILES

The breakdown of the family unit is of ongoing interest to sociologists, social historians, and other researchers. Custody and access investigation report files can provide important information about those families, including the children involved, and their interactions with legal and other systems. Therefore, a small selection of the files will be retained for research purposes.

BCIMS will selectively retain Custody and Access Investigation Report Files from the Probation and Family Court Service Office locations listed below.

Office Location:	Ongoing Accession Number:
Vancouver	91-0320
Port Alberni	91-0322
Prince Rupert	91-0323
Kamloops	91-0324
Cranbrook	91-0325
Langley	91-0326

Each of the above Probation and Family Court Service Offices is requested to select and box files which are representative of the office's clientele. Using the ongoing accession numbers identified above, arrange for the transfer of those records to BCIMS.

(Continued on next page)

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A SA FD

59700 CUSTODY AND ACCESS INVESTIGATION REPORT FILES
 (Continued)

In 1990, each office should have selected a maximum of five boxes of files. The youngest child mentioned in each file must have reached the age of 19 years on or before 31 December 1982.

For 1991 and subsequent years, each office should select a maximum of one box of files each year. The youngest child mentioned in each file must have reached the age of 26 years.

Depending upon the volume and usefulness of the Custody and access investigation report files transferred to BCIMS, BCIMS may eventually do a final selection to reduce the overall volume of case files retained. Selection may be based upon geographic location or other selection criteria.

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A SA FD

59750 FAMILY COURT SERVICE CLIENT FILES

The Family Relations Act (RSBC 1979, c. 121, s. 3) provides that "(1) The Attorney General may appoint a person to be a family court counsellor. (2) A family court counsellor (a) where he has knowledge of a dispute that has given or may give rise to a proceeding described in section 2 or respecting a similar family matter, may offer the parties to the dispute any advice and guidance which, in his opinion, will assist in resolving the dispute; and (b) may offer to refer parties involved in those disputes to a public or private family counselling service or agency where, in the opinion of the family court counsellor, the service agency is qualified to assist in resolving the dispute."

Section 2(2) refers to proceedings under the Family Relations Act "or respecting the (a) adoption of a child; (b) guardianship of a child, guardianship of the person of a child or guardianship of the estate of a child; (c) custody of, maintenance for or access to a child; (d) alleged commission by a child of a Provincial or federal offence; or (e) Family and Child Service Act."

The Corrections Branch Manual of Operations: Family Services defines the three roles which the family court counsellor may be required to play: counsellor, investigator, and officer of the court. It also defines six corresponding functions: client intake, conciliation/mediation, investigation, assistance to individuals proceeding in court, administration, and evaluation/accountability.

Family Court is a division of the Provincial Court of British Columbia and has jurisdiction over issues of child custody, access to children, the guardianship of the person of the child, child, spouse, and parent maintenance, and some restraining-type orders.

The court in which a family dispute was resolved retains on its case file the original copy of each court document filed on a family court service client file.

(Continued on next page)

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A SA FD

59750 FAMILY COURT SERVICE CLIENT FILES (Continued)

FR = BCIMS will fully retain for their evidential value all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. Draft and duplicate materials which hold no evidential value may be purged and discarded.

-01 General

PIB	-20	Family court service client files (arrange alphabetically by family surname)	- OPR	SO	7y	DE
			- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

SO = upon resolution of a client's dispute

7y = Family court service client files will be retained for a period of seven years dating from the later of two possible dates: 1) the date of the latest order or written agreement; or 2) the date of the last contact of either party with the family court counsellor.

DE = Statistical information about the family client caseload of each Probation and Family Court Service Office is maintained in the Probation Records System. Summary information will be fully retained, first by Corrections Branch and then by BCIMS.

Family court service client files have no residual operational, administrative, legal, fiscal, audit, or archival values which could justify the cost which would be incurred in processing them and in dealing with the privacy and confidentiality issues which would be associated with their use.

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			<u>A</u>	<u>SA</u>	<u>FD</u>
59800	<u>INMATES - ADULT - GENERAL</u> (Continued)				
	Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	FR = BCIMS will fully retain for their evidential value all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. Draft and duplicate materials which hold no evidential value may be purged and discarded.				
-01	General				

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A SA FD

59820 INMATES - ADULT - HEALTH CARE

Records relating to the health of individual inmates.

For health care services, see secondaries 47100 to 48999.

The health care record is divided into seven sections, through the use of five dividers. Within each section, there is a prescribed order for the arrangement of documents. Where more than one copy of a given form exists, chronological order is maintained with the most recent form on top.

Nursing staff must prepare a health care record for each inmate admitted into a correctional centre. Forms HS 001 through HS 005 will normally appear on each health care record. Other forms should be utilized and attached to the health care record as required.

The order of all the health care forms is chronologically as follows:

Left-hand Side of the File Folder

Forms which are frequently referenced are retained on the top left-hand side of the file folder for easy access:

- problem list (HS 001)
- signature identification (HS 001B)
- information dissemination log (HS 001C)
- initial health assessment (HS 002)
- health information update and special diet sheet (HS 003)
- health information update (004)
- special diet (HS 004B)
- health information (HS 005)
 (computer sheet from A&D)

DENTAL DIVIDER

- dental record and xrays (HS 007R)

(Continued on next page)

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A SA FD

59820 INMATES - ADULT - HEALTH CARE (Continued)

Right-hand Side of the File Folder

The right-hand side of the file folder is arranged as follows:

- clinical notes (HS 009)
- patient encounter sheet (HS 009A)
- patient encounter (HS 009B)
- patient assessment - trauma (HS 010)

PRESCRIPTION/MEDICATION DIVIDER

- drug profile and self-administration medication record (HS 011)
- prescription orders (HS 012)
- non-formulary medication prescription orders (HS012B)

MENTAL HEALTH DIVIDER

Reports from the community such as:

- pre-sentenced reports
- probation reports

DIAGNOSTIC AND GRAPH RECORDS DIVIDER

- laboratory report sheet (HS 014)
- medical imaging report sheet (HS 015)
- clinical and neurological observation record (HS 016)
- withdrawal assessment (HS 016B)
- diabetes control record (HS 017)
- fluid balance record (HS 018)
(not being reprinted)
- HIV patient profile (HS 015B)

CONSULTATION DIVIDER

- consultation reports
- consultation referral (HS 019)
- emergency room referral follow-up information

(Continued on next page)

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	<u>A</u>	<u>SA</u>	<u>FD</u>
59820 <u>INMATES - ADULT - HEALTH CARE</u> (Continued)			
OTHER DIVIDER			
- health services request (HS 020B)			
- refusal for treatment (HS 021)			
- authorization for release of information (HS 022)			
- inter-institutional medical transfer (HS 023)			
- consent to treatment (HS 024)			
- consent to hepatitis B vaccine (HS 024B)			
- consent for HIV antibody testing (HS 025)			
- inmate injury report			
- other miscellaneous documents			
For further information, see the <u>Health Care Record User's Manual</u> published by Corrections Branch Health Services.			
Unless otherwise specified below, the ministry OPR (Health Care Centres in Correctional Centres) 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:			
	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00 Policy and procedures			
- OPR	SO	5y	FR
- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
FR = BCIMS will fully retain for their evidential value all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. Draft and duplicate materials which hold no evidential value may be purged and discarded.			
-01 General			
-20 Inmate health care records (arrange numerically by corrections service (CS) number)	SO	7y	DE

(Continued on next page)

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A SA FD

59820 INMATES - ADULT - HEALTH CARE (Continued)

SO = when a former inmate reaches age 19 or upon release, transfer to a federal penitentiary, or death of an inmate

NOTE: The OPR will store adult male inmate health care records under ongoing accession numbers:

Number	Office
91-0462	Health Centre (VIRCC)
91-0463	Health Centre (KRCC)
91-0464	Health Centre (PGRCC)
91-0465	Health Centre (Vancouver Community Pretrial Services Centre)
91-0466	Health Centre (Surrey Pretrial Services Centre)
91-0469	Health Centre (Nanaimo Community Correctional Centre)

NOTE: The OPR will store adult female inmate health care records under ongoing RCS accession:

Number	Office
91-0081	Health Centre (Burnaby Correctional Centre for Women)

(Continued on next page)

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A SA FD

59820 INMATES - ADULT - HEALTH CARE (Continued)

7y = The six-year limitation period specified in the Limitation Act (RSBC 1979, c. 236, ss. 4, 8) serves as the guideline in establishing the semi-active retention period for these records. The additional year is the period allowed for the serving of notice on all parties. The retention of health care records may protect the Crown should a former inmate initiate legal action alleging professional negligence against a medical practitioner or nurse, physical, sexual or other abuse while in the custody of the Crown, or misuse of drugs (including administration of drugs and substances subsequently found to be dangerous and withdrawn from the market).

DE = Health care records have minimal archival value and will be destroyed upon completion of their semi-active retention period.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

59840 INMATES - ADULT - PROGRESS

Records relating to daily contacts with inmates, including monitoring changes in behaviour or attitude and any progress towards rehabilitation.

The progress file (also known as the unit file) for an inmate sentenced to imprisonment must include:

- an identification card containing vital statistics and a photo;
- a custody report which includes sentence calculation and remission (produced by CARE);
- a classification report which records the classification officer's decision regarding security setting;
- a corrections history printout;
- a health information report (prepared by a nurse);
- a case management (sentence) plan;
- a declaration signed by inmate indicating that he/she received material regarding rights and responsibilities;
- a remission awards chart which shows at a quick glance remission awarded or lost;
- a remission earned report (awards and infractions) which supplements information on chart by providing reasons;
- a cell condition report.

The progress file for an inmate sentenced to imprisonment may also include:

- daily activity reports;
- a copy of the presentence report;
- inmate request forms for postage, cigarettes, etc. (when the request and action taken has been entered on the progress log, these forms should be destroyed)
- applications for temporary absence or parole and community assessments;
- discharge/closing and transfer summaries on the progress log;
- a running record on the progress log of inmate progress while at the centre;

(Continued on next page)

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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59840 INMATES - ADULT - PROGRESS (Continued)

NOTE: See "Procedures for Closing and Stripping Adult Inmate Progress and Warrant Files in Preparation for Semi-Active Storage."

SR = See "Appraisal Report for Adult Inmate Progress and Warrant Files."

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

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A SA FD

APPRAISAL REPORT FOR ADULT INMATE PROGRESS AND WARRANT FILES

Some of the information contained in hardcopy adult inmate records is preserved on the CORNET system. Annual CORNET Subfiles will be fully retained, first by Corrections Branch and then by BCIMS. Longitudinal quantitative studies on admission, parole, release, supervised probation, community service hours, and time served since 1973 may be conducted using that data.

Information on the admission and release of inmates from correctional services and personal information is input into the Corrections Administrative Records Entry (CARE) System. A subset of this data, including admission, transfer, release, offence, disposition, and a limited amount of personal information is transmitted electronically each day from the CARE system to the CORNET System. The CORNET system contains data on all inmates (both active and released) admitted to a provincial correctional centre since 1973. However, it does not contain any record of disciplinary action, progress, or health care received.

The registry of the Court in which an accused was sentenced retains on its criminal case file the original copy of each court document filed on an adult inmate file.

Individuals who have come into conflict with the law are of ongoing interest to criminologists, social historians, and other researchers. Inmate files can provide important information about those individuals and about their interactions with legal and other systems. Therefore, a small sample of inmate files will be retained for research purposes.

Since the annual CORNET Subfiles only exist from 1973, one of two archival appraisals apply to adult inmate files, depending upon the date on which the most recent court order on an individual file expired.

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

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 the British Columbia Information Management Services. For assistance in implementing ORCS, contact your Records Officer.

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APPRAISAL REPORT FOR ADULT INMATE PROGRESS AND WARRANT FILES
(Continued)

Archival Appraisal for Adult Inmate Files (Most Recent Court Order Expired in or before 1972):

In order to dispose of adult inmate files (most recent court order expired in or before 1972), ALL Correctional Centres must box such records separately from all other records in order to bring those records to the attention of BCIMS. An archivist will review the records to determine whether they have archival values which warrant the retention of a selection larger than that for 1973 and later (described below). A selection will be made and records not selected will be destroyed.

Archival Appraisal for Adult Inmate Files (Most Recent Court Order Expired in or after 1973):

BCIMS will selectively retain two percent of all progress and warrant case files from the Correctional Centres listed below:

- a) Surrey Pretrial Services Centre (formerly the Lower Mainland Regional Correctional Centre) will box and forward to BCIMS two percent of its inactive progress and warrant case files using ongoing accession number 91-0308.
- b) Burnaby Correctional Centre for Women (formerly the Lakeside Correctional Centre for Women) will box and forward to BCIMS two percent of its inactive progress and warrant case files using ongoing accession number 91-0309.
- c) The Kamloops Regional Correctional Centre will box and forward to BCIMS two percent of its inactive progress and warrant case files using ongoing accession number 91-0310.

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A SA FD

PROCEDURES FOR CLOSING AND STRIPPING ADULT INMATE PROGRESS
AND WARRANT FILES IN PREPARATION FOR SEMI-ACTIVE STORAGE:

Adult inmate files are closed by the correctional centre at which the inmate's court warrant expires or death occurs.

Trust account files and health care records are retained in their entirety.

Warrant and progress files are stripped prior to semi-active storage and the documents which are to be retained are combined into one file.

Corrections Branch Manual of Operations: Adult Institutional Services (1985/04/01, s. E2, p. 3e):
"3.07 Archive files shall not contain material beyond seven years. The file shall be stripped of all unnecessary materials, leaving only the following on file:

- all Warrants except Warrants of Remand unless they are the sole custody documents;
- Transfer Log;
- Personal Effects Records - Form 7801;
- Classification Report(s);
- Discharge/Closing and Transfer Summaries (release, transfers, and escape);
- Identification Card/Record Sheet;
- Inactive Inmate Record Dump (CARE System); and
- Temporary Absence/Parole Applications, Community Assessments and Pre-Sentence Reports. . . .

3.08 The director of the correctional centre shall delegate the person responsible to strip the respective files before they are forwarded for archiving."

Duplicate material stripped from warrant and progress files should be disposed of when resident warrant and progress files have been combined and closed (see secondaries 59840-20 and 59860-20).

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

INFORMATION SYSTEM OVERVIEW

1. MINISTRY, CROWN CORPORATION, OR AGENCY:

Ministry of Attorney General

2. DIVISION, BRANCH, SECTION, OR OFFICE:

Corrections Branch

3. SYSTEM TITLE:

Corrections Administration Record Entry (CARE) System

4. APPLICATION TITLE:

Corrections Administration Record Entry (CARE) System

5. PURPOSE:

Used to monitor the activity of all Corrections Branch clients who have been ordered by the courts to be held in custody to serve a sentence or who are awaiting sentence under custody.

The CARE system is designed to interact with the CORNET Client History system. This process is facilitated by the Corrections Service (CS) number, which is used on both systems to link all events related to each offender.

Enables records to be transferred from a sending to a receiving institution. Data entry is minimal as it is not necessary to re-enter existing personal information, warrants, sentences, etc.

Assists correctional centres in the administration of records.

Provides six online enquiry functions to various locations throughout the province:

- | | |
|-----------------------------|---------------------|
| 1) Sentence Administration | 4) Warrants |
| 2) Scheduling and Movements | 5) Booking |
| 3) Case Administration | 6) Trust Accounting |

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

6. INFORMATION CONTENT:

Includes the following data elements: corrections service number, basic personal information (name, address, sex, birthdate, personal contacts, etc.), identification information (name, possible alias, height, weight, identifying marks etc.), security and/or medical alerts, and case contact persons (probation officers, social workers, etc.); pertinent information (i.e., offence codes, issuing court references, dates of issue, disposition, etc.) respecting remand, detainer, immigration and sentence warrants as well as judges' orders authorizing movement of offenders, related bail data including amounts, types, related charges and bail review dates; sentence lengths (adult and youth), probable discharge dates, and other key dates concerning the offender's sentence; temporary absences, visits and other appointments, external movement events such as court appearances, release of intermittent offenders, federal and provincial transfers, escapes, discharges, and internal location changes between living units of the institution; case plans, program schedules, attendance records, custody review schedules and review results for individuals in the institution; financial transactions such as receipt of funds, wage earnings, canteen purchases and monies allocated to client from family and friends.

7. RETENTION AND DISPOSITION SUMMARY:

Offence, disposition, and location data for each inmate and resident is downloaded nightly to the CORNET Client History (CORNET) system.

The CORNET Subfiles will be fully retained, first by Corrections Branch and then by the British Columbia Information Management Services.

CARE electronic data is automatically purged approximately thirty days after an inmate or resident's release or death.

8. INPUTS/PROCESSES/OUTPUTS:

INPUTS

Individual institutions key most data into the system.

PROCESSES

When corrections service number is unknown, a name search may be carried out. However, unlike the CORNET System, a soundex or partial search is not possible. Each institution may only retrieve information on it's own clients.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

OUTPUTS

There are four major output reports which relate directly to the CORNET:

- 1) Identification Card (no form number). This CARE output report provides a personal profile of each inmate or youth resident. Data includes: CS number, name, address, birthdate, sex, alias(es), a picture with a physical description of the client, identifying marks, security alerts, medical alerts, and case contacts.
- 2) Adult Custody Report (no form number). Data includes: CS number, name, birthdate, probable date of discharge, possible parole date, when to apply for parole, offence, and effective date. This is a history of all information pertaining to an individual during his stay in an adult or youth correctional centre.

Whenever sentence calculation (youth or adult) is updated, Systems Services, Corrections Branch, receives a transitory copy of this CARE report in order to confirm offence and sentence data on the CORNET. A copy is also retained on the inmate/youth warrant file.

- 3) Daily Activity Report (no form number). There are five types: Failed to Appear; Temporary Absence Passes; Movement Type Admissions; Movement Type Releases; and Charges and Sentence Information. Data includes: CS number, name, originating institution, birthdate, all types of movements, including absent without leave, date of occurrence, and offence and sentence information.

Systems Services, Corrections Branch, generates these CARE reports and destroys them under the transitory record schedule.

NOTE: For information on output reports not related to the CORNET system, please consult the Report Library in the "Corrections Administrative Records Entry: Booking and Custodial Reference Manual."

9. SOFTWARE ENVIRONMENT:

The CARE system was developed in 1982, in order to assist adult correctional centres in the administration of inmate records. It was originally developed in Cobol, but has since been converted to ORACLE.

10. HARDWARE ENVIRONMENT:

The CARE System operates on a Data General Aviiion minicomputer. Each installation services a number of terminal locations within and around a correctional centre, which are in turn linked by telecommunication lines to a central host computer facility.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

11. SYSTEM MILESTONES:

CARE was first implemented in 1982. It was converted to ORACLE and Data General in 1988. In 1991 CARE was converted from the 8100 IBM series to Data General. In 1997 CARE was converted to Oracle-Unix. It will be converted to CORNET in Spring 1998.

12. USER CONTACTS:

Frank D'Argis, Manager, 387-1605.

13. TECHNICAL CONTACTS:

Ron Warden, Systems Analyst, 387-6366.

14. DOCUMENTATION/MANUALS CROSS REFERENCES:

The CARE System: A Product Brief.
Corrections Administrative Records Entry: Booking and Custodial Reference Manual, 1997.

15. ADMINISTRATIVE OR OPERATIONAL RECORDS CLASSIFICATION:

Corrections Branch ORCS, section 15, primary 59500

59500-20 Bail files

Corrections Branch ORCS, section 15, primary 59620

59620-20 Adult community files

Corrections Branch ORCS, section 15, primary 59640

59640-20 Youth community files

16. CLASSIFICATION SYSTEM CROSS REFERENCES (OTHER RELATED RECORDS):

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

INFORMATION SYSTEM OVERVIEW

1. MINISTRY, CROWN CORPORATION, OR AGENCY:

Ministry of Attorney General

2. DIVISION, BRANCH, SECTION, OR OFFICE:

Corrections Branch

3. SYSTEM TITLE:

Corrections Network (CORNET) System (formerly Provincial Case File (PCF) System)

4. APPLICATION TITLE:

CORNET Client History

5. PURPOSE:

Used to monitor the activity of all BC Corrections clients (with the exception of those involved in family custody disputes), including adult institutional, youth custodial, and community-based services (e.g., probation, bail, and parole). CORNET is also used to generate province-wide statistics regarding the flow and profile of cases (e.g., how many natives were arrested or how many people were charged with driving under the influence of alcohol).

Used as the source of the Corrections Service (CS) number, which is the key identifier used to link all events related to each offender.

Provides five online enquiry functions to various locations throughout the province:

- | | |
|--------------------------|--------------------------|
| 1. Client identification | 4. Current location |
| 2. Personal data | 5. Comment/incident data |
| 3. Case history | |

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

6. INFORMATION CONTENT:

Includes the following data elements: Corrections Service number; names (given, surname, and alias(es)); birth date; sex; marital status; race; nationality and occupation; RCMP fingerprint numbers; and last city of residence; history of client activity within the Corrections Branch since approximately 1973, including court, offence, final disposition of client; and incident alert comments which notify Corrections Branch staff of the type of offender they are dealing with (e.g., dangerous offender).

7. RETENTION AND DISPOSITION:

Active files will be retained indefinitely. It is recommended that source data be retained on the CORNET (online) for ten years of inactivity (i.e., the offender has not come into contact with the correctional system for a period of ten years). When an inmate is transferred to a federal penitentiary, his/her file is considered inactive. However, inactive files pertaining to inmates serving time in a federal penitentiary or those considered by Crown Counsel as dangerous offenders or dangerous sexual offenders will be retained.

If an offender commits an offence after the ten years and the file has been disposed of, then he/she is given a new CS number.

Quarterly Subfiles should be destroyed one year after the end of the calendar year in which they are created.

Annual Subfiles will be fully retained for statistical research purposes and transferred to the British Columbia Information Management Services when Corrections Branch is no longer willing to assist the public with statistical research queries. After sign off of the annual official statistics, data in the annual subfiles will not be altered.

At this time all records from 1973, including those pertaining to young offenders, are still available on the CORNET. Records have not been sealed yet. Although a procedure has been developed to deal with the sealing of records relating to young offenders and those pardoned under the Criminal Records Act, nothing is implemented.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

8. INPUTS/PROCESSES/OUTPUTS:

INPUTS

Client information is uploaded nightly from the two operational systems: the community Probation Records System (PRS) and the institutional Corrections Administration Records Entry (CARE) system.

- 1) Case Information Collection Form (no form number). Data includes: CS number, name, address, birth date, birthplace, alias(es), sex, supervising probation officer, RCMP finger print number, visible identifying marks and disabilities, driver's licence, young offender number, province of issue, marital status, nationality, racial appearance, translator language required, year of entry into Canada, employment status, educational attainment, income source, supervision class, contact names, and physical description.

All probation offices enter this key information into the Probation Records system component of CORNET. Although all probation offices have access to a client's record through his/her CS number, only the probation office serving the client can edit the record.

PROCESSES

When the Corrections Service number is unknown, there are three ways to search the database to retrieve information on clients.

A. Exact

Looks for all clients with surnames which exactly match the name displayed for enquiry.

B. Partial

Looks for all clients whose surnames begin with the first few letters displayed.

C. Soundex

Looks for all surnames sounding similar to the one displayed in the name field for enquiry.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

OUTPUTS

There are seven possible output reports. Due to the cost of these reports, they are only produced when requested.

- 1) CORNET Client History (no form number). This is a dump of all information pertaining to an inmate or young offender's history of activity within the Corrections Branch since 1973, including corrections court location, offence, and disposition information. Individual correctional centres, youth custody centres, and probation and family court services offices produce this hardcopy report. A copy may be filed in the following client files (as applicable):

Youth Resident Warrant File
Adult Inmate File
Youth Community File
Adult Community File
Bail File

- 2) List of Active Cases Report (no form number). This can be sorted by province, region, activity area (i.e., institution or probation). Sort elements may be combined. System Services, Corrections Branch, produces this report to compare the CORNET active case count with the actual case count.
- 3) Batch Case History Report (no form number). This is similar to (1) above, but includes more than one inmate, and is retrieved by the CS number. Systems Services, Corrections Branch, produces this report on demand.
- 4) Name List (no form number). This lists every client alphabetically. Systems Services, Corrections Branch, produces this microfiche report quarterly for adult correctional centres and youth custody centres. This report is a transitory record which is destroyed when superseded by the next report.
- 5) Alphabetical List (no form number). This report has been replaced by number (4) above, but includes personal profiles. This report is still an option, although it has never been produced. It is more expensive to produce than number (4).
- 6) Inmate Escape Reports (no form number). Lists all clients who are unlawfully at large from correctional/custody centres. Systems Services, Corrections Branch, produces this hardcopy report monthly (new in 1989) for adult and youth correctional centres. This hardcopy report is a transitory record which is destroyed when superseded by the next report.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

- 7) CORNET Subfiles (electronic only). These subfiles consist of annual "snapshots" of the data contained in the CORNET system and are downloaded to the Corrections Management Information System (CMIS). These subfiles are retained indefinitely, since 1973, for statistical research purposes, using the Statistical Package for the Social Sciences (SPSS). The subfiles are divided into community and institutional-based data. The Corrections Branch annual report contains a general summary of province-wide statistics. The annual report does not contain statistics about specific regions, districts, institutions, or community-based services.

9. SOFTWARE ENVIRONMENT:

The CORNET/PCF started collecting data in 1973. BCSC redesigned CORNET/PCF for the Corrections Branch in 1977. The CORNET/PCF's main organizational component is the Corrections Service number, which is the key identifier used to link all events related to each offender. In October 1995 it was converted to UNIX, Oracle 7, forms 3. CORNET'S host is JAVA in Oracle.

10. HARDWARE ENVIRONMENT:

CORNET runs on a DG Aviiion UNIX machine at Ministry of Attorney General's Information Technology Services.

11. SYSTEMS MILESTONES:

In 1973, all correctional centres, youth custody centres, and probation and family court services offices began submitting data on paper to Systems Services, Corrections Branch, for entry onto CORNET/PCF. Various locations throughout the province were automated between 1973 and 1988. All locations now have on-line access to CORNET/PCF and have the capability of doing their own data entry via the PRS and CARE systems. In 1995, PCF was converted to CORNET.

12. USER CONTACTS:

Rose Wilson, Data Coordinator, Systems Services, Corrections Branch (387-1605).

John Rogers, Systems Coordinator, Systems Services, Corrections Branch (387-1605).

13. TECHNICAL CONTACTS:

Dexter Ratcliff, Business Manager, ITSD (356-8741).

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

14. DOCUMENTATION/MANUALS CROSS REFERENCES:

Corrections Network Learning Guide, 1995

15. ADMINISTRATIVE OR OPERATIONAL RECORDS CLASSIFICATION:

Schedule No.: 891849

Primary and Secondary Numbers and Titles

59500	Bail Files	- 20 Bail Files
59620	Adult Community Files	- 20 Case Files
59640	Youth Community Files	- 20 Case Files
59840	Adult Inmates	- 20 Progress Files
59860		- 20 Warrant Files
59940	Youth Containment Residents	- 20 History Files
59960		- 20 Progress Files
59980		- 20 Warrant Files

16. CLASSIFICATION SYSTEM CROSS REFERENCES (OTHER RELATED RECORDS):

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A SA FD

INFORMATION SYSTEM OVERVIEW

1. **MINISTRY, CROWN CORPORATION, OR AGENCY:**

Ministry of Attorney General

2. **DIVISION, BRANCH, SECTION OR OFFICE:**

Corrections Branch

3. **SYSTEM TITLE:**

Probation Records System (PRS)

4. **APPLICATION TITLE:**

Probation Records System (PRS)

5. **PURPOSE:**

Used to monitor the activity of all Corrections Branch clients who are under community supervision in a probation or bail supervision office.

Enables records to be transferred from a sending to a receiving probation office through an electronic mailing system.

Provides eleven online entry and enquiry functions to various locations throughout the province:

- 1) Assignment Referrals
- 2) Profile
- 3) Physical Description
- 4) Completed Report
- 5) Non-supervising Office Report
- 6) Diversion Agreement
- 7) Disposition Order
- 8) Bail Order
- 9) Probation Order
- 10) Parole Order
- 11) Custody Order

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A SA FD

6. INFORMATION CONTENT:

Includes the following data elements: correction service (CS) number, name, date of birth, place of birth, phone number, type of inmate (i.e., youth or adult), sex, finger print section number (FPS), young offender number (if applicable), drivers licence, marital status, nationality, racial appearance, physical description, language, date of entry into Canada, occupation, employment status, educational attainment, offence description, personal contacts, bail type, bail amount, requisition date, order type, file number, Crown location, court location, court type, judge, decision date, disposition date, referral assignment date, fine amount, and disposition order.

7. RETENTION AND DISPOSITION SUMMARY:

Offence, disposition, and location for each probationer is downloaded nightly to the CORNET system.

CORNET system annual subfiles will be fully retained, first by Corrections Branch and then by the British Columbia Information Management Services.

All PRS data will be retained online for four years and then copied to computer tape. Tapes will be retained for three years and then destroyed.

8. INPUTS/PROCESSES/OUTPUTS:

INPUTS

There is one input form:

- 1) Case Information Collection Form (no form number). Data includes: CS number, name, address, birthdate, birthplace, alias(es), sex, supervising probation officer, RCMP finger print number, visible identifying marks and disabilities, driver's licence, young offender number, province of issue, marital status, nationality, racial appearance, translator language required, year of entry into Canada, employment status, educational attainment, income source, supervision class, contact names, and physical description.

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 the British Columbia Information Management Services. For assistance in implementing ORCS, contact your Records Officer.

A SA FD

All probation offices on the PRS key information into the system. Although all probation offices have access to a client's record through his/her CS number, only the probation office serving a client can edit the record. Probation offices not on the PRS forward form to Systems Services, Corrections Branch, for data entry. This copy is destroyed under the transitory records schedule. If the probation office copy is not destroyed, it may be retained on the community file.

PROCESSES

When CS number is unknown, there are three ways to search the database to retrieve information on clients.

- 1) Exact: looks for all clients with surnames which exactly match the name displayed for enquiry.
- 2) Partial: looks for all clients whose surnames begin with the first few letters displayed.
- 3) Soundex: looks for all surnames sounding similar to the one displayed in the name field for enquiry.

OUTPUTS

There are two major output reports:

- 1) New Referral Report (no form number). Data includes: CS number, name, address, birthdate, sex, office, and referral date.

This PRS report is used to give probation offices a client's CS number. Systems Services, Corrections Branch, completes a missing CS number for probation offices by creating new files on the CORNET for new offenders. The CS number is then added to the PRS. The DCU receives the only copy of this form which it destroys under the transitory records schedule.

- 2) Profile Report. Lists personal data of PRS cases for input to CORNET.

9. SOFTWARE ENVIRONMENT:

The Corrections Branch developed the PRS in 1987, and uses ORACLE as the database management system in order to assist probation offices in the administration of probationers' records.

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A SA FD

10. **HARDWARE ENVIRONMENT:**

The PRS operates on the Data General Aviiion series of computers.

11. **SYSTEM MILESTONES:**

Due for conversion to DG UNIX, Oracle 7 from 4 in late 1998 (CORNET conversion project).

12. **USER CONTACT:**

Systems Services, Corrections Branch, 387-1605

13. **TECHNICAL CONTACT:**

Corrections Business Manager, ITSD.

14. **DOCUMENTATION/MANUALS CROSS REFERENCES:**

Corrections Information. Volume 3, no.2. November, 1987.
Probation Records System: User's Training Manual, 1988.

15. **ADMINISTRATION OR OPERATIONAL CLASSIFICATION SYSTEM:**

Corrections Branch ORCS, section 15, primary 59500

59500-20 Bail files

Corrections Branch ORCS, section 15, primary 59620

59620-20 Adult community files

Corrections Branch ORCS, section 15, primary 59640

59640-20 Youth community files

16. **CLASSIFICATION SYSTEM CROSS REFERENCES (OTHER RELATED RECORDS):**

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APPENDIX A: Summary of Amendments between *the Corrections ORCS* and the *Youth Justice, Forensic and Specialized Intervention Services (YJFS) ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
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The *Corrections ORCS*, approved in 1997, has been amended to reflect the transfer of functions pertaining to youth to the Ministry of Children and Family Development (MCFD).

This concordance table is intended as a general guide for transition between the *Corrections ORCS* and the *Youth Justice, Forensic and Specialized Intervention Services ORCS*. The new classifications and retentions are to be applied to all relevant digital and physical operational records, both on-site and in off-site storage. Detailed instructions are only provided for primaries/secondaries where there was clear indication of use (e.g., in CRMS).

Sections 7 and 12 are not included in this summary as there was no indication that files were opened using classifications within these sections.

SECTION 1 CORRECTION SERVICES – GENERAL			
39000	CORRECTION SERVICES - GENERAL	This primary also pertains to Adult Corrections, and therefore <u>will not be closed</u> . However, there are MCFD records linked to the secondary below that are to be re-classified as indicated.	
39000-01	General	Superseded by appropriate classification within the <i>YJFS ORCS</i> .	Depends on re-classification. Old retention was CY+2y/nil/DE.
SECTION 2 PRETRIAL SERVICES			

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Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
40140	BAIL – YOUTH	Primary closed.	
40140-20	Youth bail case files	Superseded by secondary 83100-20 Community youth justice client files.	Increased from CY+2y/7y/DE to SO/71y/DE.
40240	DIVERSION - YOUTH	Primary closed.	
40240-20	Youth diversion case files	Superseded by secondary 83100-20 Community youth justice client files.	Increased from CY+2y/7y/DE to SO/71y/DE.
40500	PRECOURT DETENTION	Primary closed.	
40640	REMAND - YOUTH	Primary closed.	
40800	TRANSFER TO ORDINARY COURT	Primary closed.	
SECTION 3 PRESENTENCE SERVICES			
41400	PREDISPOSITION REPORT	Primary closed.	

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Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
41640	PSYCHIATRIC ASSESSMENT - YOUTH	Primary closed.	
SECTION 4 SENTENCES/DISPOSITIONS			
42040	ATTENDANCE PROGRAMS – YOUTH	Primary closed.	
42040-25	Youth attendance program case files	Superseded by appropriate classification within the YJFS ORCS.	Depends on re-classification. Old retention was CY+2y/7y/DE.
42240	CALCULATION - YOUTH	Primary closed.	
42540	COMMUNITY SERVICE – YOUTH	Primary closed.	
42740	CUSTODY – YOUTH	Primary closed.	
43040	DISCHARGE – ABSOLUTE – YOUTH	Primary closed.	
43040-20	Youth absolute discharge case files	Superseded by secondary 83100-20 Community youth justice client files.	Increased from CY+2y/7y/DE to SO/71y/DE.

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Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
43140	DISCHAGRE – CONDITIONAL – YOUTH	Primary closed.	
43340	ELECTRONIC MONITORING – YOUTH	Primary closed.	
43540	FINES – YOUTH	Primary closed.	
43740	INTERMITTEN - YOUTH	Primary closed.	
44240	PROBATION – CONDITIONS – YOUTH	Primary closed.	
44340	PROBATION – ENFORCEMENT – YOUTH	Primary closed.	
44540	PROBATION – REVIEWS – YOUTH	Primary closed.	
44740	TREATMENT ORDERS – YOUTH	Primary closed.	
SECTION 5 CONDITIONAL RELEASE			
45640	TEMPORARY ABSENCE - YOUTH	Primary closed.	

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Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
45800	YOUTH COURT REVIEW - GENERAL	Primary closed.	
45840	YOUTH COURT REVIEW – PROGRESS REPORT	Primary closed.	
45840-00	Policy and procedures	Superseded by secondary 80200-00 Policy – final.	Unchanged.
45840-03	Statistics	Superseded by secondary 80300-15 Statistics and tracking.	Changed from CY+2y/7y/DE to SO/nil/DE.
45840-05	Legal issues	Superseded by appropriate classification within the <i>YJFS ORCS</i>	Increased from CY+2y/7y/DE to SO+1y/nil/SR.
45840-20	Youth court progress report case files	Superseded by appropriate classification within the <i>YJFS ORCS</i> .	Depends on re-classification. Old retention was CY+2y/7y/DE.
SECTION 6 CORRECTIONAL FACILITIES			
46040	CUSTODY CENTRES	Primary closed.	

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Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
46040-00	Policy and procedures	Superseded by secondary 80200-00 Policy – final.	Unchanged
46040-01	General	Superseded by appropriate classification within the <i>YJFS ORCS</i> .	Depends on re-classification. Old retention was CY+2y/7y/DE.
46040-02	Complaints and inquiries	Superseded by appropriate classification within the <i>YJFS ORCS</i> .	Depends on re-classification. Old retention was CY+2y/7y/DE.
46040-03	Statistics	Superseded by secondary 80300-15 Statistics and tracking.	Changed from CY+2y/7y/DE to SO/nil/DE.
46040-04	Other jurisdictions	Superseded by secondary 80300-20 Program planning working files.	Changed from CY+2y/7y/DE to SO+5y/nil/DE.
46040-05	Legal issues	Superseded by appropriate classification within the <i>YJFS ORCS</i> .	Depends on re-classification. Old retention was CY+2y/7y/DE.

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Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
46040-06	Bed load plans	Superseded by secondary 83570-10 Custody log books.	Increased from FY+1y/6y/DE to SO+2y/13y/DE.
46040-09	Segregation	Superseded by appropriate classification within the YJFS ORCS.	Depends on re-classification. Old retention was CY+2y/7y/DE.
46040-11	Young offender effect sheets	Superseded by secondary 83570-15 Effects sheets.	Increased from CY+1y/nil/DE to CY+2y/7y/DE.
46040-12	Log books	Superseded by secondary 83570-10 Custody log books.	Increased from CY+1y/nil/DE to SO+2y/13y/DE
46040-20	Custody centre case files	Superseded by appropriate classification within the YJFS ORCS.	Depends on re-classification. Old retention was CY+2y/7y/FR.
46200	FOOD SERVICES	This primary also pertains to Adult Corrections, and therefore <u>will not be closed</u> . However, there are MCFD records linked to the secondaries below that are to be re-classified as indicated	

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Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
46200-01	General	Superseded by secondary 83570-01 General.	Reduced from CY+2y/7y/DE to CY+1y/nil/DE.
46200-07	Canteen lists	Superseded by secondary 83570-12 Daily lists and sheets.	Reduced from CY+2y/7y/DE to CY+2y/nil/DE.
46540	OFFENDER CLASSIFICATION – YOUTH	Primary closed.	
46640	OFFENDER RIGHTS - YOUTH	Primary closed.	
46640-01	General	Superseded by appropriate classification within the <i>YJFS ORCS</i> .	Depends on re-classification. Old retention was CY+2y/7y/DE.
46640-02	Complaints and inquiries	Superseded by appropriate classification within the <i>YJFS ORCS</i> .	Depends on re-classification. Old retention was CY+2y/7y/DE.

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Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
46640-05	Legal issues	Superseded by appropriate classification within the <i>YJFS ORCS</i> .	Depends on re-classification. Old retention was CY+2y/7y/DE.
46700	PERSONAL EFFECTS	This primary is also used by Adult Corrections, and therefore <u>will not be closed</u> . However, there are MCFD records linked to the three secondaries below that are to be re-classified as indicated.	
46700-00	Policy and procedures	Superseded by secondary 80200-00 Policy – final.	Unchanged.
46700-01	General	Superseded by secondary 83570-15 Effects sheets.	Unchanged.
46700-20	Personal effects case files	Superseded by secondary 83570-15 Effects sheets.	Unchanged.
46980	TRANSFERS – YOUTH	Primary closed.	
46980-01	General	Superseded by secondary 83570-12 Daily lists and sheets.	Reduced from CY+2y/7y/DE to CY+2y/nil/DE.

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Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
46980-02	Complaints and inquiries	Superseded by secondary 83570-05 Complaints and incidents (copies only) or secondary 80100-20 Investigations, as appropriate.	Depend on re-classification. Old retention was CY+2y/7y/DE.
46980-20	Youth transfers within B.C.	Superseded by secondary 83570-12 Daily lists and sheets.	Reduced from CY+2y/7y/DE to CY+2y/nil/DE.
46980-25	Youth transfer within custody centre	Superseded by secondary 83570-12 Daily lists and sheets.	Reduced from CY+2y/7y/DE to CY+2y/nil/DE.
47040	TRUST ACCOUNTS/REPORTS – YOUTH	Primary closed.	
47040-00	Policy and procedures	Superseded by secondary 80200-00 Policy – final.	Unchanged.
47040-01	General	Superseded by secondary 83650-01 General.	Reduced from CY+2y/7y/DE to CY+1y/nil/DE.
47040-02	Source documentation	Superseded by secondary 83650-20 Trust fund accounting files.	Increased from FY+1y/5y/DE to FY+1y/8y/DE.

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Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
47040-03	ABC list	Superseded by secondary 83650-20 Trust fund accounting files.	Increased from FY+1y/nil/DE to FY+1y/8y/DE.
47040-04	ABC status report	Superseded by secondary 83650-20 Trust fund accounting files.	Increased from FY+1y/6y/DE to FY+1y/8y/DE.
47040-05	Warm body count	Superseded by secondary 83650-20 Trust fund accounting files.	Increased from FY+1y/2y/DE to FY+1y/8y/DE.
47040-06	Trust account list	Superseded by secondary 83650-20 Trust fund accounting files.	Increased from FY+1y/nil/DE to FY+1y/8y/DE.
47040-07	Canteen sales report	Superseded by secondary 83650-20 Trust fund accounting files.	Increased from FY+1y/nil/DE to FY+1y/8y/DE.
47040-08	Fines paid report	Superseded by secondary 83650-20 Trust fund accounting files.	Increased from FY+1y/nil/DE to FY+1y/8y/DE.
47040-09	Records office receipts	Superseded by secondary 83650-20 Trust fund accounting files.	Increased from FY+1y/nil/DE to FY+1y/8y/DE.

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Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
47040-10	Teller disbursement report	Superseded by secondary 83650-20 Trust fund accounting files.	Increased from FY+1y/nil/DE to FY+1y/8y/DE.
47040-11	Tellers receipt report	Superseded by secondary 83650-20 Trust fund accounting files.	Increased from FY+1y/nil/DE to FY+1y/8y/DE.
47040-12	Transferred in	Superseded by secondary 83650-20 Trust fund accounting files.	Increased from FY+1y/nil/DE to FY+1y/8y/DE.
47040-13	Transferred out	Superseded by secondary 83650-20 Trust fund accounting files.	Increased from FY+1y/nil/DE to FY+1y/8y/DE.
47040-14	Wage report	Superseded by secondary 83650-20 Trust fund accounting files.	Increased from FY+1y/nil/DE to FY+1y/8y/DE.
47040-15	Welfare report	Superseded by secondary 83650-20 Trust fund accounting files.	Increased from FY+1y/nil/DE to FY+1y/8y/DE.
47040-16	Ad-hoc reports	Superseded by secondary 83650-20 Trust fund accounting files.	Increased from FY+1y/nil/DE to FY+1y/8y/DE.

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Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
47040-20	Youth trust account statements	Superseded by secondary 83650-30 Trust fund statements.	Reduced from SO/14y/DE to SO+2y/8y/DE.
47040-25	Unclaimed monies	Superseded by secondary 83650-30 Trust fund statements.	Increased from SO/nil/DE to SO+2y/8y/DE.
SECTION 8 INCIDENTS			
49000	INCIDENTS - GENERAL	This primary also pertains to Adult Corrections, and therefore <u>will not be closed</u> . However, there are MCFD records linked to the 4 secondaries below that are to be re-classified as indicated.	
49000-01	General	Superseded by appropriate classification within the <i>YJFS ORCS</i> .	Depends on classification. Old retention was CY+2y/7y/DE.
49000-02	Complaints and inquiries	Superseded by appropriate classification within the <i>YJFS ORCS</i> .	Depends on classification. Old retention was CY+2y/7y/DE.
49000-06	Staff reporting form	Superseded by appropriate classification within the <i>YJFS ORCS</i> .	Depends on re-classification. Old retention was CY/nil/DE.

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Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
49000-25	Critical incident reports	Superseded by appropriate classification within the <i>YJFS ORCS</i> .	Depends on classification. Old retention was CY+2y/7y/DE.
49220	CONTRABAND CONTROL – DRUGS	This primary also pertains to Adult Corrections, and therefore <u>will not be closed</u> . However, the one secondary listed below will be closed.	
49220-25	Drugs in youth custody centre case files	Secondary closed.	
49240	CONTRABAND CONTROL - RITUAL PARAPHERNALIA	This primary also pertains to Adult Corrections, and therefore <u>will not be closed</u> . However, the one secondary listed below will be closed.	
49240-25	Ritual paraphernalia in youth custody centre case files	Secondary closed.	
49260	CONTRABAND CONTROL – SEARCHES	This primary also pertains to Adult Corrections, and therefore <u>will not be closed</u> . However, the one secondary listed below will be closed.	
49260-25	Searches in youth custody centre case files	Secondary closed.	

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Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
49280	CONTRABAND CONTROL – WEAPONS	This primary also pertains to Adult Corrections, and therefore <u>will not be closed</u> . However, the one secondary listed below will be closed.	
49280-25	Weapons in youth custody centre case files	Secondary closed.	
49540	DISCIPLINARY ACTION – YOUTH	Primary closed.	
49540-01	General	Superseded by appropriate classification within the <i>YJFS ORCS</i> .	Depends on classification. Old retention was CY+2y/7y/DE.
49540-03	Statistics	Superseded by secondary 80300-15 Statistics and tracking.	Changed from CY+2y/7y/DE to SO/nil/DE.
49540-20	Youth disciplinary case files.	Superseded by appropriate classification within the <i>YJFS ORCS</i> .	Depends on classification. Old retention was CY+2y/7y/DE.
49840	ESCAPES – YOUTH	Primary closed.	

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49840-01	General	Superseded by appropriate classification within the <i>YJFS ORCS</i> .	Depends on classification. Old retention was CY+2y/7y/DE.
50240	INJURIES - YOUTH	Primary closed.	
50240-01	General	Superseded by appropriate classification within the <i>YJFS ORCS</i> .	Depends on classification. Old retention was CY+2y/7y/DE.
50240-20	Youth injury case files	Superseded by appropriate classification within the <i>YJFS ORCS</i> .	Depends on classification. Old retention was CY+2y/7y/DE.
50340	INTIMIDATION/ASSAULT - YOUTH	Primary closed.	
50640	SUICIDES/SELF HARM - YOUTH	Primary closed.	
50840	USE OF FORCE – YOUTH	Primary closed.	

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Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
50840-01	General	Superseded by appropriate classification within the <i>YJFS ORCS</i> .	Depends on re-classification. Old retention was CY+2y/7y/DE.
SECTION 9 PROGRAMS AND ACTIVITIES			
50900	PROGRAMS AND ACTIVITIES - GENERAL	This primary also pertains to Adult Corrections, and therefore <u>will not be closed</u> . However, there are MCFD records linked to the secondary below that are to be re-classified as indicated.	
50900-01	General	Superseded by appropriate classification within the <i>YJFS ORCS</i> .	Depends on re-classification. Old retention was CY+2y/7y/DE.
51040	ARTS AND CRAFTS - YOUTH	Primary closed.	
51440	EDUCATION – ACADEMIC - YOUTH	Primary closed.	
51540	EDUCATION – INDUSTRIAL – YOUTH	Primary closed.	

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Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
51640	EDUCATION – LIFE SKILLS – YOUTH	Primary closed.	
51840	ENTERTAINMENT - YOUTH	Primary closed.	
52240	RELIGION - YOUTH	Primary closed.	
52440	SPORTS - YOUTH	Primary closed.	
52700	WILDERNESS PROGRAMS	Primary closed.	
52800	WORK PROGRAMS	Primary closed.	
SECTION 10 SPECIAL FOCUS OFFENDERS			
53540	GANGS – YOUTH	Primary closed.	
53600	HIGH PROFILE – GENERAL	This primary also pertains to Adult Corrections, and therefore <u>will not be closed</u> . However, there are MCFD records linked to the secondary below that are to be re-classified as indicated.	

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53600-01	General	Superseded by appropriate classification within the <i>YJFS ORCS</i> .	Depends on re-classification. Old retention was CY+2y/7y/DE.
53740	HIGH PROFILE – MURDERERS - YOUTH	Primary closed.	
53840	HIGH PROFILE – SEXUAL – YOUTH	Primary closed.	
55500	YOUNG OFFENDERS – GENERAL	Primary closed.	
55520	YOUNG OFFENDERS – BETWEEN 12 AND 17 INCLUSIVE	Primary closed.	
55540	YOUNG OFFENDERS – UNDER 12	Primary closed.	
SECTION 11 VICTIMS			
56140	COMPENSATION/RESTITUTION – YOUTH	Primary closed.	

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APPENDIX A: Summary of Amendments between *the Corrections ORCS* and the *Youth Justice, Forensic and Specialized Intervention Services (YJFS) ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
57000	VICTIM-OFFENDER RECONCILIATION	This primary also pertains to Adult Corrections, and therefore <u>will not be closed</u> . However, there are MCFD records linked to the secondary below that are to be re-classified as indicated.	
57000-25	Victim-offender reconciliation case files	Superseded by appropriate classification within the <i>YJFS ORCS</i> .	Depends on re-classification. Old retention was CY+2y/7y/DE.
SECTION 13 INSPECTIONS			
58640	CENTRES – YOUTH CUSTODY	Primary closed.	
-00	Policy and procedures	Superseded by secondary 80200-00 Policy – final.	Unchanged.
-01	General	Superseded by secondary 83400-01 General.	Decreased from CY+2y/7y/DE to CY+1y/nil/DE.
-20	Youth custody centre inspection case files	Superseded by secondary 83400-20 Inspection files.	Increased from SO/7y/FR to SO/10y/FR.
SECTION 14 INVESTIGATIONS			

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Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
59340	OFFENDERS – YOUTH	Primary closed.	
59340-00	Policy and procedures	Superseded by secondary 80200-00 Policy – final.	Unchanged.
59340-01	General	Superseded by secondary 80100-20 General.	Reduced from CY+2y/7y/DE to CY+1y/nil/DE.
59340-02	Petitions	Superseded by secondary 83570-05 Complaints and incidents (copies only) or 80100-20 Investigation files, as appropriate.	Depends on re-classification. Old retention was CY+2y/7y/DE.
59340-20	Investigation of complaint case files (youth offenders)	Superseded by secondary 83570-05 Complaints and incidents (copies only) or 80100-20 Investigation files, as appropriate.	Depends on re-classification. Old retention was CY+2y/7y/DE.
SECTION 15 FIELD OFFICE CASE FILES			
59640	COMMUNITY FILES – YOUTH	Primary closed.	
59640-00	Policy and procedures	Superseded by secondary 80200-00 Policy – final.	unchanged

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Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
59640-01	General	Superseded by secondary 83100-01 General.	Reduced from CY+2y/nil/DE to CY+1y/nil/DE.
59640-02	Unsupervised probation orders	Superseded by secondary 83100-10 Unsupervised orders.	Increased from SO/nil/DE to SO+1y/nil/DE.
59640-20	Youth community files	Superseded by secondary 83100-20 Community youth justice client files.	Changed from SO/7y/SR to SO/71y/DE.
59700	CUSTODY AND ACCESS INVESTIGATION REPORT FILES	This primary is also used by Adult Corrections, and therefore <u>will not be closed</u> . However, there are MCFD records linked to the secondary below that need to be re-classified.	
59700-01	General	Superseded by appropriate classification within the <i>YJFS ORCS</i> .	Depends on re-classification. Old retention was CY+2y/nil/DE
59900	YOUTH CUSTODY RESIDENTS – GENERAL	Primary closed.	
59920	YOUTH CUSTODY RESIDENTS – HEALTH CARE	Primary closed.	

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Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
59920-00	Policy and procedures	Superseded by secondary 80200-00 Policy – final.	Unchanged.
59920-01	General	Superseded by secondary 83600-01 General.	Reduced from CY+2y/nil/DE to CY+1y/nil/DE.
59920-20	Youth custody resident health care records	Superseded by secondary 83600-20 Youth custody health care client files.	Increased from SO/14y/DE to SO/69y/DE.
59940	YOUTH CUSTODY RESIDENTS - HISTORY	Primary closed.	
59940-00	Policy and procedures	Superseded by secondary 80200-00 Policy – final.	Unchanged.
59940-01	General	Superseded by secondary 83550-01 General.	Reduced from CY+2y/nil/DE to CY+1y/nil/DE.
59940-20	Youth custody resident history files	Superseded by secondary 83550-20 Youth custody master client files.	Changed from SO/5y/SR to SO/71y/DE.
59960	YOUTH CUSTODY RESIDENTS - PROGRESS	Primary closed.	

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Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
59960-20	Youth custody residents progress files	Superseded by secondary 83550-20 Youth custody master client files.	Changed from SO/NA/NA to SO/71y/DE.
59980	YOUTH CUSTODY RESIDENTS - WARRANTS	Primary closed.	
59980-20	Youth custody resident warrant files	Superseded by secondary 83550-20 Youth custody master client files.	Changed from SO/NA/NA to SO/71y/DE.

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