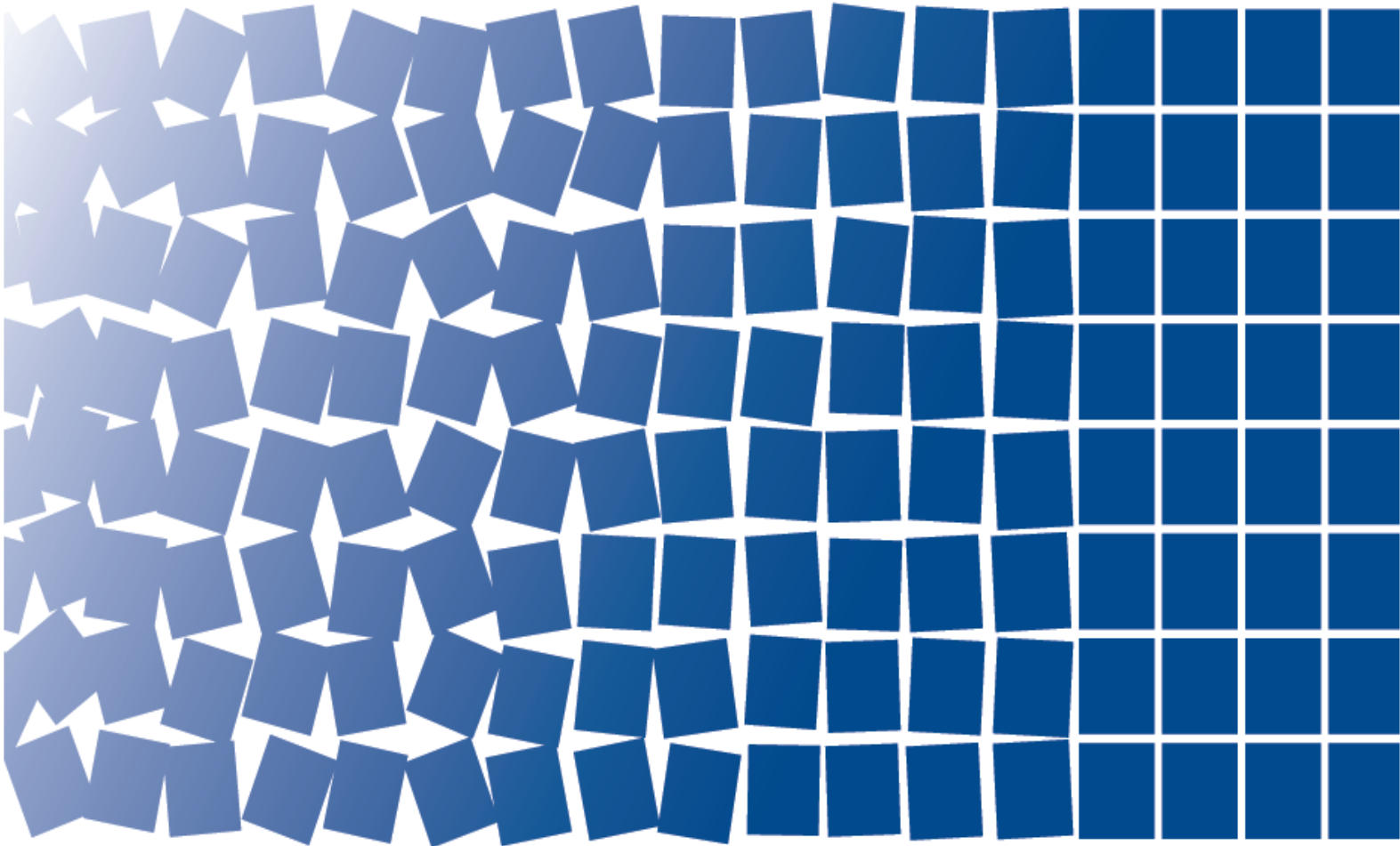


# **COURT SERVICES OPERATIONAL RECORDS CLASSIFICATION SYSTEM**



**GOVERNMENT RECORDS SERVICE**

## ORCS REGISTER OF AMENDMENTS

This register lists all approved changes made to the *Court Services 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: 1993/06/16**

<b>Amendment Number</b>	<b>Amendment Type</b>	<b>Date Approved</b>	<b>Section/ Primary/ Secondary</b>	<b>Changes</b>
170445	Administrative	2019-09-24	Section 2/ primaries 51200, 52200	Primaries 51200 and 52200 removed and replaced by classifications in the Court of Appeal ORCS, Schedule 158561. Related mentions in the Table of Contents and Index removed. See Appendix A: Summary of Amendments for details.



Schedule No.	100152
Accession No.	n/a

**RECORDS RETENTION AND DISPOSAL AUTHORITY**

This is a recommendation to:  Authorize a one-time disposal of the records described below  
 Establish an ongoing Records Retention and Disposal Schedule  
 Amend an existing Records Schedule with Schedule No. \_\_\_\_\_

Record Series, Subject Section, Records Classification System, or Application Title:  
**Court Services Operational Records Classification System**

Ministry: **Ministry of Attorney General**  
 Division: **Court Services Branch**  
 Branch:

Description and Purpose:  Administrative  Operational  Both  
 The Court Services Operational Records Classification System (ORCS) covers all operational records created, received, and maintained by Court Services Branch headquarters, as well as Court Services Branch regional offices, court registries, and sheriff services offices throughout the Province. It does not include records created or received by the judiciary, nor does it include records maintained by court levels which the Provincial Court replaced during the 1970s (e.g., stipendiary magistrates, police magistrates, and justices of the peace).  
 For further descriptive information, please refer to the attached executive summary.

Dates: 1846 ongoing	Physical Format of Records: see attached schedule
Extent: 50.0 m <sup>3</sup> /year Cubic Metres	No. of Pieces: n/a

Have documents been microfilmed?  Yes  No  
 Is the information in this record series recorded in any other form besides microfilm?  
 Yes (See Records Management Appraisal)  No

**Recommended Retention:**  
 Dispose immediately  Dispose on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
 Dispose in accord with attached disposal instructions.  
 Scheduled in accord with attached Records Retention and Disposal Schedule.

**Recommended Disposition:**  
 Destruction  Full Retention by Archives  Selective Retention by Archives  
 Scheduled in accord with attached Records Retention and Disposal Schedule.

<p><b>THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:</b></p> <p><i>[Signature]</i> _____ Date <i>Mar 16/93</i>          Director, Executive responsible for records</p> <p><i>[Signature]</i> _____ Date <i>Mar 17/93</i>          Deputy Minister/Corporate Executive</p> <p><i>[Signature]</i> _____ Date _____          Minister</p> <p><b>THE PUBLIC DOCUMENTS COMMITTEE CONCURS:</b></p> <p><i>[Signature]</i> _____ Date <i>1993/04/08</i>          Chairman PDC/Provincial Archivist</p>	<p><b>THE EXECUTIVE COUNCIL APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE:</b></p> <p>_____          O.I.C. Number Date</p> <p><b>THE SELECT STANDING COMMITTEE ON PUBLIC ACCOUNTS APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE.</b></p> <p><b>APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY</b></p> <p>ON <i>UN 26</i> 1993          Date</p>
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**OTHER STATUTORY APPROVALS:**

*[Signature]* \_\_\_\_\_ Date *Apr. 30/93*  
 Chief Justice of British Columbia

*[Signature]* \_\_\_\_\_ Date *30.4.93*  
 Chief Justice of Supreme Court

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

Ministry contact, title, and telephone: Suzanne Nelms, A/Mgr., Business Analysis & Design, 356-9756

These records are created and received under the authority of the Attorney General Act (RSBC 1979, c. 23), and subsequent legislation governing the operational responsibilities and functions of the creating agency.

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

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

Upon approval of this ORCS, primary 53500 will replace and supersede ongoing records schedule 870630. In addition, this ORCS consolidates and supersedes all previously approved records schedules relating to operational record services.

Debra Green  
Records Analyst

93/03/15  
Date

ARCHIVAL APPRAISAL:

This appraisal documents the recommendation for final disposition.

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

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

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

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

(Continued on separate sheet)

Catherine Henderson  
Archivist

93/03/17  
Date

Walter J. May Jr  
Manager, Appraisal & Acquisition Section

93/03/15  
Date

The undersigned endorse the appraisals and recommendations:

\_\_\_\_\_  
Deputy Provincial Archivist

\_\_\_\_\_  
Date

Thomas Zuckerman  
Ministry Records Officer

93/05/12  
Date

Records Retention and Disposal Authority 100152 (continued)

Archival Appraisal (continued)

The final disposition of the records of the Court Services Branch will:

1. by selective retention of administrative records, document the development and operation of the programs of the Branch and illustrate the societal context of these programs;
2. by full retention of orders, reasons for judgment, probate case files, wills, and Court of Appeal case files, provide researchers with court records with legal and historical value;
3. by selective retention of Supreme and County court case files prior to 1950, ensure that cases of legal or historical significance are retained;
4. by selective retention of "notable" case files from the Supreme Court after 1950, supplement information captured in court lists, case summaries, statistical reports, orders, and reasons for judgments to ensure that cases of legal or historical value are retained;
5. by full retention of the Prince Rupert Registry case files after 1950, provide an example of a British Columbia court registry. Prince Rupert is a coastal community which produces approximately 1% of the province's court case files. It is a registry which handles bankruptcy cases, Admiralty cases, cases dealing with resource-based industries, aboriginal peoples, and is a catchment for many smaller communities.

COURT SERVICES  
OPERATIONAL RECORDS CLASSIFICATION SYSTEM  
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	<u>A</u>	<u>SA</u>	<u>FD</u>
3) <u>Electronic records - Court Activity Relational Database (CARD)</u> (secondary 45300-30)	3y	12y	SR

Information on the CARD database is retained for fifteen years to allow for the accumulation of enough information to do accurate time-series analysis. Final disposition is selective retention by BCARS.

SR = BCARS will selectively retain these records by retaining an annual snapshot of the data.

4) <u>Electronic records - Court Statistics System (CSS)</u> (secondary 45300-35)	3y	12y	SR
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Information on the CSS database is retained for fifteen years to allow for the accumulation of enough information to do accurate time-series analysis. Final disposition is selective retention by BCARS.

SR = BCARS will selectively retain these records by retaining an annual snapshot of the data.

5) <u>Output documents - statistical reports</u> (secondary 45300-40)	CY+4y	10y	SR
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Monthly, quarterly, and annual hardcopy statistical reports documenting registry, courtroom, and sheriff services activity are retained for fourteen years from the end of the calendar year in which they are created. This retention period allows for the accumulation of enough information to do accurate time-series analysis. Final disposition is selective retention by BCARS.

SR = BCARS will retain one copy of each annual report or, if an annual report does not exist, the fourth quarter report. A fourth quarter report totals the data from the previous three quarters.

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	<u>A</u>	<u>SA</u>	<u>FD</u>
6) <u>Input documents - monthly workload reports</u> (secondary 45300-25)	SO	nil	DE
<p>Monthly workload reports which are submitted by individual court registries and sheriff services offices are destroyed after the data has been entered to the Court Activity Relational Database (CARD) or the Court Statistics System (CSS).</p> <p>SO = when data is entered to either CSS or CARD</p>			
7) <u>Complaints</u> (secondary -10 throughout section 1, except primary 45300)	SO	nil	DE
<p>Complaints are destroyed when they are no longer required for reference or informational purposes.</p> <p>SO = when no longer required for reference or informational purposes</p> <p>DE = Secondary -10 is reserved for petitions and correspondence resulting from organized letter-writing campaigns. These records have no archival value.</p>			
8) <u>Procedural analysis</u> (secondary -02 throughout section 1, except primary 45300)	SO	NA	NA
<p>Working materials and drafts of forms, legislation, and manuals used in methods and procedural analysis are reclassified under the appropriate <u>ARCS</u> primary when the analysis is completed.</p> <p>SO = When analysis is completed, records are reclassified under the appropriate <u>ARCS</u> primary.</p>			

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—	<u>A</u>	<u>SA</u>	<u>FD</u>
2) <u>Court of Appeal final orders</u> (secondaries 51200-40 and 52200-40)	10y	nil	FR
<p>Court of Appeal final orders are retained for ten years. Final disposition is full retention by BCARS.</p> <p>10y = The <u>Limitation Act</u> (RSBC 1979, c. 236, s. 3(2)(f)) provides that judgments are enforceable for 10 years.</p> <p>FR = BCARS will fully retain these records because of their significant historical, evidential and informational values.</p>			
3) <u>Court of Appeal reasons for judgment</u> (secondaries 51200-42 and 52200-42)	10y	nil	FR
<p>Court of Appeal reasons for judgment are retained for ten years. Final disposition is full retention by BCARS.</p> <p>10y = same retention period as separately bound final orders</p> <p>FR = BCARS will fully retain these records because of their significant historical, evidential and informational values.</p>			
4) <u>Court of Appeal factums, transcripts, and appeal books</u> (secondaries 51200-30 and 52200-30)	SO+6y	24y	FR
<p>Court of Appeal factums, transcripts, and appeal books are retained for thirty years after the case is concluded and all appeal periods have expired. Final disposition is full retention by BCARS.</p> <p>SO = upon conclusion of the appeal and expiry of statutory limitations on appeals</p> <p>6y = There are few requests after six years.</p> <p>24y= same total retention period as the court file</p> <p>FR = BCARS will fully retain these records because of their significant historical, evidential and informational values.</p>			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
5)	<u>Court of Appeal books of authority</u> SO      nil      DE (secondaries 51200-35 and 52200-35)			

Books of authority contain copies of law cases which support the argument of the appellant and respondent. They are destroyed when the case is concluded and all appeal periods have expired.

SO = upon conclusion of the appeal and expiry of statutory limitations on appeals

DE = These are copies of published law reports.

6)	<u>Supreme Court and County Court civil case files</u> (secondaries 51100-20 and 51400-20)	CY+4y 7y	SR
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Case files which relate to civil disputes heard in County Court and Supreme Court are retained for eleven years from the end of the calendar year in which they are created provided the case is concluded and all appeal periods have expired. Final disposition is selective retention by BCARS.

5y = provided the case is concluded and all appeal periods have expired

7y = Since only the order is required to enforce a judgment, the six-year limitation period specified in the Limitation Act (RSBC 1979, c. 236, ss. 3(4), 8) serves as the guideline in establishing the semi-active period for these case files.

SR = Some of the information contained in these case files is summarized in daily court lists (see secondary 53300-20) and in statistical reports (see secondary 45300-40).

BCARS will selectively retain these case files because of their residual historical, evidential and informational values.

First, BCARS will selectively retain case files opened prior to 1 January 1950.

Second, BCARS will retain a sample of case files opened after 1 January 1950 by

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	<u>A</u>	<u>SA</u>	<u>FD</u>
9) <u>Supreme Court civil case files involving infant claims - status unknown</u> (secondary 51400-21)	CY+4y	22y	SR

Records relating to discontinued lawsuits involving infant claims are retained for twenty-six years from the end of the calendar year in which they are created. In all of these cases, a lawsuit has been initiated but activity on the file has suddenly stopped. The parties in the case may have settled out of court or abandoned the suit. However, since they have not notified the court registry, the registry must protect the interests of the infants named in the suit by retaining those files for twenty-six years from the end of the calendar year in which they are created. Final disposition is selective retention by BCARS.

27y = 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 = Some of the information contained in these case files is summarized in statistical reports (see secondary 45300-40).

Although these case files have some residual historical, evidential and informational values, those values are insufficient to justify the cost of processing, preserving, and conserving more than a small sample.

BCARS will retain a sample by preserving all case files from the Prince Rupert court registry, which is approximately a one percent sample of court cases province-wide.

At the end of their semi-active retention period, the Court Records Centre will destroy all other case files which are covered by this secondary.

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10) <u>Supreme Court infant settlement files (unclaimed trust money)</u> (secondary 51400-22)	CY+4y	22y	SR
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— A      SA      FD

At the end of their semi-active retention period and after ensuring that final orders have been retained (if they have not been filed separately from the case files, they must be removed (see secondary -25), the Court Records Centre will destroy all other case files opened after 1 January 1950 which are covered by this secondary. **BCARS recommends that all original divorce orders be pulled from divorce case files and from consolidated Supreme Court order series and that they be brought together in a divorce order series. This is a project which might be suitable for a summer student.**

17) Bankruptcy case files CY+4y 7y SR  
(secondary 51430-20)

Bankruptcy case files are retained for eleven years from the end of the calendar year in which they are created provided that the case is concluded and all appeal periods have expired. Final disposition is selective retention by BCARS.

SR = A record of each bankruptcy is filed with the federal Superintendent of Bankruptcies.

BCARS will selectively retain these case files because of their residual historical, evidential and informational values.

First, BCARS will selectively retain case files opened prior to 1 January 1950.

Second, BCARS will retain a sample of case files opened after 1 January 1950 by preserving all case files from the Prince Rupert court registry, which is approximately a one percent sample of court cases province-wide.

Third, BCARS will preserve a selection of case files opened after 1 January 1950 by retaining files relating to reported decisions and other notable cases.

At the end of their semi-active retention period and after ensuring that final orders have been retained (if they have not been

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	<u>A</u>	<u>SA</u>	<u>FD</u>
filed separately from the case files, they must be removed (see secondary -25)), the Court Records Centre will destroy all other case files opened after 1 January 1950 which are covered by this secondary.			
18) <u>Family case files</u> (secondaries 51450-20 and 51340-20)	CY+4y	22y	SR

Supreme Court and Provincial Court family files are retained for twenty-six years from the end of the calendar year in which they are created. Final disposition is selective retention by BCARS.

27y = 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 = Some of the information contained in these case files is summarized in daily court lists (see secondary 53300-20) and in statistical reports (see secondary 45300-40).

BCARS will selectively retain these case files because of their residual historical, evidential and informational values.

First, BCARS will retain a sample of case files by preserving all case files from the Prince Rupert court registry, which is approximately a one percent sample of court cases province-wide.

Second, BCARS will preserve a selection of case files opened after 1 January 1950 by retaining files relating to reported decisions.

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— A      SA      FD

At the end of their semi-active retention period and after ensuring that Supreme Court final orders have been retained (if they have not been filed separately from the case files, they must be removed (see secondary -25)), the Court Records Centre will destroy all other case files which are covered by this secondary.

- 19) Original orders under the Family Relations Act, the Family Maintenance Enforcement Act, and the Family and Child Service Act 27y      nil      DE  
(secondary 51340-30)

These separately bound orders are destroyed after twenty-seven years.

27y= same retention period as court file

DE = These records will be destroyed because a certified copy is filed in the court file. Secondary -30 applies only to the Vancouver Family Court registry. The registry files interim, final, and variation family orders separately in folios. The registry initiated this procedure in order to improve customer service since most inquiries can be answered by the order.

- 20) Small Claims case files CY+4y    10y      SR  
(secondary 51360-20)

Small claims files are retained for fourteen years from the end of the calendar year in which they are created provided that the case is concluded and all appeal periods have expired.

10y = Original Small Claims orders and judgments are not filed separately from the court file. Therefore, the file must be retained for 10 years because the Limitation Act (RSBC 1979, c. 236, s. 3(2)(f)) provides that judgments are enforceable for 10 years.

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	<u>A</u>	<u>SA</u>	<u>FD</u>
<p>At the end of their semi-active retention period and after ensuring that Supreme Court and County Court final orders have been retained (if they have not been filed separately from the case files, they must be removed (see secondary -30)), the Court Records Centre will destroy all other case files opened after 1 January 1950 which are covered by this secondary.</p>			
<p>22) <u>Provincial statute and municipal bylaw offence case files</u> (secondary 52300-20)</p> <p>Provincial statute and municipal bylaw offenses which are heard in Provincial Court are retained for nine years from the end of the calendar year in which they are created provided that the case is concluded and all appeal periods have expired</p> <p>5y = provided the case is concluded and all appeal periods have expired</p> <p>5y = based upon the longest provincial statute sentence which is five years</p> <p>SR = Some of the information contained in these case files is summarized in daily court lists (see secondary 53300-20) and in statistical reports (see secondary 45300-40).</p> <p>Although these case files have some residual historical, evidential and informational values, those values are insufficient to justify the cost of processing, preserving, and conserving more than a small sample.</p> <p>BCARS will retain a sample by preserving all case files from the Prince Rupert court registry, which is approximately a one percent sample of court cases province-wide.</p> <p>At the end of their semi-active retention period, the Court Records Centre will destroy all other case files which are covered by this secondary.</p>	CY+4y	5y	SR
<p>23) <u>Preliminary inquiries resulting in trials in Supreme Court</u></p>	SO	NA	NA

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	<u>A</u>	<u>SA</u>	<u>FD</u>
28) <u>Daily court lists</u> (secondary 53300-20)	CY+1y	nil	SR

Daily court lists are retained for one year from the end of the calendar year in which they are created. Final disposition is selective retention by BCARS.

2y = Internal Auditors and Court Services Branch Inspections require only the current 6 to 12 months.

SR = BCARS will selectively retain these records because they summarize individual court cases.

BCARS will retain one copy of each daily court list which has NOT been summarized in an annual disposition report (secondary 50200-41).

At the end of the semi-active retention period, individual court registries will destroy all court lists which HAVE BEEN summarized in an annual disposition report.

29) <u>Future court lists</u> (secondary 53300-30)	SO	nil	DE
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Future court lists are destroyed when the court date to which the list pertains has passed.

SO = when the court date to which the list pertains has passed

30) <u>Official reporter and court recorder records</u> (secondary 53500-20)	5y	nil	SR
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Records relating to the verbatim reporting, recording, and transcription of court proceedings will be retained for five years. Final disposition is selective retention.

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	<u>A</u>	<u>SA</u>	<u>FD</u>
that the court will grant an appeal which is filed more than six months after the sentence or acquittal. Therefore, the retention of jury selection records for seven years after the trial is completed more than satisfies the legal requirements for these records.			
32) <u>Jury cards</u> (secondary 53960-30)  Jury cards are destroyed after the jury has been selected.  SO = upon selection of the jury	SO	nil	DE
33) <u>Sheriff document execution records</u> (secondary 53920-20)  Records relating to the execution of court documents are destroyed seven years after no further action is required.  SO = when no further action is required  7y = Since these records provide details of an execution they might be required in the event of an appeal or subsequent law suit.  DE = The court file contains a statement that the execution took place.	SO+2y	5y	DE
34) <u>Motor Vehicle Branch suspension record cards (SHS 020)</u> (secondary 53930-02)  Motor Vehicle Branch suspension record cards (SHS 020) are destroyed five years after the document has been served.  SO = upon service of document  5y = proof of service in the event of a law suit or investigation which might take up to five years to go to court  DE = Motor Vehicle Branch has the original record card.	SO+5y	nil	DE

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w = week m = month y = year  
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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	<u>A</u>	<u>SA</u>	<u>FD</u>
35) <u>All other document service supporting records</u> (secondary 53930-03)	SO+2y	nil	DE
<p>All other document service supporting records retained by sheriff services offices are destroyed two years after the document has been served.</p> <p>SO = upon service of document</p> <p>2y = for reference purposes</p> <p>DE = duplicated in court file</p>			
36) <u>Sheriff escort records</u> (secondaries 53940-02, 53940-03, 53940-04, and 53940-05)	SO+2y	nil	DE
<p>Records relating to the escort of accused and convicted persons and mental patients are destroyed two years after the escort is completed.</p> <p>SO = upon completion of escort</p> <p>2y = Since these records provide details of an escort, they are required in the event of an investigation into allegations that a prisoner was injured or his/her property went missing while in a sheriff's escort. Investigations occur within two years of the escort.</p> <p>DE = Information contained in these records is summarized in statistical reports produced by Court Services Branch headquarters (see secondary 45300-20).</p>			
37) <u>Prisoner booking sheets and logs</u> (secondary 53950-02)	SO+2y	nil	DE
<p>Prisoner booking sheets and logs are destroyed two years after a prisoner is booked into the courthouse cells.</p> <p>SO = when prisoner booked into cells</p> <p>2y = required in the event of investigations into prisoner suicides or allegations of mistreatment. Investigations occur within two years of a prisoner being held in courthouse cells.</p>			

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	<u>A</u>	<u>SA</u>	<u>FD</u>
38) <u>Sheriffs occurrence reports (SHS 034)</u> (secondary 53900-02)	CY+2y	nil	DE
<p>Sheriffs occurrence reports are destroyed two years after the end of the calendar year in which they are created.</p> <p>3y = investigations usually occur within two years of the occurrence</p>			
39) <u>Sheriffs statistical reports</u> (secondaries 53900-03 and 53960-40)	SO	nil	DE
<p>Sheriffs statistical reports which are created to assist in workload planning are destroyed when no longer required.</p> <p>SO = when no longer required for planning purposes</p>			
40) <u>Remands by order</u> (secondary 53950-03)	SO	nil	DE
<p>The yellow copy of the remand by order is destroyed when the prisoner is returned to the correctional institution at the end of the court day.</p> <p>SO = when prisoner returned to correctional institution at the end of the court day</p> <p>DE = duplicated in court file</p>			
41) <u>Certified extracts of violation tickets</u> (secondary 54100-20)	SO+7y	nil	DE
<p>Certified extracts of violation tickets are destroyed seven years after the case is concluded and all appeal periods have expired.</p> <p>SO = upon conclusion of the case and expiry of statutory limitations on appeals</p> <p>7y = recommended by Internal Audit and Court Services Branch Inspections unit because the penalty is a monetary fine</p>			

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—	<u>A</u>	<u>SA</u>	<u>FD</u>
<p>42) <u>Disputed ticket informations</u> (secondary 54100-40)</p> <p>Disputed ticket informations are destroyed after seven years.</p> <p>7y = recommended by Internal Audit and Court Services Branch Inspections unit because the penalty is a monetary fine</p>	7y	nil	DE
<p>43) <u>Undisputed ticket informations</u> (secondary 54200-20)</p> <p>Undisputed ticket informations are destroyed after seven years.</p> <p>7y = recommended by Internal Audit and Court Services Branch Inspections unit because the penalty is a monetary fine</p>	7y	nil	DE
<p>44) <u>Municipal bylaw tickets</u> (secondary 54100-30)</p> <p>Municipal bylaw tickets are returned to the appropriate municipality one year after the case is concluded and appeal periods have expired and, if applicable, after the expiry of the time to pay.</p> <p>SO = upon conclusion of the case and expiry of statutory limitations on appeals and, if applicable, expiry of the time to pay</p> <p>NA = bylaw tickets are returned to the municipality in order to provide the municipality with a record of the disposition</p>	SO+1y	NA	NA
<p>45) <u>Traffic violation reports (TVRs)</u> (secondary 54100-50)</p> <p>TVRs are destroyed after two years.</p> <p>2y = Since the penalty is demerit points against a driver's license, TVRs are retained long enough to ensure the case is concluded and all appeal periods have expired.</p>	2y	nil	DE

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		<u>A</u>	<u>SA</u>	<u>FD</u>
46)	<u>Automated Systems - Accounts Receivable and Collections (ARC)</u> (primary 50100)			
	Daily, weekly, and monthly audit control reports documenting receivable fines and revenue collected by court registries are destroyed after the expiry of the following retention periods:			
-30	Electronic records	SO	7y	DE
	SO = when file has a zero balance and computer space is required, purge onto external storage (e.g., magnetic tapes or floppy disks)			
	7y = based on the longest retention period for financial records and recommended by Internal Audit and Court Services Branch Inspections unit			
-40	Account status exception report	SO	nil	DE
	SO = when next account status exception report is received			
-41	Accumulated daily changes report	SO	nil	DE
	SO = when the next accumulated daily changes report is received			
-42	Accumulated daily changes report - end of day totals	SO	nil	DE
	SO = when audited by Court Services Branch Inspections and Internal Audit			
-43	Adjustment logs	SO	nil	DE
	SO = when audited by Court Services Branch Inspections and Internal Audit			
-44	Batched tickets	SO	nil	DE
	SO = when totals reconciled			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
-45	Batched logs	SO	nil	DE
	SO = when audited by Court Services Branch Inspections and Internal Audit			
-46	Client master listing	SO	nil	DE
	SO = when next client master listing is received			
-47	Client master account totals	SO	nil	DE
	SO = when audited by Court Services Branch Inspections and Internal Audit			
-48	Federal/municipal payment listing report	SO	nil	DE
	SO = when verified against record of payment cards			
-49	Purged account listing	FY+1y	6y	DE
	8y = based on the longest retention period for financial records and recommended by Internal Audit and Court Services Branch Inspections unit			
-50	Transaction log	SO	nil	DE
	SO = when action taken			
-51	Transaction register report	SO	nil	DE
	SO = when action taken			

47) Automated Systems - Case Tracking  
(primary 50200)

Records relating to the Automated Case Tracking System (ACTS), the Court of Appeal Tracking System (CATS), the Kamloops Case Management System (KCMS), the Provincial Court Case Processing (PCCP) system, and the Registry Automated File Tracking System (RAFTS) are retained for the following periods:

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		<u>A</u>	<u>SA</u>	<u>FD</u>
-30	Electronic records	SO	7y	DE
	SO = upon conclusion of the case and expiry of statutory limitations on appeals and when computer space is required, purge onto external storage (e.g., magnetic tapes or floppy disks)			
	DE = This information is duplicated under secondary 50200-42.			
-41	Output documents - disposition reports	SO	nil	SR
	SO = when no longer required for reference purposes			
	SR = BCARS will retain one copy of each annual disposition report because of its usefulness in tracking the final disposition of court cases. After ensuring that a complete copy of the annual disposition report has been forwarded to BCARS, individual court registries will destroy all other reports which are covered by this secondary.			
-42	Output documents - indexes	SO	nil	SR
	SO = when no longer required to retrieve files			
	SR = BCARS will selectively retain these records because of their usefulness in providing access to case files and in tracking the final disposition of court cases. BCARS will only destroy indexes which contain data which has been rolled up into cumulative indexes.			

48) Automated Systems - Jury Management  
(primary 50300)

Records relating to the Jury Management System are destroyed after the expiry of the following retention periods:

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		<u>A</u>	<u>SA</u>	<u>FD</u>
-30	Electronic records - jury selection	SO	7y	DE
	SO = when computer space is required, archive to floppy disks			
	7y = Records on floppy disks are retained for the same length of time as jury selection case files.			
	DE = Information contained in these records is summarized in statistical reports produced by Court Services Branch headquarters (see primary 45300).			
-35	Electronic records - voters' list database	SO	nil	DE
	SO = when replaced by current voters' list			

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INTRODUCTION

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

British Columbia Archives and Records Service

COURT SERVICES

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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PART 1 THE OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

1.1 Introduction

An Operational Records Classification System (ORCS) is a tool to facilitate the organization, retrieval, storage, and disposition of operational records throughout their life cycle, from creation to final disposition. Operational records relate to the operations and services provided by your branch in carrying out the functions for which it is responsible according to statute, mandate, or policy. Those functions include the administration of the courts, as well as the services provided by court registries and sheriff services offices.

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

The British Columbia Archives and Records Service has developed a standard government-wide classification system for all administrative records of the Government of British Columbia. It is known as the Administrative Records Classification System (ARCS). ARCS provides common headings for classification of common records across government.

Each ORCS is tailored to fit the specific operational records of a unit of government. This ORCS covers all operational record series created or received by Court Services Branch headquarters since 1 January 1991.

This ORCS also covers all operational record series created or received by sheriff services offices and court registries, including manual indexing systems and case summaries (e.g., cause books, record books, plaint books, process books, and 3"x 5" cards), which may date back to 1846.

This ORCS does not cover records maintained by court levels which the Provincial Court replaced during the 1970s (e.g., stipendiary magistrates, police magistrates, and justices of the peace). Those records are governed by records retention and disposal authority number 111151. Finally, this ORCS does not cover records created or received by the judiciary (e.g., search warrants and judge's benchbooks). Judge's benchbooks are governed by records retention and disposal authority number 700093. To obtain approval for disposition of records not covered by this ORCS, submit via your Records Officer one records services application (form ARS 118) for each record series.

Each ministry, government agency and Crown corporation has a designated person responsible for implementing and coordinating records management procedures. This records officer, often called the Ministry Records Officer, should be contacted for further information whenever necessary.

If you cannot determine who your Records Officer is, call the Archives and Records Service at 387-1321.

## 1.2 Purpose of ORCS

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

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

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

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

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

Where appropriate in ORCS, reference is made to the legislation under which the records are created. For the most part, the references include the full legal citation. However, the following statutes are cited with such frequency in this ORCS that the references are abbreviated at every instance. The full legal citation for each is as follows:

Criminal Code (Revised Statutes of Canada 1985, c. C-46)  
Young Offenders Act (Revised Statutes of Canada 1985, c. Y-1)

The primary purposes of ORCS:

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

### 1.3 Records and Recorded Information

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

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

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

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

The Document Disposal Act establishes procedures for the approval of the records schedules and classification systems developed by the Archives and Records Service and government ministries. This ORCS was reviewed by the Records Scheduling and Description Section of the Archives and Records Service, your ministry executive, the Public Documents Committee, and the Select Standing Committee on Public Accounts (commonly called the Public Accounts Committee). It was then approved by resolution of the Legislative Assembly. That resolution established this ORCS as the retention and disposition schedule for the operational records of the Court Services Branch.

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

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

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

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

## 2.1 Introduction

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

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

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

## 2.2 The Classification System

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

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

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

### 2.2.1 Staff Responsibilities and Procedures

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

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





### 2.2.2 Classifying Records

Most often, classifying records is straightforward. In a minority of cases, classification is subjective. Since filing and retrieval is based upon the classification number on the document, it is important to be consistent in assigning primary and secondary numbers.

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

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

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

#### a) Alphabetic Subject Index

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

#### b) Broad Subject Approach

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

#### c) Policy and Procedures Files

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

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

d) General Files

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

- The record does not fall within any of the existing secondaries, but does fall within the primary.
- The record deals with two or more subjects in the primary. In this situation, you could be more precise and file the original or a photocopy of the record in each specific file.
- There is no existing classification number for the document, and the general number is used until a sufficient volume of paper is generated to warrant creating a new primary or secondary number and title.
- In cases where a minimal amount of documentation occurs over several secondaries sharing a common primary, it is permissible, in order to control a proliferation of files, to store documents that would normally be classified and labelled with differing secondaries in a folder opened for secondary -01.

In cases where the retention period for secondary -01 is shorter than that of the specific subject or case file secondary, and/or the final disposition is less preserving, a separate file must be opened.

### **2.3 The File List**

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

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

The file list is also a ready retrieval guide. For the frequent user, it indicates which files have been opened and quickly directs the user

to the proper primary and secondary. If a file does not appear on the current file list, a file may be opened under the appropriate primary and secondary. File lists should be regularly updated.

## 2.4 Other Finding Aids

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

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

The index included with this ORCS contains an alphabetical listing of primary and secondary subjects, frequently used terms, organizations, form titles or numbers, etc. This index is the main access point by which the user may quickly locate a subject and the appropriate primary.

For subjects or forms which are commonly used, the index allows rapid access into the classification system in order to determine a primary number.

## 2.5 Filing and Maintenance Procedures

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

The basic functions or activities of filing and maintenance are:

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

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

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

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

### 2.5.1 File Maintenance

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

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

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

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

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

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

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

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

Minimize misfiles in the following ways:

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

### **2.5.2 File Circulation**

To avoid loss of files, especially when numerous staff refer to the same records, use circulation or "out" cards when removing a folder from the cabinet. Write the borrower's initials on the out card.

Only remove papers for photocopying and return the papers to their original location in the file. Return files promptly after use.

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

### **2.6 Boxing and Transfer Instructions**

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

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

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

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

Your Records Officer and/or Records Centre Services, Archives and Records Service, will provide you with boxes, labels, accession numbers, a records services application (form ARS 118), and records transfer location lists (forms ARS 011a and 011b) which provide full instructions for preparing records for transfer to off-site storage.

### 2.6.1 Accession Numbers

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

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

Box Number: 91-0123-1

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

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

#### a) One-time Accession Numbers

A one-time accession number is used by a single office for a one-time transfer of records to the Archives and Records Service.

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

#### b) Ongoing Accession Numbers

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

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

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

If 91-0123 were a real ongoing accession number, the office to which it was issued would use it for a specific record series or category of records. Accession number 910123 is reserved for use by the same office for the same record series until box number 9999 is reached. Then, please ask your Records Officer to obtain a new ongoing accession number from Records Centre Services.



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

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

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

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

The Archives and Records Service provides off-site storage for all records which have a scheduled semi-active retention period. If a draft or approved records schedule does not provide for semi-active storage for a record series which, in your opinion, requires it, submit via your Records Officer a records services application (form ARS 118) to propose that the schedule be amended.

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

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

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

#### **2.6.3 Transfer of Inactive Records to Off-site Storage**

The Archives and Records Service provides off-site storage for all inactive records scheduled for selective or full retention. If a draft or approved records schedule does not provide for the archival retention of a record series which does, in your opinion, have historical,

archival, or other residual values, submit via your Records Officer a records services application (form ARS 118) to propose that the schedule be amended.

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

You should organize inactive records for transfer as follows:

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

#### **2.6.4 Transfer of Supreme Court Case Files Selected for Archival Retention**

The Archives and Records Service will send lists of Supreme Court case files selected for archival retention to the Manager, Court Records Centre. When the active and semi-active retention periods have expired, the Manager, Court Records Centre, will be responsible for coordinating the identification, reboxing, and transfer of the selected case files to the archival custody of the Archives and Records Service.

THE PROCEDURES TO BE FOLLOWED IN IDENTIFYING AND MARKING SELECTED CASE FILES HAVE YET TO BE DRAFTED (1993/06/16).

#### **2.7 Freedom of Information and Protection of Privacy**

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

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

#### **2.8 Information System Overview**

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

HOW TO USE ORCS

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

British Columbia Archives and Records Service

COURT SERVICES

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

PART 1: The Organization of an Operational Records Classification System

- 1.1 Classification System
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- 2.9 Records Retention and Disposition Schedule Format
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- 2.10 How to Read the Records Schedule
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PART 3: Glossary of Terms

PART 1 THE ORGANIZATION OF AN ORCS

1.1 A Classification System

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

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

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

<u>Section Number</u>	<u>Primary Numbers Allotted to Section</u>	<u>Section Title</u>
Section 1	45000-49999	Court Administration
		Covers subject files on court administration. Includes records relating to specific programs and services, as well as the analysis of court policy and procedures.
Section 2	50000-54999	Court Registry Services
		Covers civil and criminal court files, municipal bylaw tickets, and violation tickets. Includes records relating to jury selection, exhibits, sheriff services, court reporting and recording, receivable fines, and case tracking.

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

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

A primary may contain a variety of types of records or files, such as policy and procedures, general and routine files, subject files, and case files. Each type is designated by a subnumber called a secondary number. Secondary numbers signify subdivisions subordinate to the major function

of the primary subject and describe and delineate specific types or series of records. When a greater detail of files is required for any sub-subject, the subordinate files may be coded or, in certain instances, the file number may be extended to the tertiary level.

1.2 Implementation of ORCS

One of the chief features of ORCS is the integration of the records classification system with the records retention and disposition schedule. As a result, use of ORCS as a records retention and disposition schedule depends upon systematic implementation and effective maintenance of the classification system, in accordance with standards established by the Archives and Records Service and the agency responsible for the records. Approved use of the records schedules is contingent upon effective records administration and file operations.

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

The Records Officer plans and coordinates the implementation of ORCS in conjunction with the Archives and Records Service.

The eight requirements for implementation and maintenance of ORCS are:

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

### 1.3 Review and Evaluation

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

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

1.3.1 Implementation Review

The Archives and Records Service may be requested to conduct a review of records management administration and operations within six months of completion of an agency's records management implementation plan.

1.3.2 Operational Reviews

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

- Ministry or agency staff (e.g., internal auditors);
- The Office of the Comptroller General;
- The Archives and Records Service; or
- Private sector agencies under contract to the Archives and Records Service.



#### 1.4 Advisory Services

The Archives and Records Service provides advisory services to assist you with the implementation and maintenance of ORCS. Experienced records analysts are available to help you establish efficient filing procedures and effective records administration. Other services include:

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

For more information on implementation and maintenance of ORCS and records management services, contact your Records Officer.

If you have operational records eligible for disposition and you have not yet implemented ORCS, contact your Records Officer.

#### 1.5 Amendment and Update of ORCS

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

Effective maintenance is dependent upon:

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

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

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

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

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

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

PART 2 THE STRUCTURE OF AN ORCS

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

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

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

SAMPLE PRIMARY TO ILLUSTRATE ORCS

		<u>A</u>	<u>SA</u>	<u>FD</u>
45500	<u>COURTS – CITIZENSHIP</u>			
	Records relating to Citizenship Courts, including the provision of court clerks, sheriffs, and other support services.			
	Citizenship Courts are not trial courts. Their function is to review and assess the status of applications for Canadian citizenship.			
	Includes correspondence and memoranda.			
	Unless otherwise specified below, the ministry OPR (Court Services Branch headquarters) will retain these records for:	CY+2y	7y	SR
	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	SO	5y	FR
	- OPR			
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General			
-02	Procedural analysis (includes working materials and drafts of forms, legislation, and manuals used in methods and procedural analysis)	SO	NA	NA
-10	Complaints	SO	nil	DE
-20	Specific locations (arrange by court location)			

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

## 2.1 Primary Number and Title

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

## 2.2 Scope Note

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

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

## 2.3 Secondary Number and Title

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

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

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

### 2.3.1 Reserved Secondary Numbers

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

Two other secondaries have been reserved throughout section 1 of this ORCS.

Secondary -02 is reserved for records relating to methods and procedural analysis. Those records include working materials and drafts of forms, legislation, and manuals. When the analysis is completed, those records are reclassified under the appropriate ARCS primary.

Secondary -10 is reserved for complaints. Those records are destroyed when they are no longer required for reference or informational purposes.

### 2.3.2 Subject Secondary Numbers

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

Subject secondaries are usually assigned secondary numbers -02 to -19, although this may vary depending upon the number of reserved secondary numbers. Sometimes, when the need to break down a subject secondary by coding has been anticipated, the secondary has been assigned a number at -20 or above.

### 2.3.3 Case File Secondary Numbers

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

## 2.4 Coded Series and Tertiaries

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

### 2.4.1 Coded Case File Series

When a case file secondary is coded, the result is a coded case file series. Case files (e.g., client files, mineral claim files, property files, etc.) are a common example of a coded series.

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

### 2.4.2 Coded Subject File Series

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

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

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

In some instances, a relatively small number of stable sub-subjects within a secondary are easily retrieved through the use of tertiary numbers rather than coding.

#### 2.4.3 Tertiary Number and Title

When a reserved, subject, or case file secondary requires further subdivision, a two-digit tertiary number (-00, -01, -02, etc.) may be added. The two-digit tertiary number is added to the five-digit primary number and the two-digit secondary number to form a complete file number. The tertiaries -00 and -01 are always reserved for "Policy and procedures" and "General" files respectively.

Tertiary numbers and titles facilitate access to records concerning the subject of the secondary. The establishment and use of tertiaries is the responsibility of the creating agency under the control of the Records Officer. It is important to note that records classified under tertiary numbers must meet the retention requirement of the secondary under which they are classified. If they do not, a new secondary is required.

#### 2.5 Interim Secondary Number and Title

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

#### 2.6 Freedom of Information and Protection of Privacy Flags

The Archives and Records Service requires that all Personal Information Banks (PIB) and Public Use Records (PUR) be flagged within a records classification system. The flags are placed in the left-hand column, directly in front of the secondary that they qualify. No PIBs or PURs have been identified in this ORCS.

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

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

#### 2.7 Explanatory Notes

Explanatory notes may be used in ORCS to refer to the internal structure of ORCS or to provide information critical to understanding the system. Notes may also be used to explain office procedures and

practice or to summarize statutory provisions governing the creation, processing, access to, or disposition of documents.

In this ORCS, notes are either preceded by the word "NOTE" in capital letters or they appear directly below a secondary enclosed in parentheses.

## 2.8 Levels of Responsibility

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

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

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

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

The office of primary responsibility (OPR) for all primaries in section 1 is Court Services Branch headquarters. The OPR for all primaries in section 2 are individual court registries, except primary 50300 Automated Systems - Jury Management and primaries 53900-53960 Sheriff Services. The OPR for primaries 50300 and 53900-53960 are individual sheriff services offices.

## 2.9 Records Retention and Disposition Schedule Format

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

### 2.9.1 Active Retention Period Column

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

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

If retrieval and reference access is more than one reference per linear foot (30 cm) per month, the records are active. Active records are



maintained and stored in the offices of the agency responsible for the records.

### 2.9.2 Semi-active Retention Period Column

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

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

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

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

### 2.9.3 Final Disposition Column

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

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

### 2.10 How to Read the Records Schedule

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

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

	<u>A</u>	<u>SA</u>	<u>FD</u>
45100 <u>CASE FLOW MANAGEMENT</u>			
Unless otherwise specified below, the ministry OPR (Court Services Branch headquarters) will retain these records for:	CY+2y	7y	SR
Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:	SO	nil	DE

The OPR and non-OPR retention and disposition apply to all records included in the primary except where specific retention and disposition values are assigned for a secondary. For instance, in the example below, the retention and disposition schedule for secondary 45100-10 is:

45100 CASE FLOW MANAGEMENT

-10	Complaints	- OPR	SO	nil	DE
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

The general retention and disposition values do not apply because retention information is specified for the secondary. The OPR will retain these records in active office space until they are superseded or obsolete. The records will then be destroyed.

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

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

2.10.1 Abbreviations Used in the Active Retention Period Column

w = week

m = month

y = year

CY = Calendar Year = 1 January to 31 December

FY = Fiscal Year = 1 April to 31 March

SO = Superseded or Obsolete

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

i) Routine Records

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

to decide when the records have no further value and are ready for storage or disposition.

The most common form of delegated disposition authority is:

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

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

For information on destruction services, contact your Records Officer.

ii) Specific Definition of SO

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

For instance, in the example below, the retention and disposition schedule for secondary 51200-35:

51200	CIVIL CASE FILES - COURT OF APPEAL		A	SA	FD
-35	Books of authority	- OPR	SO	nil	DE
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

SO = upon conclusion of the appeal and expiry of statutory limitations on appeals

The OPR will retain books of authority in active office space until the case is concluded and all appeal periods have expired. The records will then be destroyed.

NA = Not Applicable

"NA" is used in ORCS to identify records which were classified in another primary and/or secondary during their active retention period. For example, in ORCS secondary 45300-32 is the classification for the Court Management Information (CMI) system electronic records. "NA" is indicated in the active column because these records are replaced by secondary 45300-30 Electronic records - Court Activity Relational Database (CARD).

#### 2.10.2 Abbreviations Used in the Semi-active Retention Period Column

m = month

y = year

nil = no semi-active retention period



format the recorded information contained in such records. Under the terms of full retention, the archivist responsible may destroy unnecessary duplicates, publications, waste and scrap materials, ephemera (often published material of short-term value), and other items which are not an integral part of the record series.

SR = Selective Retention by the B.C. Archives and Records Service

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

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

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

DE = Destruction

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

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

NA = Not Applicable

"NA" is used in ORCS to identify records that are reclassified to another primary or secondary when they are closed or when their use or function changes. For example, in ORCS primary 51400 Civil Case Files - Supreme Court - General, secondary -23 is the classification for offers to settle. "NA" is indicated in the semi-active and final disposition columns because these records are reclassified in the appropriate Supreme Court civil case file for their semi-active retention and final disposition when counsel notifies the registry that the case is concluded and all appeal periods have expired.

In another case, "NA" identifies records which are alienated from government or transferred to another branch of government.

For example, ORCS secondary 54100-30 is the classification for municipal bylaw tickets. "NA" is shown in the semi-active and final disposition columns because these records must be transferred to the appropriate municipality to provide it with a record of the ticket disposition.

PART 3 GLOSSARY OF TERMS

**ACCESS RESTRICTIONS:**

See RESTRICTIONS ON ACCESS - ARCHIVAL RECORDS and RESTRICTIONS ON ACCESS - SEMI-ACTIVE RECORDS.

**ACCESSION NUMBER:**

Means a number identifying a group of records to be transferred to off-site records storage facilities or to archival storage facilities.

Accession numbers are used to label, transfer, store, retrieve, and dispose of records. The Archives and Records Service issues and tracks all accession numbers. Each box of records within an accession is given a unique box number by adding sequential numbers, always beginning with number one, to the accession number. The full number must appear on the label of each box. For example:

Box Number: 91-0123-1

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

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

See also ONE-TIME ACCESSION NUMBER and ONGOING ACCESSION NUMBER.

**ACTIVE RECORDS:**

Means records which are required and referred to constantly for current use and which need to be retained and maintained in office space and equipment close to users. Records are considered active if there is more than one reference or retrieval per 30cm (one linear foot) per month.

Active records are normally maintained and stored in the offices of the creating agency.

See also SEMI-ACTIVE and INACTIVE RECORDS.

**ADMINISTRATIVE RECORDS:**

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

**ADMINISTRATIVE RECORDS CLASSIFICATION SYSTEM (ARCS):**

Means the government-wide standard for the classification, filing, automated retrieval, vital records and freedom of information and protection of privacy designations, and disposition scheduling of administrative records. ARCS is a block numeric records classification system, reflecting function and subject, for the classification of all types of administrative records. See also OPERATIONAL RECORDS CLASSIFICATION SYSTEM.

**APPRAISAL:** See RECORDS APPRAISAL.

**ARCHIVAL RECORDS:**

Means records which have archival value.

**ARCHIVAL VALUE:**

Means that records have residual administrative, operational, legal, financial, evidential, informational, historical, cultural or commercial value and are worthy of indefinite or permanent preservation. See also RECORDS APPRAISAL and RESIDUAL VALUES.

**ARCHIVES AND RECORDS SERVICE:**

Means the provincial government agency responsible for records management services and for appraising, selecting, preserving and

making available archival records (i.e., British Columbia Archives and Records Service (BCARS)).

**ARCS:** See ADMINISTRATIVE RECORDS CLASSIFICATION SYSTEM.

**BCARS:** See ARCHIVES AND RECORDS SERVICE.

**BLOCK NUMERIC SYSTEM:**

Means a records classification system based on the assignment of blocks or groups of numbers to represent primary and secondary subjects. The block numeric administrative and operational records classification systems (ARCS and ORCS) are the standards for describing the recorded information resources of the Government of British Columbia. They are based upon the federal government model and utilize three and four-digit numbers for ARCS and five-digit numbers for ORCS. See also CLASSIFICATION SYSTEM.

**BUSINESS RECORDS:**

Means records created and/or accumulated and used by an entity (individual, family, partnership, association, or corporate body other than a government corporate body) for business and/or commercial purposes.

Business records are a type of non-government record.

The retention and disposition of business records is not governed by the Document Disposal Act.

See also RECORDS, GOVERNMENT RECORDS, NON-GOVERNMENT RECORDS, LEGISLATIVE RECORDS, PERSONAL RECORDS and MLA RECORDS.

**CASE FILE:**

Means a folder or other filing device containing a variety of material relating to a specific action, event, person, place, project, or other subject. Sometimes referred to as a project file or dossier.

ORCS and ARCS usually classify case file series under secondary numbers and titles at secondary number -20 and higher, followed by alphabetical or numerical codes. See also SUBJECT FILES.

**CLASSIFICATION SYSTEM:**

Means a logical and systematic arrangement of records into subject groups or functional categories using numbers or letters for identification. The main building block of ARCS and ORCS is the primary number which is used to classify all information related to a subject or function, regardless of physical format. See also BLOCK NUMERIC SYSTEM and PRIMARY NUMBER AND TITLE.

**CLASSIFICATION:**

Means the result of a process for identifying records or information in accordance with a predesignated filing or security system. That process includes determination of the subject content of a record, selection of the subject category for filing, and assignment of an appropriate subject file number for retrieval purposes.

**CODES:**

Means alphabetic or numeric symbols which help identify and locate a file within a series of case or subject files.

**CONFIDENTIAL RECORD:**

Means a record containing certain information that requires protection against unauthorized access or disclosure in accordance with a security classification system. See also SECURITY CLASSIFICATION.

**CONSERVATION:**

Means all actions which can be taken to ensure the long-term survival of the physical format of records. Conservation consists of preventive

conservation, conservation treatment, conservation research and custody. See also PRESERVATION.

**CONVERSION OF RECORDS FORMAT:**

Means the act of transferring records from one physical format to another. Conversion includes changing paper records to microform, optical disk or electronic format, and, conversely, records in electronic format to paper or computer output microforms (COMfiche).

**CORPORATE RECORDS OFFICER (CRO):** See RECORDS OFFICER.

**DESTROY/DESTRUCTION OF RECORDS:**

Means the various methods of destroying valueless inactive records when authorized under the Document Disposal Act (e.g., by shredding, incineration, or pulping). Destruction includes recycling.

**DISPOSE:**

Means "to transfer by any method and includes assign, give, sell, grant, charge, convey, bequeath, devise, lease, divest, release and agree to do any of those things" as defined in the Interpretation Act (RSBC 1979, c. 206, s. 29). See also FINAL DISPOSITION.

**DISPOSITION:** See FINAL DISPOSITION.

**DOCUMENT DISPOSAL ACT (RSBC 1979, c. 95):**

Means the provincial legislation which grants power to dispose of records upon the written recommendation of the Public Documents Committee and the approval of the Executive Council or Legislative Assembly. The Act governs the final disposition of the records of all offices in or under the ministries, branches and institutions of the Executive Government of the Province. It provides for the establishment and approval of records schedules which describe classes and series of records and their retention and final disposition requirements.

**DOCUMENT:**

Includes "a record as defined in the Interpretation Act". See Document Disposal Act (RSBC 1979, c. 95, s. 1). See also GOVERNMENT RECORDS.

**ELECTRONIC DATA PROCESSING (EDP):**

Means the manipulation and storage of numeric and alphabetic data by computer to produce information.

**ELECTRONIC RECORDS:** See MACHINE-READABLE RECORDS.

**ELF:** See ELIMINATE LEGAL-SIZE FILES.

**ELIMINATE LEGAL-SIZE FILES (ELF):**

Means the records management initiative which recommends the use of letter size file folders, paper and filing equipment wherever possible. The purpose of ELF is to reduce government costs by eliminating the necessity of having both legal and letter size papers for records and correspondence.

**EXECUTIVE RECORDS:**

Means records created and/or accumulated and used by the offices of ministers, deputy ministers, assistant deputy ministers and equivalent positions, including records created by incumbents in their executive capacity. Executive records are government records and include the records of cabinet ministers that are created and/or accumulated and



used by a minister (or a minister's office) in developing, implementing and/or administering programs of government.

The retention and final disposition of executive records is governed by the Document Disposal Act. Executive records are covered by government-wide special schedule 102906.

See also RECORDS, GOVERNMENT RECORDS, NON-GOVERNMENT RECORDS, LEGISLATIVE RECORDS, MLA RECORDS, BUSINESS RECORDS AND PERSONAL RECORDS.

**FILE OPERATIONS:**

Means the maintenance and update activities necessary for effective use of a records system. Basic file operation functions are: mail management, sorting, registration, classification, indexing and cross-reference, location control, filing, charge-out, distribution, recall and search, refiling, physical maintenance, purging, and retention and final disposition.

**FILE:**

Means:

- A device in which records are systematically arranged for reference and retrieval (e.g., a folder).
- A collection of related documents treated as a unit and arranged in a logical sequence. The most commonly used internal file arrangement is chronological.
- The action of arranging documents in a predetermined sequence and location.
- Within a machine-readable record, two or more data records of identical layout that are treated as a unit. This unit is larger than a data record, but smaller than a data system, and is sometimes known as a data set.

**FINAL DISPOSITION:**

Means the action taken with regard to the disposition of inactive records following their appraisal by the Archives and Records Service, the written recommendation of the Public Documents Committee and the approval of the Legislative Assembly or Executive Council. Final disposition can involve either:

- physical destruction of the records;
- transfer of the records to the custody of the Archives and Records Service for selective or full retention, which may include conversion to another format and destruction of the original records;
- the special disposition of the records through sale, grant or other formal acts of alienation from the Crown; or
- the return to potential donor or transferring agent of non-government records for which the Archives and Records Service does not acquire legal custody.

**FORMS MANAGEMENT:**

Means the centralized establishment of standards and their application combined with management techniques to the creation, analysis, design

and revision of all official forms. Forms management assures better quality forms through controls on their design and production, greater efficiency in gathering and processing of information, and the economical and efficient distribution of forms.

**FORMS:**

Means any documents, which are printed or otherwise produced, with a fixed arrangement of captioned space(s) designed for entering, transferring and extracting prescribed information and data. See also GOVERNMENT FORMS.

**FULL RETENTION:**

Means that all records covered by a secondary have archival value. The Archives and Records Service preserves in its entirety and in an accessible format the recorded information contained in such records. Under the terms of full retention, the archivist responsible may destroy unnecessary duplicates, publications, waste and scrap materials, ephemera (often published material of short-term value), and other items which are not an integral part of the record series. See also SELECTIVE RETENTION.

**GOVERNMENT FORMS:**

Means any papers, cards, folders, envelopes, booklets or posters with printing on them which are reproduced in quantity and used continually as devices for the collection, compilation, analysis, communication (transfer), or storage of data, information, or directives, with the exception of items classed as ministry publications, magazines, information brochures or pamphlets.

**GOVERNMENT RECORDS:**

Means all recorded information regardless of physical format, which is received, created, deposited, or held by or in any ministry, agency, board, commission, Crown corporation, institution, committee or council reporting or responsible to the Government of British Columbia.

The Interpretation Act (RSBC 1979, c. 206, s. 29) defines "record" as follows:

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

Government records include machine-readable records, data stored in information systems, film, audio and audiovisual tapes, etc.

Government records include the records of cabinet ministers that are created and/or accumulated and used by a minister (or a minister's office) in developing, implementing and/or administering programs of government.

Government records do not include legislative records (records created and/or accumulated and used by an individual or an office in the administration of the Legislative Assembly of British Columbia or by a Member of the Legislative Assembly).

The retention and final disposition of most government records is governed by the Document Disposal Act.

See also RECORDS, NON-GOVERNMENT RECORDS, EXECUTIVE RECORDS, LEGISLATIVE RECORDS, MLA RECORDS, BUSINESS RECORDS AND PERSONAL RECORDS.

**HEADING:**

Means the title, words, phrases, acronyms, or numbers at the beginning of an entry which highlight(s) important aspects of a record, such as subject, services, authorship, date, and location.

**HOUSEKEEPING RECORDS:** See ADMINISTRATIVE RECORDS.

**INACTIVE RECORDS:**

Means records for which the active and semi-active retention periods have lapsed. Inactive records are ready for final disposition. See also ACTIVE RECORDS, SEMI-ACTIVE RECORDS, and FINAL DISPOSITION.

**INFORMATION MANAGEMENT:**

Means the application of systematic planning, controls and standards to the creation, use, transmission, retrieval, retention, conversion, final disposition, and preservation of information resources in all formats, and the improvement of information handling systems of all kinds.

**INFORMATION SYSTEM:**

Means a system (including people, machines, methods of organization, and procedures) which provides input, storage, processing, communications, output, and control functions in relation to information and data. Normally used to describe computerized systems, including data processing facilities, data base administration, hardware, and software which contain machine-readable records.

**INTEGRATED RECORDS CLASSIFICATION AND SCHEDULING SYSTEM:**

Means a system which integrates the classification and scheduling of the recorded information resources of an organization and documents both records classification and scheduling in one hardcopy or electronic manual.

**LEGISLATIVE RECORDS:**

Means records created and/or accumulated and used by an individual or an office in the administration or operation of the Legislative Assembly of British Columbia or by a Member of the Legislative Assembly.

Legislative records include records created by the Office of the Speaker, the Office of the Sergeant-at-Arms, the Office of the Clerk, the Hansard Office, and the Legislative Library.

The retention and final disposition of legislative records is not governed by the Document Disposal Act.

See also RECORDS, GOVERNMENT RECORDS, NON-GOVERNMENT RECORDS, EXECUTIVE RECORDS, MLA RECORDS, BUSINESS RECORDS AND PERSONAL RECORDS.

**MACHINE-READABLE RECORDS:**

Means records containing coded data or information which, to be understood, must be translated by a computer. Machine-readable records may be stored on magnetic tape, drums, diskettes, optical disks, or on punched paper cards or tapes. Machine-readable records include computer software, such as programs, database management systems, applications and textual records such as systems software documentation.

**MEMBER OF THE LEGISLATIVE ASSEMBLY RECORDS:**

Means records created and/or accumulated and used by a Member of the Legislative Assembly of British Columbia (MLA) acting in that capacity.

MLA records document an MLA's legislative and political activities and include records created by the MLA's constituency office. MLA records do not include an MLA's personal or business records.

MLAs who are also cabinet ministers will also create government records in their capacity as cabinet ministers. MLAs may also create personal and business records.

MLA records are one type of legislative record. Their retention and final disposition is not governed by the Document Disposal Act.

See also RECORDS, GOVERNMENT RECORDS, NON-GOVERNMENT RECORDS, EXECUTIVE RECORDS, LEGISLATIVE RECORDS, BUSINESS RECORDS AND PERSONAL RECORDS.

**MICROFICHE:**

Means a microform in the shape of a rectangular sheet having one or more microimages usually arranged in a grid pattern, with a heading area across the top. Normal size is 148 x 105mm (6 x 4 inches).

**MICROFILM:**

Means:

- A fine-grain, high resolution film used in micrographics containing an image greatly reduced in size from the source document.
- The recording of microphotographs on film.
- Raw film with characteristics as indicated above.

**MICROFORM:**

Means any form, either film or paper, which contains microimages. Microform is a generic term.

**MICROGRAPHIC SERVICES APPLICATION (ARS 038):**

Means the form used by client ministries or agencies to request micrographic services such as filming, security storage, training, and microfilm duplication.

**MICROGRAPHICS:**

Means techniques associated with the production, handling and use of microforms.

**MICROIMAGING:**

Means the use of electronic images and technology in micrographics.

**MINISTRY RECORDS OFFICER (MRO):** See RECORDS OFFICER.

**MLA RECORDS:** See MEMBER OF THE LEGISLATIVE ASSEMBLY RECORDS.

**MODIFICATION OF RECORDS:**

Means any addition, deletion, or substantive change to any existing record.

**NON-GOVERNMENT RECORDS:**

Means records created and/or accumulated and used by any entity (individual, family or corporate body) that is not responsible to the Government of British Columbia.

Non-government records include personal records and business records (including the personal and business records of an MLA) and records of associations and societies.

The retention and final disposition of non-government records is not governed by the Document Disposal Act.

See also RECORDS, GOVERNMENT RECORDS, LEGISLATIVE RECORDS, EXECUTIVE RECORDS, MLA RECORDS, BUSINESS RECORDS AND PERSONAL RECORDS.

**NON-OFFICE OF PRIMARY RESPONSIBILITY (NON-OPR):**

Means any office or branch which is NOT the main custodian of the master record or record copy of a document or information for its ministry or agency. See also OFFICE OF PRIMARY RESPONSIBILITY.

**NON-OPR:** See NON-OFFICE OF PRIMARY RESPONSIBILITY.

**OFFICE OF PRIMARY RESPONSIBILITY (OPR):**

Means the office of a ministry or agency which has primary responsibility for a category of records or holds the master copy of any record series. The OPR maintains the official master copy of the records in order to satisfy operational, financial, legal, audit and other requirements. All other copies are considered duplicates and have a shorter retention period. See also NON-OFFICE OF PRIMARY RESPONSIBILITY.

**ONE-TIME ACCESSION NUMBER:**

Means an accession number which is used by a single office for a one-time transfer of records to the off-site records storage facilities provided by the Archives and Records Service. See also ACCESSION NUMBER and ONGOING ACCESSION NUMBER.

**ONE-TIME RECORDS SCHEDULE:**

Means a one-time Records Retention and Disposal Authority (ARS 008) which only authorizes final disposition of the records described on the ARS 008 and does not provide authority for ongoing final disposition of records of the same type. The records custodian must submit a separate Records Services Application (ARS 118) for authorization to dispose of additional records.

**ONGOING ACCESSION NUMBER:**

Means an accession number which is used by a single office for the ongoing transfer of records to the off-site records storage facilities provided by the Archives and Records Service. An ongoing accession number differs from a one-time number in that the number can be used to transfer records to semi-active storage or archival custody year after year until 9999 boxes have been transferred and a new number is required. See also ACCESSION NUMBER and ONE-TIME ACCESSION NUMBER.

**ONGOING RECORDS SCHEDULE:**

Means an ongoing Records Retention and Disposal Authority (ARS 008) which authorizes, on a continuing basis, final disposition of the types of records described on the ARS 008.

**OPERATIONAL RECORDS:**

Means records which relate to the operations and services provided by a ministry or agency in carrying out the functions for which it is responsible according to statute, mandate, or policy. Operational records are distinct from administrative records and are unique to each government organization. See also ADMINISTRATIVE RECORDS.

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS):**

Means the government-wide standard for classification, filing, automated retrieval, vital records and freedom of information and protection of privacy designations, and disposition scheduling of operational records. ORCS is a block numeric records classification system, reflecting function and subject. The Archives and Records Service establishes standards for the development of ORCS for all operational records of the Government of British Columbia. Each ORCS is tailored to fit the specific operational records of a unit of government. See also ADMINISTRATIVE RECORDS CLASSIFICATION SYSTEM.

**OPR:** See OFFICE OF PRIMARY RESPONSIBILITY.

**ORCS:** See OPERATIONAL RECORDS CLASSIFICATION SYSTEM.

**PERSONAL INFORMATION:**

Means information about an identifiable individual that is kept by government in any format. This includes:

- the individual's name, address or telephone number;
- the individual's race, national or ethnic origin, colour, religious or political beliefs or associations;
- the individual's age, sex, sexual orientation, marital status or family status;
- any identifying number, symbol or other particular assigned to the individual;
- the individual's fingerprints, blood type or inheritable characteristics;
- information about the individual's health care history (including a physical or mental disability);
- information about the individual's educational, financial, criminal or employment history;
- anyone else's opinions about the individual; or
- the individual's personal views or opinions (except if they are about someone else).

See also PERSONAL INFORMATION BANK and PUBLIC USE RECORDS.

**PERSONAL INFORMATION BANK:**

Means a collection of personal information, that is organized or retrievable by the name of an individual or by an identifying number, symbol or other particular assigned to an individual. See also PERSONAL INFORMATION and PUBLIC USE RECORDS.

**PERSONAL RECORDS:**

Means records created and/or accumulated and used by an individual or family for personal and/or private purposes.

Personal records are a type of non-government record.

The retention and final disposition of personal records is not governed by the Document Disposal Act.

See also RECORDS, GOVERNMENT RECORDS, NON-GOVERNMENT RECORDS, LEGISLATIVE RECORDS, BUSINESS RECORDS and MLA RECORDS.

**PLAIN LANGUAGE:**

Means the normal language used by adults everyday. It presents ideas and information clearly by using ordinary words in ways that help readers to understand the meaning.

**POLICY AND PROCEDURES FILES:**

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

**PRESERVATION:**

Means all actions which can be taken to ensure the long-term survival of the informational content of records. Preservation includes: the responsibility to provide adequate facilities (i.e., proper atmospheric conditions) and procedures for the protection, care, and maintenance of information; specific measures (individual and collective) undertaken for the repair, maintenance and restoration or protection of records; or conversion to another medium. See also CONSERVATION.

**PREVENTIVE CONSERVATION:**

Means that more specific aspect of conservation whereby protection is accorded archival records, or their informational content, without actual physical and/or chemical treatment of the records. Preventive conservation prevents deterioration from happening or halts its progress; preventive conservation is not repair. Included in preventive conservation are such activities as establishing proper storage techniques, environments and handling procedures, and the creation of security or reference copies. See also CONSERVATION and PRESERVATION.

**PRIMARY ADMINISTRATIVE/OPERATIONAL VALUES:**

Means the value records may have to the creating office in carrying out its operational mandate and its administrative duties. To determine administrative or operational value, two questions must be answered:

- How long are the records needed in the user office for day-to-day administrative or operational use?
- What fiscal, legal, audit, or other administrative or operational requirements exist that necessitate the retention of the records in semi-active storage?

See also PRIMARY VALUES.

**PRIMARY AUDIT VALUE:**

Means the value records may have in documenting the generation, expenditure, or transfer of monies for audit purposes. Audit values may be affected by federal or provincial statutes and regulations which govern records retention and disposition. To determine audit values, the following questions need to be answered:

- What statutes or regulations specify audit periods and on whose authority have those regulations been issued?
- When are audits performed?
- How long must audited records be kept?
- How long must unaudited records be kept?

See also PRIMARY VALUES.

**PRIMARY BLOCK:**

Means a logical group of related subjects or functions which are assigned sequential numbers. Each block contains primary subjects (i.e., primary

numbers and titles) subordinate to the major function of the block. See also PRIMARY NUMBER AND TITLE.

**PRIMARY FISCAL VALUE:**

Means the value records may have in documenting the fiscal activities of the Government of British Columbia relating to taxation, public revenues, public debt, budget operations, or other financial operations. Fiscal values may be affected by federal or provincial statutes and regulations which govern records retention and disposition. To determine fiscal values, the following question needs to be answered:

- What administrative or operational requirements for managing funds may affect the retention of the records?

See also PRIMARY VALUES.

**PRIMARY LEGAL VALUE:**

Means the value records may have in meeting legal requirements or uses. To determine legal requirement values the following questions need to be asked:

- What is the enabling legislation for the user office?
- Does the legislation require that certain records be created and maintained for a certain period of time?

To determine other legal use values the following questions need to be asked:

- Does the record document a transaction (e.g., a deed or mortgage), or serve a licensing or regulatory function?
- Will these records protect the rights of individual citizens?
- Will the records protect the rights of the Province of British Columbia?
- Will the records be required for evidence in a court of law?
- What is the statute of limitations which may affect the retention period?

See also PRIMARY VALUES.

**PRIMARY NUMBER AND TITLE:**

Means the basic building block of ARCS and ORCS. A primary relates to a function or subject. It is a heading within which specific records and record types may be classified and arranged. See also SECONDARY NUMBER AND TITLE.

**PRIMARY VALUES:**

Means values which are directly associated with the administrative and operational functions of the creating agency. Records with primary values are those which are necessary for administrative, operational, fiscal, audit, or legal purposes. Primary values are values the records have when they are active and semi-active. Assessment of these values is the responsibility of the records analyst/archivist, in collaboration with the records custodian. The value of the information in the records and reference rates are factors that determine the records' active and semi-active retention periods. Recommendations on primary values are submitted to the Public Documents Committee for review and recommendation to the Legislative Assembly or Executive Council for the approvals required by the Document Disposal Act. See also RECORDS APPRAISAL.

**PRIVATE RECORDS:** See NON-GOVERNMENT RECORDS.

**PUBLIC DOCUMENTS COMMITTEE:**

Means the committee established by the Document Disposal Act which comprises the Provincial Archivist, the Comptroller General and three other persons appointed by order in council. No government records shall be destroyed except upon the written recommendation of the Public Documents Committee and the approval of the Executive Council or the Legislative Assembly.

**PUBLIC RECORDS:** See GOVERNMENT RECORDS.



**PUBLIC USE RECORDS:**

Means records which are specifically created and organized with the expectation of access by the public (often with user fees). See also PERSONAL INFORMATION and PERSONAL INFORMATION BANK.

**RECORD:**

Includes "books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by any means whether graphic, electronic, mechanical or otherwise" as defined in the Interpretation Act (RSBC 1979, c. 206, s. 29).

Records are divided into three categories: government records, legislative records and non-government records.

See also GOVERNMENT RECORDS, LEGISLATIVE RECORDS, NON-GOVERNMENT RECORDS, EXECUTIVE RECORDS, MLA RECORDS, BUSINESS RECORDS AND PERSONAL RECORDS.

**RECORD SERIES:**

Means a group of records filed together in a unified arrangement which results from, or relates to, the same function or activity and permits evaluation as a unit for retention scheduling purposes. A record series is classified based upon retrieval needs and maintained as a unit according to reference frequency.

**RECORDS APPRAISAL:**

Means the process of determining the respective retention values and the final disposition of records based upon their current administrative, operational, legal and fiscal use, their evidential and informational values, their physical format and arrangement, and their relationships to other records. The records appraisal process determines whether records have primary and/or residual retention values. See also FINAL DISPOSITION, PRIMARY VALUES, and RESIDUAL VALUES.

**RECORDS CLASSIFICATION SYSTEM:**

Means a records classification system which is an ongoing authority to classify, retain, and dispose of either administrative records or operational records. It must be a comprehensive, integrated records classification and scheduling system covering more than one record series.

**RECORDS DISPOSITION:** See FINAL DISPOSITION.

**RECORDS INVENTORY:**

Means an analytical list of the records or part of the records of a unit of government. The inventory, usually organized by record type, provides the basis for establishing a records schedule and fully describes the title, purpose and function, informational content, format, physical extent, and date range of the records, legal and fiscal retention requirements for the records, and other factors which may have a bearing on the retention periods and final disposition.

**RECORDS MANAGEMENT REVIEW AND EVALUATION:**

Means the process applied to government records for periodically conducting an independent objective review and evaluation of ministries' records and information management plans, policies, systems, standards, guidelines and activities.

**RECORDS MANAGEMENT:**

Means the application of activities to systematically administer and control records and the information they contain throughout their lifecycle, including creation or receipt, classification, use, retention, storage, final disposition and preservation. Records management encompasses the policies, standards, systems, procedures, operations, space, equipment, and supplies, and the records management

staff required for efficient and effective management of recorded information.

**RECORDS OFFICER:**

Means a manager designated by an agency to be responsible for the overall administration and control of the agency's records, and to represent the agency on the Ministry Records Officers' Council.

**RECORDS RETENTION AND DISPOSITION SCHEDULE:** See RECORDS SCHEDULE.

**RECORDS SCHEDULE:**

Means "a prescribed timetable that (a) describes a document's lifespan from the date on which it was created to the date of its final disposition, including the periods of its active and dormant [i.e., semi-active] stages either as waste or as a document of legal or historical value to be permanently preserved, and (b) provides instructions as to the manner and time of the disposition of a document under this Act" as defined in the Document Disposal Act (RSBC 1979, c. 95, s. 1).

Specifically, a records schedule is a list which describes records and indicates:

- the length of time each record shall be retained as an active record before transfer to semi-active off-site records storage; and
- the length of time each record shall be retained in semi-active storage prior to final disposition; and
- the final disposition of each type of record.

**RECORDS SERVICES APPLICATION (ARS 118):**

Means the form used by client ministries or agencies to request records management services and to apply for authorization for immediate or future final disposition of records or for amendment of an existing records schedule.

**RECORDS SERVICES APPLICATION NUMBER:**

Means the number preprinted in the top right-hand corner of the Records Service Application (ARS 118) and which is used for application tracking purposes. If the application results in a schedule approval, this number will become the authorized schedule number. See also SCHEDULE NUMBER.

**RECORDS TRANSFER LOCATION LIST (ARS 011a/b):**

Means the form used by client ministries or agencies to transfer records, regardless of media, to off-site records storage facilities. The purposes of the form are:

- to list the contents of boxes being transferred to off-site storage;
- to expedite retrieval from storage facilities;
- to serve as a finding and location aid for staff of the ministry or agency; and
- to aid the staff of the Archives and Records Service in the analysis, appraisal, and selection of records.

A Records Transfer Location List (ARS 011a/b) must be used for transfer of semi-active or inactive records to off-site records storage facilities. If necessary, a continuation sheet, ARS 011b, is used.

**RECORDS VALUES:** See RECORDS APPRAISAL.

**RECYCLING OF PAPER:**

Means the physical processing of waste paper into new products to regain useful material. Recycling is not an authorized method for final disposition of unscheduled records.

**RESIDUAL ADMINISTRATIVE OR OPERATIONAL VALUE:**

Means the ongoing value records may have in documenting the administrative and operational functions of the Government of British Columbia. See also RESIDUAL VALUES.

**RESIDUAL ARTIFACTUAL VALUE:**

Means the ongoing value records may have as artifacts or collectible items, including their fair market value. See also RESIDUAL VALUES.

**RESIDUAL COMMERCIAL VALUE:**

Means the ongoing value of information contained in records which may be duplicated for distribution and sale. See also RESIDUAL VALUES.

**RESIDUAL EVIDENTIAL VALUE:**

Means the ongoing value records may have in documenting the evolution of the powers, organizational structure, programs, policies, procedures, decisions, and functions of the Government of British Columbia. See also RESIDUAL VALUES.

**RESIDUAL FISCAL VALUE:**

Means the ongoing value records may have in documenting fiscal activities relating to taxation, public revenues, public debt, budget operations, or other fiscal operations of the Government of British Columbia. See also RESIDUAL VALUES.

**RESIDUAL HISTORICAL AND CULTURAL VALUE:**

Means the ongoing value records may have in contributing to the historical and cultural continuity of the province. See also RESIDUAL VALUES.

**RESIDUAL INFORMATIONAL VALUE:**

Means the ongoing value records may have in contributing substantially to research in any field of knowledge. See also RESIDUAL VALUES.

**RESIDUAL LEGAL RIGHTS VALUE:**

Means the ongoing value records may have in protecting the constitutional, civic, legal, property and other rights of individuals, government, or society. See also RESIDUAL VALUES.

**RESIDUAL VALUES:**

Means values which records may retain once they become inactive. Records with residual values are those which have ongoing legal, operational, or individual rights values or which contain evidence or information of significant value. These values include usefulness to the Crown and to the general public. Analysis of these values is the responsibility of the records analyst/archivist, in collaboration with the records custodian, in order to recommend whether records should be destroyed or retained in archival custody by the Archives and Records Service. Recommendations on residual values are submitted to the Public Documents Committee for review and recommendation to the Legislative Assembly or Executive Council for the approvals required by the Document Disposal Act. See also RECORDS APPRAISAL

**RESTRICTIONS ON ACCESS – ARCHIVAL RECORDS**

Means limiting access to archival records for which the Archives and Records Service is legally responsible. Access to most government records is governed by the Freedom of Information and Protection of Privacy Act. Access to non-government records is determined through negotiation with donors. See also RESTRICTIONS ON ACCESS – SEMI-ACTIVE RECORDS.

**RESTRICTIONS ON ACCESS – SEMI-ACTIVE RECORDS**

Means limiting access to semi-active records stored in records centres to those individuals designated by the agency responsible for the records. Any requests for access to semi-active records (such as a request for access under the Freedom of Information and Protection of Privacy Act) will be administered by the agency legally responsible for the records. See also RESTRICTIONS ON ACCESS - ARCHIVAL RECORDS.

**RETENTION VALUES OF RECORDS:** See RECORDS APPRAISAL.

**SCHEDULE NUMBER:**

Means a unique number which is preprinted in the top right-hand corner of the Records Services Application (ARS 118) and which is used for application tracking purposes. If the application results in a schedule approval, this number will become the authorized schedule number. See also RECORDS SERVICES APPLICATION NUMBER.

**SCOPE NOTE:**

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

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

**SECONDARY NUMBER AND TITLE:**

Means a subdivision of a primary number and title. The two-digit secondary number is added to the primary number to form a complete file number. Secondary numbers and titles describe specific types of records and link them to the records schedule.

**SECURITY CLASSIFICATION:**

Means a category assigned to information (and records) according to a security system in order to clearly show the appropriate level of protection against access or disclosure (e.g., open, restricted, or confidential). See also CONFIDENTIAL RECORD.

**SELECTIVE RETENTION:**

Means that some of the records covered by a secondary have archival value. The archivist responsible selectively retains portions of the record series by means of a percentage, statistical, or random sample, or by other recognized archival selection criteria. See also FULL RETENTION.

**SEMI-ACTIVE RECORDS:**

Means records which are referred to infrequently and not required currently for constant use. Semi-active records still retain primary values, but should be removed from expensive office space to a lower cost off-site records storage facility until all primary values have expired. Records are considered semi-active if there is less than one reference or retrieval per 30cm (one linear foot) per month. See also ACTIVE RECORDS and INACTIVE RECORDS

**SPECIAL RECORDS SCHEDULES:**

Means schedules for special broad categories of records which may apply to all ministries and agencies. Special records schedules are normally used for routine, temporary and transitory records (or data) which serve no lasting purpose. They may also be authorized for records containing information stored and used in special media, such as computers, videotapes and photographs.

**SUBJECT FILES:**

Means files containing records which relate to specific subjects or functions and which are arranged according to general informational content. The purpose of subject files is to bring together records and information on the same topic in order to facilitate information retrieval.

ORCS and ARCS usually classify subject files under secondary numbers and titles between -02 and -19. See also CASE FILE.

**TERTIARY NUMBER AND TITLE:**

Means a subdivision of a secondary number and title.

**TRANSFER:**

Means the transport of a box or boxes from the client's location to the record storage facility for purposes of entry into the record storage facility's system.

**TRANSITORY RECORDS:**

Means records of temporary usefulness which are not an integral part of an administrative or operational record series, which are not regularly filed within a standard records classification system, and which are only required for a limited period of time for the completion of an action or the preparation of an ongoing record. Transitory records are not required to meet statutory obligations or to sustain administrative or operational functions.

**VITAL RECORDS:**

Means the records of government which contain information essential to:

- conduct of emergency operations during and immediately following a disaster;
- resumption/continuation of government services or operations;
- re-establishment of the legal, financial and functional responsibilities of government; and
- re-establishment of the rights and obligations of individuals, corporate bodies and other governments with respect to the Government of British Columbia.

**WORKING MATERIALS:**

Means rough notes, calculations, preliminary drafts, and research notes which are assembled or created in the preparation or analysis of other records, such as correspondence, memoranda, reports, and statistical tabulations. When the final documents have been produced and incorporated in an administrative or operational records classification system, working materials become transitory records. Working materials relating to statutes, audits, or records specified in a records schedule are not transitory records.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A      SA      FD

S E C T I O N 1

C O U R T   A D M I N I S T R A T I O N

P R I M A R Y   N U M B E R S

4 5 0 0 0   -   4 9 9 9 9

Section 1 covers subject files on court administration. They include records relating to specific programs and services, as well as the analysis of court policy and procedures.

Case files and related records maintained by court registries and sheriff services are covered in Section 2.

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A            SA            FD

45000 - COURT ADMINISTRATION - 49999

PRIMARY NUMBERS AND PRIMARY SUBJECTS

45000 COURT ADMINISTRATION - GENERAL

45020 ABORIGINAL ISSUES

45100 CASE FLOW MANAGEMENT

45200 COURT RECORDERS

45220 COURT REPORTERS

45300 COURT STATISTICS

45400 COURTS - GENERAL

45500            - CITIZENSHIP

45600            - CORONERS

45700            - COURT OF APPEAL

45900            - PROVINCIAL - GENERAL

46000                            - CRIMINAL

46200                            - FAMILY

46400                            - SMALL CLAIMS

46600                            - TRAFFIC

46700                            - YOUTH

46800            - SUPREME            - GENERAL

46900                            - MERGER OF SUPREME AND COUNTY

47100 ECONOMICAL LITIGATION

47200 EXHIBITS

47300 FALSE ARREST/IMPRISONMENT

47400 FINES

47500 HUMAN RIGHTS ISSUES

47600 IMPAIRED DRIVING

47700 INFORMATION TECHNOLOGY

47800 JUDICIAL INTERIM RELEASE

47900 JUDICIARY

48000 JURIES

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A            SA            FD

- 48100 JUSTICE REFORM
- 48200 LEGAL ACTIONS AGAINST COURT PERSONNEL
- 48300 MOTOR VEHICLE ISSUES
- 48500 PARDONS
- 48600 PLAIN LANGUAGE
- 49000 SHERIFFS - GENERAL
- 49100            - ASSISTANCE TO OTHER AGENCIES
- 49150            - DOCUMENT SERVICE
- 49200            - ESCORT AND SECURITY
- 49300            - EXECUTION
- 49500 TICKETS
- 49600 TRIAL MANAGEMENT
- 49680 VICTIMS
- 49700 WAIVER OF CRIMINAL CHARGES
- 49800 WARRANTS
- 49900 YOUNG OFFENDERS

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		<u>A</u>	<u>SA</u>	<u>FD</u>
45000	<u>COURT ADMINISTRATION - GENERAL</u>			
	Records not shown elsewhere in the court administration section which relate generally to the administration of the courts. Includes memoranda and correspondence.			
	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 (Court Services Branch headquarters) will retain these records for:	CY+2y	7y	SR
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures - OPR	SO	5y	FR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	FR = BCARS 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			
-02	Procedural analysis (includes working materials and drafts of forms, legislation, and manuals used in methods and procedural analysis)	SO	NA	NA
	SO = When analysis is completed, records are reclassified under the appropriate <u>ARCS</u> primary.			
	NA = records are reclassified under <u>ARCS</u>			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
45000	<u>COURT ADMINISTRATION - GENERAL</u> (Continued)			
-10	Complaints	SO	nil	DE

SO = when no longer required for reference or informational purposes

DE = Secondary -10 is reserved for petitions and correspondence resulting from organized letter-writing campaigns. These records have no archival value.

SR = BCARS will retain those records which best document the development and operation of programs run by Court Services Branch, as well as records of significant informational value which illustrate the societal context of those programs.

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		<u>A</u>	<u>SA</u>	<u>FD</u>
45020	<u>ABORIGINAL ISSUES</u>			
	Records relating to plans, programs, and services for aboriginal people who attend court as victims, witnesses, accused persons, plaintiffs, respondents, or jurors. Includes correspondence and memoranda.			
	For the Native Courtworker and Counselling Association, see <u>ARCS</u> secondary 160-20.			
	Unless otherwise specified below, the ministry OPR (Court Services Branch headquarters) will retain these records for:	CY+2y	7y	SR
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
		SO	nil	DE
-01	General			
-02	Procedural analysis	SO	NA	NA
	(includes working materials and drafts of forms, legislation, and manuals used in methods and procedural analysis)			
-10	Complaints	SO	nil	DE

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			<u>A</u>	<u>SA</u>	<u>FD</u>
45100	<u>CASE FLOW MANAGEMENT</u>				
	Records relating to monitoring the flow of civil and criminal cases through the court system in order to plan for the efficient operation of the courts and utilization of court resources. Includes correspondence and memoranda.				
	For trial management, see primary 49600.				
	Unless otherwise specified below, the ministry OPR (Court Services Branch headquarters) will retain these records for:		CY+2y	7y	SR
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	SO	nil	DE
-01	General				
-02	Procedural analysis (includes working materials and drafts of forms, legislation, and manuals used in methods and procedural analysis)		SO	NA	NA
-10	Complaints		SO	nil	DE

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		<u>A</u>	<u>SA</u>	<u>FD</u>
45200	<u>COURT RECORDERS</u>			
	Records relating to court recorders. Includes correspondence and memoranda.			
	For records created by court recorders, see primary 53500.			
	Unless otherwise specified below, the ministry OPR (Court Services Branch headquarters) will retain these records for:	CY+2y	7y	SR
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
	- OPR			
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General			
-02	Procedural analysis	SO	NA	NA
	(includes working materials and drafts of forms, legislation, and manuals used in methods and procedural analysis)			
-10	Complaints	SO	nil	DE

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		<u>A</u>	<u>SA</u>	<u>FD</u>
45220	<u>COURT REPORTERS</u>			
	Records relating to court reporters. Includes correspondence and memoranda.			
	For records created by court reporters, see primary 53500.			
	Unless otherwise specified below, the ministry OPR (Court Services Branch headquarters) will retain these records for:	CY+2y	7y	SR
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures			
	- OPR	SO	5y	FR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General			
-02	Procedural analysis (includes working materials and drafts of forms, legislation, and manuals used in methods and procedural analysis)	SO	NA	NA
-03	Official reporter designations	SO	nil	DE
	SO = when proof that oath was given is no longer required			
-04	Transcripts			
-10	Complaints	SO	nil	DE

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
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
		- non-OPR	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Data dictionaries for Court Statistics System (CSS) database and the Court Activity Relational Database (CARD)		SO	nil	FR
	SO = when no longer required for reference purposes				
	FR = defines data elements used on CSS and CARD				
-20	Input documents - daily court lists		SO	NA	NA
	SO = when data is entered to either CSS or CARD				
	NA = Primary 53300 provides for the retention and disposition of daily court lists.				
-25	Input documents - monthly workload reports		SO	nil	DE
	SO = when data is entered to either CSS or CARD				
-30	Electronic records - Court Activity Relational Database (CARD) (contains detailed information on cases heard in provincial criminal court (e.g., file number, name, charge(s), appearance reason, type of process or custody status, the plea, number of witnesses, next appearance date and reason, and case disposition). It also includes data on the number of hours in which the Provincial Court heard Small Claims, Traffic, and Provincial Family cases)		3y	12y	SR

(Continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
45300	<u>COURT STATISTICS</u> (Continued)			
	15y = sufficient data to do accurate time-series analysis			
	SR = BCARS will selectively retain these records by retaining an annual snapshot of the data.			
-32	Electronic records - Court Management Information (CMI)	NA	nil	DE
	NA = replaced by Court Activity Relational Database (CARD)			
	DE = These electronic records can no longer be accessed in machine-readable format (see secondary 45300-40).			
-35	Electronic records - Court Statistics System (CSS) (contains summary information on the number and types of cases heard in Supreme Court, Small Claims, Traffic, and Provincial Family Court, as well as the workload activity totals of sheriff services offices)	3y	12y	SR
	15y = sufficient data to do accurate time-series analysis			
	SR = BCARS will selectively retain these records by retaining an annual snapshot of the data.			
-40	Output documents - statistical reports (monthly, quarterly, or annual reports)	CY+4y	10y	SR
	15y = sufficient data to do accurate time-series analysis			
	SR = BCARS will retain one copy of each annual report or, if an annual report does not exist, the fourth quarter report. A fourth quarter report totals the data from the previous three quarters.			

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			<u>A</u>	<u>SA</u>	<u>FD</u>
45400	<u>COURTS - GENERAL</u>				
	Records not shown elsewhere in the courts block which relate generally to law courts and court registries. Includes correspondence and memoranda.				
	For court administration, see primary 45000.				
	Unless otherwise specified below, the ministry OPR (Court Services Branch headquarters) will retain these records for:		CY+2y	7y	SR
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Procedural analysis (includes working materials and drafts of forms, legislation, and manuals used in methods and procedural analysis)		SO	NA	NA
-03	Facsimile filing of court documents				
-04	Court fees				
-10	Complaints		SO	nil	DE
-20	Specific locations (arrange by court location)				

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		<u>A</u>	<u>SA</u>	<u>FD</u>
45600	<u>COURTS - CORONERS</u>			
	Records relating to Coroners Courts, including the provision of court clerks and sheriffs and the selection of juries. Includes correspondence and memoranda.			
	Unless otherwise specified below, the ministry OPR (Court Services Branch headquarters) will retain these records for:	CY+2y	7y	SR
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
	- OPR	SO	nil	DE
	- <u>non-OPR</u>			
-01	General			
-02	Procedural analysis	SO	NA	NA
	(includes working materials and drafts of forms, legislation, and manuals used in methods and procedural analysis)			
-10	Complaints	SO	nil	DE
-20	Specific locations			
	(arrange by court location)			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
45700	<u>COURTS - COURT OF APPEAL</u>			
	Records relating to the Court of Appeal. Includes correspondence and memoranda.			
	For court files, see primaries 51200 and 52200.			
	Unless otherwise specified below, the ministry OPR (Court Services Branch headquarters) will retain these records for:	CY+2y	7y	SR
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
	- OPR	<u>SO</u>	<u>nil</u>	<u>DE</u>
	- <u>non-OPR</u>			
-01	General			
-02	Procedural analysis	SO	NA	NA
	(includes working materials and drafts of forms, legislation, and manuals used in methods and procedural analysis)			
-10	Complaints	SO	nil	DE
-20	Specific locations			
	(arrange by court location)			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
45900	<u>COURTS - PROVINCIAL - GENERAL</u>			
	Records not shown elsewhere in the provincial court block which relate generally to Provincial Court. Includes correspondence and memoranda.			
	Unless otherwise specified below, the ministry OPR (Court Services Branch headquarters) will retain these records for:	CY+2y	7y	SR
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures			
	- OPR	SO	5y	FR
	- <u>non-OPR</u>	SO	nil	DE
-01	General			
-02	Procedural analysis (includes working materials and drafts of forms, legislation, and manuals used in methods and procedural analysis)	SO	NA	NA
-04	Preliminary hearings			
-10	Complaints	SO	nil	DE
-20	Specific locations (arrange by court location)			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
46000	<u>COURTS - PROVINCIAL - CRIMINAL</u>			
	Records relating to Provincial Criminal Court. Includes correspondence and memoranda.			
	For court files, see primary 52300.			
	Unless otherwise specified below, the ministry OPR (Court Services Branch headquarters) will retain these records for:	CY+2y	7y	SR
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
	- OPR	SO	nil	DE
	- <u>non-OPR</u>			
-01	General			
-02	Procedural analysis	SO	NA	NA
	(includes working materials and drafts of forms, legislation, and manuals used in methods and procedural analysis)			
-10	Complaints	SO	nil	DE
-20	Specific locations (arrange by court location)			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
46200	<u>COURTS - PROVINCIAL - FAMILY</u>			
	Records relating to Family Court, as well as related family matters such as maintenance orders and enforcement. Includes correspondence and memoranda.			
	For court files, see primary 51340.			
	Unless otherwise specified below, the ministry OPR (Court Services Branch headquarters) will retain these records for:	CY+2y	7y	SR
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures			
	- OPR	SO	5y	FR
	- <u>non-OPR</u>	SO	<u>nil</u>	<u>DE</u>
-01	General			
-02	Procedural analysis (includes working materials and drafts of forms, legislation, and manuals used in methods and procedural analysis)	SO	NA	NA
-04	Family maintenance enforcement (enforcement of family maintenance orders as provided under the <u>Family Maintenance Enforcement Act</u> (SBC 1988))			
-05	Maintenance Enforcement Information System (MEIS)			
-06	Reciprocal enforcement of maintenance orders (REMO)			
-07	Family rules (includes the Green Paper Pilot Project)			
-10	Complaints	SO	nil	DE
-20	Specific locations (arrange by court location)			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
46400	<u>COURTS - PROVINCIAL - SMALL CLAIMS</u>			
	Records relating to Small Claims Court. Includes correspondence and memoranda.			
	For court files, see primary 51360.			
	Unless otherwise specified below, the ministry OPR (Court Services Branch headquarters) will retain these records for:	CY+2y	7y	SR
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
	- OPR	SO	nil	DE
	- <u>non-OPR</u>			
-01	General			
-02	Procedural analysis	SO	NA	NA
	(includes working materials and drafts of forms, legislation, and manuals used in methods and procedural analysis)			
-03	Reactions to new small claims program (1991)			
-04	Garnishee orders			
-10	Complaints	SO	nil	DE
-20	Specific locations			
	(arrange by court location)			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
46600	<u>COURTS - PROVINCIAL - TRAFFIC</u>			
	Records relating to Traffic Court, including bylaw courts. Includes correspondence and memoranda.			
	For court files, see primary 54100.			
	Unless otherwise specified below, the ministry OPR (Court Services Branch headquarters) will retain these records for:	CY+2y	7y	SR
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
	- OPR	SO	nil	DE
	- <u>non-OPR</u>			
-01	General			
-02	Procedural analysis	SO	NA	NA
	(includes working materials and drafts of forms, legislation, and manuals used in methods and procedural analysis)			
-10	Complaints	SO	nil	DE
-20	Specific locations			
	(arrange by court location)			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
46700	<u>COURTS - PROVINCIAL - YOUTH</u>			
	Records relating to Youth Court. Includes correspondence and memoranda.			
	For court files, see primary 52500.			
	Unless otherwise specified below, the ministry OPR (Court Services Branch headquarters) will retain these records for:	CY+2y	7y	SR
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
	- OPR	<u>SO</u>	<u>nil</u>	<u>DE</u>
	- <u>non-OPR</u>			
-01	General			
-02	Procedural analysis	SO	NA	NA
	(includes working materials and drafts of forms, legislation, and manuals used in methods and procedural analysis)			
-10	Complaints	SO	nil	DE
-20	Specific locations			
	(arrange by court location)			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
46800	<u>COURTS - SUPREME - GENERAL</u>			
	Records not shown elsewhere in the Supreme Court block which relate generally to the Supreme Court. Includes correspondence and memoranda.			
	For court files, see primaries 51400-51460 and 52400.			
	Unless otherwise specified below, the ministry OPR (Court Services Branch headquarters) will retain these records for:	CY+2y	7y	SR
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
	- OPR	SO	nil	DE
	- <u>non-OPR</u>			
-01	General			
-02	Procedural analysis (includes working materials and drafts of forms, legislation, and manuals used in methods and procedural analysis)	SO	NA	NA
-04	Adoption			
-05	Chambers			
-06	Civil			
-07	Criminal			
-08	Divorce			
-09	Probate/bankruptcy (includes information about wills)			
-10	Complaints	SO	nil	DE
-20	Specific locations (arrange by court location)			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
46900	<u>COURTS - SUPREME - MERGER OF SUPREME AND COUNTY</u>			
	Records relating to the merger of County Court and Supreme Court which occurred on 1 July 1990.			
	Includes correspondence and memoranda.			
	Unless otherwise specified below, the ministry OPR (Court Services Branch headquarters) will retain these records for:	CY+2y	7y	SR
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
	- OPR	SO	nil	DE
	- <u>non-OPR</u>			
-01	General			
-02	Procedural analysis	SO	NA	NA
	(includes working materials and drafts of forms, legislation, and manuals used in methods and procedural analysis)			
-10	Complaints	SO	nil	DE

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		<u>A</u>	<u>SA</u>	<u>FD</u>
47100	<u>ECONOMICAL LITIGATION</u>			
	Records relating to economical litigation.			
	Economical litigation is a program which, if implemented, will simplify civil litigation procedures in the Supreme Court. It will allow lay persons to handle their own cases when the amount claimed is more than \$10,000 and less than \$20,000. Claims for less than \$10,000 would be taken to Small Claims Court.			
	Includes correspondence, memoranda, statistics, legislation, forms, and manuals.			
	Unless otherwise specified below, the ministry OPR (Court Services Branch headquarters) will retain these records for:	CY+2y	7y	SR
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
	- OPR	<u>SO</u>	<u>nil</u>	<u>DE</u>
	- <u>non-OPR</u>			
-01	General			
-02	Procedural analysis	SO	NA	NA
	(includes working materials and drafts of forms, legislation, and manuals used in methods and procedural analysis)			
-10	Complaints	SO	nil	DE

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			<u>A</u>	<u>SA</u>	<u>FD</u>
47200	<u>EXHIBITS</u>				
	Records relating to procedures for the management of court exhibits under the <u>Criminal Code</u> (s. 446) and the <u>Supreme Court Rules</u> (rule 40).				
	For exhibit audits and inspections, see <u>ARCS</u> primary 975.				
	For exhibit control records, see primary 53000.				
	Unless otherwise specified below, the ministry OPR (Court Services Branch headquarters) will retain these records for:		CY+2y	7y	SR
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	<u>SO</u>	<u>5y</u>	<u>FR</u>
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Procedural analysis (includes working materials and drafts of forms, legislation, and manuals used in methods and procedural analysis)		SO	NA	NA
-10	Complaints		SO	nil	DE

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
47300	<u>FALSE ARREST/IMPRISONMENT</u>			
	Records relating to false arrest or wrongful imprisonment as a result of an alleged oversight by court staff. For example, an individual may be wrongly imprisoned or arrested if court staff fail to notify the police that a warrant to arrest or warrant of committal has been withdrawn. Includes correspondence and memoranda.			
	For legal actions against court staff, see primary 48200.			
	Unless otherwise specified below, the ministry OPR (Court Services Branch headquarters) will retain these records for:	CY+2y	7y	SR
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
	- OPR	<u>SO</u>	<u>nil</u>	<u>DE</u>
	- <u>non-OPR</u>			
-01	General			
-02	Procedural analysis (includes working materials and drafts of forms, legislation, and manuals used in methods and procedural analysis)	SO	NA	NA
-10	Complaints	SO	nil	DE

---

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		<u>A</u>	<u>SA</u>	<u>FD</u>
47400	<u>FINES</u>			
	Records relating to the development of policy and procedures on collecting court fines. Includes correspondence and memoranda.			
	For the processing of fines by court registries, see primaries 50100 and 54200.			
	For receivable accounts, see <u>ARCS</u> primary 935.			
	Unless otherwise specified below, the ministry OPR (Court Services Branch headquarters) will retain these records for:	CY+2y	7y	SR
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
		SO	nil	DE
-01	General			
-02	Procedural analysis (includes working materials and drafts of forms, legislation, and manuals used in methods and procedural analysis)	SO	NA	NA
-10	Complaints	SO	nil	DE

---

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		<u>A</u>	<u>SA</u>	<u>FD</u>
47500	<u>HUMAN RIGHTS ISSUES</u>			
	Records relating to human rights issues such as gender bias in the judiciary and human rights complaints against Court Services Branch. Complaints usually involve allegations of discrimination. Examples include excusing an individual from jury duty because of a hearing impairment or denying a disabled person entry to a courthouse by not providing wheelchair access. Includes correspondence and memoranda.			
	For human rights issues involving government employees, see <u>ARCS</u> secondary 1300-05.			
	Unless otherwise specified below, the ministry OPR (Court Services Branch headquarters) will retain these records for:	CY+2y	7y	SR
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures			
	- OPR	SO	5y	FR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General			
-02	Procedural analysis (includes working materials and drafts of forms, legislation, and manuals used in methods and procedural analysis)	SO	NA	NA
-03	Gender bias			
-10	Complaints	SO	nil	DE

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			<u>A</u>	<u>SA</u>	<u>FD</u>
47600	<u>IMPAIRED DRIVING</u>				
	Records relating to impaired driving under the <u>Criminal Code</u> and <u>Motor Vehicle Act</u> (RSBC 1979, c. 288). Includes correspondence and memoranda.				
	For motor vehicle offenses, see primary 48300.				
	Unless otherwise specified below, the ministry OPR (Court Services Branch headquarters) will retain these records for:		CY+2y	7y	SR
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Procedural analysis (includes working materials and drafts of forms, legislation, and manuals used in methods and procedural analysis)		SO	NA	NA
-10	Complaints		SO	nil	DE

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		<u>A</u>	<u>SA</u>	<u>FD</u>
47700	<u>INFORMATION TECHNOLOGY</u>			
	Records relating to the use of microelectronics, computers, and telecommunications to process, store, and disseminate information on the court system, as well as the use of technology in the courtroom. Includes correspondence and memoranda.			
	Unless otherwise specified below, the ministry OPR (Court Services Branch headquarters) will retain these records for:	CY+2y	7y	SR
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures			
	- OPR	SO	5y	FR
	- <u>non-OPR</u>	SO	nil	DE
-01	General			
-02	Procedural analysis (includes working materials and drafts of forms, legislation, and manuals used in methods and procedural analysis)	SO	NA	NA
-10	Complaints	SO	nil	DE
-20	Specific computer systems			

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			<u>A</u>	<u>SA</u>	<u>FD</u>
47800	<u>JUDICIAL INTERIM RELEASE</u>				
	Records relating to the release of an accused person on bail or the denial of bail and the subsequent remand of the person in custody pending his/her return to court under the <u>Criminal Code</u> (ss. 515-522). Includes correspondence and memoranda.				
	Unless otherwise specified below, the ministry OPR (Court Services Branch headquarters) will retain these records for:		CY+2y	7y	SR
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Procedural analysis (includes working materials and drafts of forms, legislation, and manuals used in methods and procedural analysis)		SO	NA	NA
-10	Complaints		SO	nil	DE

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			<u>A</u>	<u>SA</u>	<u>FD</u>
47900	<u>JUDICIARY</u>				
	Records relating to the British Columbia judiciary. Includes correspondence and memoranda.				
	Unless otherwise specified below, the ministry OPR (Court Services Branch headquarters) will retain these records for:		CY+2y	7y	SR
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Procedural analysis (includes working materials and drafts of forms, legislation, and manuals used in methods and procedural analysis)		SO	NA	NA
-04	Judges				
-05	Judicial administration				
-06	Justices of the peace				
-07	Registrars				
-08	Weekend and evening sittings				
-10	Complaints		SO	nil	DE

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		<u>A</u>	<u>SA</u>	<u>FD</u>
48000	<u>JURIES</u>			
	Records relating to juries in criminal and civil trials. Includes correspondence and memoranda.			
	For coroners juries, see primary 45600.			
	For jury selection records, see primaries 50300 and 53960.			
	Unless otherwise specified below, the ministry OPR (Court Services Branch headquarters) will retain these records for:	CY+2y	7y	SR
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
	- OPR	SO	nil	DE
	- <u>non-OPR</u>			
-01	General			
-02	Procedural analysis	SO	NA	NA
	(includes working materials and drafts of forms, legislation, and manuals used in methods and procedural analysis)			
-10	Complaints	SO	nil	DE

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			<u>A</u>	<u>SA</u>	<u>FD</u>
48100	<u>JUSTICE REFORM</u>				
	Records relating to reform of court procedures, including reforms recommended by the Justice Reform Committee in 1988. Includes correspondence and memoranda.				
	For the implementation of specific reforms (e.g., economical litigation, plain language, and small claims procedures), see the specific primary in this section.				
	For records relating to the Justice Reform Committee, including submissions to the Committee and the Committee's report, see <u>ARCS</u> secondary 202-20.				
	Unless otherwise specified below, the ministry OPR (Court Services Branch headquarters) will retain these records for:		CY+2y	7y	SR
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Procedural analysis (includes working materials and drafts of forms, legislation, and manuals used in methods and procedural analysis)		SO	NA	NA
-10	Complaints		SO	nil	DE

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			<u>A</u>	<u>SA</u>	<u>FD</u>
48200	<u>LEGAL ACTIONS AGAINST COURT PERSONNEL</u>				
	Records relating to legal actions against court personnel, including criminal investigations. Includes correspondence and memoranda.				
	Unless otherwise specified below, the ministry OPR (Court Services Branch headquarters) will retain these records for:		CY+2y	7y	SR
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Procedural analysis (includes working materials and drafts of forms, legislation, and manuals used in methods and procedural analysis)		SO	NA	NA
-03	Legal actions against the Crown				
-10	Complaints		SO	nil	DE

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			<u>A</u>	<u>SA</u>	<u>FD</u>
48300	<u>MOTOR VEHICLE ISSUES</u>				
	Records relating to such motor vehicle issues as the cost of motor vehicle insurance claims and driving offenses under the <u>Motor Vehicle Act</u> (RSBC 1979, c. 288). Includes correspondence and memoranda.				
	For impaired driving, see primary 47600.				
	Unless otherwise specified below, the ministry OPR (Court Services Branch headquarters) will retain these records for:		CY+2y	7y	SR
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	SO	<u>nil</u>	<u>DE</u>
-01	General				
-02	Procedural analysis (includes working materials and drafts of forms, legislation, and manuals used in methods and procedural analysis)		SO	NA	NA
-03	Insurance Corporation of B.C. (ICBC) claims				
-04	Radar cameras				
-10	Complaints		SO	nil	DE

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		<u>A</u>	<u>SA</u>	<u>FD</u>
48500	<u>PARDONS</u>			
	Records relating to pardons under the <u>Criminal Code</u> (s. 749) and the <u>Criminal Records Act</u> (RSC 1970, c. 12 (supp. 1)). Includes correspondence and memoranda.			
	For pardons of specific individuals, see primaries 52100, 52300, 52400.			
	Unless otherwise specified below, the ministry OPR (Court Services Branch headquarters) will retain these records for:	CY+2y	7y	SR
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
	- OPR	SO	nil	DE
	- <u>non-OPR</u>			
-01	General			
-02	Procedural analysis (includes working materials and drafts of forms, legislation, and manuals used in methods and procedural analysis)	SO	NA	NA
-10	Complaints	SO	nil	DE

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			<u>A</u>	<u>SA</u>	<u>FD</u>
48600	<u>PLAIN LANGUAGE</u>				
	Records relating to the use of plain language in an effort to make the court system more accessible to the public. Includes correspondence and memoranda.				
	Unless otherwise specified below, the ministry OPR (Court Services Branch headquarters) will retain these records for:		CY+2y	7y	SR
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Procedural analysis (includes working materials and drafts of forms, legislation, and manuals used in methods and procedural analysis)		SO	NA	NA
-10	Complaints		SO	nil	DE

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		<u>A</u>	<u>SA</u>	<u>FD</u>
49000	<u>SHERIFFS - GENERAL</u>			
	Records not shown elsewhere in the sheriffs block which relate generally to sheriffs. Includes correspondence and memoranda.			
	For jury management, see primary 48000. For records created by sheriffs, see primaries, 50300 and 53900-53960.			
	Unless otherwise specified below, the ministry OPR (Court Services Branch headquarters) will retain these records for:	CY+2y	7y	SR
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
	- OPR	SO	nil	DE
	- <u>non-OPR</u>			
-01	General			
-02	Procedural analysis (includes working materials and drafts of forms, legislation, and manuals used in methods and procedural analysis)	SO	NA	NA
-04	Medical and fitness standards			
-05	Standards of conduct			
-10	Complaints	SO	nil	DE

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		<u>A</u>	<u>SA</u>	<u>FD</u>
49100	<u>SHERIFFS - ASSISTANCE TO OTHER AGENCIES</u>			
	Records relating to services provided by sheriffs to other agencies. Sheriffs may assist with police investigations, provide security at special events, and assist the Superintendent of Motor Vehicles by serving licence plate suspension documents and seizing licence plates.			
	Includes correspondence and memoranda.			
	Unless otherwise specified below, the ministry OPR (Court Services Branch headquarters) will retain these records for:	CY+2y	7y	SR
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
	- OPR	<u>SO</u>	<u>nil</u>	<u>DE</u>
	- <u>non-OPR</u>			
-01	General			
-02	Procedural analysis (includes working materials and drafts of forms, legislation, and manuals used in methods and procedural analysis)	SO	NA	NA
-10	Complaints	SO	nil	DE

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		<u>A</u>	<u>SA</u>	<u>FD</u>
49150	<u>SHERIFFS - DOCUMENT SERVICE</u>			
	Records relating to the service of court documents. In 1984 the responsibility for serving criminal documents was transferred to the police and the service of civil documents to private process servers.			
	Includes correspondence and memoranda.			
	For document service case files, see primary 53930.			
	Unless otherwise specified below, the ministry OPR (Court Services Branch headquarters) will retain these records for:	CY+2y	7y	SR
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
		SO	<u>nil</u>	<u>DE</u>
-01	General			
-02	Procedural analysis (includes working materials and drafts of forms, legislation, and manuals used in methods and procedural analysis)	SO	NA	NA
-04	Civil document service			
-05	Criminal document service			
-06	Process servers			
-10	Complaints	SO	nil	DE

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A            SA            FD

49300    SHERIFFS - EXECUTION

Records relating to the execution or enforcement of the order of the court. Most document executions arise from civil actions in which the court finds one party entitled to a remedy from the other party. Since 1989 executions have been contracted out to court bailiffs.

Executions are governed by the Supreme Court Act and Supreme Court Rules 42, 43, and 46, and may concern the Small Claims Act, Court Order Enforcement Act, Creditor Assistance Act, Repairers Lien Act, Woodworkers Lien Act, Criminal Code, and Residential Tenancy Act.

Includes correspondence and memoranda.

For execution case files, see primary 53920.

Unless otherwise specified below, the ministry OPR (Court Services Branch headquarters) will retain these records for:

CY+2y    7y            SR

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	Procedural analysis (includes working materials and drafts of forms, legislation, and manuals used in methods and procedural analysis)		SO	NA	NA
-04	Court bailiffs				
-05	Privatization				
-10	Complaints		SO	nil	DE

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		<u>A</u>	<u>SA</u>	<u>FD</u>
49500	<u>TICKETS</u>			
	Records relating to tickets resulting from violations of federal and provincial statutes and municipal bylaws. Includes correspondence and memoranda.			
	For the design of tickets, see <u>ARCS</u> primary 285. For receivable accounts, see <u>ARCS</u> primary 935. For tickets processed by court registries, see primaries 54000 to 54200.			
	Unless otherwise specified below, the ministry OPR (Court Services Branch headquarters) will retain these records for:	CY+2y	7y	SR
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
	- OPR	<u>SO</u>	<u>nil</u>	<u>DE</u>
	- <u>non-OPR</u>			
-01	General			
-02	Procedural analysis (includes working materials and drafts of forms, legislation, and manuals used in methods and procedural analysis)	SO	NA	NA
-04	Municipal tickets			
-05	Violation tickets			
-06	Federal tickets			
-07	Ticket conversion			
-10	Complaints	SO	nil	DE

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		<u>A</u>	<u>SA</u>	<u>FD</u>
49600	<u>TRIAL MANAGEMENT</u>			
	Records relating to planning for the efficient management of trials which includes trial scheduling, witness administration, and providing interpreters. Includes correspondence and memoranda.			
	For juries, see primary 48000.			
	For the use of computers and other forms of technology in the courtroom, see primary 47700.			
	Unless otherwise specified below, the ministry OPR (Court Services Branch headquarters) will retain these records for:	CY+2y	7y	SR
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
	- OPR	<u>SO</u>	<u>nil</u>	<u>DE</u>
	- <u>non-OPR</u>			
-01	General			
-02	Procedural analysis (includes working materials and drafts of forms, legislation, and manuals used in methods and procedural analysis)	SO	NA	NA
-04	Bilingual trials			
-05	Examinations for discovery			
-06	Interpreters			
-07	Plea bargaining			
-08	Trial scheduling			
-09	Witness administration			
-10	Complaints	SO	nil	DE

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		<u>A</u>	<u>SA</u>	<u>FD</u>
49680	<u>VICTIMS</u>			
	Records relating to the impact of victims policy, programs, and services on the courts.			
	Unless otherwise specified below, the ministry OPR (Court Services Branch headquarters) will retain these records for:	CY+2y	7y	SR
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures			
	- OPR	SO	5y	FR
	- <u>non-OPR</u>	SO	<u>nil</u>	<u>DE</u>
-01	General			
-02	Procedural analysis	SO	NA	NA
	(includes working materials and drafts of forms, legislation, and manuals used in methods and procedural analysis)			
-04	Victim surcharge payments			
	(surcharge added to a fine to help offset the cost of providing victims services)			
-10	Complaints	SO	nil	DE

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		<u>A</u>	<u>SA</u>	<u>FD</u>
49700	<u>WAIVER OF CRIMINAL CHARGES</u>			
	Records relating to waiver of criminal charges under the <u>Criminal Code</u> (s. 478(3) and s. 479) and the <u>Young Offenders (Canada) Act</u> (s. 18).			
	The accused signs a request to waive or transfer the charges(s) to the place in which he/she is residing and agrees to plead guilty to the offence(s).			
	Includes correspondence and memoranda.			
	Unless otherwise specified below, the ministry OPR (Court Services Branch headquarters) will retain these records for:	CY+2y	7y	SR
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
				<u>DE</u>
	- OPR	<u>SO</u>	<u>nil</u>	
	- <u>non-OPR</u>			
-01	General			
-02	Procedural analysis	SO	NA	NA
	(includes working materials and drafts of forms, legislation, and manuals used in methods and procedural analysis)			
-10	Complaints	SO	nil	DE

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			<u>A</u>	<u>SA</u>	<u>FD</u>
49800	<u>WARRANTS</u>				
	Records relating to warrants. Warrants are written authority to arrest or commit a person to prison. Includes correspondence and memoranda.				
	Unless otherwise specified below, the ministry OPR (Court Services Branch headquarters) will retain these records for:		CY+2y	7y	SR
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Procedural analysis (includes working materials and drafts of forms, legislation, and manuals used in methods and procedural analysis)		SO	NA	NA
-04	Bench warrants				
-05	Conviction orders				
-06	Family Relations Act (s. 67(1))				
-07	Warrants of committal				
-10	Complaints		SO	nil	DE

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		<u>A</u>	<u>SA</u>	<u>FD</u>
49900	<u>YOUNG OFFENDERS</u>			
	Records relating to young offenders (young people from 12 to 17 years old) under the <u>Young Offenders (Canada) Act</u> and the <u>Young Offenders (British Columbia) Act</u> (SBC 1984, c. 30). Includes correspondence and memoranda.			
	Unless otherwise specified below, the ministry OPR (Court Services Branch headquarters) will retain these records for:	CY+2y	7y	SR
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures			
	- OPR	SO	5y	FR
	- <u>non-OPR</u>	SO	nil	DE
-01	General			
-02	Procedural analysis (includes working materials and drafts of forms, legislation, and manuals used in methods and procedural analysis)	SO	NA	NA
-03	Non-disclosure and destruction of records			
-10	Complaints	SO	nil	DE

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A      SA      FD

S E C T I O N 2

C O U R T   R E G I S T R Y   S E R V I C E S

P R I M A R Y   N U M B E R S

5 0 0 0 0   -   5 4 9 9 9

Section 2 covers civil and criminal court files, municipal bylaw tickets, and violation tickets. It includes records relating to jury selection, exhibits, sheriff services, court reporting and recording, receivable fines, and case tracking.

Subject files are covered in Section 1.

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			<u>A</u>	<u>SA</u>	<u>FD</u>
50000	<u>COURT REGISTRY SERVICES - GENERAL</u>				
	Records not shown elsewhere in the court registry services section which relate generally to the services provided by court registries. Includes memoranda and correspondence.				
	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 (individual court registries) will retain these records for:		CY+4y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	FR = BCARS 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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			<u>A</u>	<u>SA</u>	<u>FD</u>
50090	<u>AUTOMATED SYSTEMS - GENERAL</u>				
	Records not shown elsewhere in the automated systems block which relate generally to information entered, stored, and processed by automated systems used in court registries.				
	Unless otherwise specified below, the ministry OPR (individual court registries) will retain these records for:		CY+4y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-	-00 Policy and procedures	- OPR	<u>SO</u>	5y	<u>FR</u>
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General				

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		<u>A</u>	<u>SA</u>	<u>FD</u>
50100	<u>AUTOMATED SYSTEMS - ACCOUNTS RECEIVABLE AND COLLECTIONS (ARC)</u>			
	Records relating to the Accounts Receivable and Collections (ARC) system. The ARC system produces daily, weekly and monthly audit control reports which document receivable fines and revenue collected by court registries. Includes computer printouts.			
	Unless otherwise specified below, the ministry OPR (individual court registries) will retain these records for:	CY+4y	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>	<u>5y</u>	<u>FR</u>
	-01 General - non-OPR	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-20 Input documents	NA	NA	NA
	NA = Input documents include certified extracts of violation tickets or fine information and payment notices. Those records are classified under primary 52300 or primary 54100.			
	-30 Electronic records	SO	7y	DE
	SO = when file has a zero balance and computer space is required, purge onto external storage (e.g., magnetic tapes or floppy disks)			
	7y = based on the longest retention period for financial records and recommended by Internal Audit and Court Services Branch Inspections unit			

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50100 AUTOMATED SYSTEMS - ACCOUNTS RECEIVABLE AND COLLECTIONS (ARC) (Continued)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
-40	Output documents - account status exception report (list of clients who have not paid fines and action required; must be run at least biweekly)	SO	nil	DE
	NOTE: If action is not completed by the time the next report is received, it appears on the next report.			
	SO = when next account status exception report is received			
-41	Output documents - accumulated daily changes report (updates the client master listing report part 1 by accumulating the changes in the client master file for each day during the month between client master listing reports)	SO	nil	DE
	NOTE: Registries are only required to run this report when the daily totals do not balance.			
	SO = when the next accumulated daily changes report is received			
-42	Output documents - accumulated daily changes report - end of day totals (one page summary of total number of transactions, total number of clients, and dollar value of fines collected; used for daily balancing, checking data entry, reconciling batched tickets, and verifying the totals on the client master listing report part 2)	SO	nil	DE
	NOTE: The supervisor signs the report when the totals have been checked and balanced.			
	SO = when audited by Court Services Branch Inspections and Internal Audit (Continued on next page)			
50100	<u>AUTOMATED SYSTEMS - ACCOUNTS RECEIVABLE AND COLLECTIONS (ARC) (Continued)</u>			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
-43	Output documents - adjustment logs (documents corrections made to financial entries)	SO	nil	DE
	SO = when audited by Court Services Branch Inspections and Internal Audit			
-44	Output documents - batched tickets (used to reconcile totals on the accumulated daily changes report - end of day totals)	SO	nil	DE
	SO = when totals reconciled			
-45	Output documents - batched logs (documents batched ticket totals)	SO	nil	DE
	SO = when audited by Court Services Branch Inspections and Internal Audit			
-46	Output documents - client master listing (cumulative monthly printout of clients on the ARC system; profiles each client by including his/her address, birth date, driver licence number (if applicable), offence, ticket or court file number, dollar value of fine imposed, amount paid, and balance owing)	SO	nil	DE
	NOTE: Registries are not required to run the client master listing report. It appears in two versions: expanded and compressed. Both versions contain all of the information listed above but the compressed version uses codes and abbreviations to reduce the size of the report. Large registries receive the compressed report while smaller ones continue to receive the expanded version.			
	SO = when next client master listing is received			

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50100 AUTOMATED SYSTEMS - ACCOUNTS RECEIVABLE AND COLLECTIONS (ARC) (Continued)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
-47	Output documents - client master account totals (monthly summary of total number and dollar value of fines collected; used for auditing purposes, as well as for completing the court receivables report (ADM 036))	SO	nil	DE
	NOTE: Every month each court registry reports its outstanding receivables to Court Services Branch headquarters on an ADM 036. Some registries staple their copy to the relevant client master account totals; others file it separately in file folders.			
	SO = when audited by Court Services Branch Inspections and Internal Audit			
-48	Output documents - federal/municipal payment listing report (provides federal and municipal agencies with an itemized breakdown of receivable fines collected on their behalf)	SO	nil	DE
	NOTE: Most registries do not run this report because ARC is not a full trust account system and therefore they are required to complete a record of payment card (ADM 079D) for money received in trust. (Record of payment cards are covered by ARCS secondary 1130-20.) The cards are filed in a card file. A photocopy is sent with the cheque to the appropriate municipal and federal agency.			
	SO = when verified against record of payment cards			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
50100	<u>AUTOMATED SYSTEMS - ACCOUNTS RECEIVABLE AND COLLECTIONS (ARC) (Continued)</u>			
-49	Output documents - purged account listing (inactive files (files which have a zero balance) purged from the ARC system when computer space is required; arranged alphabetically by client; contains same information as the client master listing report part 1 but is not cumulated)	FY+1y	6y	DE
	8y = based on the longest retention period for financial records and recommended by Internal Audit and Court Services Branch Inspections unit			
-50	Output documents - transaction log (also known as ARCLogs; daily totals of transactions in specified number of registries; used to investigate systems problems)	SO	nil	DE
	OPR= Vancouver Data Centre			
	SO = when action taken			
-51	Output documents - transaction register report (documents all transactions entered for the time period specified; used to assist in daily balancing or to check staff workload; may never be requested)	SO	nil	DE
	SO = when action taken			

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			<u>A</u>	<u>SA</u>	<u>FD</u>
50200	<u>AUTOMATED SYSTEMS - CASE TRACKING</u>				
	Records relating to automated case tracking systems.				
	The case tracking systems include the Automated Case Tracking System (ACTS), the Court of Appeal Tracking System (CATS), the Kamloops Case Management System (KCMS), the Provincial Court Case Processing (PCCP) system, and the Registry Automated File Tracking System (RAFTS).				
	Those systems index court cases by identifying the parties in the action and the court file number. They also summarize the case, list documents filed, and generate daily court lists, future lists, indexes, and disposition reports.				
	Unless otherwise specified below, the ministry OPR (individual court registries) will retain these records for:		CY+4y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	- OPR	<u>SO</u>	5y	<u>FR</u>
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General				
	-20 Input documents		NA	NA	NA

NA = Depending on the court case, input documents include summonses, applications, informations, records of proceedings, and indictments. Those documents are filed on the court case file to which they pertain.

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		<u>A</u>	<u>SA</u>	<u>FD</u>
50200	<u>AUTOMATED SYSTEMS - CASE TRACKING</u> (Continued)			
-30	Case tracking systems electronic records	SO	7y	DE
	SO = upon conclusion of the case and expiry of statutory limitations on appeals and when computer space is required, purge onto external storage (e.g., magnetic tapes or floppy disks)			
	7y = based on the semi-active retention period for most court files			
	DE = This information is duplicated under secondary 50200-42.			
	NOTE: Future plans are to purge most of the record except the names of the parties, the court file number, and result. That information would be permanently retained on the system in order to serve as an index to the court files. It would replace the hardcopy index.			
-40	Output documents - court lists (includes future lists)	NA	NA	NA
	NA = Court lists are classified under primary 53300.			
-41	Output documents - disposition reports	SO	nil	SR
	(alphabetical listing of parties; includes case summaries and dispositions)			
	SO = when no longer required for reference purposes			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
50300	<u>AUTOMATED SYSTEMS - JURY MANAGEMENT</u>			
	Records relating to the Jury Management System.			
	The Jury Management System randomly selects names of prospective jurors, completes summons forms, and generates the following output documents: attendance lists, cards for each person appearing for jury selection, statistical reports, and payment lists.			
	Since those output documents are identical to the manually produced ones described under primary 53960 (Sheriff services - jury selection), all hardcopy jury selection records are classified under primary 53960.			
	This primary is included to provide for the retention and disposition of electronic jury selection records only.			
	For output documents (e.g. jury cards and jury selection case files), see primary 53960. For records relating to non-automated jury selection, see primary 53960.			
	Unless otherwise specified below, the ministry OPR (individual sheriff services offices) will retain these records for:	CY+4y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
	- OPR	SO	nil	DE
	- <u>non-OPR</u>			
-01	General			
-20	Input documents - current voters' list	NA	NA	NA
	NA = The current voters' list is classified in the <u>Elections ORCS</u> .			
-30	Electronic records - jury selection (contains the names, addresses, and occupations of selected jurors; used to produce output documents and as a quick and convenient reference)	SO	7y	DE
50300	<u>AUTOMATED SYSTEMS - JURY MANAGEMENT</u> (Continued)			

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A      SA      FD

SO = when computer space is required, archive to floppy disks

7y = Records on floppy disks are retained for the same length of time as jury selection case files.

DE = Information contained in these records is summarized in statistical reports produced by Court Services Branch headquarters (see primary 45300).

-35      Electronic records - voters' list database      SO      nil      DE

SO = when replaced by current voters' list

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			<u>A</u>	<u>SA</u>	<u>FD</u>
51000	<u>CIVIL CASE FILES - GENERAL</u>				
	Records not shown elsewhere in the civil case files block which relate generally to civil disputes.				
	Civil law regulates private disputes over a large range of issues. It deals with such diverse questions as the ownership of real or personal property, the rights of parties to a contract, and the determination of fault in an automobile accident.				
	Compensation is the prime objective in civil law matters.				
	Unless otherwise specified below, the ministry OPR (individual court registries) will retain these records for:		CY+4y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				

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A            SA            FD

51100    CIVIL CASE FILES - COUNTY COURT (Continued)

7y = The six-year limitation period specified in the Limitation Act (RSBC 1979, c. 236, ss. 3(4), 8) serves as the guideline in establishing the semi-active period for these case files.

The Vancouver and Victoria Supreme Court Registries feel seven years is sufficient because only the Order is required to enforce a judgment.

SR = Some of the information contained in these case files is summarized in daily court lists (see secondary 53300-20) and in statistical reports (see secondary 45300-40).

BCARS will selectively retain these case files because of their residual historical, evidential and informational values.

First, BCARS will selectively retain case files opened prior to 1 January 1950. If your court registry still retains any pre-1950 records, please contact the Court Records Centre to arrange for their transfer to BCARS.

Second, BCARS will retain a sample of case files opened after 1 January 1950 by preserving all case files from the Prince Rupert court registry, which is approximately a one percent sample of court cases province-wide.

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			<u>A</u>	<u>SA</u>	<u>FD</u>
51300	<u>CIVIL CASE FILES - PROVINCIAL COURT - GENERAL</u>				
	Records not shown elsewhere in the Provincial Court civil case files block which relate generally to civil disputes in Provincial Court.				
	Unless otherwise specified below, the ministry OPR (individual Provincial Court registries) will retain these records for:		CY+4y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				

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A            SA            FD

51340    CIVIL CASE FILES - PROVINCIAL COURT - FAMILY

Records relating to disputes under the Family Relations Act (RSBC 1979, c. 121), the Family Maintenance Enforcement Act (SBC 1988, c. 3), and the Family and Child Service Act (SBC 1980, c. 11).

Disputes deal with all aspects of marital breakdown which are within provincial jurisdiction, including family maintenance and enforcement, child custody, and access and guardianship of children, as well as child apprehension in instances of abuse and neglect.

The Provincial Court has no jurisdiction over divorce and matrimonial property matters. Those family matters are under the exclusive jurisdiction of the Supreme Court.

Appeals from this court are heard in Supreme Court.

A family case file is created when an originating application is received and a number is assigned to the case by pulling a prenumbered file folder.

Registries use one file for all parties in a dispute, even though, as the case continues, the parties may make separate applications which lead to separate proceedings. Registries find it convenient to use one file because the same people are involved in the subsequent proceedings and because those proceedings relate to the original dispute.

All family case files contain the following original court documents:

- application (PFA 003)
- process (i.e., means of securing the court attendance of the person against whom the application is made, e.g., summons (PFA 006), or warrant to arrest (PFA 008), or promise to appear (PCR 071))

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A      SA      FD

51340    CIVIL CASE FILES - PROVINCIAL COURT - FAMILY  
(Continued)

Family case files may also contain some of the following documents:

- affidavit of arrears (PFA 017)
- affidavit for notice of intention to garnishee (PSC 036)
- affidavit in support of garnishing order (PFA 015)
- appearance (form 7) (SUP 002)
- application answer to (statement by respondent/applicant) (PFA 051)
- application to enforce custody or access (PFA 047)
- application to enforce maintenance (PFA 010)
- application to vary an order (PFA 004)
- application under family rules (SUP 005)
- attendance information letter (ADM 319)
- certificate of discharge of garnishing order (PFA 032)
- certificate subpoena (interprovincial)
- consent to an order or to vary an order (PFA 050)
- exhibit envelopes containing paper exhibits
- to filing of agreement (PFA 023)
- family advocate (letter re:) (PFA 336)
- foreign file transfer memo (ADM 015)
- interpreter's record (PFA 313)
- Land Title Act application (form 17)
- letter accompanying show cause summons (PFA 330)
- letter enclosing copy of order (2 part)
- notice of dispute to monies paid into court (PFA 031)
- notice of hearing (dispute on payment out) (PFA 043)
- notice of hearing of petition (form 4)
- notice of intention to garnishee Her Majesty (Family Rules)
- notice of motion (SCR 44(3)) (form 52)
- notice of motion (SCR 14) (PFA 048)
- notice of motion for payment out of court
- notice of payment out (of money paid in by garnishee) (PFA 030)

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A      SA      FD

51340      CIVIL CASE FILES - PROVINCIAL COURT - FAMILY  
(Continued)

- notice to debtor (SUP 037)
- notice to judgment creditor (SUP 038)
- order attachment (PFA 039)
- order (certified copy of - with Form 17)
- order enforcement
- order for attendance of prisoner (PCR 048)
- order for discharge of prisoner (PCR 036)
- order for substitutional service (general)
- order for substitutional service (newspaper advertisement)
- order garnishing (PFA 014)
- order garnishing (absolute)
- order general format (PFA 005)
- order interim (custody, access)
- order transfer
- payment out of court (PFA 029)
- payment record (PFA 001)
- personal information sheet (PFA 024)
- petition (Rule 10(3)) (SCR form 3)
- praecipe (Family Rules)
- praecipe (Supreme Court Rules) (SCR form 2)
- promise to appear (PCR 071)
- recognizance of bail (PCR 020)
- recorders' notes or logs
- request for financial information (PFA 052)
- sheriff (letter re: document for service) (ADM 303)
- statement of income & expense (PFA 022)
- subpoena to witness (PCR 007)
- summons (show cause) (PFA 0076)
- summons (Supreme Court) (SUP 006)
- summons to vary an order (PFA 013)
- warrant for witness (PCR 021)
- warrant (letter re: cancellation of) (ADM 307)
- warrant (letter re: execution of) (ADM 314)
- warrant of committal (PFA 027)
- warrant of execution (PFA 033)
- warrant (show cause) (PFA 019)
- witness (re: trial date cancellation) (ADM 311)

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A            SA            FD

51340    CIVIL CASE FILES - PROVINCIAL COURT - FAMILY  
(Continued)

27y = 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 = Some of the information contained in these case files is summarized in daily court lists (see secondary 53300-20) and in statistical reports (see secondary 45300-40).

Although these case files have some residual historical, evidential and informational values, those values are insufficient to justify the cost of processing, preserving, and conserving more than a small sample.

BCARS will retain a sample by preserving all case files from the Prince Rupert court registry, which is approximately a one percent sample of court cases province-wide.

At the end of their semi-active retention period, the Court Records Centre will destroy all other case files which are covered by this secondary.

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		<u>A</u>	<u>SA</u>	<u>FD</u>
51340	<u>CIVIL CASE FILES - PROVINCIAL COURT - FAMILY</u> (Continued)			
-30	Original orders under the <u>Family Relations Act</u> , the <u>Family Maintenance Enforcement Act</u> , and the <u>Family and Child Service Act</u> (arrange alphabetically by father's surname)	27y	nil	DE
	27y= same retention period as court file			
	DE = These records will be destroyed because a certified copy is filed in the court file. Secondary 51340-30 applies only to the Vancouver Family Court registry. The registry files interim, final, and variation family orders separately in folios. The registry initiated this procedure in order to improve customer service since most inquiries can be answered by the order.			

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A            SA            FD

51360    CIVIL CASE FILES - PROVINCIAL COURT - SMALL CLAIMS

Records relating to disputes under the Small Claims Act (SBC 1989, c. 38).

The Provincial Court presides over disputes where the amount claimed is less than \$10,000 (less than \$3,000 prior to March 1991) with the exception of malicious prosecution, libel, slander, residential tenancy, and land title actions which are heard in Supreme Court.

The most common small claim actions involve disputes concerning services rendered, goods sold, dishonoured cheques, and loss, injury, or damage arising from motor vehicle accidents.

The emphasis in this court is simplicity. The procedures are designed to allow lay persons to handle their own cases without formal legal assistance.

Appeals from this court are heard in Supreme Court.

A small claim case file is created when a notice of claim is filed and a number is assigned to the case by pulling a prenumbered file folder.

Small claim files may contain some of the following documents:

- application for default order (SCL 005)
- application to a judge (SCL 017)
- application to the registrar (SCL 016)
- certificate of readiness (SCL 007)
- certificate of service (SCL 004A)
- exhibit envelopes containing paper exhibits
- notice of claim (SCL 001)
- order for seizure and sale (SCL 011)
- payment order (SCL 010)
- recorders' notes or logs
- reply (SCL 002)
- summons to a default hearing (SCL 014)
- summons to a payment hearing (SCL 012)
- summons to witness (SCL 008)
- third party notice (SCL 003)

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A            SA            FD

51360    CIVIL CASE FILES - PROVINCIAL COURT - SMALL CLAIMS  
          (Continued)

Although these case files have some residual historical, evidential and informational values,

those values are insufficient to justify the cost of processing, preserving, and conserving more than a small sample.

BCARS will retain a sample by preserving all case files from the Prince Rupert court registry, which is approximately a one percent sample of court cases province-wide.

At the end of their semi-active retention period, the Court Records Centre will destroy all other case files which are covered by this secondary.

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

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A            SA            FD

51400    CIVIL CASE FILES - SUPREME COURT - GENERAL

Records not shown elsewhere in the Supreme Court civil case files block which relate generally to civil disputes heard in Supreme Court.

Supreme Court functions both as a court of first instance (where a case is heard for the first time) and as an appeal court for cases previously heard in Small Claims Court and Provincial Family Court.

As a court of first instance, Supreme Court has exclusive jurisdiction over divorce, matrimonial property matters, libel, slander, administration of estates, adoptions, bankruptcy, and foreclosure. It may also hear family matters and disputes involving any amount. However, family matters under provincial jurisdiction are usually heard in Provincial Family Court and claims for less than \$10,000 are usually taken to Small Claims Court.

Appeals from Supreme Court are heard in the Court of Appeal.

A Supreme Court civil case file is created when either a writ of summons, notice of claim, or originating application initiated either by petition or praecipe is filed.

A Supreme Court civil case file may contain some of the following original documents:

- acknowledgment of payment
- affidavits
- appearance
- applications
- appointments
- bill of costs
- certificates
- default judgments
- defence and counterclaim
- defence to counterclaim
- exhibit envelopes containing paper exhibits
- instructions to examiner

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	<u>A</u>	<u>SA</u>	<u>FD</u>
51400			
<u>CIVIL CASE FILES - SUPREME COURT - GENERAL</u>			
(Continued)			
- notices of motion			
- notice of pre-trial conference			
- orders			
- petitions			
- praecipe			
- reasons for judgment (oral) only if requested and paid for by parties			
- reasons for judgment (reserve)			
- record of proceedings			
- recorder's notes or logs			
- reply			
- statement of claim (i.e., pleadings)			
- statement of defence			
- subpoena			
- trial record			
- warrants			
- writ of summons			
- written argument			

NOTE: Offers to settle are filed separately in sealed envelopes. They are arranged numerically by file number (see secondary 51400-23).

For information on the above-listed forms, see the Civil Document Processing Manual.

Unless otherwise specified below, the ministry OPR (individual Supreme Court registries) will retain these records for:

CY+4y   nil   DE

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

SO   nil   DE

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

(Continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
51400	<u>CIVIL CASE FILES - SUPREME COURT - GENERAL</u> (Continued)			
-20	Civil case files	CY+4y	7y	SR
	5y = provided the case is concluded and all appeal periods have expired			
	7y = Since only the order is required to enforce a judgment, the six-year limitation period specified in the <u>Limitation Act</u> (RSBC 1979, c. 236, ss. 3(4), 8) serves as the guideline in establishing the semi-active period for these case files.			
	SR = Some of the information contained in these case files is summarized in daily court lists (see secondary 53300-20) and in statistical reports (see secondary 45300-40).			
	BCARS will selectively retain these case files because of their residual historical, evidential and informational values.			
	First, BCARS will selectively retain case files opened prior to 1 January 1950. If your court registry still retains any pre-1950 records, please contact the Court Records Centre to arrange for their transfer to BCARS.			
	Second, BCARS will retain a sample of case files opened after 1 January 1950 by preserving all case files from the Prince Rupert court registry, which is approximately a one percent sample of court cases province-wide.			
	(Continued on next page)			

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A      SA      FD

51400      CIVIL CASE FILES - SUPREME COURT - GENERAL (Continued)

Third, BCARS will preserve a selection of case files opened after 1 January 1950 by retaining files relating to reported decisions and other notable cases. The Court Records Centre will be responsible for coordinating the identification, reboxing, and transfer of selected case files to the archival custody of BCARS. For information on the procedures to be followed in identifying and marking selected case files, see part 2.6.4 of the "Introduction."

At the end of their semi-active retention period and after ensuring that final orders have been retained (if they have not been filed separately from the case files, they must be removed (see secondary -25)), the Court Records Centre will destroy all other case files opened after 1 January 1950 which are covered by this secondary.

-21      Civil case files involving infant claims - status unknown      CY+4y 22y      SR

27y = 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)).

NOTE: In all of these cases, a lawsuit has been initiated but activity on the file has suddenly stopped. The parties in the case may have settled out of court or abandoned the suit. However, since they have not notified the court registry, the registry must protect the interests of the infants named in the suit by retaining those files for 26 years from the end of the calendar year in which they were created.

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A      SA      FD

51400      CIVIL CASE FILES - SUPREME COURT - GENERAL  
(Continued)

SR = Some of the information contained in these case files is summarized in statistical reports (see secondary 45300-40).

Although these case files have some residual historical, evidential and informational values, those values are insufficient to justify the cost of processing, preserving, and conserving more than a small sample.

BCARS will retain a sample by preserving all case files from the Prince Rupert court registry, which is approximately a one percent sample of court cases province-wide.

At the end of their semi-active retention period, the Court Records Centre will destroy all other case files which are covered by this secondary.

-22      Infant settlement files (unclaimed trust money) CY+4y 22y      SR  
(includes settlement and praecipe)

NOTE: These records relate to trust money paid into court for individuals who have not yet reached the age of majority (19 years). For the most part, these files are for financial settlements resulting from motor vehicle accidents. The Public Trustee has approved the settlement and the court receives the money in trust until the infant reaches the age of majority. At that point the infant may claim the money. However, in some cases, the money is not claimed.

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A            SA            FD

51400    CIVIL CASE FILES - SUPREME COURT - GENERAL  
(Continued)

27y = Trust records relating to unclaimed money will be scheduled in Attorney General Executive ORCS. They will be retained for a sufficient retention period to protect individuals who might have a claim to unclaimed trust money. These court records are retained as long as all other civil files involving infant claims. They 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 = Some of the information contained in these case files is summarized in statistical reports (see secondary 45300-40).

Although these case files have some residual historical, evidential and informational values, those values are insufficient to justify the cost of processing, preserving, and conserving more than a small sample.

BCARS will retain a sample by preserving all case files from the Prince Rupert court registry, which is approximately a one percent sample of court cases province-wide.

At the end of their semi-active retention period, the Court Records Centre will destroy all other case files which are covered by this secondary.

(Continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
51400	<u>CIVIL CASE FILES - SUPREME COURT - GENERAL</u> (Continued)			
-23	Offers to settle (sealed in envelopes and filed separately by court file number)	SO	NA	NA
	SO = When notified by counsel that the case is concluded and the appeal periods have expired, offers to settle are filed in the appropriate court file.			
	NA = filed in court file			
-25	Supreme Court orders	10y	nil	FR
	10y= <u>The Limitation Act</u> (RSBC 1979, c. 236, s. 3(2)(f)) provides that judgments are enforceable for 10 years.			
	FR = BCARS will fully retain these records because of their significant historical, evidential and informational values.			
-27	Reasons for judgment	10y	nil	FR
	10y= same retention period as separately bound final orders			
	FR = BCARS will fully retain these records because of their significant historical, evidential and informational values.			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
51420	<u>CIVIL CASE FILES - SUPREME COURT - ADOPTION</u> (Continued)			
	FR = BCARS will fully retain these records because of their significant historical, evidential, informational, and legal rights values.			
-25	Adoption orders	10y	nil	FR
	10y = same retention period as Supreme Court orders (secondary 51400-25)			
	FR = BCARS will fully retain these records because of their significant historical, evidential, informational, and legal rights values.			
-27	Reasons for judgment	10y	nil	FR
	10y= same retention period as separately bound final orders			
	FR = BCARS will fully retain these records because of their significant historical, evidential, informational, and legal rights values.			

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A            SA            FD

51430    CIVIL CASE FILES - SUPREME COURT - BANKRUPTCY

Records relating to bankruptcy hearings under the Bankruptcy Act (RSC 1985, c. B-3).

Bankruptcy is a federal matter. The agency responsible is the Superintendent of Bankruptcies, Consumer and Corporate Affairs Canada. Requests to registries only concern whether an individual is discharged.

The Superintendent of Bankruptcies keeps a record of discharged bankrupts on a computer system for two years and undischarged bankrupts forever. In addition, that agency keeps bankruptcy files for 15 years after the bankrupt is discharged.

Since Bankruptcy Rule 82.1(1) came into force in November 1992, summary administration bankruptcy cases have been filed with the Superintendent of Bankruptcies, not the court registries. Summary administration cases represent the majority of all bankruptcy case files. Registries will only maintain files for bankruptcy cases heard by the Supreme Court.

A bankruptcy case file is created when an originating application is filed.

A bankruptcy case file may contain some of the following documents:

- affidavit of bankruptcy stating current income and expenses
- bankruptcy orders
- letters of objection from opposing creditors
- list of approved creditors
- minutes of creditors meeting
- trustee discharge
- trustee's statement of receipts and disbursements

Unless otherwise specified below, the ministry OPR (individual Supreme Court registries) will retain these records for:

CY+4y    nil            DE

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			<u>A</u>	<u>SA</u>	<u>FD</u>
51430	<u>CIVIL CASE FILES - SUPREME COURT - BANKRUPTCY</u> (Continued)				
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	<u>SO</u>	<u>5y</u>	<u>FR</u>
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-20	Bankruptcy case files		<u>CY+4y</u>	<u>7y</u>	<u>SR</u>

5y = provided the case is concluded and all appeal periods have expired

7y = same semi-active retention period as Supreme Court civil case files (secondary 51400-20)

NOTE: According to Anne Wood, Barrister and Solicitor, Legal Services Branch, and Dave Stewart, Assistant Superintendent of Bankruptcy, Bankruptcy Rule 82(3) and Bankruptcy Rule 8 do not mean that bankruptcy case files must be retained forever. Rule 82(3) simply identifies the types of documents which must be filed in court registries. Rule 8 means those documents may be inspected during regular business hours.

SR = A record of each bankruptcy is filed with the federal Superintendent of Bankruptcies.

BCARS will selectively retain these case files because of their residual historical, evidential and informational values.

First, BCARS will selectively retain case files opened prior to 1 January 1950. If your court registry still retains any pre-1950 records, please contact the Court Records Centre to arrange for their transfer to BCARS.

(Continued on next page)

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A      SA      FD

51430      CIVIL CASE FILES - SUPREME COURT - BANKRUPTCY  
(Continued)

Second, BCARS will retain a sample of case files opened after 1 January 1950 by preserving all case files from the Prince Rupert court registry, which is approximately a one percent sample of court cases province-wide.

Third, BCARS will preserve a selection of case files opened after 1 January 1950 by retaining files relating to reported decisions and other notable cases. The Court Records Centre will be responsible for coordinating the identification, reboxing, and transfer of selected case files to the archival custody of BCARS. For information on the procedures to be followed in identifying and marking selected case files, see part 2.6.4 of the "Introduction."

At the end of their semi-active retention period and after ensuring that final orders have been retained (if they have not been filed separately from the case files, they must be removed (see secondary -25)), the Court Records Centre will destroy all other case files opened after 1 January 1950 which are covered by this secondary.

-25      Bankruptcy orders      10y      nil      FR

10y = same retention period as Supreme Court orders (secondary 51400-25)

FR = BCARS will fully retain these records because of their significant historical, evidential and informational values.

(Continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
51430	<u>CIVIL CASE FILES - SUPREME COURT - BANKRUPTCY</u> (Continued)			
-27	Reasons for judgment	10y	nil	FR
	10y= same retention period as separately bound final orders			
	FR = BCARS will fully retain these records because of their significant historical, evidential and informational values.			

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A            SA            FD

51440    CIVIL CASE FILES - SUPREME COURT - DIVORCE  
(Continued)

SR = Some of the information contained in these case files is summarized in daily court lists (see secondary 53300-20) and in statistical reports (see secondary 45300-40).

Historically, all divorce orders have been retained province-wide. In addition, the Central Divorce Registry, Ottawa, maintains a record of all divorces which have taken place within Canada.

BCARS will selectively retain these case files because of their residual historical, evidential and informational values.

First, BCARS will selectively retain case files opened prior to 1 January 1950. If your court registry still retains any pre-1950 records, please contact the Court Records Centre to arrange for their transfer to BCARS.

Second, BCARS will retain a sample of case files opened after 1 January 1950 by preserving all case files from the Prince Rupert court registry, which is approximately a one percent sample of court cases province-wide.

Third, BCARS will preserve a selection of case files opened after 1 January 1950 by retaining files relating to reported decisions. The Court Records Centre is responsible for coordinating the identification, reboxing, and transfer of selected case files to the archival custody of BCARS. For information on the procedures to be followed in identifying and marking selected case files, see part 2.6.4 of the "Introduction."

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		<u>A</u>	<u>SA</u>	<u>FD</u>
51440	<u>CIVIL CASE FILES - SUPREME COURT - DIVORCE</u> (Continued)			
	At the end of their semi-active retention period and after ensuring that final orders have been retained (if they have not been filed separately from the case files, they must be removed (see secondary -25), the Court Records Centre will destroy all other case files opened after 1 January 1950 which are covered by this secondary. <b>BCARS recommends that all original divorce orders be pulled from divorce case files and from consolidated Supreme Court order series and that they be brought together in a divorce order series. This is a project which might be suitable for a summer student.</b>			
-25	Divorce orders	10y	nil	FR
	10y = same retention period as Supreme Court orders (secondary 51400-25)			
	FR = BCARS will fully retain these records because of their significant historical, evidential, informational, and legal rights values.			
-27	Reasons for judgment	10y	nil	FR
	10y= same retention period as separately bound final orders			
	FR = BCARS will fully retain these records because of their significant historical, evidential and informational values.			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
51450	<u>CIVIL CASE FILES - SUPREME COURT - FAMILY</u> (Continued)			
-20	Family case files	CY+4y	22y	SR
	5y = provided there has been no activity on the file for five years			
	27y = 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 <u>Limitation Act</u> (RSBC 1979, c. 236, ss. 7(2)(b)).			
	SR = Some of the information contained in these case files is summarized in daily court lists (see secondary 53300-20) and in statistical reports (see secondary 45300-40).			
	BCARS will selectively retain these case files because of their residual historical, evidential and informational values.			
	First, BCARS will retain a sample of case files by preserving all case files from the Prince Rupert court registry, which is approximately a one percent sample of court cases province-wide.			
	Second, BCARS will preserve a selection of case files opened after 1 January 1950 by retaining files relating to reported decisions. The Court Records Centre will be responsible for coordinating the identification, reboxing, and transfer of selected case files to the archival custody of BCARS. For information on the procedures to be followed in identifying and marking selected case files, see part 2.6.4 of the "Introduction."			
	(Continued on next page)			

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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	<u>A</u>	<u>SA</u>	<u>FD</u>	
51450	<u>CIVIL CASE FILES - SUPREME COURT - FAMILY</u>			
	(Continued)			
	At the end of their semi-active retention period and after ensuring that final orders have been retained (if they have not been filed separately from the case files, they must be removed (see secondary -25)), the Court Records Centre will destroy all other case files which are covered by this secondary.			
-25	Family orders (interim, final, and variation)	10y	nil	FR
	10y = same retention period as Supreme Court orders			
	FR = BCARS will fully retain these records because of their significant historical, evidential and informational values.			
-27	Reasons for judgment	10y	nil	FR
	10y= same retention period as separately bound final orders			
	FR = BCARS will fully retain these records because of their significant historical, evidential and informational values.			

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			<u>A</u>	<u>SA</u>	<u>FD</u>
51460	<u>CIVIL CASE FILES - SUPREME COURT - PROBATE</u>				
	Records relating to reading and interpreting wills, appointing executors, and distributing a deceased person's property as provided under the <u>Estate Administration Act</u> (RSBC 1979, c. 114).				
	A probate case file is created when an originating application for grant of probate is filed.				
	A probate case file may contain some of the following documents:				
	- affidavits				
	- application for administration				
	- application for grant of probate				
	- letters of probate				
	- wills				
	Unless otherwise specified below, the ministry OPR (individual Supreme Court registries) will retain these records for:		CY+4y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-20	Probate case files		CY+4y	7y	FR
	5y = provided the case is concluded and all appeal periods have expired				
	7y = same semi-active retention period as Supreme Court civil case files (secondary 51400-20)				
	FR = BCARS will fully retain these records because of their significant historical, evidential, informational, and legal rights values.				

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		<u>A</u>	<u>SA</u>	<u>FD</u>
51460	<u>CIVIL CASE FILES - SUPREME COURT - PROBATE</u> (Continued)			
-25	Grants of letters of probate  10y= same retention period as Supreme Court orders  SR = BCARS will selectively retain grants of letters of probate because of their significant historical, evidential, informational, and legal rights values.  BCARS will destroy bound grants of letters of probate dating from 1 January 1980 based on the assumption that a copy is on the probate file.	10y	nil	SR
-26	Grants of letters of administration  10y= same retention period as Supreme Court orders  SR = BCARS will selectively retain grants of letters of administration because of their significant historical, evidential, informational, and legal rights values.  BCARS will destroy bound grants of letters of administration dating from 1 January 1980 based on the assumption that a copy is on the probate file.	10y	nil	SR
-27	Grants of letters of administration with will annexed  10y= same retention period as Supreme Court orders	10y	nil	SR

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A      SA      FD

51460      CIVIL CASE FILES - SUPREME COURT - PROBATE  
(Continued)

FR = BCARS will fully retain these records because of their significant historical, evidential, informational, and legal rights values.

NOTE: Legislative amendments expected in 1993 will dissolve the Central Probate Registry and no longer require original wills to be removed from the probate file.

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			<u>A</u>	<u>SA</u>	<u>FD</u>
52000	<u>CRIMINAL CASE FILES - GENERAL</u>				
	Records not shown elsewhere in the criminal case files block which relate generally to criminal court cases.				
	For information on the criminal justice process, see the <u>Criminal Case Processing Manual</u> .				
	Unless otherwise specified below, the ministry OPR (individual court registries) will retain these records for:		CY+4y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	- OPR	<u>SO</u>	5y	<u>FR</u>
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General				

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A            SA            FD

52100    CRIMINAL CASE FILES - COUNTY COURT

Records relating to criminal cases heard in County Court.

On 1 July 1990 County Court was merged with the Supreme Court. This primary is included to provide for the retention and disposition of County Court criminal files which are still retained by registries.

County Court functioned as a court of first instance (where a case is heard for the first time) and as an appeal court for summary conviction offenses previously heard in Provincial Court.

As a court of first instance, County Court presided over offenses under the Criminal Code (RSC 1970, c. C-34) which allowed the accused to elect to be tried in County Court. Certain types of offenses were beyond the jurisdiction of County Court. Murder, treason, and corrupting justice under the Criminal Code (RSC 1970, c. C-34, s. 427) were heard in Supreme Court and summary conviction offenses and indictable offenses listed under the Criminal Code (RSC 1970, c. C-34, s. 483) were always heard first in Provincial Court.

Appeals from County Court were heard in the B.C. Court of Appeal.

A County Court criminal file was created when an information (form 2) was sworn before a justice of the peace or when a notice of appeal was received. A number was assigned to the case by pulling a prenumbered file folder.

Unless otherwise specified below, the ministry OPR (individual Supreme Court registries) will retain these records for:

CY+4y    nil            DE

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		<u>A</u>	<u>SA</u>	<u>FD</u>
52100	<u>CRIMINAL CASE FILES - COUNTY COURT (Continued)</u>			
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
	- OPR			
	- non-OPR	SO	nil	DE
-01	General			
-20	Criminal case files (arrange numerically)	CY+4y	75y	SR

NOTE: Pardon applicants must include a certified copy of their indictment if less than five years have elapsed since their sentence was satisfied. Files of individuals who have received a pardon are retained as long as all other criminal files.

5y = provided the case is concluded and all appeal periods have expired

75y= According to Fiona Gow, Barrister and Solicitor, Legal Services Branch, Criminal Code sections 667(1), 570, 571, 572, 806(1) and 808 contemplate the continued existence of certificates of conviction. The authority of Riddle [1980] 1 W.W.R. 592 establishes that certificates need not be requested at the time of the trial. In order to be in a position to prepare certificates, Court Services Branch must retain (for the lifetime of the accused) information which specifies the charge and disposition.

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A            SA            FD

52100    CRIMINAL CASE FILES - COUNTY COURT (Continued)

According to Peter Insley, Barrister and Solicitor, Criminal Justice Branch, in the absence of legislative provisions which specify how long records must be kept, certificates may only be prepared from documents which have been endorsed by a judge (i.e., the information (form 2), record of proceedings, and indictment). Certificates may not be prepared from data stored electronically until there is an amendment to the Evidence Act.

SR = Some of the information contained in these case files is summarized in daily court lists (see secondary 53300-20) and in statistical reports (see secondary 45300-40).

BCARS will selectively retain these case files because of their residual historical, evidential and informational values.

First, BCARS will selectively retain case files opened prior to 1 January 1950. If your court registry still retains any pre-1950 records, please contact the Court Records Centre to arrange for their transfer to BCARS.

Second, BCARS will retain a sample of case files opened after 1 January 1950 by preserving all case files from the Prince Rupert court registry, which is approximately a one percent sample of court cases province-wide.

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		<u>A</u>	<u>SA</u>	<u>FD</u>
52100	<u>CRIMINAL CASE FILES - COUNTY COURT (Continued)</u>			
	At the end of their semi-active retention period and after ensuring that final orders have been retained (if they have not been filed separately from the case files, they must be removed (see secondary -30)), the Court Records Centre will destroy all other case files opened after 1 January 1950 which are covered by this secondary.			
-30	Final orders	10y	nil	FR
	10y= same retention period as Supreme Court civil orders (see secondary 51400-25)			
	FR = BCARS will fully retain these records because of their significant historical, evidential and informational values.			
-32	Reasons for judgment	10y	nil	FR
	10y= same retention period as separately bound final orders			
	FR = BCARS will fully retain these records because of their significant historical, evidential and informational values.			

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A            SA            FD

52300    CRIMINAL CASE FILES - PROVINCIAL COURT

Records relating to court cases initiated by an information (form 2) which involve adults who are charged with violations of federal or provincial statutes or municipal bylaws.

These case files are collectively known as provincial criminal files. Most concern criminal offenses. However, provincial and municipal offenses are included only if an information (form 2) is used to initiate the court case. Since the resulting court file contains the same documents as the criminal files, registries file them for convenience in the same record series.

The Provincial Court hears and decides provincial and municipal offenses, summary conviction offenses under the Criminal Code, as well as the following indictable offenses listed under the Criminal Code (s. 553): theft; obtaining money or property by false pretences; being in possession of property obtained or derived from an indictable offence; defrauding the public or any person of property, money or valuable security; mischief where the subject matter of the offence is not a testamentary instrument and does not exceed one thousand dollars; keeping a gaming or betting house; betting, pool-selling, book-making, etc.; placing bets; lotteries and games of chance; cheating at play; keeping a common bawdy house; driving while disqualified; fraud in relation to fares; and counselling or attempting to commit or being an accessory after the fact to the commission of any of the above offenses.

The Provincial Court may hear indictable offenses, except those listed under the Criminal Code (s. 469) (e.g., murder

and treason), provided the accused elects to be tried in Provincial Court.

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A            SA            FD

52300 CRIMINAL CASE FILES - PROVINCIAL COURT (Continued)

Although the Provincial Court may not hear all indictable offenses, it always holds the preliminary inquiry (unless the Crown proceeds by direct indictment). The purpose of the preliminary inquiry is to ascertain whether there is sufficient evidence of the guilt of the accused to commit him/her to stand trial in Supreme Court.

The Provincial Court does not hear appeals. Criminal appeals from the Provincial Court are heard in Supreme Court or the British Columbia Court of Appeal.

A provincial criminal file is created when an information (form 2) is sworn before a justice of the peace and a number is assigned to the case by pulling a prenumbered file folder.

All provincial criminal files (resulting from either a preliminary inquiry or trial) contain the court copy of the report to Crown counsel and the following original court documents:

- information (form 2, PCR 004)
- process documents (i.e., means of securing accused's attendance in court, e.g., appearance notice, promise to appear, summons (PCR 005 or PCR066) (if the summons is mailed, a copy is retained in the court file), or warrant of arrest (PCR 014 or PCR 040))

In addition, criminal files in Automated Case Tracking System (ACTS) registries contain a record of proceedings (PCR 004F) on which the court clerk summarizes the case by entering the plea, next appearance date, case disposition, etc. In Provincial Court Case Processing (PCCP) system registries, case history cards (ADM 503) and adjournment minute sheets (ADM 504) are used. In non-automated registries, the information is captured in the court diary and copies of Provincial Court lists.

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A      SA      FD

52300    CRIMINAL CASE FILES - PROVINCIAL COURT (Continued)

As well as the above-listed documents, preliminary inquiry files may contain:

- affidavit of justification (PCR 053)
- application to render of accused by surety (PCR 046)
- bail documents
- copy of police booking sheet
- exhibit list
- medical/psychological reports
- notice to fix a trial date ( PCR 309)
- notification - order to stand trial (PCR 309).
- re-election notices

Trial files may also contain some of the following original documents:

- affidavit of justification (PCR 053)
- application to render of accused by surety (PCR 046)
- application to waive time to pay fine (PCR047)
- bail entreatment package
- court services report (if unable to locate offender)
- exhibit card
- exhibit envelopes containing paper exhibits
- FTA charge forms and certificates
- letter from prosecutor to re-institute proceedings
- letter to Provincial Court from appeal court requesting information and record of proceedings
- medical/psychological reports
- order of prohibition (PCR 093)
- paper exhibits
- pre-sentence reports
- probation order (PCR 009)
- probation report re: non-payment of fines for those under 22 years of age
- probation transfer documents (to another jurisdiction)
- recognizance of bail (PCR 020 or PCR 070a)
- request for extension (ADM 312) or letter from offender requesting extension
- stay of proceedings letter from Crown counsel
- undertaking given to a justice or a judge (PCR 006)

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A            SA            FD

52300    CRIMINAL CASE FILES - PROVINCIAL COURT (Continued)

Trial files may also contain some of the following copies of documents:

- advice warrant of committal (CEF 300)
- application for Sec. 524(1) warrants
- certificate (motor vehicle) (PTR 005)
- court services report (if able to locate offender)
- CPIC printout of criminal record
- fine information and payment notice (PCR 061 or 062)
- judicial decisions
- notice to fix a trial date (PCR 050)
- notice of appeal from conviction or order against defendant
- notification - order to stand trial (PCR 309)
- order for attendance of a prisoner (PCR048) (spring order)
- order of committal (PCR049)
- order of compensation
- order for discharge of a person in custody (PCR 036)
- order for firearms prohibition
- partial payment following warrant of committal (PCR 305)
- payment slips
- prisoner release request and notification to institute (ADM 306)
- remand by order (PCR 051)
- request for waiver (PCR 301)
- Supreme Court bail review documents
- surety documents
- warrant cancellation form (ADM 307)
- warrant for committal (between each court appearance) (PCR 015)
- warrant of committal upon conviction (fine in addition to jail) (PCR 025)
- warrant of committal upon conviction (in default of fine payment) (PCR 026)
- warrant of committal upon conviction (jail) (PCR 024)
- warrant remanding a prisoner (PCR 008)

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A            SA            FD

52300    CRIMINAL CASE FILES - PROVINCIAL COURT (Continued)

Although these case files have some residual historical, evidential and informational values, those values are insufficient to justify the cost of processing, preserving, and conserving more than a small sample.

BCARS will retain a sample by preserving all case files from the Prince Rupert court registry, which is approximately a one percent sample of court cases province-wide.

At the end of their semi-active retention period, the Court Records Centre will destroy all other case files which are covered by this secondary.

-30      Summary conviction and indictable offence case files (arrange numerically)      CY+4y    75y      SR

NOTE: Pardon applicants must include a certified copy of their information or indictment if less than five years have elapsed since their sentence was satisfied. Files of individuals who have received a pardon are retained as long as all other criminal files.

5y = provided the case is concluded and all appeal periods have expired

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A            SA            FD

52300    CRIMINAL CASE FILES - PROVINCIAL COURT (Continued)

75y= According to Fiona Gow, Barrister and Solicitor, Legal Services Branch, Criminal Code sections 667(1), 570, 571, 572, 806(1) and 808 contemplate the continued existence of certificates of conviction. The authority of Riddle [1980] 1 W.W.R. 592 establishes that certificates need not be requested at the time of the trial. In order to be in a position to prepare certificates, Court Services Branch must retain (for the lifetime of the accused) information which specifies the charge and disposition.

According to Peter Insley, Barrister and Solicitor, Criminal Justice Branch, in the absence of legislative provisions which specify how long records must be kept, certificates may only be prepared from documents which have been endorsed by a judge (i.e., the information (form 2), record of proceedings, and indictment). Certificates may not be prepared from data stored electronically until there is an amendment to the Evidence Act.

SR = Some of the information contained in these case files is summarized in daily court lists (see secondary 53300-20) and in statistical reports (see secondary 45300-40).

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A      SA      FD

52300      CRIMINAL CASE FILES - PROVINCIAL COURT (Continued)

Cases of historical or legal significance are normally appealed and are documented in the Supreme Court criminal case file series which BCARS will selectively retain (see secondary 52400-20). In addition, BCARS will retain annual disposition reports (secondary 50200-41) which, for automated registries, are useful in tracking the final disposition of court cases

Although these case files have some residual historical, evidential and informational values, those values are insufficient to justify the cost of processing, preserving, and conserving more than a small sample.

BCARS will retain a sample by preserving all case files from the Prince Rupert court registry, which is approximately a one percent sample of court cases province-wide.

At the end of their semi-active retention period, the Court Records Centre will destroy all other case files which are covered by this secondary.

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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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		<u>A</u>	<u>SA</u>	<u>FD</u>
52300	<u>CRIMINAL CASE FILES - PROVINCIAL COURT (Continued)</u>			
-40	Preliminary inquiries resulting in trials in Supreme Court	SO	NA	NA
	SO = when the Provincial Court judge commits the accused to stand trial in Supreme Court, the file is reclassified as a Supreme Court file			
	NA = The preliminary inquiry file is reclassified under secondary 52400-20.			
-50	Preliminary inquiries resulting in a discharge	SO	nil	SR
	SO = when the Provincial Court judge discharges the accused having found insufficient evidence to commit the accused to stand trial in Supreme Court			
	SR = Some of the information contained in these case files is summarized in daily court lists (see secondary 53300-20) and in statistical reports (see secondary 45300-40).			
	Although these case files have some residual historical, evidential and informational values, those values are insufficient to justify the cost of processing, preserving, and conserving more than a small sample.			
	BCARS will retain a sample by preserving all case files from the Prince Rupert court registry, which is approximately a one percent sample of court cases province-wide.			
	At the end of their semi-active retention period, individual court registries will destroy all other case files which are covered by this secondary.			

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A            SA            FD

52400    CRIMINAL CASE FILES - SUPREME COURT

Records relating to criminal cases heard in the Supreme Court.

The Supreme Court functions both as a court of first instance (where a case is heard for the first time) and as an appeal court for cases previously heard in Provincial Court.

As a court of first instance, the Supreme Court has exclusive jurisdiction over offenses committed under the Criminal Code (s. 469) (e.g., murder and treason). It may hear indictable offenses listed under the Criminal Code (s. 554) provided the accused elects to be tried in Supreme Court or the Crown proceeds by direct indictment.

Direct indictments, as provided under the Criminal Code (s. 577), allow the Crown to bypass the preliminary inquiry in the Provincial Court and proceed directly to trial in Supreme Court.

As an appeal court, the Supreme Court reviews bail orders made in the Provincial Court and hears appeals of summary conviction offenses. Appeals of indictable offenses (whether the case was tried in the Provincial or Supreme Court) are heard by the British Columbia Court of Appeal.

A Supreme Court criminal file is created either when an accused is committed to stand trial by a preliminary inquiry, or when the Crown proceeds by direct indictment, or when a notice of appeal or petition for a bail review is received.

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A            SA            FD

52400    CRIMINAL CASE FILES - SUPREME COURT (Continued)

A Supreme Court criminal file may contain some of the following original documents:

- calendar (SUP 251)
- exhibit envelopes containing paper exhibits
- fine information payment notice (PCR 061 or 062)
- indictment (form 4)
- information (form 2, PCR 004)
- medical/psychological reports
- notice of appeal against sentence
- notice of appeal from conviction or order against defendant
- notice of motion
- notice to fix a trial date (PCR 309)
- notice to set down appeal (CTY 301)
- notification - order to stand trial (PCR 309)
- paper exhibits
- petition (for bail review)
- pre-sentence reports
- probation order (PCR 009)
- process (summons or warrant)
- recognizance (PCR018)
- recognizance of bail (PCR 020)
- record of proceedings (PCR 014)
- recorders' notes or logs
- stay of proceedings letter from Crown counsel
- transcripts (Provincial Court trial)
- trial record - minute sheet (ADM 501)
- undertaking by appellant (defendant)

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A            SA            FD

52400    CRIMINAL CASE FILES - SUPREME COURT (Continued)

Supreme Court criminal files may also contain some or all of the following copies of documents:

- bail review documents
- CPIC printout of criminal record
- exhibit card
- fine information and payment notice (PCR 062)
- judicial decisions
- notice to fix a trial date (PCR 050)
- notice of appeal from conviction or order against defendant
- notification - order to stand trial (PCR 309)
- order (formal)
- order for attendance of a prisoner (PCR048) (spring order)
- order for discharge of a person in custody (PCR 036)
- order of committal (PCR049)
- partial payment following warrant of committal (PCR 305)
- prisoner release request and notification to institute (ADM 306)
- reasons for judgment
- remand by order (PCR 051)
- request for waiver (PCR 301)
- surety documents
- warrant cancellation form (ADM 307)
- warrant for committal (between each court appearance) (PCR015)
- warrant of committal upon conviction (fine in addition to jail) (PCR 025)
- warrant of committal upon conviction (in default of fine payment) (PCR 026)
- warrant of committal upon conviction (jail) (PCR 024)
- warrant remanding a prisoner (PCR 008)

For information on the above-listed forms and instructions on how to complete them, see the Criminal Case Processing Manual.

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		<u>A</u>	<u>SA</u>	<u>FD</u>
52400	<u>CRIMINAL CASE FILES - SUPREME COURT</u> (Continued)			
	Unless otherwise specified below, the ministry OPR (individual Supreme Court registries) will retain these records for:	CY+4y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures - OPR	SO	5y	FR
	- non-OPR	SO	nil	DE
-01	General			
-20	Criminal case files (arrange numerically)	CY+4y	75y	SR

NOTE: Pardon applicants must include a certified copy of their information or indictment if less than five years have elapsed since their sentence was satisfied. The files of individuals who have received a pardon are retained as long as all other criminal files.

5y = provided the case is concluded and all appeal periods have expired

75y= According to Fiona Gow, Barrister and Solicitor, Legal Services Branch, Criminal Code sections 667(1), 570, 571, 572, 806(1) and 808 contemplate the continued existence of certificates of conviction. The authority of Riddle [1980] 1 W.W.R. 592 establishes that certificates need not be requested at the time of the trial. In order to be in a position to prepare certificates, Court Services Branch must retain (for the lifetime of the accused) information which specifies the charge and disposition.

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A            SA            FD

52400    CRIMINAL CASE FILES - SUPREME COURT (Continued)

According to Peter Insley, Barrister and Solicitor, Criminal Justice Branch, in the absence of legislative provisions which specify how long records must be kept, certificates may only be prepared from documents which have been endorsed by a judge (i.e., the information (form 2), record of proceedings, and indictment).

Certificates may not be prepared from data stored electronically until there is an amendment to the Evidence Act.

SR = Some of the information contained in these case files is summarized in daily court lists (see secondary 53300-20) and in statistical reports (see secondary 45300-40).

BCARS will selectively retain these case files because of their residual historical, evidential and informational values.

First, BCARS will selectively retain case files opened prior to 1 January 1950. If your court registry still retains any pre-1950 records, please contact the Court Records Centre to arrange for their transfer to BCARS.

Second, BCARS will retain a sample of case files opened after 1 January 1950 by preserving all case files from the Prince Rupert court registry, which is approximately a one percent sample of court cases province-wide.

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A      SA      FD

52400      CRIMINAL CASE FILES - SUPREME COURT (Continued)

Third, BCARS will preserve a selection of case files opened after 1 January 1950 by retaining files relating to reported decisions and other notable cases. The Court Records Centre will be responsible for coordinating the identification, reboxing, and transfer of selected case files to the archival custody of BCARS. For information on the procedures to be followed in identifying and marking selected case files, see part 2.6.4 of the "Introduction."

At the end of their semi-active retention period and after ensuring that final orders have been retained (if they have not been filed separately from the case files, they must be removed (see secondary -30)), the Court Records Centre will destroy all other case files opened after 1 January 1950 which are covered by this secondary.

-30	Final orders	10y	nil	FR
	10y= same retention period as Supreme Court civil orders			
	FR = BCARS will fully retain these records because of their significant historical, evidential and informational values.			
-32	Reasons for judgment	10y	nil	FR
	10y= same retention period as separately bound final orders			
	FR = BCARS will fully retain these records because of their significant historical, evidential and informational values.			

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A            SA            FD

52500    CRIMINAL CASE FILES - YOUTH COURT

Records relating to court cases initiated by an information (form 2) which involve young people (i.e., from 12 to 17 years old when the offence was committed) who are charged with a violation of a federal or provincial statute or municipal bylaw.

These case files are collectively known as youth court files. Most of the files concern criminal offenses committed under the Young Offenders (Canada) Act. Provincial and municipal offenses are included only if an information (form 2) is used to initiate the court case. Since the resulting court file contains the same documents as the criminal file, registries file them for convenience in the same record series.

However, registries flag court files involving offenses committed under the Young Offenders (Canada) Act in order to ensure that registry staff comply with the records disclosure provisions of the Young Offenders (Canada) Act (s. 45).

Youth Court does not hear appeals, but it reviews bail orders made by justices of the peace. The Court of Appeal hears appeals from Youth Court and reviews bail orders made by Youth Court judges.

A Youth Court file is created when an information (form 2) is sworn before a justice of the peace and a number is assigned to the case by pulling a prenumbered file folder. The information is prepared by Crown counsel when he/she approves the charges which are recommended by police officers in the report to Crown counsel.

All Youth Court files contain the court copy of the report to Crown counsel and the following original court documents:

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A            SA            FD

52500    CRIMINAL CASE FILES - YOUTH COURT (Continued)

- information (form 2, PJU 004)
- process (i.e., means of securing accused's attendance in court, e.g., order for attendance of a young person (PJU 025), recognizance entered into before an officer in charge (PJU 027), summons (PJU 007, 008 OR 009) (if the summons is mailed, a copy is retained in the court file), or warrant for arrest (PJU 005 or 006))
- record of proceedings (PCR 004F)

Youth Court files may also contain some or all of the following original documents:

- application for review of custodial disposition (PJU 030)
- application for review of non-custodial disposition (PJU 031)
- exhibit envelopes
- fine information payment notice (PCR 061 or 062)
- letter to Youth Court from appeal court requesting information and record of proceedings
- medical/psychological reports
- notice of review of disposition to young person and notice to parent or interested party (PJU 015)
- order appointing counsel (PJU 021)
- order for attendance of parent (Form 3)
- order for examination and report (PJU 029)
- order for transfer to ordinary court (form 6)
- order of prohibition (PCR 093)
- paper exhibits
- pre-disposition reports
- probation order (PJU 011, 012 OR 013)
- recognizance of bail (PJU 020)
- recorders notes or logs
- request for pre-disposition report (ADM 309)
- stay of proceedings letter from Crown counsel
- subpoena to a witness (PCR 007)
- summons for appearance on review and notice to parents or interested party (PJU 014)
- undertaking given to a justice or a judge (PJU 024)
- warrant to compel attendance of parent (form 4)

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A            SA            FD

52500    CRIMINAL CASE FILES - YOUTH COURT (Continued)

Youth Court files may also contain some or all of the following copies of documents:

- certificate (motor vehicle) (PTR 005)
- CPIC printout of criminal record
- disposition order (PJU 017, 018, 019, 020, 022 or 023)
- exhibit card
- fine information and payment notice (PCR 062)
- judicial decisions
- notice of appeal from conviction or order against defendant
- order for discharge of a person in custody (PCR 036)
- order for examination and report (in custody) (PJU 028)
- payment slips
- request for waiver (PCR 301)
- waiver of jurisdiction (ADM 304)
- warrant for committal (PJU 033)
- warrant of committal to custody (open custody) (PJU 010)
- warrant remanding a young person (PJU 026)
- young offender statistics (PJU 200)

NOTE: The retention and final disposition of records created by court levels which the Youth Court replaced during the 1980s (e.g., Juvenile Court) are governed by records retention and disposal authority number 111151.

For information on the above-listed forms, see the Youth Court Manual.

Unless otherwise specified below, the ministry OPR (individual Provincial Court registries) will retain these records for:

CY+4y    nil    DE

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			<u>A</u>	<u>SA</u>	<u>FD</u>
52500	<u>CRIMINAL CASE FILES - YOUTH COURT (Continued)</u>				
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:				
			<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	SO	<u>nil</u>	<u>DE</u>
-01	General				
-20	Criminal case files (arrange numerically)		CY+4y	5y	SR

NOTE: Because of the non-disclosure provisions in the Young Offenders (Canada) Act, Crown Central Registry routinely runs reports indicating which files opened under that Act can be sealed. Because Youth Court also hears provincial and municipal offenses, it is more convenient for registries to retain all youth court files for the same length of time.

5y = provided the case is concluded and all appeal periods have expired or, in the case of Young Offenders (Canada) Act offenses, provided the file has been sealed

5y = based upon the longest provincial statute sentence which is five years

SR = Some of the information contained in these case files is summarized in daily court lists (see secondary 53300-20) and in statistical reports (see secondary 45300-40).

BCARS will selectively retain these case files because of their residual historical, evidential and informational values.

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A            SA            FD

52500    CRIMINAL CASE FILES - YOUTH COURT (Continued)

First, BCARS will selectively retain case files opened prior to 1 January 1950. If your court registry still retains any pre-1950 records, please contact the Court Records Centre to arrange for their transfer to BCARS.

Second, BCARS will retain a sample of case files opened after 1 January 1950 by preserving case files from the Prince Rupert court registry, which is approximately a one percent sample of court cases province-wide.

Third, in consultation with the administrator of the Robson Square family court registry, BCARS will retain a sample of Vancouver Youth Court case files opened after 1 January 1950.

At the end of their semi-active retention period, the Court Records Centre will destroy all other case files opened after 1 January 1950 which are covered by this secondary.

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53000    EXHIBIT CONTROL

Records relating to the control of exhibits in criminal and civil proceedings in the Provincial and Supreme Courts and the Court of Appeal. The Criminal Code (ss. 490-492) provides for the control of criminal exhibits and Supreme Court Rule 40 sets out requirements for exhibits in civil proceedings.

Exhibits include documents, merchandise, and contraband submitted as evidence during the course of a trial. They must be retained by the court until the case is concluded and the appeal period has expired.

Exhibit control records consist of:

- Covering letters from the Court Records Centre which accompany exhibit cards  
    (provides a record of exhibit cards received)  
    (arrange in numerical order by exhibit card number)
- Court clerk exhibit card record (ADM 055)  
    (provides a record of exhibit card usage)  
    (arrange in numerical order by exhibit card number)
- Court exhibit list (ADM 014)  
    (may be used in civil cases in conjunction with the exhibit card. The original is filed in the court file. Part 2 accompanies the exhibits to the exhibit storage area. Part 3 is filed in the exhibit card filing system.)
- Exhibit area sign in/out log (ADM 047)  
    (provides a record of individuals, other than the exhibit clerk and Registry Manager, who have entered the exhibit storage area)

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A            SA            FD

53000    EXHIBIT CONTROL (Continued)

- Exhibit card (ADM 050)  
    (a three-part form used to describe each exhibit. The reverse side of part 3 is used to record the movement of exhibits within and between registries and record the transfer of responsibility for exhibits. The original is filed in the court file. Part 2 accompanies the exhibits to the exhibit storage area. Part 3 (cardboard copy) is filed in the exhibit card filing system.)
- Exhibit card control log (ADM 049)  
    (provides a record of exhibit card usage and case status)
- Exhibit card issuance record (ADM 048)  
    (provides a record of exhibit cards issued to court clerks)  
    (arrange numerically by exhibit card number)
- Exhibit envelope (SUP 054)  
    (used to store paper exhibits in the court file)
- Notice (return of exhibits) (ADM 300)  
    (The original is given to the parties who tendered exhibits in civil cases in order that they may apply to the court for an order to have their exhibits returned. A copy is filed in the court file.)
- Occurrence report (no form number)  
    (completed when an exhibit is missing, lost, or damaged or an exhibit card is missing or lost. A copy is filed in the court file and a copy is attached to the exhibit card.)

For information on the above-listed forms, see the Exhibit Control Manual.

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

CY+4y    nil            DE

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			<u>A</u>	<u>SA</u>	<u>FD</u>
53000	<u>EXHIBIT CONTROL</u> (Continued)				
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	<u>SO</u>	<u>5y</u>	<u>FR</u>
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-20	Exhibit control records		<u>SO+5y</u>	<u>nil</u>	<u>DE</u>

SO = upon conclusion of the case and expiry of statutory limitations on appeals

5y = provided the records have been inspected by the Court Services Branch Inspections unit

DE = The only records with potential archival value are the exhibit card (ADM 050) and the court exhibit list (ADM 014). The originals of both are filed in the court file.

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		<u>A</u>	<u>SA</u>	<u>FD</u>
53200	<u>INDEXES AND CASE SUMMARIES - GENERAL</u> (Continued)			
-20	Manual indexing systems and case summaries (includes cause books, record books, plaint books, process books, and 3"x5" index cards)	SO	nil	SR
	SO = Transfer these records to the archival custody of BCARS when all court files to which they refer have been destroyed or transferred to archival custody.			
	SR = BCARS will selectively retain these records because they summarize aspects of court proceedings and are useful in providing access to other court records.			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
53300	<u>INDEXES AND CASE SUMMARIES - COURT LISTS</u>			
	Records relating to daily and future lists of cases appearing in court.			
	Unless otherwise specified below, the ministry OPR (individual court registries) will retain these records for:	CY+4y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
	- OPR	SO	<u>nil</u>	<u>DE</u>
	- non-OPR			
-01	General			
-20	Daily court lists (also known as court dockets)	CY+1y	nil	SR

NOTE: The daily court list contains the file number, name, charge(s), appearance reason, and type of process or custody status. In non-automated registries, court clerks annotate or "complete" the daily list by adding the plea, number of witnesses, next appearance date and reason, and case disposition. In automated registries, the case tracking system completes the court lists.

NOTE: Registries retain one copy of the completed daily court list. All other copies are destroyed when action is taken.

2y = Internal Auditors and Court Services Branch Inspections require only the current 6 to 12 months of these records.  
(Continued on next page)

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A            SA            FD

53500    OFFICIAL REPORTER AND COURT RECORDER RECORDS

Records relating to the verbatim reporting, recording, and transcription of proceedings in all courts under the Provincial Court Act (RSBC 1979, c. 341), the Supreme Court Act (RSBC 1979, c. 397, s. 51), the Court of Appeal Act (SBC 1982, c. 7), the Evidence Act (RSBC 1979, c. 116, s. 18), and the Official Reporters Regulation (CRBC 222/84).

Regarding the ownership of records created by official reporters, the Official Reporter Contract Administration Manual (April 1985, pp. 1:1-7 to 8) provides that:

"9. All notes, tapes or records of any kind made by the Contractor in the course of providing the services pursuant to this agreement shall be maintained and stored in a safe place

- (a) by the Contractor for a period of 5 years after making thereof; or
- (b) by the Contractor for the first year after making thereof and thereafter by the Province, at the request of the Contractor

and shall be produced for inspection by the Minister within 10 days after he has requested, in writing, production of the same."

The Official Reporters Regulation (CRBC 222/84) defines the qualifications of official reporters, the format of transcripts and the time allowed for their delivery, the fees payable to official reporters for transcripts and examination for discovery, and the procedures to be followed regarding accounts payable by the government, including expense claims.

Regarding the record of the Provincial Court, the Evidence Act (RSBC 1979, c. 116, s. 18(1)) provides that "An official reporter or court recorder may be appointed to report or record the evidence and proceedings in the Provincial Court or before a justice and the notes taken or recording made at any proceeding by the reporter or recorder shall be considered the record of the evidence offered in the court or before the justice."

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			<u>A</u>	<u>SA</u>	<u>FD</u>
53500	<u>OFFICIAL REPORTER AND COURT RECORDER RECORDS</u> (Continued)				
	Includes sound recording tapes/cassettes and related notes and log books, stenotype paper tapes, and manual shorthand notes.				
	NOTE: This primary does not cover transcripts because the original transcript is filed with the court file. All other copies of transcripts are the property of the company which produced them.				
	Unless otherwise specified below, the ministry OPR (individual court registries) will retain these records for:		CY+4y	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
		- non-OPR	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-20	Official reporter and court recorder records		5y	nil	SR
	5y = Court Services Branch internal disposition guidelines recommend that the creating registry retain these records for five years from the date of their creation (approved in 1978 by the Honourable Mr. N.Y. Nemetz, Chief Justice of British Columbia, and the Honourable Justice Allan McEachern, Chief Justice of the Supreme Court of British Columbia).				

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A            SA            FD

53500    OFFICIAL REPORTER AND COURT RECORDER RECORDS  
(Continued)

SR = BCARS will selectively retain these records because of their artifactual and evidential value. The Manager, Court Records Centre, will select a sample of each record type as an example of the technology used to record court proceedings. The Court Records Centre and individual court registries will destroy all other court recorder and official reporter records which are covered by this secondary.

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			<u>A</u>	<u>SA</u>	<u>FD</u>
53900	<u>SHERIFF SERVICES - GENERAL</u>				
	Records not shown elsewhere in the sheriff services block which relate generally to services provided by sheriffs.				
	For firearm issuance records, see <u>ARCS</u> primary 747. For sheriff uniform issuance records, see <u>ARCS</u> primary 735.				
	Unless otherwise specified below, the ministry OPR (individual sheriff services offices) will retain these records for:		CY+4y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	<u>SO</u>	5y	<u>FR</u>
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Sheriffs occurrence reports (SHS 034) (arrange chronologically)		CY+2y	nil	DE
	3y = investigations usually occur within two years of the occurrence				
-03	Statistical reports (prepared for internal use to assist in workload planning)		SO	nil	DE
	SO = when no longer required for planning purposes				
	NOTE: Sheriff services offices submit monthly workload reports to Court Services Branch headquarters which are used in the preparation of statistical reports.				
	DE = Information contained in these records is summarized in statistical reports produced by Court Services Branch headquarters (see secondary 45300-20).				

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			<u>A</u>	<u>SA</u>	<u>FD</u>
53920	<u>SHERIFF SERVICES - DOCUMENT EXECUTION</u>				
	Records relating to the execution of court documents.				
	Since 1989 or 1990 (depending on the location) executions have been contracted out to court bailiffs. However, as provided by their contracts, execution records are the property of the Province and therefore governed by the <u>Document Disposal Act</u> .				
	Unless otherwise specified below, the ministry OPR (individual sheriff services offices) will retain these records for:				
			CY+4y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:				
			<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	<u>SO</u>	5y	<u>FR</u>
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-20	Document execution records (arrange alphabetically by debtor's surname)		SO+2y	5y	DE
	SO = when no further action is required				
	7y = Since these records provide details of an execution they might be required in the event of an appeal or subsequent law suit.				
	DE = The court file contains a statement that the execution took place.				

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		<u>A</u>	<u>SA</u>	<u>FD</u>
53930	<u>SHERIFF SERVICES - DOCUMENT SERVICE</u>			
	Records relating to the service of civil documents.			
	Since 1984 the service of most civil documents has been performed by private process servers. The process servers do not maintain files. The court file contains copies of all documents served, as well as an affidavit of service.			
	However, sheriffs are still required to serve some documents and they maintain records which relate to that function. The purpose of this primary is to provide for the retention and disposition of those supporting records.			
	Unless otherwise specified below, the ministry OPR (individual sheriff services offices) will retain these records for:	CY+4y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures - OPR	<u>SO</u>	5y	FR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General			
-02	Motor Vehicle Branch suspension record cards (SHS 020)	SO+5y	nil	DE
	SO = upon service of document			
	5y = proof of service in the event of a law suit or investigation which might take up to five years to go to court			
	DE = Motor Vehicle Branch has the original record card.			
-03	All other document service supporting records	SO+2y	nil	DE
	SO = upon service of document			
	2y = for reference purposes			
	DE = duplicated in court file			

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			<u>A</u>	<u>SA</u>	<u>FD</u>
53940	<u>SHERIFF SERVICES - ESCORTS</u>				
	Records relating to the escort of accused and convicted persons and mental patients.				
	Unless otherwise specified below, the ministry OPR (individual sheriff services offices) will retain these records for:		CY+4y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Escort trip sheets (SHS 041) (one sheet for each trip; includes names of prisoners and escorting sheriffs) (arrange chronologically)		SO+2y	nil	DE
-03	Escort logs (The logs indicate the total number of trips for each day. This information is sent monthly to Court Services Branch headquarters for inclusion in its statistical reports.)		SO+2y	nil	DE
-04	Mental patient escort information sheet (SHS 001)		SO+2y	nil	DE
-05	Receipt for prisoner's effects - documents (SHS 003) (identifies a prisoner's property which a correctional institution signs over to a sheriff when he/she is escorting the prisoner to another institution; arrange chronologically)		SO+2y	nil	DE

SO = upon completion of escort

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A      SA      FD

53940    SHERIFF SERVICES - ESCORTS

2y =    Since these records provide details of an escort, they are required in the event of an investigation into allegations that a prisoner was injured or his/her property went missing while in a sheriff's escort. Investigations occur within two years of the escort.

DE =    Information contained in these records is summarized in statistical reports produced by Court Services Branch headquarters (see secondary 45300-20).

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		<u>A</u>	<u>SA</u>	<u>FD</u>
53950	<u>SHERIFF SERVICES - HOLDING CELLS</u>			
	Records relating to prisoners held in courthouse cells.			
	Unless otherwise specified below, the ministry OPR (individual sheriff services offices) will retain these records for:	CY+4y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
	- OPR	SO	<u>nil</u>	<u>DE</u>
	- <u>non-OPR</u>			
-01	General			
-02	Prisoner booking sheets and logs (daily record of prisoners in cells; includes names and cell numbers; arrange chronologically)	SO+2y	nil	DE
	SO = when prisoner booked into cells			
	2y = required in the event of investigations into prisoner suicides or allegations of mistreatment. Investigations occur within two years of a prisoner being held in courthouse cells.			
-03	Remands by order (yellow copy of remand form; original accompanies accused to the correctional institution and blue copy remains in the court file)	SO	nil	DE
	SO = when prisoner returned to correctional institution at the end of the court day			
	DE = duplicated in court file			

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			<u>A</u>	<u>SA</u>	<u>FD</u>
53960	<u>SHERIFF SERVICES - JURY SELECTION</u>				
	Records relating to selecting juries.				
	For electronic jury selection records, see primary 50300.				
	For financial records relating to juror payment, transportation of prisoners, etc., see <u>ARCS</u> primary 1050.				
	Unless otherwise specified below, the ministry OPR (individual sheriff services offices) will retain these records for:		CY+4y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	SO	<u>nil</u>	<u>DE</u>
-01	General				
-20	Jury selection case files		SO+2y	5y	DE
	SO = when jury trial is completed				
	7y = based on the <u>ARCS</u> retention period for financial records because attendance lists are source documents for juror payment				
	NOTE: According to both Fiona Gow, Barrister and Solicitor, Legal Services Branch, and Peter Insley, Barrister and Solicitor, Criminal Justice Branch, the array may be challenged only during jury selection. However, the court's ruling on the challenge could be the subject matter of an appeal against acquittal or conviction. The time for filing an appeal is 30 days after the court imposes the sentence or acquittal, unless the court extends the time for filing an appeal. Theoretically, there are no time limits on those extensions.				

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A            SA            FD

53960    SHERIFF SERVICES - JURY SELECTION (Continued)

However, it is unlikely that the court will grant an appeal which is filed more than six months after the sentence or acquittal. Therefore, the retention of jury selection records for seven years after the trial is completed more than satisfies the legal requirements for these records.

NOTE: Records relating to non-automated jury selection are filed together in one file folder. A typical file contains the following documents:

- Check-in lists  
(used for jury selection. Copies are given to the lawyers, judge, and court clerk)
- Juror certification form (SHS 032)
- Nominal lists  
(contains names of all those summoned for jury duty)
- Jury seating plan form  
(lists the jurors who were selected and the dates they attended)
- Jury selection list  
(indicates the order jurors were called and whether or not they were challenged)

NOTE: Output documents relating to automated jury selection are filed together in one file folder. A typical file contains the following documents:

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		<u>A</u>	<u>SA</u>	<u>FD</u>
53960	<u>SHERIFF SERVICES - JURY SELECTION</u> (Continued)			
-40	Statistical reports (documents number of jurors and cost; prepared for internal use to assist in workload planning)	SO	nil	DE

SO = when no longer required for reference purposes

DE = Information contained in these records  
is summarized in statistical reports  
produced by Court Services Branch  
headquarters (see primary 45300).

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			<u>A</u>	<u>SA</u>	<u>FD</u>
54000	<u>TICKETS - GENERAL</u>				
	Records not shown elsewhere in the tickets block which relate generally to tickets resulting from violations of federal and provincial statutes and municipal bylaws.				
	Includes correspondence and memoranda.				
	Unless otherwise specified below, the ministry OPR (individual Provincial Court registries) will retain these records for:		CY+4y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	- OPR	<u>SO</u>	5y	<u>FR</u>
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General				

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



OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the Document Disposal Act (RSBC 1979, c. 95). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the British Columbia Archives and Records Service. For assistance in implementing ORCS, contact your Records Officer.

A            SA            FD

54100    TICKETS - DISPUTED

Records relating to tickets disputed in Traffic Court. The tickets result from violations of provincial statutes for which a violation ticket (VT) is issued or violations of municipal bylaws for which a summons, municipal ticket information, or municipal bylaw ticket is issued. Some municipalities charge individuals under the Offence Act by using the form 2 information. Those records are classified as either provincial criminal or youth court files (secondaries 52300-20 or 52500-20).

Motor Vehicle Branch (MVB) is responsible for receiving and maintaining all VTs because only a very few are issued for non motor vehicle related matters.

MVB microfilms the VTs and then destroys the paper copy. If the accused wishes to dispute the ticket, MVB enters information from the VT onto the Accounts Receivable and Collections (ARC) system (see primary 50100) and sends a certified extract of the VT to the appropriate court registry. Only 10% of all VTs issued are disputed.

If the accused is convicted and does not pay the fine on time, he/she is deemed convicted by a justice of the peace. The ticket then becomes a receivable fine and is entered on the ARC system. For non motor vehicle related matters, registries send the accused a letter demanding payment. However, it is the responsibility of the enforcing agency to enforce the conviction.

For motor vehicle related matters, Motor Vehicle Branch flags the driver's name and will not renew his/her license until the fine is paid.

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		<u>A</u>	<u>SA</u>	<u>FD</u>
54100	<u>TICKETS - DISPUTED</u> (Continued)			
	SO = upon conclusion of the case and expiry of statutory limitations on appeals			
	7y = recommended by Internal Audit and Court Services Branch Inspections unit because the penalty is a monetary fine			
	NOTE: These records are the source documents for information entered on the ARC system. They not only provide an audit trail but are required up to five years after the case is concluded because a person attempting to renew his/her driver's license may wish to dispute the accuracy of the disposition information entered on the ARC system. (Motor Vehicle Branch does not receive copies of the court records. It relies on the accuracy of the data entered on the ARC system.)			
-30	Municipal bylaw tickets	SO+1y	NA	NA
	SO = upon conclusion of the case and expiry of statutory limitations on appeals and, if applicable, expiry of the time to pay			
	NA = bylaw tickets are returned to the municipality in order to provide the municipality with a record of the disposition			
	NOTE: Municipalities are responsible for enforcing the conviction.			
-40	Ticket informations - disputed	7y	nil	DE
	7y = recommended by Internal Audit and Court Services Branch Inspections unit because the penalty is a monetary fine			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
54100	<u>TICKETS - DISPUTED</u> (Continued)			
-50	Traffic violation reports (TVRs)	2y	nil	DE
	2y = Since the penalty is demerit points against a driver's license, TVRs are retained long enough to ensure the case is concluded and all appeal periods have expired.			

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A      SA      FD

54200    TICKETS - UNDISPUTED

Records relating to payment of undisputed tickets, resulting from violations of provincial statutes for which a Ticket Information (TI) was issued.

In November 1990, the TI was replaced by the Violation Ticket (VT) and the responsibility for receiving and maintaining those tickets was transferred to Motor Vehicle Branch. At the present time, court registries receive only disputed tickets (see primary 54100).

This primary is included to provide for the retention and disposition of undisputed TIs still retained by registries.

Court registries maintained two parts of the TI: the original and one copy. The copy was filed alphabetically by the surname of the accused. It was sent to the enforcing agency (police, Motor Vehicle Branch, Ministry of Transportation and Highways, Wildlife Branch, etc.) upon conclusion of the matter through either the payment of the fine, the deemed conviction of the accused, or the quashing of the ticket by a justice of the peace. (Justices of the peace have the authority to quash tickets which are improperly completed.)

The court registry retains the original TIs. All TIs, except quashed tickets, are filed by payment due date in a returnable date file. Quashed tickets are filed separately in a quashed file.

If the fine was paid on time, the TI was removed and filed in the concluded file.

If a justice of the peace extended the time to pay, a fine information and payment notice (PCR 062) was completed. A copy was attached to the TI which was then filed in the time-to-pay file.

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FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCARS	
OPR = Office of Primary Responsibility	w = week	m = month	y = year
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BCARS = B.C. Archives and Records Service	SO = Superseded or Obsolete		



Court Services

Operational Records Classification System (ORCS)

I N D E X

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

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

Primary scope notes should be read carefully as they delineate a primary's subject and content.

This index contains an alphabetical listing of:

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

Cross-references:

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

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

SUBJECT HEADINGSPRIMARY NUMBERS

- A -

ACCOUNT(S)	
-Receivable and Collections System reports	50100
-status exception report	50100
ACCUMULATED	
-daily changes report	50100
ACTIONS	
-against the Crown	48200
ACTS REPORTS	50200
ADJUSTMENT LOGS	50100
ADMINISTRATION	
-court	45000
-grants of letters of	51460
-judicial	47900
ADOPTIONS	46800
-case files	51420
ANALYSIS	
-procedural (See secondary -02 under the appropriate subject primary in section 1)	
ARC REPORTS	50100
ARREST	
-false	47300
ASSISTANCE	
-to other agencies	49100
AUTOMATED SYSTEMS	47700
-reports	50100-50300

- B -

BAIL	47800
BAILIFFS	
-court	49300, 53920
BANKRUPTCY	46800
-case files	51430
BARGAINING	
-plea	49600



SUBJECT HEADINGS

PRIMARY NUMBERS

BATCHED		
	-tickets and logs	50100
BENCH		
	-warrants	49800
BIAS		
	-gender	47500
BILINGUAL		
	-trials	49600
BOOKING SHEETS		53950
BYLAW COURTS		46600
	-case files	54100
- C -		
CAMERAS		
	-radar	48300
CARD DATABASE		45300
CASE		
	-files, civil	51000-51460
	-files, criminal	52000-52500
	-flow management	45100
	-summaries	53200
	-tracking, automated	47700, 50200
CATS REPORTS		50200
CAUSE BOOKS		53200
CELLS		
	-courthouse	53950
CHAMBERS		46800
CHARGES		
	-waiver of	49700
CISS		45300
CITIZENSHIP COURT		45500
CIVIL		
	-case files	51000-51460
	-case flow management	45100
	-document service	49150, 53930
	-Supreme Court	46800
CLIENT		

<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
-master account totals	50100
-master listing	50100
CMI	45300
COMPLAINTS (See secondary -10 under the appropriate subject primary in section 1)	
CONVERSION	
-ticket	49500
CONVICTION	
-orders	49800
CORONERS COURTS	45600
COUNTY COURT	
-case files	51100, 52100
-merger with Supreme Court	46900
COURT(S)	45400-46900
-Activity Relational Database	45300
-administration	45000-49999
-bailiffs	49300, 53920
-case files, civil	51000-51460
-case files, criminal	52000-52500
-dockets	53300
-documents, execution of	49300, 53920
-documents, facsimile filing of	45400
-documents, service of	49150, 53930
-fees	45400
-fines	47400
-Integrated Statistical System	45300
-lists	53300
-Management Information database	45300
-Management System reports	50200
-recorders	45200, 53500
-registry services	50000-54999
-reporters	45220, 53500
-security	49200
-statistics	45300
-Statistics System	45300
CRIMINAL	
-case files	52000-52500
-case flow management	45100
-charges, waiver of	49700
-document service	49150, 53930
-Provincial Court	46000
-Supreme Court	46800
CSS	45300

SUBJECT HEADINGS

PRIMARY NUMBERS

- D -

DAILY		
-court list		53300
DISCOVERY		
-examinations for		49600
DISCRIMINATION		47500
DISPUTED		
-tickets		54100
DIVORCE		46800
-case files		51440
DOCKETS		53300
DOCUMENT(S)		
-executions		49300, 53920
-facsimile filing of		45400
-service		49150, 53930
DRIVER'S LICENCE		
-document service		49100, 53930
DRIVING		
-impaired		47600

- E -

ECONOMICAL		
-litigation		47100
EFFECTS		
-prisoner		53940
ESCAPES		49200
ESCORTS		49200, 53940
EVENING		
-sittings		47900
EXAMINATIONS		
-for discovery		49600
EXECUTIONS		49300, 53920
EXHIBITS		47200, 53000

SUBJECT HEADINGS

PRIMARY NUMBERS

- F -

FACSIMILE		
-filing of court documents		45400
FALSE		
-arrest/imprisonment		47300
FAMILY		
-court		46200
-court case files		51340, 51450
-maintenance enforcement		46200
-Relations Act warrants		49800
-rules		46200
FEDERAL		
-payment listing report		50100
-tickets		49500
FEES		
-court		45400
FIREARMS		49200
-issuance records (see ARCS primary 747)		
FITNESS		
-and medical standards		49000
FINES		47400
FORMS DESIGN (see ARCS primary 285)		
-working materials and drafts (see secondary -02 under the appropriate subject primary in section 1)		
FRENCH		
-language trials		49600
FUTURE		
-court lists		53300

- G -

GARNISHEE		
-orders		46400
GENDER		
-bias		47500
GRANTS		
-of letters of administration		51460

SUBJECT HEADINGS

PRIMARY NUMBERS

-of letters of administration with will annexed	51460
-of letters of probate	51460
GREEN	
-paper pilot project	46200
- H -	
HUMAN	
-rights issues	47500
- I -	
IMPAIRED	
-driving	47600
IMPRISONMENT	
-false	47300
-wrongful	47300
INCIDENTS	49200, 53900
INDEXES	53200
INDICTABLE OFFENCES	
-case files	52300, 52400
INFANT	
-claims not proceeded with	51400
-settlement files	51400
INFORMATION	
-technology	47700
INSURANCE	
-claims	48300
INTERIM RELEASE	
-judicial	47800
INTERPRETERS	49600
INVESTIGATIONS	
-performed by sheriffs	49100, 53900
- J -	
JAIL	
-records	53950
JUDGES	47900

SUBJECT HEADINGS

PRIMARY NUMBERS

JUDICIAL		
-administration		47900
-interim release		47800
JUDICIARY		47900
JURIES		48000
-selection		50300, 53960
JUSTICE(S)		
-of the peace		47900
-reform		48100
	- K -	
	- L -	
LANGUAGE		
-plain		48600
LEGAL		
-actions against the Crown		48200
LEGISLATION		
-completed (see ARCS primary 135)		
-working materials and drafts (see secondary -02 under the appropriate subject primary in section 1)		
LETTERS		
-of probate		51460
LICENCE PLATE		
-document service		49100, 53930
LISTS		
-court		53300
-jury panel		53960
LITIGATION		
-economical		47100
LOCK UP		
-records		53950
LOGS		
-adjustment		50100
-escort		53940
-prisoner booking		53950

- M -

SUBJECT HEADINGS

PRIMARY NUMBERS

MAINTENANCE ENFORCEMENT	46200
MANUALS	
-completed (see ARCS primary 195)	
-working materials and drafts (see secondary -02 under the appropriate subject primary in section 1)	
MEDICAL	
-and fitness standards	49000
MEIS	46200
MENTAL	
-escort information sheets	53940
MERGER	
-Supreme and County Court	46900
MOTOR VEHICLE	
-document service	49100, 53930
-offences	48300
MUNICIPAL	
-case files	52300
-payment listing report	50100
-tickets	49500, 54100
	- N -
NATIVE	
-issues	48400
NOMINAL LISTS	53960
	- O -
OCCURRENCES	49200, 53900
OFFENDERS	
-young	49900
OFFERS	
-to settle	51400
OFFICIAL	
-reporters	45220, 53500
ORDERS	
-conviction	49800
-County Court	51100
-garnishee	46400
-Provincial Family Court	51340

SUBJECT HEADINGSPRIMARY NUMBERS

-Supreme Court	52400	51400-51460,
- P -		
PANEL LISTS		53960
PARDONS		48500
-requirements	52400	52100, 52300,
PCCP reports		50200
PLAIN		
-language		48600
PLAINT BOOKS		53200
PLEA		
-bargaining		49600
POLICY (See secondary -00 under appropriate subject primary)		
PRELIMINARY INQUIRIES		
-case files		52300
PRISONER		
-booking sheets		53950
-effects receipts		53940
-escort and security		49200, 53940
-logs		53950
PRIVATIZATION		
-of document executions		49300
-of document service		49150
PROBATE		46800
-case files		51460
PROCEDURAL		
-analysis (See secondary -02 under the appropriate subject primary in section 1)		
PROCEDURES (See secondary -00 under appropriate subject primary)		
PROCESS		
-books		53200
-servers		49150, 53930
PROVINCIAL COURT		45900-46600
-Case Processing system reports		50200
-civil case files		51300-51360
-criminal case files		52300



SUBJECT HEADINGS

PRIMARY NUMBERS

PURGED		
-account listing report		50100
	- Q -	
	- R -	
RADAR		
-cameras		48300
RAFTS reports		50200
REASONS FOR JUDGMENT		
-County Court		51100, 52100
-Supreme Court		51400-51460, 52400
RECIPROCAL		
-enforcement of maintenance orders		46200
RECORD(S)		
-books		53200
-destruction and disclosure		49900
RECORDERS		
-court		45200, 53500
REGISTRARS		47900
REGISTRY		
-Automated File Tracking System reports		50200
-services		50000-54999
RELEASE		
-judicial interim		47800
REMO		46200
REPORTERS		
-official		45220, 53500
RIGHTS		
-issues		47500
RULES		
-family		46200
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SCHEDULING		
-trial		49600

SUBJECT HEADINGS

PRIMARY NUMBERS

SECURITY		
-at special events		49100
-court or prisoner		49200
SERVICE		
-of documents		49150, 53930
SHERIFFS		49000-49300
-case files		50300,
	53900-53960	
SITTINGS		
-weekend and evening		47900
SMALL CLAIMS COURT		46400
-case files		51360
STANDARDS		
-of conduct		49000
-medical and fitness		49000
STATISTICS		
-court		45300
-sheriffs		53900, 53960
SUICIDES		
-prisoner		49200
SUMMARY CONVICTION		
-case files		52300
SUPREME COURT		46800
-case files		51400-51460,
	52400	
-merger with County Court		46900
SURCHARGE PAYMENTS		
-victim		49680
SYSTEMS, AUTOMATED		47700
-reports		50090-50300

- T -

TECHNOLOGY		
-information		47700
TICKETS		49500,
	54000-54200	
TRACKING SYSTEMS		
-reports		50200

SUBJECT HEADINGS

PRIMARY NUMBERS

TRAFFIC COURT	46600
-case files	54100
TRAFFIC VIOLATION REPORTS	54100
TRANSACTION	
-register report	50100
TRANSCRIPTS	45220
TRIAL(S)	
-bilingual	49600
-management	49600
-scheduling	49600
TRIP SHEETS	
-escort	53940
TRUST MONEY, UNCLAIMED	51400
TVR	54100
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UNCLAIMED TRUST MONEY	
-infant settlement	51400
UNDISPUTED	
-tickets	54200
	- V -
VICTIM(S)	49680
-surcharge payments	49680
VIOLATION	
-tickets	49500, 54100
VOTERS'	
-list database	50300
	- W -
WAIVER	
-of criminal charges	49700
WARRANTS	49800
WEAPONS	49200
WEEKEND	

SUBJECT HEADINGS

PRIMARY NUMBERS

-sittings	47900
WILLS	46800, 51460
WITNESS	
-administration	49600
WRONGFUL	
-imprisonment	47300

- X -

- Y -

YOUNG OFFENDERS	49900
-case files	52500

- Z -

CLIENT INFORMATION

LEVEL 1: British Columbia  
LEVEL 2: Ministry of Attorney General  
LEVEL 3: Court Service Branch  
LEVEL 4:  
LEVEL 5:  
LEVEL 6:  
LEVEL 7:

VS DOCUMENT INFORMATION:

This ORCS document was created by D. Green.

Schedule: 100152  
VS document: 4614r  
Master diskette: 0343r  
Backup diskette: 0000r  
Title: csborcs: section index  
Operator: ORCS  
Author: debra  
Comments: 12760-20/010/CSB

INFORMATION SYSTEM OVERVIEW

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

Ministry of Attorney General

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

Court Services Branch

**SYSTEM TITLE:**

Court Integrated Statistical System (CISS)

---

**APPLICATION TITLES:** Court Activity Relational Database (CARD)  
Court Statistics System (CSS)

**PURPOSE:** CISS is the collective name for the court statistics project which consists of the CARD and CSS databases. Those databases contain data taken from daily court lists and monthly workload reports submitted by individual court registries and sheriff services offices. That data is used to produce statistical reports which are used to plan for the efficient operation of the courts and utilization of court resources, as well as to support policy analysis, program evaluation, and judicial administration.

INFORMATION SYSTEM OVERVIEW FOR AN APPLICATION

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

Ministry of Attorney General

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

Court Services Branch

**SYSTEM TITLE:**

Court Activity Relational Database (CARD)

---

**APPLICATION TITLE:** Court Activity Relational Database (CARD)

**PURPOSE:** To produce detailed statistical reports on Provincial Court criminal cases, as well as reports on the number of hours the Provincial Court judiciary hears small claims, traffic, and family cases.

**INFORMATION CONTENT:** Includes detailed information on cases heard in Provincial Criminal Court (e.g., file number, name, charge(s), appearance reason, type of process or custody status, the plea, number of witnesses, next appearance date and reason, and case disposition). It also includes data on the number of hours in which the Provincial Court heard small claims, traffic, and family cases.

**RETENTION AND DISPOSITION SUMMARY:** Information on the CARD database is retained for fifteen years to allow for the accumulation of enough information to do accurate time-series analysis. Final disposition is selective retention by BCARS. BCARS will selectively retain these records by retaining an annual snapshot of the data.

For transitory Electronic Data Processing (EDP) records, see schedule number 102902.

**INPUTS/PROCESSES/OUTPUTS:**

Inputs: CARD input documents are classified in CSB ORCS, section 1, primary 45300:

45300-20      Input documents - daily court lists  
45300-25      Input documents - monthly workload reports

Processes: Court Services Branch headquarters receives either hardcopy or electronic copies of daily court lists and monthly workload reports from each Provincial Court registry in British Columbia. Data is entered from those documents to CARD. Searches may be performed by the Provincial Court name or location, court file number, name of accused, charges, type of process or custody status, the plea, and case disposition.

Outputs: CARD output is classified in CSB ORCS, section 1, primary 45300:

45300-40      Output documents - statistical reports

**SOFTWARE ENVIRONMENT:** DB2, IBM OS2, Microsoft SQL Server.

**HARDWARE ENVIRONMENT:** IBM mainframe (BCSC), AT&T network server and ethernet LAN MANAGER network; SQL Server running under WINDOWS.

**SYSTEM MILESTONES:** Developed in 1991 to replace Court Management Information (CMI). Conversion completed by March 31, 1992.

**USER CONTACTS (POSITION):**

Executive Director, Court Services Branch headquarters (356-1525)  
Manager, Courts Information section, Court Services Branch (356-1515)

**TECHNICAL CONTACTS (POSITION)**

Syscom Consulting Inc. (383-3922)  
SHL Systemhouse (384-2312)

**DOCUMENTATION/MANUALS CROSS REFERENCES:**

CARD Systems Documentation Manual

**OPERATIONAL RECORDS CLASSIFICATION:**

Schedule No.: Primary and Secondary Numbers and Titles:

100152            45300-30      Electronic records - Court Activity Relational  
Database (CARD)

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

Schedule No.: Primary and Secondary Numbers and Titles:

100152            45300-32      Electronic records - Court Management Information  
(CMI)

INFORMATION SYSTEM OVERVIEW FOR AN APPLICATION

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

Ministry of Attorney General

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

Court Services Branch

**SYSTEM TITLE:**

Court Statistics System (CSS)

---

**APPLICATION TITLE:** Court Statistics System (CSS)

**PURPOSE:** To produce statistical reports on civil cases heard in Supreme Court and Provincial Court, as well as the workload activity of sheriff services offices.

**INFORMATION CONTENT:** Includes summary information on the number and types of cases heard in Supreme Court, Small Claims, Traffic, and Provincial Family Court, as well as the workload activity totals of sheriff services offices.

**RETENTION AND DISPOSITION SUMMARY:** Information on the CSS database is retained for fifteen years to allow for the accumulation of enough information to do accurate time-series analysis. Final disposition is selective retention by BCARS. BCARS will selectively retain these records by retaining an annual snapshot of the data.

For transitory Electronic Data Processing (EDP) records, see schedule number 102902.

**INPUTS/PROCESSES/OUTPUTS:**

Inputs: CSS input documents are classified in CSB ORCS, section 1, primary 45300:

45300-20      Input documents - daily court lists  
45300-25      Input documents - monthly workload reports

Processes: Court Services Branch headquarters receives either hardcopy or electronic copies of daily court lists and monthly workload reports from each Supreme Court registry, Provincial Court civil registry, and sheriff services office in British Columbia. Data is entered from those documents to CSS. Searches may be performed by the location of the Supreme Court, Provincial Court, or sheriff services office, type of court case, and type of sheriff activity.

Outputs: CSS output is classified in CSB ORCS, section 1, primary 45300:

45300-40      Output documents - statistical reports



**SOFTWARE ENVIRONMENT:** DB2 database and SQL server.

**HARDWARE ENVIRONMENT:** AT&T servers using LAN Manager Network with a communications link to BCSC mainframe.

**SYSTEM MILESTONES:** Developed in 1991 to replace the Regional Data Entry System (RDES) PC application and Courts Management Information (CMI) mainframe application. Conversion completed by March 31, 1992.

**USER CONTACTS (POSITION):**

Executive Director, Court Services Branch headquarters (356-1525)  
Manager, Courts Information section, Court Services Branch (356-1515)

**TECHNICAL CONTACTS (POSITION):**

SHL Systemhouse (384-2312)

**DOCUMENTATION/MANUALS CROSS REFERENCES:**

CSS Systems Documentation Manual

**OPERATIONAL RECORDS CLASSIFICATION:**

Schedule No.: Primary and Secondary Numbers and Titles:

100152                    45300-35            Electronic records - Court Statistics System (CSS)

INFORMATION SYSTEM OVERVIEW FOR AN APPLICATION

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

Ministry of Attorney General

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

Court Services Branch

**SYSTEM TITLE:**

Accounts Receivable and Collections (ARC)

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**APPLICATION TITLE:** Accounts Receivable and Collections (ARC)

**PURPOSE:** To produce daily, weekly and monthly audit control reports which document receivable fines and revenue collected by court registries.

**INFORMATION CONTENT:** Names of individuals who have not paid fines, their addresses, birthdates, driver licence numbers (if applicable), offenses, ticket or court file numbers, dollar value of fine imposed, amount paid, and balance owing.

**RETENTION AND DISPOSITION SUMMARY:** Information on the ARC system is retained on the system until the file has a zero balance and computer space is required. It is then archived to external storage (magnetic tape or floppy disks) for seven years. Final disposition is destruction.

For transitory Electronic Data Processing (EDP) records, see schedule number 102902.

**INPUTS/PROCESSES/OUTPUTS:**

Inputs: ARC input documents include certified extracts of violation tickets or fine information and payment notices. Fine information and payment notices are classified in CSB ORCS, section 2, under primary 52300, in the appropriate Provincial Court criminal case file. Certified extracts of violation tickets are classified in CSB ORCS, section 2, under primary 54100.

52300-20	Provincial statute and municipal bylaw offence case files
52300-30	Summary conviction and indictable offence case files
54100-20	Certified extracts of violation tickets

Processes: When a court-imposed fine becomes a receivable fine, individual court registries enter data from the fine information and payment notices to ARC. In addition, if an accused person wishes to dispute his/her violation ticket, Motor Vehicle Branch enters information from the violation ticket to ARC and sends a certified extract of the violation ticket to the appropriate court registry. Searches may be performed by client name, driver licence number, and ticket or court file number.

Outputs: ARC output is classified in CSB ORCS, section 2, primary 50100:

50100-40	Output documents - account status exception report
50100-41	Output documents - accumulated daily changes report
50100-42	Output documents - accumulated daily changes report - end of day totals
50100-43	Output documents - adjustment logs
50100-44	Output documents - batched tickets
50100-45	Output documents - batched logs
50100-46	Output documents - client master listing
50100-47	Output documents - client master account totals
50100-48	Output documents - federal/municipal payment listing report
50100-49	Output documents - purged account listing
50100-50	Output documents - transaction log
50100-51	Output documents - transaction register report

**SOFTWARE ENVIRONMENT:** Databus programming language and Datapoint RMS Databus compiler.

**HARDWARE ENVIRONMENT:** Datapoint 8242 terminals.

**SYSTEM MILESTONES:** Initial cash register system replaced in 1986 with fines collection and receivable system. Motor Vehicle Branch link developed in 1990-91.

**USER CONTACTS (POSITION):**

Executive Director, Court Services Branch headquarters (356-1525)  
Court Managers/Administrators at individual Provincial Court registries.

**TECHNICAL CONTACTS (POSITION)**

Help Centre, Information Technology Services (660-4636)

**DOCUMENTATION/MANUALS CROSS REFERENCES:**

Ministry of Attorney General Financial Systems User Manual  
Justice Institute of B.C. Training Manual  
SHL Systemhouse Systems Documentation Manual

**OPERATIONAL RECORDS CLASSIFICATION:**

Schedule No.: Primary and Secondary Numbers and Titles:

100152            50100-30    Electronic records

INFORMATION SYSTEM OVERVIEW FOR AN APPLICATION

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

Ministry of Attorney General

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

Court Services Branch

**SYSTEM TITLE:**

Automated Case Tracking System (ACTS)

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**APPLICATION TITLE:** Automated Case Tracking System (ACTS)

**PURPOSE:** To track and index Provincial Court criminal cases.

**INFORMATION CONTENT:** Includes the court file number, name, charge, appearance reason, type of process or custody status, plea, number of witnesses, next appearance date and reason, and case disposition.

**RETENTION AND DISPOSITION SUMMARY:** Information on ACTS is retained on the system until the case is concluded and all appeal periods have expired and until computer space is required. It is then stored on magnetic tape for seven years. Final disposition is destruction.

For transitory Electronic Data Processing (EDP) records, see schedule number 102902.

**INPUTS/PROCESSES/OUTPUTS:**

Inputs: Depending on the court case, input documents include summonses, applications, informations, records of proceedings, and indictments. Those documents are filed on the court case file to which they pertain.

Processes: Data is entered from those documents to ACTS. Searches may be performed by court file number, name of accused, charges, type of process or custody status, the plea, and case disposition.

Outputs: ACTS output is classified in CSB ORCS, section 2, primary 50200:

50200-40	Output documents - court lists
50200-41	Output documents - disposition reports
50200-42	Output documents - indexes

**SOFTWARE ENVIRONMENT:** Databus programming language; Datapoint RMS Databus compiler.

**HARDWARE ENVIRONMENT:** Datapoint.

**SYSTEM MILESTONES:** Replaced Provincial Court Case Processing (PCCP) system.  
Implemented in 1990; used by eight registries; modifications to speed processing are currently underway.

**USER CONTACTS (POSITION):**

Help Centre, Information Technology Services (660-4636)

**TECHNICAL CONTACTS (POSITION)**

SHL Systemhouse (681-9441)  
Syscom Consulting Inc. (660-5243)

**DOCUMENTATION/MANUALS CROSS REFERENCES:**

Ministry of Attorney General Administration Systems User Manual  
Justice Institute of B.C. Training Manual  
SHL Systemhouse Systems Documentation Manual  
Computer Based Tutorial

**OPERATIONAL RECORDS CLASSIFICATION:**

Schedule No.: Primary and Secondary Numbers and Titles:

100152                    50200-30            Electronic records

INFORMATION SYSTEM OVERVIEW FOR AN APPLICATION

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

Ministry of Attorney General

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

Court Services Branch

**SYSTEM TITLE:**

Court of Appeal Tracking System (CATS)

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**APPLICATION TITLE:** Court of Appeal Tracking System (CATS)

**PURPOSE:** To track Court of Appeal cases through the appeal process and to schedule trials.

**INFORMATION CONTENT:** Includes the court file number, name, appeal summary, and court dates.

**RETENTION AND DISPOSITION SUMMARY:** Information on CATS is retained on the system until the case is concluded and all appeal periods have expired and until computer space is required. It is then stored on magnetic tape for seven years. Final disposition is destruction.

For transitory Electronic Data Processing (EDP) records, see schedule number 102902.

**INPUTS/PROCESSES/OUTPUTS:**

Inputs: Input documents include notices of appeal or notices of applications for leave to appeal.

Processes: Data is entered from those documents to CATS. Searches may be performed by court file number and name of appellant.

Outputs: CATS output is classified in CSB ORCS, section 2, primary 50200:

50200-40	Output documents - court lists
50200-41	Output documents - disposition reports
50200-42	Output documents - indexes

**SOFTWARE ENVIRONMENT:** Databus programming language using Subject; Will Databus compiler.

**HARDWARE ENVIRONMENT:** IBM PC or compatible.

**SYSTEM MILESTONES:** Original system implemented in 1987 on the Data Centre's

Datapoint; trial scheduling added later; converted to a PC application in 1992.

**USER CONTACTS (POSITION):**

Court Manager/Administrator, Victoria and Vancouver Court of Appeal registries

**TECHNICAL CONTACTS (POSITION)**

Help Centre, Information Technology Services (660-4636)  
Systems Manager, Vancouver Law Courts (660-2847)

**DOCUMENTATION/MANUALS CROSS REFERENCES:**

CATS User Guide

**OPERATIONAL RECORDS CLASSIFICATION:**

Schedule No.: Primary and Secondary Numbers and Titles:

100152	50200-30	Electronic records
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INFORMATION SYSTEM OVERVIEW FOR AN APPLICATION

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

Ministry of Attorney General

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

Court Services Branch

**SYSTEM TITLE:**

Kamloops Case Management System (KCMS)

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**APPLICATION TITLE:** Kamloops Case Management System (KCMS)

**PURPOSE:** To track provincial court cases in the interior and northern regions.

**INFORMATION CONTENT:** Includes the court file number, name, charge, appearance reason, type of process or custody status, plea, number of witnesses, next appearance date and reason, and case disposition.

**RETENTION AND DISPOSITION SUMMARY:** Information on KCMS is retained on the system until the case is concluded and all appeal periods have expired and until computer space is required. It is then stored on magnetic tape for seven years. Final disposition is destruction.

For transitory Electronic Data Processing (EDP) records, see schedule number 102902.

**INPUTS/PROCESSES/OUTPUTS:**

Inputs: Depending on the court case, input documents include summonses, applications, informations, records of proceedings, and indictments. Those documents are filed on the court case file to which they pertain.

Processes: Data is entered from those documents to KCMS. Searches may be performed by court file number, name of accused or parties, charges or dispute, type of process or custody status, the plea, and case disposition.

Outputs: KCMS output is classified in CSB ORCS, section 2, primary 50200:

50200-40	Output documents - court lists
50200-41	Output documents - disposition reports
50200-42	Output documents - indexes

**SOFTWARE ENVIRONMENT:** FOX PRO

**HARDWARE ENVIRONMENT:** IBM PC or compatible



**SYSTEM MILESTONES:** KCMS was developed for Provincial Court registries in the interior and northern regions. It is installed in forty-nine registries.

**USER CONTACTS (POSITION):**

Executive Director, Court Services Branch headquarters (356-1525)  
Court Managers/Administrators at individual Provincial Court registries in the interior and northern regions.

**TECHNICAL CONTACTS (POSITION)**

Help Centre, Information Technology Services (660-4636)

**DOCUMENTATION/MANUALS CROSS REFERENCES:**

KCMS User Manual

**OPERATIONAL RECORDS CLASSIFICATION:**

Schedule No.: Primary and Secondary Numbers and Titles:

100152                    50200-30            Electronic records

INFORMATION SYSTEM OVERVIEW FOR AN APPLICATION

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

Ministry of Attorney General

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

Court Services Branch

**SYSTEM TITLE:**

Provincial Court Case Processing (PCCP)

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**APPLICATION TITLE:** Provincial Court Case Processing (PCCP)

**PURPOSE:** To track Provincial Court criminal cases in the lower mainland and Victoria. Replaced by ACTS in the Victoria and Vancouver Provincial Court registries.

**INFORMATION CONTENT:** Includes the court file number, name, charge, appearance reason, type of process or custody status, plea, number of witnesses, next appearance date and reason, and case disposition.

**RETENTION AND DISPOSITION SUMMARY:** Information on PCCP is retained on the system until the case is concluded and all appeal periods have expired and until computer space is required. It is then stored on magnetic tape for seven years. Final disposition is destruction.

For transitory Electronic Data Processing (EDP) records, see schedule number 102902.

**INPUTS/PROCESSES/OUTPUTS:**

Inputs: Depending on the court case, input documents include summonses, applications, informations, records of proceedings, and indictments. Those documents are filed on the court case file to which they pertain.

Processes: Data is entered from those documents to PCCP. Searches may be performed by court file number, name of accused, charges, type of process or custody status, the plea, and case disposition.

Outputs: PCCP output is classified in CSB ORCS, section 2, primary 50200:

50200-40	Output documents - court lists
50200-41	Output documents - disposition reports
50200-42	Output documents - indexes

**SOFTWARE ENVIRONMENT:** Databus; Datapoint RMS Databus compiler; and batch processing done on a MS-DOS PC using COBOL.

**HARDWARE ENVIRONMENT:** Datapoint.

**SYSTEM MILESTONES:** PCCP was developed in the mid-1970s. Overnight batch processing was run at the Simon Fraser University Data Centre. Converted to COBOL on a PC in 1980 and run at the Ministry of Attorney General Data Centre. Currently being replaced by ACTS.

**USER CONTACTS (POSITION):**

Executive Director, Court Services Branch headquarters (356-1525)

**TECHNICAL CONTACTS (POSITION)**

Help Centre, Information Technology Services (660-4636)  
SHL Systemhouse (681-9441)  
Syscom Consulting Inc. (660-5243)

**DOCUMENTATION/MANUALS CROSS REFERENCES:**

Ministry of Attorney General Administration Systems User Manual  
SHL Systemhouse Systems Documentation Manual

**OPERATIONAL RECORDS CLASSIFICATION:**

Schedule No.: Primary and Secondary Numbers and Titles:

100152                    50200-30            Electronic records

INFORMATION SYSTEM OVERVIEW FOR AN APPLICATION

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

Ministry of Attorney General

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

Court Services Branch

**SYSTEM TITLE:**

Registry Automated File Tracking System (RAFTS)

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**APPLICATION TITLE:** Registry Automated File Tracking System (RAFTS)

**PURPOSE:** To track Provincial Court cases in the Courtney court registry, Vancouver Island Provincial Court registries (except Victoria Provincial criminal court registry), and Provincial Court registries in the Vancouver and Fraser regions.

**INFORMATION CONTENT:** Includes the court file number, name, charge or civil dispute, appearance reason, type of process or custody status, plea, number of witnesses, next appearance date and reason, and case disposition.

**RETENTION AND DISPOSITION SUMMARY:** Information on RAFTS is retained on the system until the case is concluded and all appeal periods have expired and until computer space is required. It is then stored on magnetic tape for seven years. Final disposition is destruction.

For transitory Electronic Data Processing (EDP) records, see schedule number 102902.

**INPUTS/PROCESSES/OUTPUTS:**

Inputs: Depending on the court case, input documents include summonses, applications, informations, records of proceedings, and indictments. Those documents are filed on the court case file to which they pertain.

Processes: Data is entered from those documents to RAFTS. Searches may be performed by court file number, name of accused or parties, charges or dispute, type of process or custody status, the plea, and case disposition.

Outputs: RAFTS output is classified in CSB ORCS, section 2, primary 50200:

50200-40	Output documents - court lists
50200-41	Output documents - disposition reports
50200-42	Output documents - indexes

**SOFTWARE ENVIRONMENT:** Clarion database language on MS DOS PC.

**HARDWARE ENVIRONMENT:** IBM PC or compatible

**SYSTEM MILESTONES:** Originally written in Clarion and installed in the Vancouver Island, Vancouver and Fraser regions.

**USER CONTACTS (POSITION):**

Executive Director, Court Services Branch headquarters (356-1525)

**TECHNICAL CONTACTS (POSITION)**

Help Centre, Information Technology Services (660-4636)

**DOCUMENTATION/MANUALS CROSS REFERENCES:**

RAFTS User Guide

**OPERATIONAL RECORDS CLASSIFICATION:**

Schedule No.: Primary and Secondary Numbers and Titles:

100152            50200-30        Electronic records

INFORMATION SYSTEM OVERVIEW FOR AN APPLICATION

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

Ministry of Attorney General

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

Court Services Branch

**SYSTEM TITLE:**

Jury Management System (JMS)

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**APPLICATION TITLE:** Jury Management System (JMS)

**PURPOSE:** To randomly select names of prospective jurors and to provide a quick and convenient reference to information in the hardcopy case files.

**INFORMATION CONTENT:** Names, addresses, and occupations of selected jurors and whether they have served as jurors, and costs associated with their service.

**RETENTION AND DISPOSITION SUMMARY:** Information on the Jury Management System is retained on the system until computer space is required. It is then stored on floppy disks for seven years. Final disposition is destruction.

For transitory Electronic Data Processing (EDP) records, see schedule number 102902.

**INPUTS/PROCESSES/OUTPUTS:**

**Inputs:** The Jury Management System input document is the current voters' list which is classified in the Elections ORCS.

**Processes:** The Jury Management System randomly selects names of prospective jurors from the current voters' list database. When the jurors are selected, the system completes summons forms and generates the following output documents: attendance lists, cards for each person appearing for jury selection, statistical reports, and payment lists. Searches may be performed by names of jurors.

**Outputs:** Jury Management System output includes attendance lists, payment lists, jury cards, and statistical reports. Those records are classified in CSB ORCS, section 2, primary 53960:

53960-20      Jury selection case files  
                  (includes attendance and payment lists)

53960-30 Jury cards  
53960-40 Statistical reports

**SOFTWARE ENVIRONMENT:** DBASE IV with MS DOS

**HARDWARE ENVIRONMENT:** IBM PC or compatible

**SYSTEM MILESTONES:** Developed in 1991

**USER CONTACTS (POSITION):**

Executive Director, Court Services Branch headquarters (356-1525)

**TECHNICAL CONTACTS (POSITION)**

Help Centre, Information Technology Services (660-4636)  
Omni-Tech System (591-6677)

**DOCUMENTATION/MANUALS CROSS REFERENCES:**

JMS User Manual

**OPERATIONAL RECORDS CLASSIFICATION:**

Schedule No.: Primary and Secondary Numbers and Titles:

100152            50300-30    Electronic records - jury selection

## 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](#).

### APPENDIX I: Summary of Amendments between the *Court Services ORCS (CSB)* and the *Court of Appeal ORCS (CAPP) ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
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The *Court Services ORCS*, approved in 1993, has been amended to reflect the transfer of functions pertaining solely to the Court of Appeal to a separate schedule -*Court of Appeal ORCS*, Schedule 158561. This concordance table is intended as a general guide for transition between the *Court Services ORCS* and the *Court of Appeal ORCS*.

Where classifications in the *Court Services ORCS* pertained solely to the Court of Appeal, the classifications were replaced by the *Court of Appeal ORCS*. If classifications were shared by multiple courts, the secondaries remain for all other users, while the Court of Appeal will apply the *Court of Appeal ORCS*. Detailed instructions for specific classifications are included below.

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



**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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**APPENDIX I: Summary of Amendments between the *Court Services ORCS (CSB)* and the *Court of Appeal ORCS (CAPP) ORCS***

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
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SECTION 2 COURT REGISTRY SERVICES			
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[Key to ARCS/ORCS Codes and Acronyms](#)

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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**APPENDIX I: Summary of Amendments between the *Court Services ORCS (CSB)* and the *Court of Appeal ORCS (CAPP) ORCS***

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
51200	CIVIL CASE FILES – COURT OF APPEAL	Primary replaced. Reclassify records to primary 80100 in the <i>CAPP ORCS</i> .	

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

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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**APPENDIX I: Summary of Amendments between the *Court Services ORCS (CSB)* and the *Court of Appeal ORCS (CAPP) ORCS***

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
51200-00	Policy and procedures	Replaced by 80000-00 Policy and procedures in the <i>Court of Appeal ORCS</i> .	Unchanged.

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

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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**APPENDIX I: Summary of Amendments between the *Court Services ORCS (CSB)* and the *Court of Appeal ORCS (CAPP) ORCS***

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
51200-01	General	Replaced by 80000-01 General in the <i>Court of Appeal ORCS</i> .	Reduced from CY+4y/nil/DE to SO/nil/DE.
51200-20	Civil case files	Replaced by 80100-35 Court files in the <i>Court of Appeal ORCS</i> .	Reduced from SO+20y/10y/FR to SO+10y/10y/ FR.

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

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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**APPENDIX I: Summary of Amendments between the *Court Services ORCS (CSB)* and the *Court of Appeal ORCS (CAPP) ORCS***

<b>Primary/ Secondary</b>	<b>Title</b>	<b>Type of Change</b>	<b>New retention A/SA/FD</b>
51200-30	Factums, transcripts, and appeal books	Replaced by 80100-40 Factums, transcripts, appeal records, and appeal books in the <i>Court of Appeal ORCS</i> .	Reduced from SO+20y/10y/FR to SO+4y/16y/ FR.
51200-35	Books of authority	Replaced by 80100-20 Books of authority in the <i>Court of Appeal ORCS</i> .	Unchanged.
51200-40	Final orders	Replaced by 80100-45 Final orders in the <i>Court of Appeal ORCS</i> .	Increased from 10y/nil/FR to SO+4y/16y/FR.
51200-42	Reasons for judgment	Replaced by 80100-50 Reasons for judgment in the <i>Court of Appeal ORCS</i> .	Increased from 10y/nil/FR to SO+4y/16y/FR.
52200	CRIMINAL CASE FILES – COURT OF APPEAL	Primary replaced. Reclassify records to primary 81000 in the <i>Court of Appeal ORCS</i> .	
52200-00	Policy and procedures	Replaced by 80000-00 Policy and procedures in the <i>Court of Appeal ORCS</i> .	Unchanged.
52200-01	General	Replaced by 80100-01 General in the <i>Court of Appeal ORCS</i> .	Reduced from CY+4y/nil/DE to SO/nil/DE.
52200-20	Civil case files	Replaced by 80100-35 Court files in the <i>Court of Appeal ORCS</i> .	Reduced from SO+20y/10y/FR to SO+10y/10y/ FR.

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

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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**APPENDIX I: Summary of Amendments between the *Court Services ORCS (CSB)* and the *Court of Appeal ORCS (CAPP) ORCS***

<b>Primary/ Secondary</b>	<b>Title</b>	<b>Type of Change</b>	<b>New retention A/SA/FD</b>
52200-30	Factums, transcripts, and appeal books	Replaced by 80100-40 Factums, transcripts, appeal records, and appeal books in the <i>Court of Appeal ORCS</i> .	Reduced from SO+20y/10y/FR to SO+4y/16y/ FR.
52200-35	Books of authority	Replaced by 80100-20 Books of authority in the <i>Court of Appeal ORCS</i> .	Unchanged.
52200-40	Final orders	Replaced by 80100-45 Final orders in the <i>Court of Appeal ORCS</i> .	Increased from 10y/nil/FR to SO+4y/16y/FR.
52200-42	Reasons for judgment	Replaced by 80100-50 Reasons for judgment in the <i>Court of Appeal ORCS</i> .	Increased from 10y/nil/FR to SO+4y/16y/FR.
53200	INDEXES AND CASE SUMMARIES - GENERAL	For records created by the Court of Appeal, apply the classifications listed below. For all other areas, there is not change.	
53200-00	Policy and procedures	For Court of Appeal apply 80000-00 Policy and procedures in the <i>Court of Appeal ORCS</i> . For all other areas, no change.	Unchanged.
53200-01	General	For Court of Appeal apply 80000-01 General in the <i>Court of Appeal ORCS</i> . For all other areas no change.	Reduced from CY+4y/nil/DE to SO/nil/DE.

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

**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](#).

**APPENDIX I: Summary of Amendments between the *Court Services ORCS (CSB)* and the *Court of Appeal ORCS (CAPP) ORCS***

<b>Primary/ Secondary</b>	<b>Title</b>	<b>Type of Change</b>	<b>New retention A/SA/FD</b>
53200-20	Manual indexing systems and case summaries	For Court of Appeal apply 80000-20 Case management and tracking data in the <i>Court of Appeal ORCS</i> . For all other areas, no change.	Increased from SO/nil/SR to SO+4y/16y/SR.
53500	OFFICIAL REPORTER AND COURT REORDER RECORDS	For records created by the Court of Appeal, apply the classifications listed below. For all other areas, there is no change.	
53500-00	Policy and procedures	For Court of Appeal apply 80000-00 Policy and procedures in the <i>Court of Appeal ORCS</i> . For all other areas, no change.	Unchanged.
53500-01	General	For Court of Appeal apply 80100-01 Court digital audio recordings and minute sheets in the <i>Court of Appeal ORCS</i> . For all other areas, no change.	Reduced from CY+4y/nil/DE to SO/nil/DE.
53500-20	Official reporter and court reorder records	For Court of Appeal apply 80100-30 Court digital audio recordings and minute sheets in the <i>Court of Appeal ORCS</i> . For all other areas, no change).	Increased from 5y/nil/SR to SO+5y/15y/FR.

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