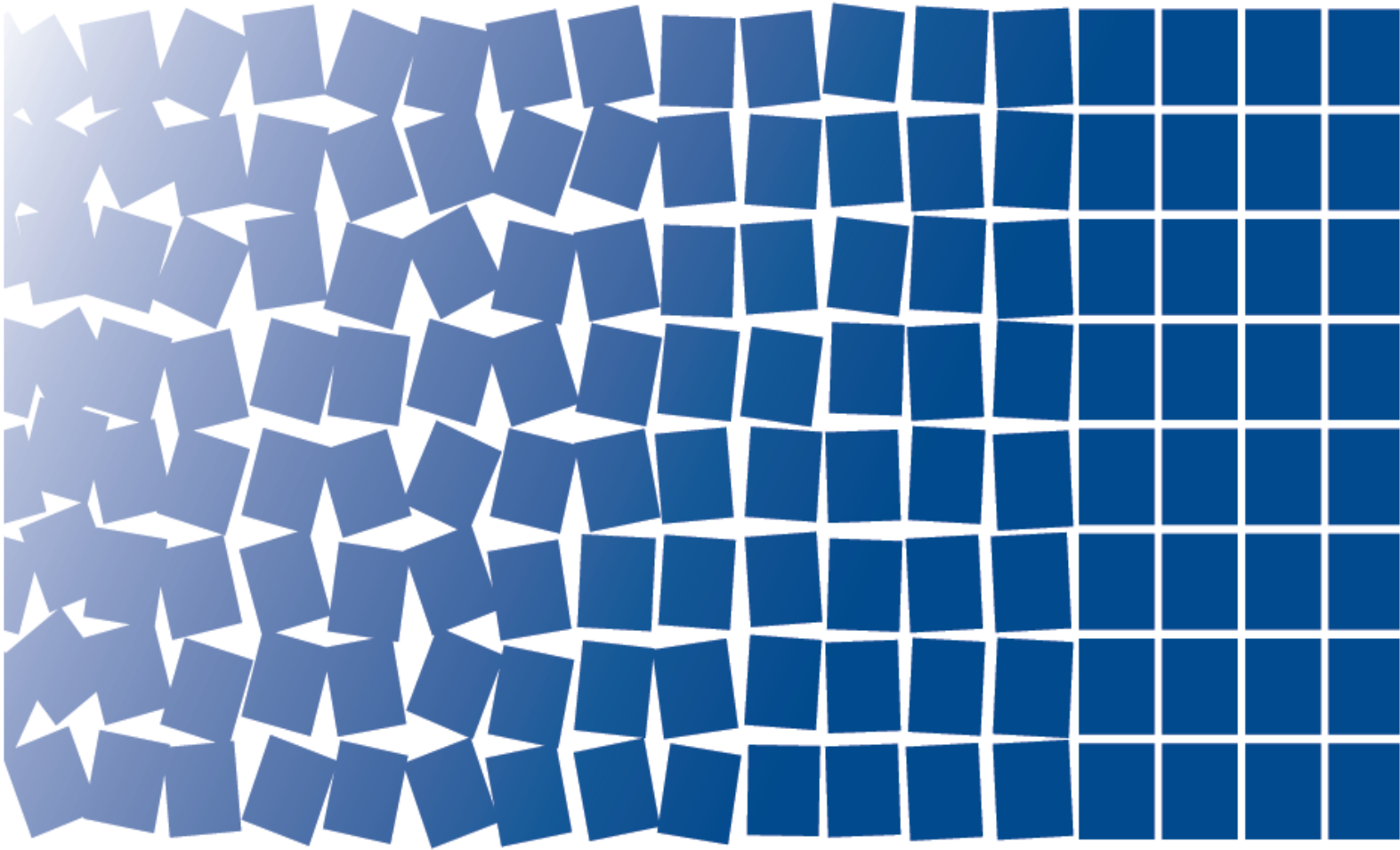


CRIMINAL JUSTICE OPERATIONAL RECORDS CLASSIFICATION SYSTEM



GOVERNMENT RECORDS SERVICE

CRIMINAL JUSTICE

OPERATIONAL

RECORDS

CLASSIFICATION

SYSTEM



**Province of
British Columbia**

**Corporate Records
Management Branch**



Province of
British Columbia

Application No.

122360

Accession No.

Not
Applicable

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. 880699

Record Series, Subject Section, Records Classification System, or Application Title:

Criminal Justice ORCS: amendment 1

Ministry: **Attorney General**
 Division: **Criminal Justice Branch**
 Branch:

Description and Purpose: Administrative Operational Both

This amendment recommends changes to primary 59200, Crown Counsel Prosecutions. It recommends that the title of secondary -20, Reports to Crown counsel upon which proceedings are not initiated, be changed to Prosecutions not approved, and amends the retention and final disposition. It also recommends the addition of secondary -85, Victim witness service case files.

For more information, see attached amended schedule pages.

Dates: 1974/04/01 ongoing

Physical Format of Records: see attached schedule

Extent: n/a 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.

THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:


 Director, Executive responsible for records Date 11/11/94


 Deputy Minister/Corporate Executive Date 12/07/94

THE PUBLIC DOCUMENTS COMMITTEE CONCURS:


 Chairman PDC/Provincial Archivist Date MAY 18 1995

THE EXECUTIVE COUNCIL APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE:

O.I.C. Number _____ Date _____

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

APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY
 ON JUL 12 1995
 Date _____

OTHER STATUTORY APPROVALS:

Signature _____	Date _____	Signature _____	Date _____
Title _____		Title _____	

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

Ministry contact, title, and telephone: Hal N. Yacowar, Director, Policy and Legal Services,
Phone 356-8024

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.

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

The retention and final disposition guidelines have been established in consultation with the Ministry Records Officer and staff and managers responsible for the operational functions effected by this amendment.

Heather Mackay
Records Analyst

March 22/94
Date

ARCHIVAL APPRAISAL:

This appraisal documents the recommendation for final disposition.

Prosecutions not approved are returned to the originating law enforcement agency.

Victim witness service case files will be retained for the same retention period and final disposition as Prosecution case files.

Catherine Henderson
Archivist

95 May 10
Date

Walter J. May 20/95
Manager, Appraisal & Acquisition Section

94/03/23
Date

The undersigned endorse the appraisals and recommendations:

Deputy Provincial Archivist

Date

David J. King
Ministry Records Officer

94-11-28
Date



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: Criminal Justice Operational Records Classification System

Ministry: Ministry of Attorney General Division: Criminal Justice Branch Branch:

Description and Purpose: Administrative Operational Both The Criminal Justice Operational Records Classification System covers all operational records created, received, and maintained by Criminal Justice Branch headquarters and individual Crown counsel offices throughout the Province. These records document policy and procedures on matters relating to criminal and social regulatory laws and their enforcement, analyses of new and established legislation, and the prosecution of offences prohibited under the federal Criminal Code, British Columbia provincial statutes, and British Columbia municipal bylaws. For further descriptive information about these records, please refer to the attached executive summary.

Dates: 1 April 1974 ongoing Physical Format of Records: records in paper files

Extent: 37.00 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.

THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS: [Signatures and dates: June 9/93, June 10/93, 1993/06/10]

THE EXECUTIVE COUNCIL APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE: O.I.C. Number _____ Date _____

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

APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY ON JUN 16 1993 Date

OTHER STATUTORY APPROVALS: Signature _____ Date _____ Title _____

This appraisal documents the recommendation for active and semi-active retention periods.
Ministry contact, title, and telephone: Hal Yacowar, Director, Policy & Legal Services, 387-5176

These records were created and received under the authority of the Attorney General Act (RSBC 1979, c. 23).

The retention and disposition guidelines specified in the attached Operational Records Classification System meet the branch's information requirements, ensure fiscal and audit control, protect government's legal rights and liabilities, and provide for effective management of the branch'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.

The retention and disposition guidelines have been established in consultation with Mr. Hal Yacowar, Director, Policy and Legal Services, Criminal Justice Branch.

The Operational Records Classification System was implemented on 15 May 1988. However, when appropriate, the B.C. Archives and Records Service will retroactively apply this recommendation to records created after 1 April 1974. On that date, the provincial government assumed responsibility for prosecutions from municipal governments and created regional Crown counsel offices to perform that function.

Upon approval of this ORCS, primary 59200 will replace ongoing records schedule 870053.

Final meeting for
Debra Green
Records Analyst

93/06/07
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.

Catherine Harrison
Archivist

16 June 93
Date

Arthur L. Mays Jr. Esq.
Manager, Appraisal & Acquisition Section

93/06/07
Date

The undersigned endorse the appraisals and recommendations:

~~Deputy Provincial Archivist~~

Date

Final meeting
Ministry Records Officer

Date

93/06/07

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

880699

See ORCS "Introduction"
part 2.6.1 (c)

Criminal Justice Operational Records Classification System

Ministry of Attorney General
Criminal Justice Branch

The Criminal Justice Operational Records Classification System covers all operational records created, received, and maintained by Criminal Justice Branch headquarters and individual Crown counsel offices throughout the Province.

These records document policy and procedures on matters relating to criminal and social regulatory laws and their enforcement, analyses of new and established legislation, and the prosecution of offenses prohibited under the federal Criminal Code, British Columbia provincial statutes, and British Columbia municipal bylaws. For further descriptive information about these records, please refer to the attached executive summary.

1 April 1974 ongoing records in paper files

37.00 n/a

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 y = year
BCARS = B.C. Archives and Records Service SO = Superseded or Obsolete

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

VS WP file: 1611r

880699

Hal Yacowar, Director, Policy & Legal Services, 387-5176

These records were created and received under the authority of the Attorney General Act (RSBC 1979, c. 23).

The retention and disposition guidelines specified in the attached Operational Records Classification System meet the branch's information requirements, ensure fiscal and audit control, protect government's legal rights and liabilities, and provide for effective management of the branch'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.

The retention and disposition guidelines have been established in consultation with Mr. Hal Yacowar, Director, Policy and Legal Services, Criminal Justice Branch.

The Operational Records Classification System was implemented on 15 May 1988. However, when appropriate, the B.C. Archives and Records Service will retroactively apply this recommendation to records created after 1 April 1974. On that date, the provincial government assumed responsibility for prosecutions from municipal governments and created regional Crown counsel offices to perform that function.

Upon approval of this ORCS, primary 59200 will replace ongoing records schedule 870053.

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.

A = Active CY = Calendar Year DE = Destroy
SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCARS
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A SA FD

Criminal Justice

Operational Records Classification System

EXECUTIVE SUMMARY

This Operational Records Classification System (ORCS) establishes a classification system and retention and disposition schedule for the operational records created by Criminal Justice Branch. The Office of Primary Responsibility (OPR) for all primaries, except primary 59200 Crown Counsel Prosecutions, is Criminal Justice Branch headquarters. The OPRs for primary 59200 are individual Crown counsel offices.

The active and semi-active retention periods specified in the schedule meet all operational, administrative, legal, fiscal, and audit requirements. The Archives and Records Service has reviewed the final disposition to ensure that records having residual values to government or historical values are preserved.

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

The Offices of Primary Responsibility (OPRs) for the following records are individual Crown counsel offices. The non-OPR office is Criminal Justice Branch headquarters which may destroy these records when they are superseded or obsolete.

- | | | | | |
|----|--|----|----|----|
| 1) | Crown counsel prosecution case files
(secondaries 59200-30, -40, -50, -60, -70) | SO | 3y | SR |
|----|--|----|----|----|

Records documenting Crown counsel prosecutions are retained for three years from the expiry of the statutory limitations for initiating an appeal. Final disposition is selective retention by BCARS.

<u>A</u> = Active	CY = Calendar Year	DE = Destroy
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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

SO = upon conclusion of prosecution by Crown counsel (the date on which the offender is sentenced) and expiry of statutory limitations on appeals

3y = meets all operational requirements

- 2) Prosecution files selected for archival review (secondary 59200-75) NA 75y SR

Prosecution files which have been identified and segregated by Crown counsel for archival review.

NOTE: The Young Offenders Act (RSC 1985, c. Y-1) governs the non-disclosure of young offenders files.

- 3) Crown counsel prosecution files relating to life sentences subject to judicial review (secondary 59200-80) SO 75y SR

Prosecution files which have been identified and segregated by Crown counsel for judicial review hearings are retained for seventy-five years from the expiry of the statutory limitations for initiating an appeal.

SO = upon conclusion of prosecution by Crown counsel (the date on which the offender is sentenced) and expiry of statutory limitations on appeals

- 4) Reports to Crown counsel upon which proceedings are not initiated (secondary 59200-20) CY+2y nil DE

Reports to Crown counsel upon which legal proceedings are not initiated are destroyed two years after the end of the calendar year in which they are created.

The Office of Primary Responsibility (OPR) for the following records is Criminal Justice Branch headquarters. The non-OPR offices are individual Crown counsel offices which may destroy these records when they are superseded or obsolete.

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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

	<u>A</u>	<u>SA</u>	<u>FD</u>
5) Case files (secondary -20 in section 2 and secondary -30 in sections 1 and 3)	SO	7y	SR

Records documenting prosecution cases that require examination by headquarters are retained for seven years from the date on which legal action is concluded. Final disposition is selective retention by BCARS.

SO = when legal action is concluded

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

6) Policy and procedures (secondary -00 throughout ORCS)	SO	5y	FR
---	----	----	----

OPR Policy and procedure files are retained for five years after becoming superseded or obsolete. Final disposition is full retention by BCARS.

7) Unsuccessful dangerous offender/career criminal case files (secondary 58100-30)	SO	nil	DE
---	----	-----	----

Records documenting dangerous offenders and career criminals are destroyed upon certification of the offender's death.

SO = upon certification of offender's death

8) Successful dangerous offender applications (secondary 58100-40)	SO	nil	DE
---	----	-----	----

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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

	<u>A</u>	<u>SA</u>	<u>FD</u>
<p>Dangerous offender applications are destroyed when the offender's death has been certified and the consent form has been signed by the Attorney General.</p> <p>SO = upon certification of offender's death</p>			
9) Complaints and inquiries (secondary -02 throughout ORCS)	SO	nil	DE
<p>Complaints and inquiries are destroyed when no longer required for reference purposes.</p>			
10) Waiver of criminal charges case files (secondaries 56420-30 and 56460-30)	SO	nil	DE
<p>Records documenting the waiver of criminal charges intra- and interprovincially are destroyed when the waiver consent form has been signed by the Attorney General.</p> <p>SO = when consent form has been signed</p>			
11) Crown counsel registry system input documents (secondary 58600-10)	SO	nil	DE
<p>Photocopy of the copy of the report to Crown counsel which is used for entering young offenders' dispositions onto the Crown Counsel Registry system. When the data entry clerk feels that the disposition was recorded incorrectly, he/she sends a photocopy to Criminal Justice Branch headquarters. Headquarters reviews the photocopies and, when there is an error, notifies the appropriate court.</p> <p>SO = when court notified of disposition errors</p>			
12) Criminal justice - general (secondary 55000-01)	CY+2y	nil	DE
<p>General information on criminal justice is destroyed two years after the end of the calendar year in which it is created or received.</p>			
13) Compensation applications (secondary 56380-11)	CY	nil	DE

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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

CLIENT INFORMATION

LEVEL 1: British Columbia
LEVEL 2: Ministry of Attorney General
LEVEL 3: Criminal Justice Branch
LEVEL 4:
LEVEL 5:
LEVEL 6:
LEVEL 7:

VS DOCUMENT INFORMATION:

This ORCS document was created by D. Green.

Schedule: 880699
VS Document: 1611r
Master: 0147r
Backup disk: 0177r
Title: cjborcs: exec summary
Author: debra
Operator: ORCS
Comments: 12760-20/CJB

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INTRODUCTION

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

British Columbia Archives and Records Service

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

PART 1: The Operational Records Classification System (ORCS)

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

PART 2: An Effective Records Management System

- 2.1 Introduction
- 2.2 The Classification System
 - 2.2.1 Staff Responsibilities and Procedures
 - 2.2.2 Classifying Records
 - a) Alphabetic Subject Index
 - b) Broad Subject Approach
 - c) Policy and Procedures Files
 - d) General Files
- 2.3 The File List
- 2.4 Other Finding Aids
- 2.5 Filing and Maintenance Procedures
 - 2.5.1 File Maintenance
 - 2.5.2 File Circulation
- 2.6 Boxing and Transfer Instructions
 - 2.6.1 Accession Numbers
 - a) One-time Accession Numbers
 - b) Ongoing Accession Numbers
 - c) Ongoing Accession Numbers for Criminal Justice Branch
 - 2.6.2 Transfer of Semi-active Records to Off-site Storage
 - 2.6.3 Transfer of Inactive Records to Offsite Storage
 - 2.6.4 Transfer of Crown Counsel Prosecution Files Selected for Archival Retention
- 2.7 Freedom of Information and Protection of Privacy
- 2.8 Information System Overview

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: to prosecute criminal and social regulatory offenses prohibited under the Criminal Code, British Columbia provincial statutes, and British Columbia municipal bylaws.

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 your branch since 15 May 1988. It does not include older record series to which additions are no longer being made. To obtain approval for disposition of such records, submit via your Records Officer one records services application (form ARS 118) for each record series.

Each ministry, government agency and Crown corporation has a designated person responsible for implementing and coordinating records management procedures. This records officer, often 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's operational records. ORCS is organized to serve as a retrieval aid, a records classification system, and a records retention and disposition schedule.

A records schedule is a timetable describing and governing the lifespan of a record from the date of its creation through the period of its active and semi-active use, to the date of its disposition, either by destruction, transfer to the custodianship of 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 (Statutes of Canada 1985, c. C-46)

Young Offenders Act (Statutes of Canada 1985, c. Y-1)

Young Offenders (British Columbia) Act (SBC 1984, c. 30)

The primary purposes of ORCS:

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

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

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. 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. The general number is used until the subject is significant enough to warrant creating a new primary or secondary number and title.

In cases where the retention period for secondary -01 is shorter than that of the specific subject or case file secondary, and/or the records are scheduled for selective or full retention by the Archives and Records Service, 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 also develop indexes to meet special needs, including subject cross-reference indexes, automated keyword indexes, proper name indexes, geographic location indexes, etc. The indexes themselves are classified in ARCS 423-05. Please note that they are selectively retained by 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.

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 91-0123 is reserved for use by the same office for the same record series until box number 9999 is reached. Then, please ask your Records Officer to obtain a new ongoing accession number from Records Centre Services.

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

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

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

c) Ongoing Accession Numbers for Criminal Justice Branch

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

<u>ONGOING ACCESSION NUMBERS:</u>	<u>SA</u>	<u>FD</u>
<u>OPR = VICTORIA REGIONAL CROWN COUNSEL OFFICE</u>		
91-0129 <u>Crown counsel prosecution files</u> (secondary 59200-75)	75y	SR
91-0130 <u>Crown counsel prosecution files relating to life sentences subject to judicial review</u> (secondary 59200-80)	75y	SR
<u>OPR = CRIMINAL JUSTICE BRANCH HEADQUARTERS:</u>		
91-0131 Policy and procedures (secondary -00 throughout ORCS)	5y	FR
91-0132 All other records (stored for 7 years and selectively retained by BCARS)	7y	SR

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

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

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

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

1. Box semi-active records scheduled for DE (Destruction) separately from semi-active records scheduled for SR (Selective Retention) or FR (Full Retention) by 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 records schedule does not provide for the archival retention of a record series which does, in your opinion, have historical, archival, or other residual values, contact your Records Officer to propose that the schedule be amended.

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

Boxing and delivery instructions will vary depending upon the final disposition, age, volume, and location of the records. 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 Crown Counsel Prosecution Files Selected for Archival Retention

The transfer of Crown counsel prosecution files selected for archival retention will occur in two phases: 1) individual Crown Counsel Offices will select for archival review files which meet certain criteria; 2) the Archives and Records Service will appraise the files selected for archival review in order to determine which files are worthy of archival retention.

1) Selection for Archival Review

Crown Counsel policy manual (1 January 1991) ensures that files which meet certain selection criteria are marked for archival review. The list of archival review criteria which follows will be updated as the Crown Counsel policy manual is amended. It is estimated that only a small percentage of the total number of concluded prosecution files for a given year will meet the following criteria:

- a) high public profile cases, particularly those in which the defendant enters a guilty plea so that very little information was divulged in open Court;
- b) cases involving particularly complex legal arguments;
- c) significant cases likely to be entered in law report journals;
- d) particularly unusual types of cases;
- e) cases involving major local interest;
- f) cases of apparent historical significance;
- g) cases that set a legal precedent
- h) cases in which the accused is sentenced to federal time for significant violent and dangerous offenses;
- i) cases which involve sexual offenses; and
- j) cases in which the accused is unfit due to mental incapacity.

Individual Crown Counsel Offices are responsible for selecting files for archival review. They have been instructed that when in doubt it is better to err on the side of selection for archival review. Crown Counsel Offices have been supplied with a rubber stamp which they use to mark selected files.

They also note briefly on the file folder the reason for archival review and the court jurisdiction and location at which the case was concluded.

As volume warrants, Criminal Justice Branch headquarters, Victoria, will coordinate, in conjunction with individual Crown Counsel Offices, the transfer of selected files to Victoria. Individual Crown Counsel Offices will be responsible for boxing files in the storage cartons supplied by Criminal Justice Branch headquarters or obtained through the Queen's Printer. Criminal Justice Branch headquarters will be responsible for organizing selected files in a manner suitable for offsite storage and for completing the transfer authorities required. The selected files will be stored in off-site storage for the balance of the seventy-five year semi-active retention period in accordance with secondary 59200-75.

Criminal Justice Branch headquarters will be responsible for administering the approved records schedule. When the recommended retention periods have lapsed, Criminal Justice Branch headquarters will ensure quality control by requiring individual Crown Counsel Offices to forward a list of the file numbers and titles selected for archival review. Upon compliance, Criminal Justice Branch headquarters will authorize individual Crown Counsel Offices to destroy all files which they have not marked for archival review, while retaining marked files until such time as they are transferred to Victoria.

2) Final Archival Appraisal

After Criminal Justice Branch headquarters has transferred prosecution files marked for archival review to Archives and Records Service and after the recommended semi-active retention period has lapsed, the archivist responsible for the Ministry of Attorney General will appraise those files in order to determine which files are worthy of archival retention. The basis for selection will continue to be a subjective estimate of the value of the files based upon the criteria listed above.

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).

CLIENT INFORMATION

LEVEL 1: British Columbia
LEVEL 2: Ministry of Attorney General
LEVEL 3: Criminal Justice Branch
LEVEL 4:
LEVEL 5:
LEVEL 6:
LEVEL 7:

VS DOCUMENT INFORMATION:

This ORCS document was created by D. Green.

Schedule: 880699
VS document: 3635r
Master diskette: 0147r
Backup diskette: 0177r
Title: cjborcs: introduction
Operator: ORCS
Author: debra
Comments: 12760-20/CJB

HOW TO USE ORCS

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

British Columbia Archives and Records Service

CRIMINAL JUSTICE

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

PART 1: The Organization of an Operational Records Classification System

- 1.1 Classification System
 - 1.1.1 Information System Overview
- 1.2 Implementation of ORCS
- 1.3 Review and Evaluation
 - 1.3.1 Operational Reviews
- 1.4 Advisory Services
- 1.5 Amendment and Update of ORCS

PART 2: The Structure of an ORCS

- 2.1 Primary Number and Title
- 2.2 Scope Note
- 2.3 Secondary Number and Title
 - 2.3.1 Reserved Secondary Numbers
 - 2.3.2 Subject Secondary Numbers
 - 2.3.3 Case File Secondary Numbers
- 2.4 Coded Series
 - 2.4.1 Coded Case File Series
 - 2.4.2 Coded Subject File Series
- 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
 - 2.9.1 Active Retention Period Column
 - 2.9.2 Semi-active Retention Period Column
 - 2.9.3 Final Disposition Column
- 2.10 How to Read the Records Schedule
 - 2.10.1 Abbreviations Used in the Active Retention Period Column
 - 2.10.2 Abbreviations Used in the Semi-active Retention Period Column
 - 2.10.3 Abbreviations Used in the Final Disposition Column
- 2.11 Media Designations
- 2.12 Vital Records Flags

PART 1 THE ORGANIZATION OF AN ORCS

1.1 A Classification System

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

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

ORCS is divided into 4 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	55000-56499	Criminal Justice

Section 1 covers records which relate generally to the administration of criminal justice, including criminal investigation and procedure, corrections and the courts.

Section 2	56500-57999	Offenses
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Section 2 covers records relating to offenses prohibited under the Criminal Code, British Columbia provincial statutes, and British Columbia municipal bylaws.

Section 3	58000-58999	Offenders
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Section 3 covers records relating to groups of offenders.

Section 4	59000-59999	Prosecutions
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Section 4 covers records relating to the prosecution of criminal and social regulatory offenses prohibited under the federal Criminal Code, British Columbia provincial statutes, and British Columbia municipal bylaws.

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.

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

1.1.1 Information System Overview

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

Information to be included within an ISO/ISOA includes the purpose of the system or application, sources of information for the system, output reports, hardware and software specifications, system milestones, etc.

1.2 Implementation of ORCS

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

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

The Records Officer plans and coordinates the implementation of ORCS.

The eight requirements for implementation and maintenance of ORCS are:

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

1.3 Review and Evaluation

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

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

1.3.1 Operational Reviews

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

- Ministry 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 limited advisory services to assist records officers with the implementation and maintenance of ORCS. Your records officer is available to help you establish efficient filing procedures and effective records administration. Other services that may be provided by your records officer are:

- 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 of records management functions.

1.5 Amendment and Update of ORCS

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

Effective maintenance is dependent upon:

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

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
- 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
- 2.11 Media Designations
- 2.12 Vital Records Flags.

SAMPLE PRIMARY TO ILLUSTRATE ORCS

		<u>A</u>	<u>SA</u>	<u>FD</u>
57520	<u>MURDER</u>			
	Records relating to murder which is prohibited under the Criminal Code (ss. 229-240). Includes correspondence, memoranda, legal opinions, legislative research and copies of reasons for judgment.			
	Unless otherwise specified below, the ministry OPR (Criminal Justice 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	SO	5y	FR
	- OPR	<u>SO</u>	<u>nil</u>	<u>DE</u>
	- <u>non-OPR</u>			
	-01 General			
	-02 Complaints and inquiries			
	-03 Charter of rights issues			
	-04 Legal opinions			
	-05 Legislative research			
	(includes photocopies of legislation and working notes relating to possible legislative amendments)			
	-06 Aboriginal issues			
	-10 Constructive murder			
	(the intent to kill did not exist, but death occurred during a serious offence (e.g., robbery or arson))			
PIB	-20 Offenses case files	SO	7y	SR
	(alphabetically by surname of accused)			

SO = when legal action is concluded.

*-?? Interim secondary title

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	

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.

Five other secondaries have been reserved throughout this ORCS. Secondary number -02 is always reserved for Complaints and inquiries, secondary -03 for Charter of rights issues, secondary -04 for Legal opinions, secondary -05 for Legislative research, and secondary -06 for Aboriginal issues. Please note that secondary -06 may not be used in section 3 Offenders because primary 58400 is reserved for records relating to aboriginal offenders.

2.3.2 Subject Secondary Numbers

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

Subject secondaries are usually assigned secondary numbers -02 to -19, 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 consist of many different files relating to a common function, each of which contains records pertaining to a specific time-limited entity, such as a person, event, project, transaction, product, organization, etc. The component records within each file in a case file series are generally standardized. (See part 2.4 for additional information on subdivisions.)

2.4 Coded Series

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

2.4.1 Coded Case File Series

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

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

2.4.2 Coded Subject File Series

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

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

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

2.5 Interim Secondary Number and Title

When a secondary title not included in ORCS is required, an office may open a file under an interim secondary title by placing the asterisk symbol "*" in front of the temporary number. To obtain interim secondary 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.

PIB	-30	Dangerous offender/career criminal case files	SO	nil	DE
PIB/ PUR	-40	Approved dangerous offender applications (alphabetically by surname of offender)	SO	nil	DE

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.

FOI: As these records may constitute a personal information bank, access is restricted under section 30 of the Freedom of Information and Protection of Privacy Act (SBC 1992,c. 61).

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.

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 subject primaries, except primary 59200 Crown Counsel Prosecutions, is Criminal Justice Branch Headquarters. The OPRs for primary 59200 are individual Crown counsel 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>
58020	<u>ABORIGINALS</u>			

Unless otherwise specified below, the ministry OPR (Criminal Justice 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:

<u>SO</u>	<u>nil</u>	<u>DE</u>
-----------	------------	-----------

The OPR and non-OPR retention and disposition apply to all records included in the primary except where specific retention and disposition values are assigned for a secondary. For example, under this primary, the retention and disposition schedule for secondary -30 Aboriginal case files is:

		<u>A</u>	<u>SA</u>	<u>FD</u>
58020	<u>ABORIGINALS</u>			
-30	Aboriginal case files	SO	5y	SR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

SO = when legal action is concluded

The general retention and disposition do not apply because retention information is specified for the secondary. The ministry OPR will retain these records until legal action is concluded. The records will then be transferred to the off-site storage facilities provided by Records Centre Services, Archives and Records Service. Five years later the records will be transferred to the archival custody of the Archives and Records Service.

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 example, in ORCS section 2, the retention and disposition schedule for secondary -20 is:

			<u>A</u>	<u>SA</u>	<u>FD</u>
-20	Offenses case files	- OPR	SO	7y	SR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

SO = when legal action is concluded.

The OPR will retain Offenses case files in active office space until the court case is concluded. The records will then be transferred to off-site storage.

2.10.2 Abbreviations Used in the Semi-active Retention Period Column

m = month

y = year

nil = no semi-active retention period

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

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

For instance, in the example below, the retention and disposition schedule for secondary -11, Compensation applications, is:

			<u>A</u>	<u>SA</u>	<u>FD</u>
56380	<u>VICTIMS</u>				
-11	Compensation applications	- OPR	CY	nil	DE
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

The OPR retains the Compensation applications file for one calendar year. As there is no semi-active period, the records will not be transferred to off-site storage upon expiry of the active period. Rather, the records will be ready for immediate destruction.

2.10.3 Abbreviations Used in the Final Disposition Column

Some government records contain information or data that has long-term value to the agency responsible for them, the government generally, or to the public. These records are part of the documentary heritage of the Province of British Columbia and are transferred to the custodianship of the Archives and Records Service for archival preservation. The final disposition of operational records which have enduring value can be:

FR = Full Retention by the B.C. Archives and Records Service

"FR" means that the Records Scheduling and Description Section, Archives and Records Service, has determined that all of the records in a secondary have enduring 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.

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.

2.11 Media Designations

All government records, regardless of physical media, must be classified under either an ARCS or ORCS secondary number. The information content of different media versions of a single record series remains the same, only the physical format for the record series changes.

(RA MAY DELETE OR EDIT THE FOLLOWING PARAGRAPHS AND EXAMPLES AS REQUIRED)

When records are held in several different media formats each media version must be identified and scheduled under the same ORCS secondary.

The one exception to this rule is when a microfilmed record series is refilmed. It is assumed in these instances, that the two microfilm versions are not identical, therefore the earliest version of the microfilm will be scheduled for destruction upon completion of refilming. The microfilm version which is to be destroyed is scheduled separately under its own secondary.

Media designations used in this ORCS are: (RA TO PICK APPLICABLE DESIGNATIONS OR ADD OTHER MEDIA DESIGNATION AS REQUIRED [paper, microfilm, microfiche, mylar-based, COM, COMfiche; database, and electronic image]). Retention periods are specified for each media designation, unless the primary's default retention periods apply.

(RA TO REPLACE WITH EXAMPLE FROM ORCS OR DELETE EXAMPLE)

```

-20 SECONDARY TITLE
      (media designation) ?????? ?????? ??
      (media designation) ?????? ?????? ??

```

2.12 Vital Records Flags

The Archives and Records Service recommends that the vital records (VR) of an agency be flagged within a records classification system. The flag is placed in the left-hand column, directly in front of the secondary that it qualifies.

```

VR          -20 SECONDARY TITLE                ??    ??    ??
PIB/        -45 SECONDARY TITLE                ??    ??    ??
PUR/VR      (arrange by address)

```

CLIENT INFORMATION

LEVEL 1: British Columbia
LEVEL 2: Ministry of Attorney General
LEVEL 3: Criminal Justice Branch
LEVEL 4:
LEVEL 5:
LEVEL 6:
LEVEL 7:

VS DOCUMENT INFORMATION:

This ORCS document was created by D. Green.

Schedule: 880699
VS document: 3676r
Master diskette: 0147r
Backup diskette: 0177r
Title: cjborcs: how to use
Operator: ORCS
Author: debra
Comments: 12760-20/CJB

CRIMINAL JUSTICE
OPERATIONAL RECORDS CLASSIFICATION SYSTEM
TABLE OF CONTENTS

TABLE OF CONTENTS

INTRODUCTION

HOW TO USE

SECTION 1 55000-56499 CRIMINAL JUSTICE

SECTION 2 56500-57999 OFFENSES

SECTION 3 58000-58999 OFFENDERS

SECTION 4 59000-59999 PROSECUTIONS

INDEX

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LEVEL 1: British Columbia
LEVEL 2: Ministry of Attorney General
LEVEL 3: Criminal Justice Branch
LEVEL 4:
LEVEL 5:
LEVEL 6:
LEVEL 7:

VS DOCUMENT INFORMATION:

This ORCS document was created by D. Green.

Schedule: 880699
VS document: 1893r
Master diskette: 0147r
Backup diskette: 0177r
Title: cjborcs: contents
Operator: ORCS
Author: Debra
Comments: 12760-20/010/CJB

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

S E C T I O N 1

C R I M I N A L J U S T I C E

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

5 5 0 0 0 - 5 6 4 9 9

Section 1 covers records which relate generally to the administration of criminal justice, including criminal investigation and procedure, corrections, and the courts.

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 y = year
PIB = Personal Information Bank		PUR = Public Use Records
BCARS = B.C. Archives and Records Service		SO = Superseded or Obsolete

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A SA FD

55000 - CRIMINAL JUSTICE - 56499

PRIMARY NUMBERS AND PRIMARY SUBJECTS

- 55000 CRIMINAL JUSTICE - GENERAL
- 55040 ABUSE OF PROCESS
- 55060 APPEARANCE OF ACCUSED
- 55100 CHARGE APPROVAL
- 55200 CORRECTIONAL INSTITUTIONS - GENERAL
- 55220 - ADMISSIONS
- 55240 - CONTRABAND CONTROL
- 55260 - EMERGENCIES
- 55300 COURTS
- 55340 DISCLOSURE
- 55360 DIVERSION
- 55380 DUAL OFFENCE PROCEDURE
- 55480 EVIDENCE
- 55500 EXTRADITION
- 55560 IDENTIFICATION OF CRIMINALS
- 55580 IMMUNITY FROM PROSECUTION
- 55600 INDICTMENTS - GENERAL
- 55620 - DIRECT
- 55640 INQUIRIES AND INQUESTS

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A SA FD

55680 JUDICIAL INTERIM RELEASE

55690 JUSTICE REFORM IMPLEMENTATION

55700 LEGAL AID

55740 MUTUAL LEGAL ASSISTANCE

55760 PARDONS

55780 PAROLE

55800 PLEA BARGAINING

55820 POLICE

55840 POLYGRAPH

55860 PRIVACY

55880 PROFESSIONAL ORGANIZATIONS

55920 REGIONAL CROWN COUNSEL ISSUES

55960 SEARCH AND SEIZURE

55980 SECURITY INDUSTRY

56000 SENTENCES - GENERAL

56010 - APPEALS

56020 - CAPITAL PUNISHMENT

56030 - COMPENSATION AND RESTITUTION

56040 - CONCURRENT AND CONSECUTIVE

56060 - ELECTRONIC MONITORING DEVICES

56080 - FINES

56100 - INTERMITTENT

56120 - LIFE

56140 - PRE-SENTENCE REPORTS

56160 - PROBATION

56180 - SUSPENDED

56220 STAYS OF PROCEEDINGS

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
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A SA FD

56240 TICKETS

56300 TRIALS - GENERAL

56320 - BILINGUAL

56340 - MEDIA COVERAGE

56380 VICTIMS

56400 WAIVER OF CRIMINAL CHARGES - GENERAL

56420 - BRITISH COLUMBIA

56460 - INTERPROVINCIAL

56480 WITNESSES

A = Active

SA = Semi-active

FD = Final Disposition

OPR = Office of Primary Responsibility

PIB = Personal Information Bank

BCARS = B.C. Archives and Records Service

CY = Calendar Year

FY = Fiscal Year

NA = Not Applicable

DE = Destroy

SR = Selective Retention by BCARS

FR = Full Retention by BCARS

w = week m = month y = year

PUR = Public Use Records

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A SA FD

55000 CRIMINAL JUSTICE - GENERAL

Records not shown elsewhere in the criminal justice section which relate generally to criminal justice. Includes correspondence and memoranda.

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

Unless otherwise specified below, the ministry OPR (Criminal Justice 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>

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	Complaints and inquiries		SO	nil	DE

SO = when no longer required for reference or informational purposes

DE = Secondary -02 is reserved for petitions and correspondence resulting from organized letter-writing campaigns. These records have no archival value.

(Continued on next page)

A = Active	CY = Calendar Year	DE = Destroy
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FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCARS
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A SA FD

55000 CRIMINAL JUSTICE - GENERAL (Continued)

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

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 y = year
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BCARS = B.C. Archives and Records Service SO = Superseded or Obsolete

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

55040 ABUSE OF PROCESS

Records relating to abuse of the court process and justice system by the police, the Crown, the defence or the court. Includes correspondence, memoranda, legal opinions, legislative research and reasons for judgment.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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> | SO | nil | DE |
| -01 | General | | | | |
| -02 | Complaints and inquiries | | SO | nil | DE |
| -03 | Charter of rights issues | | | | |
| -04 | Legal opinions | | | | |
| -05 | Legislative research
(includes photocopies of legislation
and working notes relating to possible
legislative amendments) | | | | |
| -06 | Aboriginal issues | | | | |

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
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

55060 APPEARANCE BY ACCUSED

Records relating to an accused person compelled or having failed to appear in court in accordance with his/her summons, recognizance, appearance notice, promise to appear or arrest warrant under the Criminal Code (ss. 493-529) or the Offence Act (RSBC 1979, c. 305, ss. 21-34).

Includes correspondence, memoranda, legal opinions, legislative research and reasons for judgment.

For judicial interim release, see primary 55680

Unless otherwise specified below, the ministry OPR (Criminal Justice 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

- | | | |
|---|--------------------------------------|---|
| <p>-00 Policy and procedures</p> <p>-01 General</p> <p>-02 Complaints and inquiries</p> <p>-03 Charter of rights issues</p> <p>-04 Legal opinions</p> <p>-05 Legislative research
 (includes photocopies of legislation
 and working notes relating to possible
 legislative amendments)</p> <p>-06 Aboriginal issues</p> <p>-10 Arrest warrants</p> <p>-11 Notice to appear</p> <p>-12 Promise to appear</p> <p>-13 Summons</p> | <p>- OPR</p> <p>- <u>non-OPR</u></p> | <p>SO 5y FR</p> <p>SO _____ nil _____ DE</p> <p>SO nil DE</p> |
|---|--------------------------------------|---|

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 y = year	PUR = Public Use Records
PIB = Personal Information Bank		SO = Superseded or Obsolete
BCARS = B.C. Archives and Records Service		

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

55100 CHARGE APPROVAL

Records relating to charge approval (i.e., quality control), a system whereby senior Crown counsel review all reports to Crown counsel and decide, on the basis of established criteria, whether or not to prosecute. Reports to Crown counsel are forms completed by the police that describe the Criminal Code or provincial statute offence committed and the charge laid.

Includes correspondence, memoranda and reports to Crown counsel.

For approving charges against police officers, see primary 55820.

For charges approved by Crown counsel, see primary 59200.

For the design of report to Crown counsel forms, see ARCS primary 285.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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	Complaints and inquiries		SO	nil	DE
-03	Charter of rights issues				
-04	Legal opinions				
-05	Legislative research (includes photocopies of legislation and working notes relating to possible legislative amendments)				
-06	Aboriginal issues				

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 y = year	
PIB = Personal Information Bank	PUR = Public Use Records	
BCARS = B.C. Archives and Records Service	SO = Superseded or Obsolete	

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

55200 CORRECTIONAL INSTITUTIONS - GENERAL

Records not shown elsewhere in the correctional institutions block which relate generally to federal penitentiaries, provincial correctional centres, forestry camps and police lock-ups under the Criminal Code (s. 731), the Penitentiary Act (RSC 1970, c. P-6, ss. 18 and 29) and the Correction Act (RSBC 1979, c. 70, s. 14). This primary covers only general information concerning the violation of prison rules and regulations, the investigation of criminal activity by prison employees and the guarding of inmates.

Includes correspondence, memoranda, legal opinions and copies of reasons for judgment.

For inmates, see primary 58200.

For young offenders, see primary 58500.

For youth containment centres, see primary 58580.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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>	SO	nil	DE
-01	General				
-02	Complaints and inquiries		SO	nil	DE
-03	Charter of rights issues				
-04	Legal opinions				
-05	Legislative research (includes photocopies of legislation and working notes relating to possible legislative amendments)				
-06	Aboriginal issues				

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 y = year
PIB = Personal Information Bank		PUR = Public Use Records
BCARS = B.C. Archives and Records Service		SO = Superseded or Obsolete

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

55220 CORRECTIONAL INSTITUTIONS - ADMISSIONS

Records relating to the admission procedures and requirements of correctional institutions under the Correction Act (RSBC 1979, c. 70, s. 13), the Offence Act (RSBC 1979, c. 305 s. 85), the Penitentiary Act (RSC 1970, c. P-6, ss. 16-18) and the Criminal Code (s. 734).

Includes correspondence, memoranda, legal opinions and copies of reasons for judgment.

For warrants of remand, see primary 55680.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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 |
| | | - non-OPR | SO | nil | DE |
| -01 | General | | | | |
| -02 | Complaints and inquiries | | SO | nil | DE |
| -03 | Charter of rights issues | | | | |
| -04 | Legal opinions | | | | |
| -05 | Legislative research
(includes photocopies of legislation
and working notes relating to possible
legislative amendments) | | | | |
| -06 | Aboriginal issues | | | | |
| -10 | Medical certificates | | | | |
| -11 | Warrants of committal | | | | |

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

55240 CORRECTIONAL INSTITUTIONS - CONTRABAND CONTROL

Records relating to the control of contraband in correctional institutions under the Correction Act (RSBC 1979, c. 70, s. 20(1)). Includes correspondence, memoranda, legal opinions and copies of reasons for judgment.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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> | SO | <u>nil</u> | DE |
| -01 | General | | | | |
| -02 | Complaints and inquiries | | SO | nil | DE |
| -03 | Charter of rights issues | | | | |
| -04 | Legal opinions | | | | |
| -05 | Legislative research
(includes photocopies of legislation
and working notes relating to possible
legislative amendments) | | | | |
| -06 | Aboriginal issues | | | | |
| -10 | Body crevice searches | | | | |

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 y = year
PIB = Personal Information Bank		PUR = Public Use Records
BCARS = B.C. Archives and Records Service		SO = Superseded or Obsolete

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

55260 CORRECTIONAL INSTITUTIONS - EMERGENCIES

Records relating to emergencies in correctional institutions. Emergencies include riots, hostage takings and prison escapes. Includes correspondence, memoranda, reports and press clippings.

For being unlawfully at large, see primary 58280.
 For civil disobedience, see primary 57680.
 For commissions of inquiry established by the Government to investigate the emergency, see ARCS 200, 202 or 204.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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 | Complaints and inquiries | | SO | nil | DE |
| -03 | Charter of rights issues | | | | |
| -04 | Legal opinions | | | | |
| -05 | Legislative research
(includes photocopies of legislation and working notes relating to possible legislative amendments) | | | | |
| -06 | Aboriginal issues | | | | |
| -30 | Emergency case files | | | | |

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 y = year	
PIB = Personal Information Bank	PUR = Public Use Records	
BCARS = B.C. Archives and Records Service	SO = Superseded or Obsolete	

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

55300 COURTS

Records relating to court rules under the Criminal Code (s. 482) and the Young Offenders Act (s. 68) and to complaints against, and investigations of, court personnel (e.g., judges, sheriffs, court reporters and recorders). Includes correspondence, memoranda and legal opinions.

For trials, see primary 56300.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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> | SO | nil | DE |
| -01 | General | | | | |
| -02 | Complaints and inquiries | | SO | nil | DE |
| -03 | Charter of rights issues | | | | |
| -04 | Legal opinions | | | | |
| -05 | Legislative research
(includes photocopies of legislation
and working notes relating to possible
legislative amendments) | | | | |
| -06 | Aboriginal issues | | | | |
| -10 | Sheriffs | | | | |

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 y = year	
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

55340 DISCLOSURE

Records relating to the release of Crown counsel and police file information to defence counsel or the accused for defence trial preparation, and to members of the public for research purposes.

Includes correspondence, memoranda, legal opinions and report to Crown counsel forms.

For access to and disclosure of information in young offender files, see primary 58860.
For Crown disclosure to the media, see primary 56340.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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

- | | | |
|---|---|--|
| <ul style="list-style-type: none"> -00 Policy and procedures -01 General -02 Complaints and inquiries -03 Charter of rights issues -04 Legal opinions -05 Legislative research
(includes photocopies of legislation and working notes relating to possible legislative amendments) -06 Aboriginal issues | <ul style="list-style-type: none"> - OPR - <u>non-OPR</u> | <ul style="list-style-type: none"> SO 5y FR SO nil DE SO nil DE |
|---|---|--|

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 y = year	
PIB = Personal Information Bank	PUR = Public Use Records	
BCARS = B.C. Archives and Records Service	SO = Superseded or Obsolete	

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

55360 DIVERSION

Records relating to diversion, an administrative procedure whereby Crown counsel may decide not to prosecute a person who has admitted responsibility for an offence. Rather than prosecute, the Crown will divert the offender to another agency or person, with whom the offender will enter into an agreement to provide compensation, restitution, community work service, etc. In this way, the offender is given an opportunity to act in a responsible manner and does not receive a criminal record.

Includes correspondence, memoranda, legal opinions, legislative research, copies of reasons for judgment, reports and statistics.

For diversion of young offenders, see primary 58520.

For diversion of aboriginal offenders, see primary 58400

Unless otherwise specified below, the ministry OPR (Criminal Justice 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>	SO	nil	DE

-01	General		SO	nil	DE
-02	Complaints and inquiries		SO	nil	DE

-03	Charter of rights issues				
-04	Legal opinions				
-05	Legislative research				
	(includes photocopies of legislation and working notes relating to possible legislative amendments)				

-06	Aboriginal issues				
	(Continued on next page)				

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 y = year
PIB = Personal Information Bank		PUR = Public Use Records
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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	<u>A</u>	<u>SA</u>	<u>FD</u>
55360 <u>DIVERSION</u> (Continued)			
PIB -30 Diversion case files	SO	7y	SR

FOI: Records in this case file secondary may constitute a personal information bank.
Location: Criminal Justice Branch (headquarters). **Legal Authority:** Criminal Code (RSC 1985, c. C-46), Attorney General Act (RSBC 1979, c. 23), and Crown Counsel Act (SBC 1991, c. 10). **Information Maintained:** Name, address, nature of offence, role and involvement of accused, and disposition of the case. **Purpose:** Reviewing and monitoring selected cases. **Users:** Criminal Justice Branch. **Individuals in Bank:** Persons who have admitted responsibility for an offence.

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 y = year
PIB = Personal Information Bank		PUR = Public Use Records
BCARS = B.C. Archives and Records Service		SO = Superseded or Obsolete

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

55380 DUAL OFFENCE PROCEDURE

Records relating to dual or hybrid offence procedure. Dual offences are punishable by either summary conviction or indictment (e.g., theft under \$1,000.00). In those instances, the Crown has the option of proceeding against the offender either summarily or by indictment.

Includes correspondence and memoranda.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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>	SO	nil	DE
-01	General				
-02	Complaints and inquiries		SO	nil	DE
-03	Charter of rights issues				
-04	Legal opinions				
-05	Legislative research (includes photocopies of legislation and working notes relating to possible legislative amendments)				
-06	Aboriginal issues				

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 y = year	
PIB = Personal Information Bank	PUR = Public Use Records	
BCARS = B.C. Archives and Records Service	SO = Superseded or Obsolete	

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

55480 EVIDENCE

Records relating to the admissibility of evidence in criminal trials under the Canada Evidence Act (RSC 1970, c. E-10). Includes correspondence, memoranda, legal opinions, legislative research and copies of reasons for judgment.

For admissibility of statements made by young offenders, see primary 58560.

For evidence in child physical abuse, see primary 56620.

For evidence in child sexual assault, see primary 56670.

For evidence in the sexual assault of adults, see primary 56660.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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 |
| | | - non-OPR | SO | nil | DE |
| -01 | General | | | | |
| -02 | Complaints and inquiries | | SO | nil | DE |
| -03 | Charter of rights issues | | | | |
| -04 | Legal opinions | | | | |
| -05 | Legislative research
(includes photocopies of legislation and working notes relating to possible legislative amendments) | | | | |
| -06 | Aboriginal issues | | | | |
| -10 | Exhibits | | | | |

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 y = year
PIB = Personal Information Bank		PUR = Public Use Records
BCARS = B.C. Archives and Records Service		SO = Superseded or Obsolete

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

55500 EXTRADITION

Records relating to requests, made under the Extradition Act (RSC 1970, c. E-21), by the Province of British Columbia to the Government of Canada for the extradition or rendition of a person who is accused or has been convicted of a crime committed in British Columbia. Rendition refers to the surrender of a person wanted in one part of the Commonwealth and who is found in another part of the Commonwealth.

Includes correspondence, memoranda, articles, copies of informations, warrants of arrest and affidavits.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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 | Complaints and inquiries | | SO | nil | DE |
| -03 | Charter of rights issues | | | | |
| -04 | Legal opinions | | | | |
| -05 | Legislative research
(includes photocopies of legislation
and working notes relating to possible
legislative amendments) | | | | |
| -06 | Aboriginal issues | | | | |
| PIB -30 | Extradition case files
(alphabetically by surname of accused) | | | | |

(Continued on next page)

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 y = year	
PIB = Personal Information Bank	PUR = Public Use Records	
BCARS = B.C. Archives and Records Service	SO = Superseded or Obsolete	

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

55500 EXTRADIITION (Continued)

FOI: Records in this case file secondary may constitute a personal information bank.
Location: Criminal Justice Branch (headquarters). **Legal Authority:** Extradition Act (RSC 1985, c. E-21) and Criminal Code (RSC 1985, c. C-46).
Information Maintained: Name, address, date of birth, citizenship, record of convictions, and nature of alleged offence. **Purpose:** Assist Crown counsel with the extradition or rendition of a person found outside Canada who has been convicted of a crime committed in British Columbia.
Users: Criminal Justice Branch.
Individuals in Bank: Persons charged with offences.

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 y = year
PIB = Personal Information Bank PUR = Public Use Records
BCARS = B.C. Archives and Records Service SO = Superseded or Obsolete

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

55560 IDENTIFICATION OF CRIMINALS

Records relating to criminal identification under the Identification of Criminals Act (RSC 1970, c. I-1). Includes correspondence, memoranda, legal opinions, legislative research and copies of reasons for judgment.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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

- | | | |
|--|---|---|
| <ul style="list-style-type: none"> -00 Policy and procedures -01 General -02 Complaints and inquiries -03 Charter of rights issues -04 Legal opinions -05 Legislative research
 (includes photocopies of legislation
 and working notes relating to possible
 legislative amendments) -06 Aboriginal issues -10 Fingerprints -11 Photographs -12 Voice prints -13 DNA genetic typing
 (identification by blood type) | <ul style="list-style-type: none"> - OPR - <u>non-OPR</u> | <ul style="list-style-type: none"> SO 5y FR <u>SO</u> <u>nil</u> <u>DE</u> SO nil DE |
|--|---|---|

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 y = year
PIB = Personal Information Bank		PUR = Public Use Records
BCARS = B.C. Archives and Records Service		SO = Superseded or Obsolete

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A SA FD

55580 IMMUNITY FROM PROSECUTION

Records relating to immunity from prosecution.
Includes correspondence, memoranda and press clippings.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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> | SO | <u>nil</u> | DE |
| -01 | General | | | | |
| -02 | Complaints and inquiries | | SO | nil | DE |
| -03 | Charter of rights issues | | | | |
| -04 | Legal opinions | | | | |
| -05 | Legislative research
(includes photocopies of legislation
and working notes relating to possible
legislative amendments) | | | | |
| -06 | Aboriginal issues | | | | |
| -10 | Crown counsel
(includes legal action against the
Crown by those wrongfully charged or
imprisoned) | | | | |
| -11 | Diplomats | | | | |
| -12 | Police informers | | | | |

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 y = year	
PIB = Personal Information Bank	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

55600 INDICTMENTS - GENERAL

Records not shown elsewhere in the indictment block which relate generally to indictments made under the Criminal Code (ss. 574-577). Indictments are the formal charging documents for indictable offences.

Includes correspondence, memoranda, legal opinions and sample indictments.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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 |
| | | - non-OPR | SO | <u>nil</u> | DE |
| -01 | General | | | | |
| -02 | Complaints and inquiries | | SO | nil | DE |
| -03 | Charter of rights issues | | | | |
| -04 | Legal opinions | | | | |
| -05 | Legislative research
(includes photocopies of legislation
and working notes relating to possible
legislative amendments) | | | | |
| -06 | Aboriginal issues | | | | |

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 y = year	
PIB = Personal Information Bank	PUR = Public Use Records	
BCARS = B.C. Archives and Records Service	SO = Superseded or Obsolete	

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

55620 INDICTMENTS - DIRECT

Records relating to direct indictments made under the Criminal Code (s. 577). A direct indictment is a procedure employed by the Crown to either by-pass the preliminary trial and proceed directly to trial in the superior court, or to proceed to trial in the superior court even though the accused has been discharged at the preliminary trial.

Includes correspondence, memoranda, legal opinions and report to Crown Counsel forms.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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 |
| | | - non-OPR | SO | nil | DE |
| -01 | General | | | | |
| -02 | Complaints and inquiries | | SO | nil | DE |
| -03 | Charter of rights issues | | | | |
| -04 | Legal opinions | | | | |
| -05 | Legislative research
(includes photocopies of legislation
and working notes relating to possible
legislative amendments) | | | | |
| -06 | Aboriginal issues | | | | |

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 y = year
PIB = Personal Information Bank		PUR = Public Use Records
BCARS = B.C. Archives and Records Service		SO = Superseded or Obsolete

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

55640 INQUIRIES AND INQUESTS

Records relating to inquiries and inquests into violent, sudden and suspicious deaths by the Coroners Service under the Coroners Act (RSBC 1979, c. 68). Includes correspondence, memoranda and press clippings.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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 | Complaints and inquiries | | SO | nil | DE |
| -03 | Charter of rights issues | | | | |
| -04 | Legal opinions | | | | |
| -05 | Legislative research
(includes photocopies of legislation
and working notes relating to possible
legislative amendments) | | | | |
| -06 | Aboriginal issues | | | | |

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 y = year	
PIB = Personal Information Bank	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

55680 JUDICIAL INTERIM RELEASE

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 Criminal Code (ss. 515-522). Includes correspondence, memoranda, legal opinions and copies of reasons for judgment.

For compelling an accused person to court, see primary 55060.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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

- | | | |
|---|---|---|
| <ul style="list-style-type: none"> -00 Policy and procedures -01 General -02 Complaints and inquiries -03 Charter of rights issues -04 Legal opinions -05 Legislative research
(includes photocopies of legislation and working notes relating to possible legislative research) -10 Bail estreatments -11 Remand
(includes psychiatric remands and warrants of remand) -12 Televideo
(accused in custody makes routine court appearances by way of a two-way closed circuit television link) -13 Trial delay
(accused is in custody pending his/her trial and the trial has not commenced) | <ul style="list-style-type: none"> - OPR - <u>non-OPR</u> | <ul style="list-style-type: none"> SO 5y FR SO nil DE SO nil DE SO nil DE |
|---|---|---|

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 y = year	
PIB = Personal Information Bank	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

55690 JUSTICE REFORM IMPLEMENTATION

Records relating to the involvement of Criminal Justice Branch lawyers in implementing reforms recommended by the Justice Reform Committee in 1988.

The lawyers' assigned areas of responsibility include the Disclosure Court Pilot Project and the development of policy and programs to enhance criminal and social regulatory prosecutions.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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> | SO | nil | DE |
| -01 | General | | | | |
| -02 | Complaints and inquiries | | SO | nil | DE |
| -03 | Charter of rights issues | | | | |
| -04 | Legal opinions | | | | |
| -05 | Legislative research
(includes photocopies of legislation
and working notes relating to possible
legislative research) | | | | |
| -30 | Case files
(arrange by program name) | | SO | 7y | SR |

SO = when reform is implemented

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 y = year
PIB = Personal Information Bank		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 I

55700 LEGAL AID

Records relating to public attitudes and complaints concerning legal aid. Includes correspondence, memoranda and agreements.

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

CY+2y 7y :

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

SO nil |

- | | | | |
|--|--|---|--|
| <ul style="list-style-type: none"> -00 Policy and procedures -01 General -02 Complaints and inquiries -03 Charter of rights issues -04 Legal opinions -05 Legislative research | <ul style="list-style-type: none"> - OPR - <u>non-OPR</u> <p>(includes photocopies of legislation and working notes relating to possible legislative research)</p> | <ul style="list-style-type: none"> SO 5y SO nil SO nil SO nil | <ul style="list-style-type: none"> |
|--|--|---|--|

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

55740 MUTUAL LEGAL ASSISTANCE

Records relating to international cooperation in the investigation and prosecution of serious crimes, such as terrorism and drug smuggling. Canada has entered into reciprocal agreements with other countries to assist in the fight against international crime.

Includes correspondence, memoranda, agreements, legal opinions and legislative research.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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

- | | | |
|--|--|--|
| <ul style="list-style-type: none"> -00 Policy and procedures -01 General -02 Complaints and inquiries -03 Charter of rights issues -04 Legal opinions -05 Legislative research | <ul style="list-style-type: none"> - OPR - <u>non-OPR</u> <p>(includes photocopies of legislation and working notes relating to possible legislative research)</p> | <ul style="list-style-type: none"> SO 5y FR SO nil DE SO nil DE |
|--|--|--|

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 y = year	PUR = Public Use Records
PIB = Personal Information Bank		SO = Superseded or Obsolete
BCARS = B.C. Archives and Records Service		

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

55760 PARDONS

Records relating to criminal records and the granting of pardons under the Criminal Code (s. 749) and the Criminal Records Act (RSC 1970, c. 12 (supp. 1)). Includes correspondence, memoranda, legal opinions, legislative research and copies of reasons for judgment.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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> | SO | nil | DE |
| -01 | General | | | | |
| -02 | Complaints and inquiries | | SO | nil | DE |
| -03 | Charter of rights issues | | | | |
| -04 | Legal opinions | | | | |
| -05 | Legislative research
(includes photocopies of legislation
and working notes relating to possible
legislative amendments) | | | | |
| -06 | Aboriginal issues | | | | |

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 y = year
PIB = Personal Information Bank		PUR = Public Use Records
BCARS = B.C. Archives and Records Service		SO = Superseded or Obsolete

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

55780 PAROLE

Records relating to the relaxation of an inmate's prison sentence and his/her entry into the community under conditions of a parole certificate. The National Parole Board grants parole to offenders in federal prisons pursuant to the Corrections and Conditional Release Act (Statutes of Canada 1992, c. 20, s. 99). The British Columbia Board of Parole is empowered under the Corrections and Conditional Release Act (Statutes of Canada 1992, c. 20, s. 99) to grant parole to offenders in provincial prisons.

Includes correspondence, memoranda, legal opinions and copies of reasons for judgment.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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

- | | | |
|--|---|--|
| <ul style="list-style-type: none"> -00 Policy and procedures -01 General -02 Complaints and inquiries -03 Charter of rights issues -04 Legal opinions -05 Legislative research
(includes photocopies of legislation and working notes relating to possible legislative amendments) -06 Aboriginal issues -10 Day parole -11 Mandatory supervision
(pertains only to federal inmates whose sentences have been reduced through earned remission) | <ul style="list-style-type: none"> - OPR - <u>non-OPR</u> | <ul style="list-style-type: none"> SO 5y FR SO nil DE SO nil DE |
|--|---|--|

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 y = year	PUR = Public Use Records
PIB = Personal Information Bank		SO = Superseded or Obsolete
BCARS = B.C. Archives and Records Service		

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

55800 PLEA BARGAINING

Records relating to allegations of plea bargaining between Crown counsel and defence counsel. Includes correspondence and memoranda.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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> | SO | <u>nil</u> | DE |
| -01 | General | | | | |
| -02 | Complaints and inquiries | | SO | nil | DE |
| -03 | Charter of rights issues | | | | |
| -04 | Legal opinions | | | | |
| -05 | Legislative research
(includes photocopies of legislation
and working notes relating to possible
legislative amendments) | | | | |
| -06 | Aboriginal issues | | | | |

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 y = year
PIB = Personal Information Bank		PUR = Public Use Records
BCARS = B.C. Archives and Records Service		SO = Superseded or Obsolete

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

55820 POLICE

Records relating to policing and police forces, including allegations of police brutality and approving charges against police officers. Includes correspondence, memoranda and copies of reports to Crown counsel.

For prosecution of police officers, see primary 59200.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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	Complaints and inquiries		SO	nil	DE

-03	Charter of rights issues				
-04	Legal opinions				
-05	Legislative research				

(includes photocopies of legislation and working notes relating to possible legislative amendments)

-06	Aboriginal issues				
-----	-------------------	--	--	--	--

-10	Canadian Police Information Centre (CPIC)				
-11	Canadian Security Intelligence Service (CSIS)				
-12	Co-ordinated Law Enforcement Unit (CLEU)				
-13	Municipal police forces				
-14	Royal Canadian Mounted Police (RCMP)				

PIB	-15	Police conduct investigations	SO	7y	SR
		(charges laid against individual police officers and the decision about whether or not to prosecute)			

SO = when charge approved or dismissed
(Continued on next page)

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	

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

55820 POLICE (Continued)

SR = BCARS will selectively retain these records because Criminal Justice Branch headquarters is the central repository regarding charges laid against police officers.

FOI: Records in this case file secondary may constitute a personal information bank. Location: Criminal Justice Branch (Vancouver). Legal Authority: Attorney General Act (RSBC 1979, c. 23) Crown Counsel Act (SBC 1991, c. 10), and Criminal Code (RSC 1985, c. C-46). Information Maintained: Name, address, police department involved, and nature of alleged offence. Purpose: Review allegations of criminal misconduct. Users: Criminal Justice Branch. Individuals in Bank: Police officers under investigation or charged with offences.

-16 Use of deadly force

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 y = year
PIB = Personal Information Bank		PUR = Public Use Records
BCARS = B.C. Archives and Records Service		SO = Superseded or Obsolete

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

55840 POLYGRAPH

Records relating to polygraph (i.e., lie detector) examinations. Includes correspondence, memoranda and reports.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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> | SO | nil | DE |
| -01 | General | | | | |
| -02 | Complaints and inquiries | | SO | nil | DE |
| -03 | Charter of rights issues | | | | |
| -04 | Legal opinions | | | | |
| -05 | Legislative research
(includes photocopies of legislation
and working notes relating to possible
legislative amendments) | | | | |
| -06 | Aboriginal issues | | | | |

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 y = year
PIB = Personal Information Bank		PUR = Public Use Records
BCARS = B.C. Archives and Records Service		SO = Superseded or Obsolete

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

55860 PRIVACY

Records relating to approvals required under the Criminal Code (ss. 183-196) for the interception of private communication. Includes correspondence, memoranda, legal opinions, press clippings and copies of reasons for judgment.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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>	SO	nil	DE

-01	General				
-----	---------	--	--	--	--

-02	Complaints and inquiries		SO	nil	DE
-----	--------------------------	--	----	-----	----

-03	Charter of rights issues				
-----	--------------------------	--	--	--	--

-04	Legal opinions				
-----	----------------	--	--	--	--

-05	Legislative research (includes photocopies of legislation and working notes relating to possible legislative amendments)				
-----	---	--	--	--	--

-06	Aboriginal issues				
-----	-------------------	--	--	--	--

-10	Electronic surveillance (wiretap)				
-----	--------------------------------------	--	--	--	--

-11	Video surveillance				
-----	--------------------	--	--	--	--

PIB -30 Wiretap authorizations

(Continued on next page)

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 y = year	
PIB = Personal Information Bank	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

55860 PRIVACY (Continued)

FOI: Records under this case file secondary may constitute a personal information bank. **Location:** Criminal Justice Branch (headquarters). **Legal Authority:** Attorney General Act (RSBC 1979, c. 23), Crown Counsel Act (SBC 1991, c. 10), and Criminal Code (RSC 1985, c. C-46, s. 196). **Information Maintained:** Name, address, nature of suspected offence, and authorization. **Purpose:** Notify suspects that their private communication was intercepted and to gather statistics. **Users:** Attorney General, his agents and designates. **Individuals in Bank:** Persons under investigation for suspected offences.

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 y = year
PIB = Personal Information Bank		PUR = Public Use Records
BCARS = B.C. Archives and Records Service		SO = Superseded or Obsolete

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

55880 PROFESSIONAL ORGANIZATIONS

Records relating to legal advice to self-regulating professional organizations and complaints about these organizations or their members, including notification by the Criminal Justice Branch of criminal charges laid against, or convictions of their members. Includes correspondence and memoranda.

For membership in associations, clubs and societies see, ARCS primary 160.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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

- | | | |
|--|---|---|
| <ul style="list-style-type: none"> -00 Policy and procedures -01 General -02 Complaints and inquiries -03 Charter of rights issues -04 Legal opinions -05 Legislative research
 (includes photocopies of legislation
 and working notes relating to possible
 legislative amendments) -06 Aboriginal issues -10 Accountants -11 Dentists -12 Doctors -13 Lawyers -14 Teachers
 (includes suspensions or cancellations
 of teaching certificates by the
 Ministry of Education) | <ul style="list-style-type: none"> - OPR - <u>non-OPR</u> | <ul style="list-style-type: none"> SO 5y FR <u>SO</u> <u>nil</u> <u>DE</u> SO nil DE |
|--|---|---|

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 y = year	
PIB = Personal Information Bank	PUR = Public Use Records	
BCARS = B.C. Archives and Records Service	SO = Superseded or Obsolete	

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

55920 REGIONAL CROWN COUNSEL ISSUES

Records relating to issues which are specific to individual regional Crown counsel offices and which cannot be classified under a specific primary. Includes correspondence and memoranda.

For personnel files, see ARCS primaries 1300-1999.

NOTE: Only headquarters may use this primary.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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> | SO | nil | DE |
| -01 | General | | | | |
| -30 | Regional Crown office files
(alphabetically by regional office) | | | | |

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 y = year
PIB = Personal Information Bank		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

55960 SEARCH AND SEIZURE

Records relating to search and seizure under the Criminal Code (ss. 487-492) and the Offence Act (RSBC 1979, c. 305, ss. 17-19). Includes correspondence, memoranda, legal opinions, press clippings and copies of reasons for judgment.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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> | SO | nil | DE |
| -01 | General | | | | |
| -02 | Complaints and inquiries | | SO | nil | DE |
| -03 | Charter of rights issues | | | | |
| -04 | Legal opinions | | | | |
| -05 | Legislative research
(includes photocopies of legislation
and working notes relating to possible
legislative amendments) | | | | |
| -06 | Aboriginal issues | | | | |
| -10 | Lawyers' offices
(seizing documents in the possession of
a lawyer and violating his/her
solicitor-client privilege) | | | | |
| -11 | Psychiatric records
(accessing these records through search
warrants) | | | | |

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 y = year	
PIB = Personal Information Bank	PUR = Public Use Records	
BCARS = B.C. Archives and Records Service	SO = Superseded or Obsolete	

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

55980 SECURITY INDUSTRY

Records relating to private investigators and security agencies which operate under the Private Investigators and Security Agencies Act (SBC 1980, c. 45). Includes correspondence, memoranda, legal opinions and legislative research.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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 |
| | | - non-OPR | SO | nil | DE |
| -01 | General | | | | |
| -02 | Complaints and inquiries | | SO | nil | DE |
| -03 | Charter of rights issues | | | | |
| -04 | Legal opinions | | | | |
| -05 | Legislative research | | | | |
| | (includes photocopies of legislation and working notes relating to possible legislative amendments) | | | | |
| -06 | Aboriginal issues | | | | |

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 y = year	PUR = Public Use Records
PIB = Personal Information Bank		SO = Superseded or Obsolete
BCARS = B.C. Archives and Records Service		

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

56000 SENTENCES - GENERAL

Records not shown elsewhere in the sentences block which relate generally to sentences imposed under the Criminal Code and the Offence Act (RSBC 1979, c. 305, ss. 64-79). Includes correspondence, memoranda, legal opinions and copies of reasons for judgment.

For complaints about sentences imposed for a specific offence, see appropriate offence in section 2.

For sentences imposed on young offenders, see primary 58600.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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
		- non-OPR	SO	nil	DE
-01	General				
-02	Complaints and inquiries		SO	nil	DE
-03	Charter of rights issues				
-04	Legal opinions				
-05	Legislative research (includes photocopies of legislation and working notes relating to possible legislative amendments)				
-06	Aboriginal issues				
-10	Remission				

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 y = year	
PIB = Personal Information Bank	PUR = Public Use Records	
BCARS = B.C. Archives and Records Service	SO = Superseded or Obsolete	

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

56010 SENTENCES - APPEALS

Records relating to appeals under the Criminal Code (ss. 601-624 and 747-771). Includes correspondence, memoranda, legal opinions and copies of reasons for judgment.

For appeals of young offenders' sentences, see primary, 58620.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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
		- non-OPR	SO	nil	DE

-01	General				
-02	Complaints and inquiries		SO	nil	DE

-03	Charter of rights issues				
-04	Legal opinions				
-05	Legislative research				

(includes photocopies of legislation and working notes relating to possible legislative amendments)

-06 Aboriginal issues

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 y = year	PUR = Public Use Records
PIB = Personal Information Bank		SO = Superseded or Obsolete
BCARS = B.C. Archives and Records Service		

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

56020 SENTENCES - CAPITAL PUNISHMENT

Records relating to capital punishment. Includes correspondence, memoranda, legal opinions and copies of reasons for judgment.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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 | Complaints and inquiries | | SO | nil | DE |
| -03 | Charter of rights issues | | | | |
| -04 | Legal opinions | | | | |
| -05 | Legislative research
(includes photocopies of legislation
and working notes relating to possible
legislative amendments) | | | | |
| -06 | Aboriginal issues | | | | |

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 y = year	
PIB = Personal Information Bank	PUR = Public Use Records	
BCARS = B.C. Archives and Records Service	SO = Superseded or Obsolete	

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

56030 SENTENCES - COMPENSATION AND RESTITUTION

Records relating to compensation and restitution under the Criminal Code (ss. 725-729). Includes correspondence, memoranda, legal opinions and copies of reasons for judgment.

For young offenders required to provide compensation or restitution, see primary 58660.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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>	SO	nil	DE
-01	General				
-02	Complaints and inquiries		SO	nil	DE
-03	Charter of rights issues				
-04	Legal opinions				
-05	Legislative research (includes photocopies of legislation and working notes relating to possible legislative amendments)				
-06	Aboriginal issues				

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 y = year	PUR = Public Use Records
PIB = Personal Information Bank		SO = Superseded or Obsolete
BCARS = B.C. Archives and Records Service		

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

56040 SENTENCES - CONCURRENT AND CONSECUTIVE

Records relating to two or more terms of imprisonment which are to be served concurrently or consecutively under the Criminal Code (s. 717(4)). Includes correspondence, memoranda, legal opinions and copies of reasons for judgment.

For concurrent and consecutive sentences for young offenders, see primary 58680.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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>	SO	nil	DE
-01	General				
-02	Complaints and inquiries		SO	nil	DE
-03	Charter of rights issues				
-04	Legal opinions				
-05	Legislative research (includes photocopies of legislation and working notes relating to possible legislative amendments)				
-06	Aboriginal issues				

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 y = year
PIB = Personal Information Bank		PUR = Public Use Records
BCARS = B.C. Archives and Records Service		SO = Superseded or Obsolete

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

56060 SENTENCES - ELECTRONIC MONITORING DEVICES

Records relating to electronic devices that monitor the movements of offenders who are serving their sentences under house arrest. Includes correspondence, memoranda, legal opinions and copies of reasons for judgment.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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 | Complaints and inquiries | | SO | nil | DE |
| -03 | Charter of rights issues | | | | |
| -04 | Legal opinions | | | | |
| -05 | Legislative research
(includes photocopies of legislation
and working notes relating to possible
legislative amendments) | | | | |
| -06 | Aboriginal issues | | | | |

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 y = year	
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BCARS = B.C. Archives and Records Service	SO = Superseded or Obsolete	

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

56080 SENTENCES - FINES

Records relating to offenders sentenced under the Criminal Code (ss. 716-724) to a fine with time to pay and to either a term of incarceration in default of payment or an alteraboriginal to incarceration (e.g., fine option). Includes correspondence, memoranda, legal opinions and copies of reasons for judgment.

For young offenders sentenced to a fine, see primary 58720.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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> | SO | nil | DE |
| -01 | General | | | | |
| -02 | Complaints and inquiries | | SO | nil | DE |
| -03 | Charter of rights issues | | | | |
| -04 | Legal opinions | | | | |
| -05 | Legislative research
(includes photocopies of legislation
and working notes relating to possible
legislative amendments) | | | | |
| -06 | Aboriginal issues | | | | |
| -10 | Fine options | | | | |

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 y = year	
PIB = Personal Information Bank	PUR = Public Use Records	
BCARS = B.C. Archives and Records Service	SO = Superseded or Obsolete	

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

56100 SENTENCES - INTERMITTENT

Records relating to a term of imprisonment served intermittently (e.g., on weekends) under the Criminal Code (s. 737(c)). Includes correspondence, memoranda, legal opinions and copies of reasons for judgment.

For failing to serve an intermittent sentence, see primary 58280.

For intermittent sentences for young offenders, see primary 58740.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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>	SO	nil	DE
-01	General				
-02	Complaints and inquiries		SO	nil	DE
-03	Charter of rights issues				
-04	Legal opinions				
-05	Legislative research (includes photocopies of legislation and working notes relating to possible legislative amendments)				
-06	Aboriginal issues				

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 y = year	
PIB = Personal Information Bank	PUR = Public Use Records	
BCARS = B.C. Archives and Records Service	SO = Superseded or Obsolete	

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

56120 SENTENCES - LIFE

Records relating to life sentences imposed under the Criminal Code (s. 742). Includes correspondence, memoranda, legal opinions and copies of reasons for judgment.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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

- | | | |
|--|---|---|
| <ul style="list-style-type: none"> -00 Policy and procedures -01 General -02 Complaints and inquiries -03 Charter of rights issues -04 Legal opinions -05 Legislative research
 (includes photocopies of legislation
 and working notes relating to possible
 legislative amendments) -06 Aboriginal issues -10 Judicial review | <ul style="list-style-type: none"> - OPR - <u>non-OPR</u> | <ul style="list-style-type: none"> SO 5y FR SO nil DE |
|--|---|---|

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 y = year
PIB = Personal Information Bank		PUR = Public Use Records
BCARS = B.C. Archives and Records Service		SO = Superseded or Obsolete

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

56140 SENTENCES - PRE-SENTENCE REPORTS

Records relating to pre-sentence reports which are prepared under the Criminal Code (s. 735(1)) to assist the court in sentencing. Includes correspondence, memoranda, legal opinions and copies of reasons for judgment.

For pre-disposition reports for young offenders, see primary 58760.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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> | SO | nil | DE |
| -01 | General | | | | |
| -02 | Complaints and inquiries | | SO | nil | DE |
| -03 | Charter of rights issues | | | | |
| -04 | Legal opinions | | | | |
| -05 | Legislative research
(includes photocopies of legislation
and working notes relating to possible
legislative amendments) | | | | |
| -06 | Aboriginal issues | | | | |

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 y = year
PIB = Personal Information Bank		PUR = Public Use Records
BCARS = B.C. Archives and Records Service		SO = Superseded or Obsolete

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

56160 SENTENCES - PROBATION

Records relating to probation, probation orders and breaches of probation under the Criminal Code (ss. 737-740) and the Correction Act (RSBC 1979, c. 70, ss. 6-7). Includes correspondence, memoranda, legal opinions and copies of reasons for judgment.

For probation for young offenders, see primary 58780.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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> | SO | nil | DE |
| -01 | General | | | | |
| -02 | Complaints and inquiries | | SO | nil | DE |
| -03 | Charter of rights issues | | | | |
| -04 | Legal opinions | | | | |
| -05 | Legislative research | | | | |
| | (includes photocopies of legislation and working notes relating to possible legislative amendments) | | | | |
| -06 | Aboriginal issues | | | | |

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 y = year
PIB = Personal Information Bank		PUR = Public Use Records
BCARS = B.C. Archives and Records Service		SO = Superseded or Obsolete

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

56180 SENTENCES - SUSPENDED

Records relating to sentences suspended under the Criminal Code (s. 737 (1)(a)). Includes correspondence, memoranda, legal opinions and copies of reasons for judgment.

For suspended sentences for young offenders, see primary 58800.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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

- | | | |
|--|---|---|
| <ul style="list-style-type: none"> -00 Policy and procedures -01 General -02 Complaints and inquiries -03 Charter of rights issues -04 Legal opinions -05 Legislative research
 (includes photocopies of legislation
 and working notes relating to possible
 legislative amendments) -06 Aboriginal issues | <ul style="list-style-type: none"> - OPR - <u>non-OPR</u> | <ul style="list-style-type: none"> SO 5y FR <u>SO</u> <u>nil</u> <u>DE</u> SO nil DE |
|--|---|---|

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 y = year	PUR = Public Use Records
PIB = Personal Information Bank		SO = Superseded or Obsolete
BCARS = B.C. Archives and Records Service		

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

56220 STAYS OF PROCEEDINGS

Records relating to proceedings stayed under the Criminal Code (s. 579). Includes correspondence, memoranda, legal opinions, legislative research and copies of reasons for judgment.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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 |
| | | - non-OPR | SO | nil | DE |
| -01 | General | | | | |
| -02 | Complaints and inquiries | | SO | nil | DE |
| -03 | Charter of rights issues | | | | |
| -04 | Legal opinions | | | | |
| -05 | Legislative research
(includes photocopies of legislation
and working notes relating to possible
legislative amendments) | | | | |
| -06 | Aboriginal issues | | | | |

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 y = year
PIB = Personal Information Bank		PUR = Public Use Records
BCARS = B.C. Archives and Records Service		SO = Superseded or Obsolete

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

56240 TICKETS

Records relating to tickets issued under the Offence Act (RSBC 1979, c. 305, s. 14). Tickets are served on violators of British Columbia statutes which prescribe a voluntary penalty. A voluntary penalty gives the offender the option of paying a prescribed fine without a court appearance or appearing in court to dispute the ticket. Tickets are served for being a minor in possession of alcohol, for possession of alcohol in a public place, for hunting without a licence and for such motor vehicle offences as speeding, failing to produce a driver's licence, and driving without insurance.

Includes: correspondence, memoranda and sample tickets.

For design of tickets, see ARCS primary 285.
For discontinued traffic rule violation tickets, see primary 57480.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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 | Complaints and inquiries | | SO | nil | DE |
| -03 | Charter of rights issues | | | | |
| -04 | Legal opinions | | | | |
| -05 | Legislative research
(includes photocopies of legislation
and working notes relating to possible
legislative amendments) | | | | |
| -06 | Aboriginal issues | | | | |

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 y = year	
PIB = Personal Information Bank	PUR = Public Use Records	
BCARS = B.C. Archives and Records Service	SO = Superseded or Obsolete	

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

56300 TRIALS - GENERAL

Records not shown elsewhere in the trials block which relate generally to trials. Includes correspondence, memoranda, legal opinions and copies of reasons for judgment.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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 | Complaints and inquiries | | SO | nil | DE |
| -03 | Charter of rights issues | | | | |
| -04 | Legal opinions | | | | |
| -05 | Legislative research
(includes photocopies of legislation
and working notes relating to possible
legislative amendments) | | | | |
| -06 | Aboriginal issues | | | | |

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 y = year
PIB = Personal Information Bank		PIR = Public Use Records
BCARS = B.C. Archives and Records Service		SO = Superseded or Obsolete

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

56320 TRIALS - BILINGUAL

Records relating to trials conducted in the official language of the accused person's choice as provided for under the Criminal Code (ss. 530-533). Includes correspondence, memoranda, legal opinions and copies of reasons for judgment.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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> | SO | nil | DE |
| -01 | General | | | | |
| -02 | Complaints and inquiries | | SO | nil | DE |
| -03 | Charter of rights issues | | | | |
| -04 | Legal opinions | | | | |
| -05 | Legislative research
(includes photocopies of legislation
and working notes relating to possible
legislative amendments) | | | | |
| -06 | Aboriginal issues | | | | |

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
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PIB = Personal Information Bank		PUR = Public Use Records
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

56340 TRIALS - MEDIA COVERAGE

Records relating to media coverage of trials.
Includes correspondence and memoranda.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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 | Complaints and inquiries | | SO | nil | DE |
| -03 | Charter of rights issues | | | | |
| -04 | Legal opinions | | | | |
| -05 | Legislative research
(includes photocopies of legislation
and working notes relating to possible
legislative amendments) | | | | |
| -06 | Aboriginal issues | | | | |

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 y = year	PUR = Public Use Records
PIB = Personal Information Bank		SO = Superseded or Obsolete
BCARS = B.C. Archives and Records Service		

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

56380 VICTIMS

Records relating to programs and services for victims of crime generally. Includes correspondence, memoranda, press releases and press clippings.

For the elderly as victims, see primary 56640.

For victims of assault, see primary 56600.

For victims of child physical abuse, see primary 56620.

For victims of child sexual abuse, see primary 56670.

For victims of sexual assault, see primary 56660.

For victims of spousal assault, see primary 56680.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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
		- non-OPR	SO	<u>nil</u>	DE
-01	General				
-02	Complaints and inquiries		SO	nil	DE
-03	Charter of rights issues				
-04	Legal opinions				
-05	Legislative research (includes photocopies of legislation and working notes relating to possible legislative amendments)				
-06	Aboriginal issues				

(Continued on next page)

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 y = year	
PIB = Personal Information Bank	PUR = Public Use Records	
BCARS = B.C. Archives and Records Service	SO = Superseded or Obsolete	

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

56380 VICTIMS (Continued)

- 10 Compensation
 (includes compensation provided under
 the Criminal Injury Compensation Act
 (RSBC 1979, c. 83))

- 11 Compensation applications CY nil DE
 (copies of the applications received
 from the Criminal Injury Section, filed
 chronologically by date of award)

- NOTE: As required under the Criminal Injury
 Compensation Act (RSBC 1979, c. 83, s. 7),
 the Criminal Injury Section sent to the
 Criminal Justice Branch one copy of each
 application and the compensation awarded.
 The practice of sending a copy to Criminal
 Justice Branch headquarters was discontinued
 in 1989.

- 12 Victim assistance programs
- 13 Victim impact statements
 (statements concerning the impact of
 the crime on the victim to be taken
 into consideration in sentencing)

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 y = year
PIB = Personal Information Bank PUR = Public Use Records
BCARS = B.C. Archives and Records Service SO = Superseded or Obsolete

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

56400 WAIVER OF CRIMINAL CHARGES - GENERAL

Records not shown elsewhere in the waivers block which relate generally to the waiver of criminal charges. Includes correspondence and memoranda.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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 |
| -01 General | - <u>non-OPR</u> | SO nil DE |

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 y = year
PIB = Personal Information Bank		PUR = Public Use Records
BCARS = B.C. Archives and Records Service		SO = Superseded or Obsolete

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

56420 WAIVER OF CRIMINAL CHARGES - BRITISH COLUMBIA

Records relating to the waiver of criminal charges between regions in British Columbia under the Criminal Code (s. 479). The accused signs a request to waive the charge(s) to the region in which he is residing and agrees to plead guilty to the offence(s). This results in the creation of a waiver of charges case file. Includes correspondence and memoranda, requests for waiver, police reports, informations, consent forms and dispositions.

NOTE: Charges are waived directly between Regional Crown Offices with no involvement by headquarters. Thus, the case files are kept at the requesting Crown Office.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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>	SO	<u>nil</u>	DE
-01	General				
-02	Complaints and inquiries		SO	nil	DE
-03	Charter of rights issues				
-04	Legal opinions				
-05	Legislative research (includes photocopies of legislation and working notes relating to possible legislative amendments)				
-06	Aboriginal issues				
PIB	-30 Waiver of charges case files (alphabetically by surname of accused)		SO+1y	nil	DE

(Continued on next page)

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 y = year
PIB = Personal Information Bank		PUR = Public Use Records
BCARS = B.C. Archives and Records Service		SO = Superseded or Obsolete

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

56420 WAIVER OF CRIMINAL CHARGES - BRITISH COLUMBIA (Continued)

SO = when consent form has been signed

FOI: Records in this case file secondary may constitute a personal information bank.

Location: Individual Crown counsel offices. Legal Authority: Attorney General Act (RSBC 1979, c. 23), Criminal Code (RSC 1985, c. C-46, s. 478), and Young Offenders Act (RSC 1985, c. Y-1). Information

Maintained: Name, address, record of convictions, outstanding charges, and nature of alleged offence. Purpose: Transfer charges to the region in British Columbia in which the accused is residing. Users: Criminal Justice Branch. Individuals in Bank: Persons charged with offences.

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 y = year
PIB = Personal Information Bank		PUR = Public Use Records
BCARS = B.C. Archives and Records Service		SO = Superseded or Obsolete

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

56460 WAIVER OF CRIMINAL CHARGES - INTERPROVINCIAL

Records relating to the waiver of criminal charges between provinces and territories in Canada under the Criminal Code (s. 478(3)) and the Young Offenders Act (s. 18). The accused signs a request to waive the charge(s) to the Canadian province or territory in which he is residing and agrees to plead guilty to the offence(s). This results in the creation of a waiver of charges case file.

Includes correspondence, memoranda, requests for waiver, police reports, informations, consent forms and dispositions.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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
		- non-OPR	SO	nil	DE
-01	General				
-02	Complaints and inquiries		SO	nil	DE
-03	Charter of rights issues				
-04	Legal opinions				
-05	Legislative research (includes photocopies of legislation and working notes relating to possible legislative amendments)				
-06	Aboriginal issues				
PIB	-30 Waiver of charges case files (alphabetically by surname of accused)		SO+1y	nil	DE

SO = when consent form has been signed

(Continued on next page)

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	

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

56460 WAIVER OF CRIMINAL CHARGES - INTERPROVINCIAL
(Continued)

FOI: Records under this case file secondary may constitute a personal information bank. **Location:** Criminal Justice Branch (headquarters). **Legal Authority:** Attorney General Act (RSBC 1979, c. 23) Criminal Code (RSC 1985, c. C-46, s. 481), and Young Offenders Act (RSC 1985, c. Y-1). **Information Maintained:** Name, address, record of convictions, outstanding charges, and nature of alleged offence. **Purpose:** Transfer charges to the province or territory in which the accused is residing. **Users:** Criminal Justice Branch. **Individuals in Bank:** Persons charged with offences.

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 y = year
PIB = Personal Information Bank		PUR = Public Use Records
BCARS = B.C. Archives and Records Service		SO = Superseded or Obsolete

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

56480 WITNESSES

Records relating to witnesses called in criminal trials under the Criminal Code (ss. 697-712). Includes correspondence, memoranda and statistics.

For victims of crime, see primary 56380.
 For vulnerable witnesses in assault or abuse offences, see primaries 56600-56680.
 For witness costing, see primary 59150.
 For witness notification, see primary 59160.

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

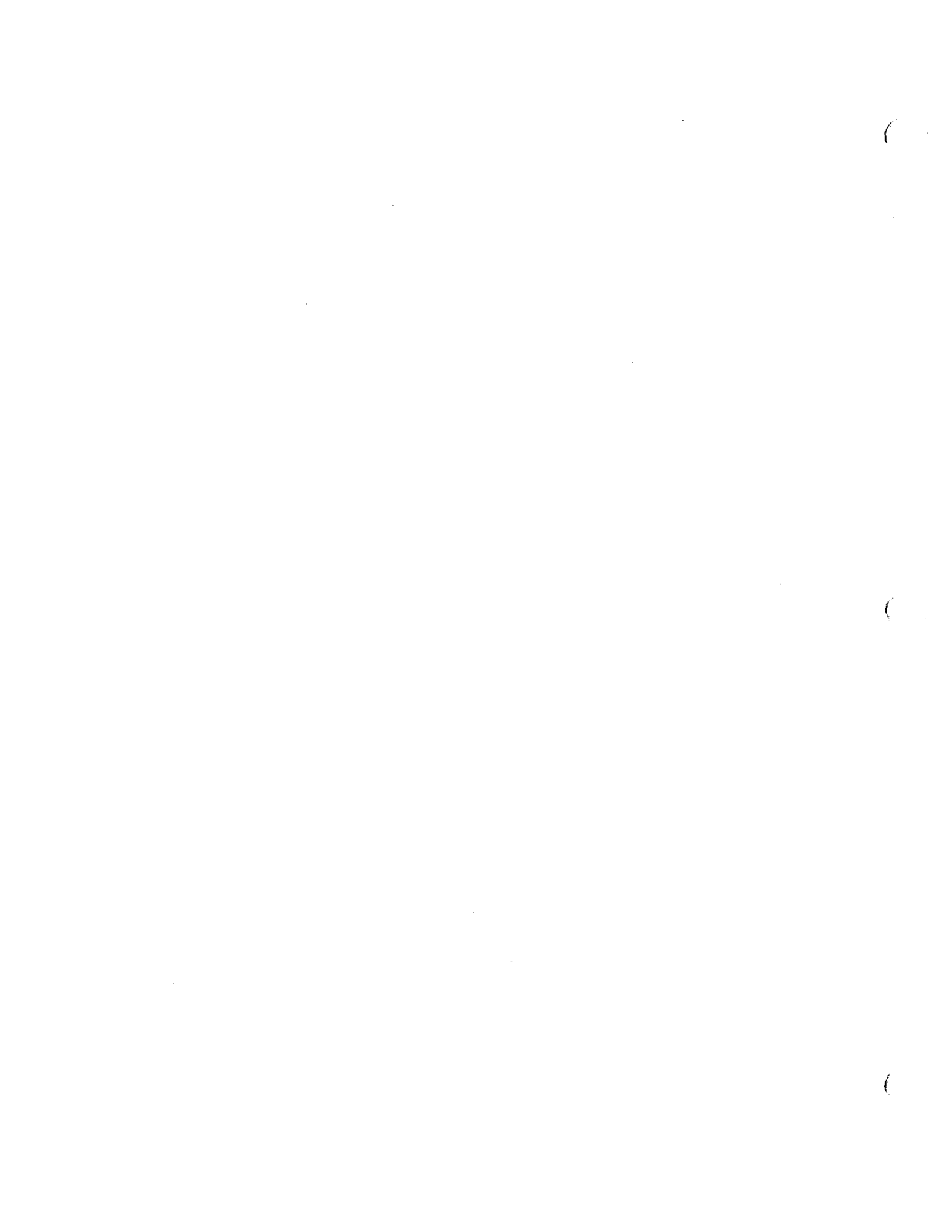
CY+2y 7y SR

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

SO _____ nil _____ DE

- | | | |
|--|---|--|
| <ul style="list-style-type: none"> -00 Policy and procedures -01 General -02 Complaints and inquiries -03 Charter of rights issues -04 Legal opinions -05 Legislative research
 (includes photocopies of legislation
 and working notes relating to possible
 legislative amendments) -06 Aboriginal issues -10 Mentally handicapped -11 Notification
 (securing attendance of witness by
 letter, telephone or subpoena) -12 Protection | <ul style="list-style-type: none"> - OPR - <u>non-OPR</u> | <ul style="list-style-type: none"> SO 5y FR SO nil DE SO nil DE |
|--|---|--|

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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	
PIB = Personal Information Bank	PIUR = Public Use Records	
BCARS = B.C. Archives and Records Service	SO = Superseded or Obsolete	



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A SA FD

S E C T I O N 2

O F F E N C E S

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

5 6 5 0 0 - 5 7 9 9 9

Section 2 covers records relating to offenses prohibited under the federal Criminal Code, British Columbia provincial statutes, and British Columbia municipal bylaws. Records relating to groups of offenders are covered in section 3.

Prosecution case files maintained by individual Crown counsel offices are covered in section 4 primary 59200. However, headquarters maintains its own case files on prosecutions that require executive examination. These headquarters case files are classified in this section under secondary -20 under the specific offence.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

56500 - OFFENSES - 57999

PRIMARY NUMBERS AND PRIMARY SUBJECTS

56500 OFFENSES - GENERAL

56540 ABDUCTION - GENERAL
56560 - CHILDREN

56580 ABORTION

56600 ASSAULT/ABUSE - GENERAL
56620 - CHILDREN
56640 - ELDERLY
56660 - SEXUAL - GENERAL
56670 - SEXUAL - CHILDREN
56680 - SPOUSAL

56700 AUTOMOBILE MASTER KEY

56740 CIVIL DISOBEDIENCE

56760 CRUELTY TO ANIMALS

56800 DRUGS AND DRUG PARAPHERNALIA

56860 ENVIRONMENTAL OFFENSES

56880 EUTHANASIA

56900 FAMILY OFFENSES

56920 FILM OFFENSES

56940 FISHING AND HUNTING OFFENSES

56960 FRAUD

57000 GAMBLING - GENERAL
57010 - CASINOS
57020 - HORSE RACING
57040 - LOTTERIES
57060 - SOCIAL CLUBS

57100 HATE PROPAGANDA

57120 HEALTH OFFENSES - GENERAL
57140 - COMMUNICABLE DISEASES

57160 HOLIDAY SHOPPING

57180 HUMAN RIGHTS OFFENSES

57200 IMPAIRED DRIVING - GENERAL

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

57220 - BLOOD TESTS
57230 - BREATHALYSER
57240 - COMMUNITY ORGANIZATIONS
57250 - CURATIVE TREATMENT
57260 - ENFORCEMENT OPTIONS
57270 - FATALITIES
57280 - NOTICE TO SEEK GREATER PUNISHMENT

57300 INTEREST RATE OFFENSES

57360 LABOUR DISPUTES

57380 MATRIMONIAL OFFENSES

57400 MOTOR VEHICLE OFFENSES - GENERAL
57420 - MOTORCYCLE HELMETS
57440 - POLICE PURSUIT
57450 - PROHIBITION FROM DRIVING
57460 - SEAT BELTS
57470 - SPEEDING
57480 - TRAFFIC VIOLATION RULES (TVR)

57520 MURDER

57560 NUDITY

57600 PORNOGRAPHY/OBSCENITY

57640 PRIZE FIGHTS

57650 PROCEEDS OF CRIME

57660 PROSTITUTION

57800 THEFT

57840 THREATS

57960 WEAPONS OFFENSES

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
56500	<u>OFFENSES - GENERAL</u>				
	Records not shown elsewhere in the offenses section which relate generally to federal, provincial and municipal offenses. Includes correspondence and memoranda.				
	Unless otherwise specified below, the ministry OPR (Criminal Justice 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:		<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>
	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				
PIB	-20 Offenses case files				
	FOI: Records in this case file secondary may constitute a personal information bank. Location: Criminal Justice Branch (headquarters). Legal Authority: Criminal Code (RSC 1985, c. C-46), Crown Counsel Act (SBC 1991, c. 10) and Attorney General Act (RSBC 1979, c. 23). Information Maintained: Name, address, role and involvement of accused, nature of alleged offence, and disposition of the case. Purpose:				
	Reviewing and monitoring selected cases. Users: Criminal Justice Branch. Individuals in Bank: Persons under investigation or charged with offenses.				
	SR = BCARS will retain those records which best document the development and operation of programs administered by Criminal Justice Branch, as well as records of significant informational value which illustrate the societal context of those programs.				

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

56540 ABDUCTION - GENERAL

Records not shown elsewhere in the abduction block which relate generally to abduction, kidnapping and hostage taking prohibited under the Criminal Code (ss. 279-286). Includes correspondence, memoranda, legal opinions, legislative research and copies of reasons for judgment.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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 | | | | |

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
56560	<u>ABDUCTION - CHILDREN</u>				
	Records relating to parental and stranger abduction of children under the Criminal Code (s. 281-286), the Family Relations Act (RSBC 1979, c. 121, s. 81) and the Convention on the Civil Aspects of International Child Abduction. Includes correspondence, memoranda, legal opinions, legislative research, copies of reasons for judgment, press clippings, articles and statistics.				
	For the extradition of parents, see primary 55500.				
	Unless otherwise specified below, the ministry OPR (Criminal Justice 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:		<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General				
	-02 Complaints and inquiries		SO	nil	DE
	-03 Charter of rights issues				
	-04 Legal opinions				
	-05 Legislative research (includes photocopies of legislation and working notes relating to possible legislative amendments)				
	-06 Aboriginal issues				
PIB	-20 Offenses case files (alphabetically by surname of accused)		SO	7y	SR
	SO = when child is located and legal action is concluded				
	-30 Monitoring files (xerox copies of information in Crown counsel prosecution files)				
	NOTE: This secondary is used only by headquarters to monitor all child abduction cases in the province.				

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

			<u>A</u>	<u>SA</u>	<u>FD</u>
56580	<u>ABORTION</u>				
	Records relating to abortion. Abortion is currently not an offence in Canada. Includes correspondence, memoranda, legal opinions, legislative research and reasons for judgment.				
	Unless otherwise specified below, the ministry OPR (Criminal Justice 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:		<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General				
	-02 Complaints and inquiries		SO	nil	DE
	-03 Charter of rights issues				
	-04 Legal opinions				
	-05 Legislative research (includes photocopies of legislation and working notes relating to possible legislative amendments)				
	-06 Aboriginal issues				
PIB	-20 Offenses case files (alphabetically by surname of accused)		SO	7y	SR
	SO = when legal action is concluded				

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

56600 ASSAULT/ABUSE - GENERAL

Records not shown elsewhere in the assault block which relate generally to assault and abuse under the Criminal Code (ss. 266-270), including breaches of the peace and assault in sporting events. Includes correspondence, memoranda, legal opinions, legislative research and copies of reasons for judgment.

For torture, see primary 57180.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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
- <u>non-OPR</u> | SO | 5y | FR |
| -01 | General | | <u>SO</u> | <u>nil</u> | <u>DE</u> |
| -06 | Training
(courses prepared or conducted by
CJB staff for community groups, police,
prosecutors, etc.) | | | | |
| -10 | Ritual abuse | | | | |

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
56620	<u>ASSAULT/ABUSE - CHILDREN</u>				
	Records relating to the investigation and prosecution of child physical abuse and neglect under the Criminal Code (ss. 265-269) and the Family and Child Service Act (RSBC 1979, c. 119, s. 9). Includes correspondence, memoranda, legal opinions, legislative research and copies of reasons for judgment.				
	For child sexual abuse, see primary 56670.				
	NOTE: Offices wanting only one file for child physical and sexual abuse must use primary 56670.				
	Unless otherwise specified below, the ministry OPR (Criminal Justice 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:		<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General				
	-02 Complaints and inquiries		SO	nil	DE
	-03 Charter of rights issues				
	-04 Legal opinions				
	-05 Legislative research (includes photocopies of legislation and working notes relating to possible legislative amendments)				
	-06 Aboriginal issues				
	-10 Evidence				
PIB	-20 Offenses case files (alphabetically by surname of accused)		SO	7y	SR
	SO = when legal action is concluded				

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

			<u>A</u>	<u>SA</u>	<u>FD</u>
56640	<u>ASSAULT/ABUSE - ELDERLY</u>				
	Records relating to the investigation and prosecution of financial and physical abuse of the elderly under the Criminal Code (ss. 265-269). Includes correspondence, memoranda, press clippings, legal opinions, legislative research and reasons for judgment.				
	For sexual assault of the elderly, see primary 56660.				
	Unless otherwise specified below, the ministry OPR (Criminal Justice 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:		<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General				
	-02 Complaints and inquiries		SO	nil	DE
	-03 Charter of rights issues				
	-04 Legal opinions				
	-05 Legislative research (includes photocopies of legislation and working notes relating to possible legislative amendments)				
	-06 Aboriginal issues				
	-15 Vulnerable witnesses				
PIB	-20 Offenses case files (alphabetically by surname of accused)		SO	7y	SR
	SO = when legal action is concluded				

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
56660	<u>ASSAULT/ABUSE - SEXUAL - GENERAL</u>				
	Records not shown elsewhere in the sexual assault block which relate generally to sexual assault under the Criminal Code (ss. 271-278). Includes correspondence, memoranda, legal opinions, legislative research and copies of reasons for judgment.				
	Unless otherwise specified below, the ministry OPR (Criminal Justice 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:		<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General				
	-02 Complaints and inquiries		SO	nil	DE
	-03 Charter of rights issues				
	-04 Legal opinions				
	-05 Legislative research (includes photocopies of legislation and working notes relating to possible legislative amendments)				
	-06 Aboriginal issues				
	-10 Counselling of victims				
	-11 Evidence				
	-12 Prevention (includes intervention)				
	-13 Handicapped				
PIB	-20 Offenses case files (alphabetically by surname of accused)		SO	7y	SR
	SO = when legal action is concluded				

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
56670	<u>ASSAULT/ABUSE - SEXUAL - CHILDREN</u>				
	Records relating to the investigation and prosecution of child sexual abuse and incest under the Criminal Code (ss. 150.1-155). Includes correspondence, memoranda, legal opinions, legislative research and copies of reasons for judgment.				
	Unless otherwise specified below, the ministry OPR (Criminal Justice 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:		<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General				
	-02 Complaints and inquiries		SO	nil	DE
	-03 Charter of rights issues				
	-04 Legal opinions				
	-05 Legislative research (includes photocopies of legislation and working notes relating to possible legislative amendments)				
	-06 Aboriginal issues				
	-10 Counselling of victims				
	-11 Evidence (medical assessment of victims and victim interviewing (e.g., videotaped interviews, written and dictated statements, spontaneous declarations, statement reality analysis and the use of anatomically correct dolls))				
	-12 Prevention (prevention and intervention, including the use of anatomically correct dolls for education purposes)				
	-13 Multi-victims				
	-14 Public awareness				
	-15 Vulnerable witnesses				
PIB	-20 Offenses case files (alphabetically by surname of accused)		SO	7y	SR
	SO = when legal action is concluded				

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
56680	<u>ASSAULT/ABUSE - SPOUSAL</u>				
	Records relating to domestic violence generally, in particular the investigation and prosecution of spousal assault under the Criminal Code (ss. 265-269). Includes correspondence, memoranda, legal opinions, legislative research and copies of reasons for judgment.				
	For incest, see primary 56670.				
	For physical abuse of children by parents, see primary 56620.				
	For spousal sexual assault, see primary 56660.				
	Unless otherwise specified below, the ministry OPR (Criminal Justice 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:		<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General				
	-02 Complaints and inquiries		SO	nil	DE
	-03 Charter of rights issues				
	-04 Legal opinions				
	-05 Legislative research				
	(includes photocopies of legislation and working notes relating to possible legislative amendments)				
	-06 Aboriginal issues				
	-12 Prevention	(includes intervention)			
	-14 Public awareness				
PIB	-20 Offenses case files		SO	7y	SR
	(alphabetically by surname of accused)				

SO = when legal action is concluded

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
56700	<u>AUTOMOBILE MASTER KEY</u>				
	Records relating to the unlicensed possession of an automobile master key (e.g., slim jims) under the Criminal Code (s. 353). An automobile master key is an instrument designed or adapted to operate the ignition or locks of a motor vehicle.				
	Includes correspondence, memoranda, legal opinions and copies of reasons for judgment.				
	Unless otherwise specified below, the ministry OPR (Criminal Justice 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:		<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General				
	-02 Complaints and inquiries		SO	nil	DE
	-03 Charter of rights issues				
	-04 Legal opinions				
	-05 Legislative research				
	(includes photocopies of legislation and working notes relating to possible legislative amendments)				
	-06 Aboriginal issues				
PIB	-20 Offenses case files		SO	7y	SR
	(alphabetically by surname of accused)				
	SO = when legal action is concluded				

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
56740	<u>CIVIL DISOBEDIENCE</u>				
	Records relating to civil disobedience, including riots and tree spiking. Includes correspondence, memoranda, press clippings and reports.				
	For prison riots, see primary 55260.				
	Unless otherwise specified below, the ministry OPR (Criminal Justice 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:		<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General				
	-02 Complaints and inquiries		SO	nil	DE
	-03 Charter of rights issues				
	-04 Legal opinions				
	-05 Legislative research				
	(includes photocopies of legislation and working notes relating to possible legislative amendments)				
	-06 Aboriginal issues				
	-10 Tree spiking				
	(includes logging road blockades)				
	-11 Riots				
PIB	-20 Offenses case files		SO	7y	SR
	(alphabetically by surname of accused)				
	SO = when legal action is concluded				

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
56760	<u>CRUELTY TO ANIMALS</u>			
	Records relating to cruelty to domestic animals and pets prohibited under the Criminal Code (s. 446). Includes correspondence, memoranda, press clippings, legal opinions, legislative research and reasons for judgment.			
	For cruelty to wildlife, see primary 56860.			
	Unless otherwise specified below, the ministry OPR (Criminal Justice 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures			
	- OPR	SO	5y	FR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General			
	-02 Complaints and inquiries	SO	nil	DE
	-03 Charter of rights issues			
	-04 Legal opinions			
	-05 Legislative research			
	(includes photocopies of legislation and working notes relating to possible legislative amendments)			
	-06 Aboriginal issues			
PIB	-20 Offenses case files	SO	7y	SR
	(alphabetically by surname of accused)			
	SO = when legal action is concluded			

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

56800 DRUGS AND DRUG PARAPHERNALIA

Records relating to public attitudes and government policies respecting non-medical drug use and drug paraphernalia. Non-medical drugs include narcotics, as well as substances such as glue which are inhaled to induce a drugged state.

Includes correspondence, memoranda, legal opinions, legislative research, press clippings, reports and copies of reasons for judgment.

NOTE: Drug offenses are prosecuted under the Narcotic Control Act (RSC 1970, c. N-1) by federal prosecutors. In exceptional circumstances provided for by a federal-provincial agreement (the Major-Minor Agreement), provincial prosecutors may prosecute drug offenses. The prosecution case files that result do not require examination by headquarters. Therefore, there are no case files in this primary.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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	Complaints and inquiries		SO	nil	DE
-03	Charter of rights issues				
-04	Legal opinions				
-05	Legislative research (includes photocopies of legislation and working notes relating to possible legislative amendments)				
-06	Aboriginal issues				

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

56860 ENVIRONMENTAL OFFENSES

Records relating to intentional, reckless or negligent acts that seriously harm or endanger the environment (e.g., air, water, land and wildlife) under the Transport of Dangerous Goods Act (SBC 1985, c. 17), the Waste Management Act (SBC 1982, c. 41), the Fisheries Act (RSC 1970, c. F-14), the Fisheries Act (RSBC 1979, c. 137), the Wildlife Act (SBC 1982, c. 57) and the Waste Management Act (SBC 1982, c. 41).

Includes correspondence, memoranda, press clippings and reports.

For cruelty to domestic animals and pets, see primary 56760.

For fishing and hunting offenses, see primary 56940.

For environmental protests (tree spiking, logging road blockades), see primary 56740.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

-01	General				
-02	Complaints and inquiries		SO	nil	DE

-03	Charter of rights issues				
-04	Legal opinions				

-05	Legislative research				
	(includes photocopies of legislation and working notes relating to possible legislative amendments)				

-06	Aboriginal issues				
-10	Smoke pollution				

PIB	-20	Offenses case files (alphabetical by surname of accused)	SO	7y	SR
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SO = when legal action is concluded

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
56880	<u>EUTHANASIA</u>				
	Records relating to euthanasia which is prohibited under the Criminal Code (ss. 14, 216, 217, 241 and 245). Includes correspondence, memoranda, press clippings, reports, legal opinions, legislative research and reasons for judgment.				
	Unless otherwise specified below, the ministry OPR (Criminal Justice 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:		<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General				
	-02 Complaints and inquiries		SO	nil	DE
	-03 Charter of rights issues				
	-04 Legal opinions				
	-05 Legislative research (includes photocopies of legislation and working notes relating to possible legislative amendments)				
	-06 Aboriginal issues				
PIB	-20 Offenses case files (alphabetically by surname of accused)		SO	7y	SR
	SO = when legal action is concluded				

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

		<u>A</u>	<u>SA</u>	<u>FD</u>
56900	<u>FAMILY OFFENSES</u>			
	Records relating to offenses under the Family Relations Act (RSBC 1979, c. 121, s. 81). Includes correspondence, memoranda, legal opinions and legislative amendments.			
	For family violence, see primary 56680 or primary 56620.			
	For parental abduction of children, see primary 56560.			
	Unless otherwise specified below, the ministry OPR (Criminal Justice 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures			
	- OPR	SO	5y	FR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General			
	-02 Complaints and inquiries	SO	nil	DE
	-03 Charter of rights issues			
	-04 Legal opinions			
	-05 Legislative research (includes photocopies of legislation and working notes relating to possible legislative amendments)			
	-06 Aboriginal issues			
	-10 Custody orders			
	-11 Maintenance orders			
PIB	-20 Offenses case files (alphabetically by surname of accused)	SO	7y	SR
	SO = when legal action is concluded			

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

56920 FILM OFFENSES

Records relating to offenses under the Criminal Code (s. 163) and the Motion Picture Act (SBC 1986, c. 17). Offenses include: operating a theatre or video retail and distribution business without a licence; accessing television stations with illegal descrambling devices; showing, selling or renting prohibited movies; failing to submit films for approval; and failing to affix decals on approved adult movies.

Includes correspondence, memoranda, legal opinions and legislative amendments.

NOTE: As defined under the Motion Picture Act (RSBC 1979, c. 284), "film means photographic film, pre-recorded video tapes, pre-recorded video discs and includes any other object or device on or within which there is recorded, by photographic, electronic or other means, the contents of a motion picture, and from which, by the use of a projector, machine or other appropriate technology, the motion picture may be viewed, exhibited or projected."

Unless otherwise specified below, the ministry OPR (Criminal Justice 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

- | | | | | |
|---|---|---|---|---|
| <ul style="list-style-type: none"> -00 Policy and procedures -01 General -02 Complaints and inquiries -03 Charter of rights issues -04 Legal opinions -05 Legislative research
 (includes photocopies of legislation and working notes relating to possible legislative amendments) -06 Aboriginal issues -10 Business requirements
 (includes operating without a business licence and failing to affix decals on approved adult movies) | <ul style="list-style-type: none"> - OPR - <u>non-OPR</u> | <ul style="list-style-type: none"> SO <u>SO</u> SO | <ul style="list-style-type: none"> 5y <u>nil</u> nil | <ul style="list-style-type: none"> FR <u>DE</u> DE |
|---|---|---|---|---|

(Continued on next page)

56920 FILM OFFENSES (Continued)

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

		<u>A</u>	<u>SA</u>	<u>FD</u>
	-11			
	Film review and classification (includes the presentation, sale and rental of prohibited films)			
PIB	-20	SO	7y	SR
	Offenses case files (alphabetically by surname of accused)			
	SO = when legal action is concluded			

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
56940	<u>FISHING AND HUNTING OFFENSES</u>				
	Records relating to fishing and hunting offenses under the Wildlife Act (SBC 1982, c. 57), the Fisheries Act (RSBC 1979, c. 137), the Fisheries Act (RSC 1970, c. F-14), and the Criminal Code (s. 323). Includes correspondence, memoranda, legal opinions, legislative research and copies of reasons for judgment.				
	Unless otherwise specified below, the ministry OPR (Criminal Justice 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:		<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General				
	-02 Complaints and inquiries		SO	nil	DE
	-03 Charter of rights issues				
	-04 Legal opinions				
	-05 Legislative research (includes photocopies of legislation and working notes relating to possible legislative amendments)				
	-06 Aboriginal issues (includes sustenance permits)				
	-11 Oyster beds (clam diggers on oyster beds)				
PIB	-20 Offenses case files (alphabetically by surname of accused)		SO	7y	SR
	SO = when legal action is concluded				

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
56960	<u>FRAUD</u>				
	Records relating to fraud under the Criminal Code(ss. 336, 380-405). Includes correspondence, memoranda, legal opinions, legislative research and copies of reasons for judgment.				
	Unless otherwise specified below, the ministry OPR (Criminal Justice 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:		<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General				
	-02 Complaints and inquiries		SO	nil	DE
	-03 Charter of rights issues				
	-04 Legal opinions				
	-05 Legislative research				
	(includes photocopies of legislation and working notes relating to possible legislative amendments)				
	-06 Aboriginal issues				
	-10 Welfare fraud				
	-11 Insurance fraud				
	-12 Breach of trust				
PIB	-20 Offenses case files		SO	7y	SR
	(alphabetically by surname of accused)				
	SO = when legal action is concluded				

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
57000	<u>GAMBLING - GENERAL</u>				
	Records not shown elsewhere in the gambling block which relate generally to the laws, public attitudes and government policies respecting legal and illegal gambling. Includes correspondence, memoranda, legal opinions, legislative research and copies of reasons for judgment.				
	Unless otherwise specified below, the ministry OPR (Criminal Justice 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:		<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				
-06	Aboriginal issues (includes gambling on Indian reservations)				

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
57010	<u>GAMBLING - CASINOS</u>				
	Records relating to casino gambling offenses under the Criminal Code (s. 201). Includes correspondence, memoranda, legal opinions, legislative research, press clippings and copies of reasons for judgment.				
	Unless otherwise specified below, the ministry OPR (Criminal Justice 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:		<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General				
	-02 Complaints and inquiries		SO	nil	DE
	-03 Charter of rights issues				
	-04 Legal opinions				
	-05 Legislative research (includes photocopies of legislation and working notes relating to possible legislative amendments)				
	-06 Aboriginal issues				
	-10 Cruise ships				
PIB	-20 Offenses case files (alphabetically by surname of accused)		SO	7y	SR
	SO = when legal action is concluded				

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
57020	<u>GAMBLING - HORSE RACING</u>				
	Records relating to horse racing offenses under the Criminal Code (s. 204). Includes correspondence, memoranda, legal opinions, legislative research, press clippings and copies of reasons for judgment.				
	Unless otherwise specified below, the ministry OPR (Criminal Justice 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:		<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General				
	-02 Complaints and inquiries		SO	nil	DE
	-03 Charter of rights issues				
	-04 Legal opinions				
	-05 Legislative research				
	(includes photocopies of legislation and working notes relating to possible legislative amendments)				
	-06 Aboriginal issues				
PIB	-20 Offenses case files		SO	7y	SR
	(alphabetically by surname of accused)				
	SO = when legal action is concluded				

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

57040 GAMBLING - LOTTERIES

Records relating to lotteries (e.g., government-managed and private lotteries, bingo, turkey-shoots and fishing derbies) under the Criminal Code (ss. 206-207) and the Lottery Act (RSBC 1979, c. 249, s. 2(1)(d)).

Includes correspondence, memoranda, legal opinions, legislative research, press clippings and copies of reasons for judgment.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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
- <u>non-OPR</u> | SO
<u>SO</u> | 5y
<u>nil</u> | FR
<u>DE</u> |
| -01 | General | | | | |
| -02 | Complaints and inquiries | | SO | nil | DE |
| -03 | Charter of rights issues | | | | |
| -04 | Legal opinions | | | | |
| -05 | Legislative research
(includes photocopies of legislation and working notes relating to possible legislative amendments) | | | | |
| -06 | Aboriginal issues | | | | |
| -10 | Bingo | | | | |
| -11 | Fishing derbies, turkey-shoots, etc. | | | | |
| -12 | Pyramids
(chain letter schemes) | | | | |
| -13 | Sale of lottery tickets outside Canada | | | | |

PIB	-20	Offenses case files (alphabetically by surname of accused)	SO	7y	SR
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SO = when legal action is concluded

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
57060	<u>GAMBLING - SOCIAL CLUBS</u>				
	Records relating to gambling organized by social clubs which is prohibited under the Criminal Code (ss. 197(2) and 201).				
	Includes correspondence, memoranda, legal opinions, legislative research, press clippings and copies of reasons for judgment.				
	Unless otherwise specified below, the ministry OPR (Criminal Justice 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:		<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General				
	-02 Complaints and inquiries		SO	nil	DE
	-03 Charter of rights issues				
	-04 Legal opinions				
	-05 Legislative research				
	(includes photocopies of legislation and working notes relating to possible legislative amendments)				
	-06 Aboriginal issues				
PIB	-20 Offenses case files		SO	7y	SR
	(alphabetically by surname of accused)				
	SO = when legal action is concluded				

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
57100	<u>HATE PROPAGANDA</u>				
	Records relating to promoting or inciting hatred against identifiable groups under the Criminal Code (ss. 318-320) and the Civil Rights Protection Act (SBC 1981, c. 12).				
	Includes correspondence, memoranda, legal opinions, legislative research, press clippings and copies of reasons for judgment.				
	Unless otherwise specified below, the ministry OPR (Criminal Justice 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:		<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General				
	-02 Complaints and inquiries		SO	nil	DE
	-03 Charter of rights issues				
	-04 Legal opinions				
	-05 Legislative research (includes photocopies of legislation and working notes relating to possible legislative amendments)				
	-06 Aboriginal issues				
	-10 Ku Klux Klan				
PIB	-20 Offenses case files (alphabetically by name of accused)		SO	7y	SR
	SO = when legal action is concluded				

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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	<u>A</u>	<u>SA</u>	<u>FD</u>
57120 <u>HEALTH OFFENSES - GENERAL</u>			
Records not shown elsewhere in the health offenses block which relate generally to health or medical offenses. Includes correspondence, memoranda, legal opinions, legislative research and copies of reasons for judgment.			
Unless otherwise specified below, the ministry OPR (Criminal Justice 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:	<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			
-10 Genetic engineering			

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
57140	<u>HEALTH OFFENSES - COMMUNICABLE DISEASES</u>			
	Records relating to the court-ordered treatment and confinement, under the Health Act (RSBC 1979, c. 161, s. 7), of persons (including inmates) suffering from such communicable diseases as AIDS and tuberculosis Includes correspondence, memoranda, legal opinions, legislative research and copies of reasons for judgment.			
	Unless otherwise specified below, the ministry OPR (Criminal Justice 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures			
	- OPR	SO	5y	FR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General			
	-02 Complaints and inquiries	SO	nil	DE
	-03 Charter of rights issues			
	-04 Legal opinions			
	-05 Legislative research (includes photocopies of legislation and working notes relating to possible legislative amendments)			
	-06 Aboriginal issues			
PIB	-20 Offenses case files (alphabetically by surname of patient)	SO	7y	SR
	SO = when legal action is concluded			

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
57160	<u>HOLIDAY SHOPPING</u>				
	Records relating to shopping on holidays (e.g., Sundays and statutory holidays) under the Holiday Shopping Regulation Act (SBC 1980, c. 17). Includes correspondence, memoranda, legal opinions, legislative research, press clippings and copies of reasons for judgment.				
	Unless otherwise specified below, the ministry OPR (Criminal Justice 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:		<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General				
	-02 Complaints and inquiries		SO	nil	DE
	-03 Charter of rights issues				
	-04 Legal opinions				
	-05 Legislative research				
	(includes photocopies of legislation and working notes relating to possible legislative amendments)				
PIB	-20 Offenses case files		SO	7y	SR
	(alphabetically by name of accused)				
	SO = when legal action is concluded				

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

57180 HUMAN RIGHTS OFFENSES

Records relating to human rights offenses. Human rights offenses include discrimination prohibited under the Human Rights Act (RSBC 1979, c. 22) and the Canadian Charter of Rights and Freedoms, as well as cruel and degrading treatment and punishment of human beings such as torture which is prohibited under the Criminal Code (s. 269.1).

Includes correspondence, memoranda, legal opinions, legislative research, press clippings and copies of reasons for judgment.

For charter of rights issues pertaining to a specific subject, see secondary -03 under the specific subject primary.
For hate propaganda, see primary 57100.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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
- <u>non-OPR</u> | SO
<u>SO</u> | 5y
<u>nil</u> | FR
<u>DE</u> |
| -01 | General | | | | |
| -02 | Complaints and inquiries | | SO | nil | DE |
| -03 | Charter of rights issues | | | | |
| -04 | Legal opinions | | | | |
| -05 | Legislative research
(includes photocopies of legislation and working notes relating to possible legislative amendments) | | | | |
| -10 | Crimes against humanity
(includes torture and war crimes) | | | | |
| -11 | Discrimination | | | | |

PIB	-20	Offenses case files (alphabetically by name of accused)	SO	7y	SR
-----	-----	--	----	----	----

SO = when legal action is concluded

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
57200	<u>IMPAIRED DRIVING - GENERAL</u>				
	Records not shown elsewhere in the impaired driving block which relate generally to an individual operating a motor vehicle after consuming alcohol in such a quantity that the proportion in his/her blood exceeds 80 milligrams of alcohol in 100 millimetres of blood pursuant to the Motor Vehicle Act (RSBC 1979, c. 288, s. 220.1). Includes correspondence, memoranda, copies of reasons for judgment, legal opinions and proposed legislative amendments.				
	For driving offenses under the Motor Vehicle Act, see primary 57400.				
	Unless otherwise specified below, the ministry OPR (Criminal Justice 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:		<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General				
	-02 Complaints and inquiries		SO	nil	DE
	-03 Charter of rights issues				
	-04 Legal opinions				
	-05 Legislative research (includes photocopies of legislation and working notes relating to possible legislative amendments)				
	-06 Aboriginal issues				
	-10 CounterAttack				
PIB	-20 Offenses case files (alphabetically by surname of accused)		SO	7y	SR
	SO = when legal action is concluded				

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
57220	<u>IMPAIRED DRIVING - BLOOD TESTS</u>			
	Records relating to demands for and analysis of blood samples in order to measure the concentration of alcohol in the blood of suspected impaired drivers under the Criminal Code (ss. 254 and 258) and the Motor Vehicle Act (RSBC 1979, c. 288, ss. 220.2-220.6). Includes correspondence, copies of reasons for judgment, proposed legislative research and press clippings.			
	Unless otherwise specified below, the ministry OPR (Criminal Justice 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures			
	- OPR	SO	5y	FR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General			
	-02 Complaints and inquiries	SO	nil	DE
	-03 Charter of rights issues			
	-04 Legal opinions			
	-05 Legislative research			
	(includes photocopies of legislation and working notes relating to possible legislative amendments)			
	-06 Aboriginal issues			
	-10 Blood sample analysts and technicians			
PIB	-20 Offenses case files	SO	7y	SR
	(alphabetically by surname of accused)			
	SO = when legal action is concluded			

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

57230 IMPAIRED DRIVING – BREATHALYSER

Records relating to demands for and the analysis of breath samples in order to measure the concentration of alcohol in the blood of a suspected impaired driver under the Criminal Code (ss. 254 and 258). If a suspected impaired driver refuses to provide a breath sample, he or she may be charged under the Criminal Code (s. 258(5)).

Includes correspondence, press clippings, press releases, memoranda, reports and copies of reasons for judgment.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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
- <u>non-OPR</u> | SO
<u>SO</u> | 5y
<u>nil</u> | FR
<u>DE</u> |
| -01 | General | | | | |
| -02 | Complaints and inquiries | | SO | nil | DE |
| -03 | Charter of rights issues | | | | |
| -04 | Legal opinions | | | | |
| -05 | Legislative research
(includes photocopies of legislation and working notes relating to possible legislative amendments) | | | | |
| -06 | Aboriginal issues | | | | |
| -10 | Breathalyser analysts | | | | |
| -11 | Breathalyser certificates
(records relating to certificates of Breathalyser readings which are presented as evidence in court) | | | | |
| -12 | Breathalyser technicians
(operators of equipment) | | | | |

PIB	-20	Offenses case files (alphabetically by surname of accused)	SO	7y	SR
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SO = when legal action is concluded

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

57240 IMPAIRED DRIVING – COMMUNITY ORGANIZATIONS

Records relating to the activities and services of community-based organizations, such as Mothers Against Drunk Drivers (MADD), which oppose drinking driving. Includes correspondence, reports and press clippings.

NOTE: All records relating to a specific organization (i.e., MADD) are classified in secondary -30.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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 | Complaints and inquiries | | SO | nil | DE |
| -03 | Charter of rights issues | | | | |
| -04 | Legal opinions | | | | |
| -05 | Legislative research
(includes photocopies of legislation and working notes relating to possible legislative amendments) | | | | |
| -06 | Aboriginal issues | | | | |
| -30 | Community organization case files
(alphabetically by the name of the organization) | | | | |

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

57250 IMPAIRED DRIVING – CURATIVE TREATMENT

Records relating to the sentencing of convicted impaired drivers to an alcohol treatment facility, rather than a term of imprisonment, and the consequent discharge of the impaired driving conviction under the Criminal Code (s. 255(5)). Includes correspondence, memoranda and reports.

NOTE: Criminal Code (s. 239(5)) is not in force in British Columbia.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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 | Complaints and inquiries | | SO | nil | DE |
| -03 | Charter of rights issues | | | | |
| -04 | Legal opinions | | | | |
| -05 | Legislative research
(includes photocopies of legislation and working notes relating to possible legislative amendments) | | | | |
| -06 | Aboriginal issues | | | | |

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

57260 IMPAIRED DRIVING — ENFORCEMENT OPTIONS

Records relating to alternatives to the charges and penalties for impaired driving in the Criminal Code.

Existing options include the impoundment of a motor vehicle and 24-hour roadside suspension under the Motor Vehicle Act (RSBC 1979, c. 288, ss. 96 and 214). Proposed options include the automatic suspension of a driver's licence when a driver is charged with a Criminal Code impaired driving offence, the zero blood alcohol law and interlock devices.

Includes correspondence, memoranda and draft cabinet submissions.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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 | Complaints and inquiries | | SO | nil | DE |
| -03 | Charter of rights issues | | | | |
| -04 | Legal opinions | | | | |
| -05 | Legislative research | | | | |
| | (includes photocopies of legislation and working notes relating to possible legislative amendments) | | | | |
| -06 | Aboriginal issues | | | | |

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

57270 IMPAIRED DRIVING – FATALITIES

Records relating to fatal accidents caused by impaired drivers. Perpetrators may be charged under any one of the Criminal Code offenses in which fatalities occur (e.g., criminal negligence causing death, dangerous driving causing death, or hit and run causing death). This primary includes reactions to sentences imposed on those convicted of causing death.

Includes correspondence, memoranda, press clippings, legal opinions and reasons for judgment.

For fatalities resulting from Motor Vehicle Act offenses, see primary 57400.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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 | Complaints and inquiries | | SO | nil | DE |
| -03 | Charter of rights issues | | | | |
| -04 | Legal opinions | | | | |
| -05 | Legislative research
(includes photocopies of legislation and working notes relating to possible legislative amendments) | | | | |
| -06 | Aboriginal issues | | | | |

PIB	-20	Offenses case files (alphabetically by surname of accused)	SO	7y	SR
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SO = when legal action is concluded

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

57280 IMPAIRED DRIVING – NOTICE TO SEEK GREATER PUNISHMENT

Records relating to serving a notice to seek greater punishment under the Criminal Code (s. 665) against a person who has been charged with an impaired driving offence and who has been previously convicted of one or more offenses. The notice must be served on the person prior to going to court. If it is proved in court that the person received the notice and if the person is convicted of another impaired driving offence, the judge is required by law to impose the minimum penalty, usually a jail term.

Includes correspondence, legal opinions, copies of reasons for judgment, memoranda and sample forms.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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 | Complaints and inquiries | | SO | nil | DE |
| -03 | Charter of rights issues | | | | |
| -04 | Legal opinions | | | | |
| -05 | Legislative research
(includes photocopies of legislation and working notes relating to possible legislative amendments) | | | | |
| -06 | Aboriginal issues | | | | |

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
57300	<u>INTEREST RATE OFFENSES</u>				
	Records relating to interest rates prohibited under the Criminal Code (s. 347). Includes correspondence, memoranda, legal opinions and copies of reasons for judgment.				
	Unless otherwise specified below, the ministry OPR (Criminal Justice 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:		<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General				
	-02 Complaints and inquiries		SO	nil	DE
	-03 Charter of rights issues				
	-04 Legal opinions				
	-05 Legislative research (includes photocopies of legislation and working notes relating to possible legislative amendments)				
	-06 Aboriginal issues				
PIB	-20 Offenses case files (alphabetically by surname of accused)		SO	7y	SR
	SO = when legal action is concluded				

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
57360	<u>LABOUR DISPUTES</u>				
	Records relating to criminal charges arising out of labour disputes. Includes correspondence, memoranda and agreements.				
	Unless otherwise specified below, the ministry OPR (Criminal Justice 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:		<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General				
	-02 Complaints and inquiries		SO	nil	DE
	-03 Charter of rights issues				
	-04 Legal opinions				
	-05 Legislative research (includes photocopies of legislation and working notes relating to possible legislative amendments)				
	-06 Aboriginal issues				
PIB	-20 Offenses case files (alphabetically by surname of accused)		SO	7y	SR
	SO = when legal action is concluded				

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
57380	<u>MATRIMONIAL OFFENSES</u>				
	Records relating to such matrimonial offenses as bigamy, polyandry and polygamy which are prohibited under the Criminal Code (ss. 290-295). Includes correspondence, memoranda, press clippings and reports.				
	Unless otherwise specified below, the ministry OPR (Criminal Justice 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:		<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General				
	-02 Complaints and inquiries		SO	nil	DE
	-03 Charter of rights issues				
	-04 Legal opinions				
	-05 Legislative research				
	(includes photocopies of legislation and working notes relating to possible legislative amendments)				
	-06 Aboriginal issues				
	-10 Bigamy				
	-11 Polygamy				
PIB	-20 Offenses case files		SO	7y	SR
	(alphabetically by surname of accused)				

SO = when legal action is concluded

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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	<u>A</u>	<u>SA</u>	<u>FD</u>
57400 <u>MOTOR VEHICLE OFFENSES - GENERAL</u>			
Records not shown elsewhere in the motor vehicle offenses block which relate generally to driving offenses under the Motor Vehicle Act (RSBC 1979, c. 288). Includes correspondence, memoranda, legislative research and legal opinions.			
For fatalities resulting from impaired driving, see primary 57270.			
For impaired driving offenses, see primary 57200.			
Unless otherwise specified below, the ministry OPR (Criminal Justice 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:	<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			
-10 Fatalities			
-11 Federal property (DND property, airports, Indian reservations and parks)			
-12 Over-weight vehicles			

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
57420	<u>MOTOR VEHICLE OFFENSES – MOTORCYCLE HELMETS</u>				
	Records relating to the mandatory use of motorcycle safety helmets under the Motor Vehicle Act (RSBC 1979, c. 288, s. 218). Includes correspondence, memoranda, legal opinions, copies of reasons for judgment and legislative amendments.				
	Unless otherwise specified below, the ministry OPR (Criminal Justice 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:		<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General				
	-02 Complaints and inquiries		SO	nil	DE
	-03 Charter of rights issues				
	-04 Legal opinions				
	-05 Legislative research				
	(includes photocopies of legislation and working notes relating to possible legislative amendments)				
	-06 Aboriginal issues				
PIB	-20 Offenses case files		SO	7y	SR
	(alphabetically by surname of accused)				
	SO = when legal action is concluded				

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
57440	<u>MOTOR VEHICLE OFFENSES - POLICE PURSUIT</u>			
	Records relating to failing to stop for police under the Motor Vehicle Act (RSBC 1979, c. 288, s. 92.1) and the consequent pursuit by police. The pursuing police vehicles are exempt from traffic rules under the Motor Vehicle Act (RSBC 1979, c. 288, s. 118), but must exercise due care and attention.			
	Includes correspondence, memoranda, legal opinions, copies of reasons for judgment and legislative amendments.			
	Unless otherwise specified below, the ministry OPR (Criminal Justice 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures			
	- OPR	SO	5y	FR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General			
	-02 Complaints and inquiries	SO	nil	DE
	-03 Charter of rights issues			
	-04 Legal opinions			
	-05 Legislative research			
	(includes photocopies of legislation and working notes relating to possible legislative amendments)			
	-06 Aboriginal issues			
PIB	-20 Offenses case files	SO	7y	SR
	(alphabetically by surname of accused)			
	SO = when legal action is concluded			

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
57450	<u>MOTOR VEHICLE OFFENSES – PROHIBITION FROM DRIVING</u>			
	Records relating to driving while prohibited. The Superintendent of Motor Vehicles, police officers or the courts may prohibit a person from driving for offenses committed under the Motor Vehicle Act (RSBC 1979, c. 288) and the Criminal Code.			
	Includes correspondence, memoranda, copies of reasons for judgment and sample notices, certificates and extracts.			
	Unless otherwise specified below, the ministry OPR (Criminal Justice 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures			
	- OPR	SO	5y	FR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General			
	-02 Complaints and inquiries	SO	nil	DE
	-03 Charter of rights issues			
	-04 Legal opinions			
	-05 Legislative research (includes photocopies of legislation and working notes relating to possible legislative amendments)			
	-06 Aboriginal issues			
PIB	-20 Offenses case files (alphabetically by surname of accused)	SO	7y	SR
	SO = when legal action is concluded			

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
57460	<u>MOTOR VEHICLE OFFENSES - SEAT BELTS</u>				
	Records relating to the mandatory use of seat belts and child restraint systems under the Motor Vehicle Act (RSBC 1979, c. 288, s. 217) in order to reduce the severity of injuries in motor vehicle accidents. Includes correspondence, memoranda, journal articles and legislative amendments.				
	Unless otherwise specified below, the ministry OPR (Criminal Justice 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:		<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General				
	-02 Complaints and inquiries		SO	nil	DE
	-03 Charter of rights issues				
	-04 Legal opinions				
	-05 Legislative research (includes photocopies of legislation and working notes relating to possible legislative amendments)				
	-06 Aboriginal issues				
PIB	-20 Offenses case files (alphabetically by surname of accused)		SO	7y	SR
	SO = when legal action is concluded				

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			<u>A</u>	<u>SA</u>	<u>FD</u>
57470	<u>MOTOR VEHICLE OFFENSES - SPEEDING</u>				
	Records relating to speeding, including the use of radar detectors, radar detection devices, airplane surveillance and photographs. Includes correspondence, memoranda, articles and copies of reasons for judgment.				
	Unless otherwise specified below, the ministry OPR (Criminal Justice 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:		<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General				
	-02 Complaints and inquiries		SO	nil	DE
	-03 Charter of rights issues				
	-04 Legal opinions				
	-05 Legislative research				
	(includes photocopies of legislation and working notes relating to possible legislative amendments)				
	-06 Aboriginal issues				
PIB	-20 Offenses case files		SO	7y	SR
	(alphabetically by surname of accused)				
	SO = when legal action is concluded				

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

57480 MOTOR VEHICLE OFFENSES – TRAFFIC VIOLATION RULES (TVR)

This primary allows for the retention and disposition of records which were created from 1987 to 1989 under the Motor Vehicle Act (RSBC 1979, c. 288, ss. 122 to 129). Those sections were repealed in 1989. They governed the driving of motor vehicles (e.g., speeding, careless driving, following too closely, disobeying traffic signals, etc). Drivers who were charged with violating traffic rules received a TVR ticket and points without a fine.

Since 1989, drivers who are charged with violating traffic rules receive a violation ticket which includes both penalty points and a fine.

Includes correspondence, memoranda and sample tickets.

For tickets currently issued for traffic rule violations, see primary 56240.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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 | Complaints and inquiries | | SO | nil | DE |
| -03 | Charter of rights issues | | | | |
| -04 | Legal opinions | | | | |
| -05 | Legislative research
(includes photocopies of legislation and working notes relating to possible legislative amendments) | | | | |
| -06 | Aboriginal issues | | | | |

PIB	-20	Offenses case files (alphabetically by surname of accused)	SO	7y	SR
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SO = when legal action is concluded

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
57520	<u>MURDER</u>				
	Records relating to murder which is prohibited under the Criminal Code (ss. 229-240). Includes correspondence, memoranda, legal opinions, legislative research and copies of reasons for judgment.				
	Unless otherwise specified below, the ministry OPR (Criminal Justice 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:		<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General				
	-02 Complaints and inquiries		SO	nil	DE
	-03 Charter of rights issues				
	-04 Legal opinions				
	-05 Legislative research (includes photocopies of legislation and working notes relating to possible legislative amendments)				
	-06 Aboriginal issues				
	-10 Constructive murder (the intent to kill did not exist, but death occurred during a serious offence (e.g., robbery or arson))				
PIB	-20 Offenses case files (alphabetically by surname of accused)		SO	7y	SR
	SO = when legal action is concluded				

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
57560	<u>NUDITY</u>				
	Records relating to public nudity which is prohibited under the Criminal Code (ss. 173-174). Includes correspondence, memoranda, legal opinions, legislative research and copies of reasons for judgment.				
	Unless otherwise specified below, the ministry OPR (Criminal Justice 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:		<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General				
	-02 Complaints and inquiries		SO	nil	DE
	-03 Charter of rights issues				
	-04 Legal opinions				
	-05 Legislative research (includes photocopies of legislation and working notes relating to possible legislative amendments)				
	-06 Aboriginal issues				
PIB	-20 Offenses case files (alphabetically by surname of accused)		SO	7y	SR
	SO = when legal action is concluded				

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			<u>A</u>	<u>SA</u>	<u>FD</u>
57600	<u>PORNOGRAPHY/OBSCENITY</u>				
	Records relating to pornographic or obscene materials which may be an offence under the Criminal Code (s. 163). Includes correspondence, memoranda, legal opinions, press clippings and copies of reasons for judgment.				
	For pornographic films, see primary 56920.				
	Unless otherwise specified below, the ministry OPR (Criminal Justice 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:		<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General				
	-02 Complaints and inquiries		SO	nil	DE
	-03 Charter of rights issues				
	-04 Legal opinions				
	-05 Legislative research				
	(includes photocopies of legislation and working notes relating to possible legislative amendments)				
	-06 Aboriginal issues				
	-10 Periodicals				
	(includes periodical classification)				
PIB	-20 Offenses case files		SO	7y	SR
	(alphabetically by surname of accused)				
	SO = when legal action is concluded				

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			<u>A</u>	<u>SA</u>	<u>FD</u>
57640	<u>PRIZE FIGHTS</u>				
	Records relating to prize fights that are not licensed and are an offence under the Criminal Code (s. 83). Includes correspondence, memoranda, legal opinions, press clippings and copies of reasons for judgment.				
	Unless otherwise specified below, the ministry OPR (Criminal Justice 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:		<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General				
	-02 Complaints and inquiries		SO	nil	DE
	-03 Charter of rights issues				
	-04 Legal opinions				
	-05 Legislative research (includes photocopies of legislation and working notes relating to possible legislative amendments)				
	-06 Aboriginal issues				
PIB	-20 Offenses case files (alphabetically by surname of accused)		SO	7y	SR
	SO = when legal action is concluded				

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		<u>A</u>	<u>SA</u>	<u>FD</u>
57650	<u>PROCEEDS OF CRIME</u>			
	Records relating to proceeds of crime.			
	The proceeds of crime provisions of the Criminal Code (ss. 462.3-462.39) provide the Crown with extended powers to seize, freeze and order the forfeiture of proceeds (e.g., real and personal property and bank accounts) obtained or derived from criminal activity.			
	Includes correspondence, memoranda, legal opinions, legislative research and copies of reasons for judgment.			
	Unless otherwise specified below, the ministry OPR (Criminal Justice 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures			
	- OPR	SO	5y	FR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General			
	-02 Complaints and inquiries	SO	nil	DE
	-03 Charter of rights issues			
	-04 Legal opinions			
	-05 Legislative research			
	(includes photocopies of legislation and working notes relating to possible legislative amendments)			
	-06 Aboriginal issues			
PIB	-20 Offenses case files (alphabetically by surname of accused)	SO	7y	SR
	SO = when legal action is concluded			

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
57660	<u>PROSTITUTION</u>				
	Records relating to prostitution offenses, including soliciting and living off the avails of prostitution, which are prohibited under the Criminal Code (ss. 212-213). Includes correspondence, memoranda, press clippings, legislative research, legal opinions and reasons for judgment.				
	Unless otherwise specified below, the ministry OPR (Criminal Justice 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:		<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General				
	-02 Complaints and inquiries		SO	nil	DE
	-03 Charter of rights issues				
	-04 Legal opinions				
	-05 Legislative research				
	(includes photocopies of legislation and working notes relating to possible legislative amendments)				
	-06 Aboriginal issues				
	-10 Escort services				
	-11 Massage parlours				
PIB	-20 Offenses case files		SO	7y	SR
	(alphabetically by surname of accused)				
	SO = when legal action is concluded				

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			<u>A</u>	<u>SA</u>	<u>FD</u>
57800	<u>THEFT</u>				
	Records relating to theft under the Criminal Code (ss. 322, 324-342.1, and 406-410). Includes correspondence, memoranda, legal opinions, legislative research and copies of reasons for judgment.				
	Unless otherwise specified below, the ministry OPR (Criminal Justice 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:		<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General				
	-02 Complaints and inquiries		SO	nil	DE
	-03 Charter of rights issues				
	-04 Legal opinions				
	-05 Legislative research (includes photocopies of legislation and working notes relating to possible legislative amendments)				
	-06 Aboriginal issues				
	-10 Cattle theft				
	-11 Intellectual property (includes copyright violations and counterfeit trademarks)				
	-12 Shoplifting				
PIB	-20 Offenses case files (alphabetically by surname of accused)		SO	7y	SR
	SO = when legal action is concluded				

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			<u>A</u>	<u>SA</u>	<u>FD</u>
57840	<u>THREATS</u>				
	Records relating to threats, including bomb threats, prohibited under the Criminal Code (s. 264.1). Includes correspondence, memoranda, legal opinions, legislative research and copies of reasons for judgment.				
	Unless otherwise specified below, the ministry OPR (Criminal Justice 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:		<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General				
	-02 Complaints and inquiries		SO	nil	DE
	-03 Charter of rights issues				
	-04 Legal opinions				
	-05 Legislative research (includes photocopies of legislation and working notes relating to possible legislative amendments)				
	-06 Aboriginal issues				
PIB	-20 Offenses case files (alphabetically by surname of accused)		SO	7y	SR
	SO = when legal action is concluded				

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
57960	<u>WEAPONS OFFENSES</u>				
	Records relating to weapons restricted or prohibited under the Criminal Code (ss. 84-117). Includes correspondence, memoranda, legal opinions, legislative research and copies of reasons for judgment.				
	Unless otherwise specified below, the ministry OPR (Criminal Justice 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:		<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General				
	-02 Complaints and inquiries		SO	nil	DE
	-03 Charter of rights issues				
	-04 Legal opinions				
	-05 Legislative research (includes photocopies of legislation and working notes relating to possible legislative amendments)				
	-06 Aboriginal issues				
	-10 Firearms				
	-11 Knives (includes Sikh kirpans)				
	-12 Military equipment				
PIB	-20 Offenses case files (alphabetically by surname of accused)		SO	7y	SR
	SO = when legal action is concluded				

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

CLIENT INFORMATION

LEVEL 1: British Columbia
LEVEL 2: Ministry of Attorney General
LEVEL 3: Criminal Justice Branch
LEVEL 4:
LEVEL 5:
LEVEL 6:
LEVEL 7:

VS DOCUMENT INFORMATION:

This ORCS document was created by D. Green.

Schedule: 880699
VS document: 1258r
Master diskette: 0093r
Backup diskette: 0103r
Title: cjborcs: section 2
Operator: ORCS
Author: debra
Comments: 12760-20/CJB

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A SA FD

S E C T I O N 3

O F F E N D E R S

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

5 8 0 0 0 - 5 8 9 9 9

Section 3 covers records relating to groups of offenders. Records relating to offenses committed by offenders are covered in section 2.

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A SA FD

58000 - OFFENDERS - 58999

PRIMARY NUMBERS AND PRIMARY SUBJECTS

58000 OFFENDERS - GENERAL
58020 ABORIGINALS
58040 COMMERCIAL CRIMINALS
58100 DANGEROUS OFFENDERS/CAREER CRIMINALS
58160 IMMIGRANTS
58200 INMATES - GENERAL
58240 - TEMPORARY ABSENCE
58260 - TRANSFER
58280 - UNLAWFULLY AT LARGE
58300 MENTALLY DISORDERED OFFENDERS
58340 MIDWIVES
58360 MILITARY PERSONNEL - GENERAL
58380 - VISITING
58420 ORGANIZED CRIMINAL GROUPS
58460 RELIGIOUS GROUPS
58480 TERRORISTS
58490 WRONGFULLY CONVICTED OFFENDERS
58500 YOUNG OFFENDERS - GENERAL
58520 - ALTERNATIVE MEASURES
58540 - CHILDREN UNDER 12
58560 - CONFESSIONS
58580 - CONTAINMENT
58600 YOUNG OFFENDERS - DISPOSITIONS - GENERAL
58620 - DISPOSITIONS - APPEALS/REVIEWS

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A SA FD

58000 OFFENDERS - GENERAL (Continued)

PIB -30 Offender case files

FOI: Records in this case file secondary may constitute a personal information bank. Location: Criminal Justice Branch (headquarters). Legal Authority: Criminal Code (RSC 1985, c. C-46), Attorney General Act (RSBC 1979, c. 23), and Crown Counsel Act (SBC 1991, c. 10). Information Maintained: Name, address, role and involvement of accused, nature of alleged offence, and disposition of the case. Purpose: Reviewing and monitoring selected cases. Users: Criminal Justice Branch. Individuals in Bank: Persons under investigation or charged with offenses.

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

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A SA FD

58020 ABORIGINALS

Records relating to aboriginals who are being investigated, charged or prosecuted for Criminal Code and provincial statute offenses. Includes alternative methods, other than prosecution, for dealing with native offenders.

Includes correspondence, memoranda, legal opinions, legislative research and copies of reasons for judgment.

For offenses committed by aboriginals, see secondary -06 under the specific offence in section 2.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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
 — non-OPR

SO 5y FR
SO nil DE

-01 General

-02 Complaints and inquiries

SO nil DE

-03 Charter of rights issues

-04 Legal opinions

-05 Legislative research

(includes photocopies of legislation and working notes relating to possible legislative amendments)

-10 Prosecution alternatives

(alternative programs for dealing with aboriginals in the justice system)

PIB -30 Aboriginal case files
 (alphabetically by surname of accused)

SO 5y SR

SO = when legal action is concluded

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A SA FD

58100 DANGEROUS OFFENDERS/CAREER CRIMINALS

Records relating to dangerous offenders and career criminals.

This primary also includes records relating to the Dangerous Offender/Career Criminal Program.

The Career Criminal Program was established on 1 September 1980 to assist federal and provincial Crown counsel with the prosecution of career criminals. The Program defines a career criminal as an offender who has a criminal record and who consistently and persistently engages in serious criminal activity.

The Dangerous Offender component was established in 1981 to assist federal and provincial Crown counsel with their dangerous offender applications and dangerous offender hearings as provided under the Criminal Code (s. 753(a)(b)).

A dangerous offender is an offender who, as a result of being convicted of a serious personal injury offence (e.g., attempted murder, aggravated assault, or sexual assault), is found to be a dangerous offender by the Court and can be sentenced to a penitentiary for a specific or an undetermined period of time.

The program produces dossiers on dangerous offenders and career criminals. The dossiers contain factual information detailing the criminal history of each offender. The information is gathered from police forces and parole and probation offices.

In addition to the dossiers, the Program is the repository for dangerous offender and dangerous sex offender approved applications. Approved dangerous offender applications are those which have received the consent of the Attorney General. The

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A SA FD

applications include copies of the reasons for judgment. (Continued on next page)

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A SA FD

58100 DANGEROUS OFFENDERS/CAREER CRIMINALS (Continued)

PIB	-40	Successful dangerous offender applications (alphabetically by surname of offender)	SO	nil	DE
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SO = upon certification of offender's death

FOI: Records under these case file
 secondaries may constitute a personal
 information bank. Location: Criminal
 Justice Branch (Vancouver). Legal
 Authority: Criminal Code (RSC 1985, c.
 C-46), Attorney General Act (RSBC 1979,
 c. 23), and Crown Counsel Act (SBC
 1991, c. 10). Information Maintained:
 Name, address, and criminal history.
 Purpose: Assist Crown counsel with
 their dangerous offender applications
 and hearings and the prosecution of
 career criminals. Users: Criminal
 Justice Branch. Individuals in Bank:
 Persons charged or convicted of
 offenses.

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			<u>A</u>	<u>SA</u>	<u>FD</u>
58260	<u>INMATES — TRANSFER</u>				
	Records relating to the transfer of inmates to more appropriate medical, psychiatric or custodial facilities. Includes correspondence, memoranda, legal opinions and copies of reasons for judgment.				
	Unless otherwise specified below, the ministry OPR (Criminal Justice 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:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Complaints and inquiries		SO	nil	DE
-03	Charter of rights issues				
-04	Legal opinions				
-05	Legislative research (includes photocopies of legislation and working notes relating to possible legislative amendments)				
-10	Federal/Provincial (federally sentenced offenders transferred to provincial prisons under the Exchange of Services Agreement, the Prison and Reformatories Act (RSC 1970, c. 217, s. 15) and the Penitentiary Act RSC 1970, c. P-6. s. 15))				
-11	Hospital (includes escorting of inmates while in hospital)				
-12	International (agreements allowing offenders to serve their sentences in the country in which they are a citizen under the Transfer of Offenders Act (Statutes of Canada 1978, c. 9))				

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A SA FD

58260 INMATES - TRANSFER (Continued)

-13 Interprovincial
 (provincially sentenced offenders
 transferred between provinces and
 territories under the Prison and
 Reformatories Act (RSC 1970, c. 217, s.
 3) and the Attorney General Act (RSBC
 1979, c. 23, s. 3(2))

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A SA FD

58280 INMATES — UNLAWFULLY AT LARGE

Records relating to inmates who, under the Criminal Code (s. 133 (1)(b)), are unlawfully at large having escaped from a correctional institution, failed to return to custody on the termination of a temporary absence or failed to begin serving an intermittent sentence. Includes correspondence, memoranda, legal opinions and copies of reasons for judgment.

For prison escapes, see primary 55260.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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 | Complaints and inquiries | | SO | nil | DE |
| -03 | Charter of rights issues | | | | |
| -04 | Legal opinions | | | | |
| -05 | Legislative research | | | | |
| | (includes photocopies of legislation and working notes relating to possible legislative amendments) | | | | |

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A SA FD

58300 MENTALLY DISORDERED OFFENDERS

Records relating to offenders designated as mentally disordered under the Criminal Code (ss. 614-619) and their detention in temporary (e.g., police lock-ups) and psychiatric facilities. This primary includes the transfer and confinement of inmates in psychiatric facilities under the Penitentiary Act (RSC 1970, c. P-6, s. 19) and the Criminal Code (s. 546) and their detention beyond the expiration of their sentence.

Includes correspondence, memoranda, legislative research, statistics, legal opinions and copies of reasons for judgment.

For mentally disordered young offenders, see primary 58840.

For offenses committed by mentally disordered offenders, see the specific offence in section 2.

For the psychiatric remand of an accused person, see primary 55680.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Complaints and inquiries		SO	nil	DE
-03	Charter of rights issues				
-04	Legal opinions				
-05	Legislative research				
	(includes photocopies of legislation and working notes relating to possible legislative amendments)				

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A SA FD

(Continued on next page)

58300	<u>MENTALLY DISORDERED OFFENDERS</u>			
-10	Civil commitment (apprehension and commitment of mentally disordered offenders under the Mental Health Act (RSBC 1979, c. 256, ss. 20-24))			
-11	Order in council patients (accused is found unfit on account of insanity to stand trial and is detained in a psychiatric facility subject to the review and recommendations of the British Columbia Board of Review)			
PIB	-30 Mentally disordered offenders case files (alphabetically by surname of offender)	SO	7y	SR
	SO = when legal action is concluded			

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			<u>A</u>	<u>SA</u>	<u>FD</u>
58340	<u>MIDWIVES</u>				
	Records relating to midwives who are being investigated, charged or prosecuted. Includes correspondence, memoranda, legislative research, legal opinions, press clippings and copies of reasons for judgment.				
	Unless otherwise specified below, the ministry OPR (Criminal Justice 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:		<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General				
	-02 Complaints and inquiries		SO	nil	DE
	-03 Charter of rights issues				
	-04 Legal opinions				
	-05 Legislative research				
	(includes photocopies of legislation and working notes relating to possible legislative amendments)				
PIB	-30 Midwives case files		SO	7y	SR
	(alphabetically by surname of accused)				
	SO = when legal action is concluded				

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 SA = Semi-active
 FD = Final Disposition
 OPR= Office of Primary Responsibility
 PIB= Personal Information Bank
 BCARS = B.C. Archives and Records Service

CY = Calendar Year
 FY = Fiscal Year
 NA = Not Applicable
 VR = Vital Records
 SO = Superseded or Obsolete

DE = Destroy
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A SA FD

58360 MILITARY PERSONNEL - GENERAL

Records not shown elsewhere in the military personnel block which relate generally to military personnel who are being investigated, charged or prosecuted. Includes correspondence, memoranda, legislative research, legal opinions, press clippings and copies of reasons for judgment.

For offenses committed by military personnel, see the specific offence in section 2.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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 | Complaints and inquiries | | SO | nil | DE |
| -03 | Charter of rights issues | | | | |
| -04 | Legal opinions | | | | |
| -05 | Legislative research | | | | |
| | (includes photocopies of legislation and working notes relating to possible legislative amendments) | | | | |

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A SA FD

58380 MILITARY PERSONNEL - VISITING

Records relating to visiting military personnel who are being investigated, charged or prosecuted under the Visiting Forces Act (RSC 1970, c. V-6) and the NATO Status of Forces Agreement for offenses committed in British Columbia. Includes correspondence, memoranda, legislative research, legal opinions, press clippings and copies of reasons for judgment.

For offenses committed by visiting military personnel, see the specific offence in section 2.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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 | Complaints and inquiries | | SO | nil | DE |
| -03 | Charter of rights issues | | | | |
| -04 | Legal opinions | | | | |
| -05 | Legislative research | | | | |
| | (includes photocopies of legislation and working notes relating to possible legislative amendments) | | | | |

PIB -30 Visiting military personnel case files
(alphabetically by surname of accused)

SO 7y SR

SO = when legal action is concluded

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A SA FD

58460 RELIGIOUS GROUPS

Records relating to religious groups which are being investigated, charged or prosecuted for Criminal Code or provincial statute offenses. Includes correspondence, memoranda, reports and press clippings.

For offenses committed by religious groups, see the specific offence in section 2.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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	Complaints and inquiries		SO	nil	DE
-03	Charter of rights issues				
-04	Legal opinions				
-05	Legislative research (includes photocopies of legislation and working notes relating to possible legislative amendments)				
-30	Religious group case files (alphabetically by name of group)		SO	7y	SR

SO = when legal action is concluded

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
58480	<u>TERRORISTS</u>				
	Records relating to terrorists who are being investigated, charged or prosecuted. Includes correspondence, memoranda, reports and press clippings.				
	For offenses committed by terrorists, see the specific offence in section 2.				
	Unless otherwise specified below, the ministry OPR (Criminal Justice 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:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Complaints and inquiries		SO	nil	DE
-03	Charter of rights issues				
-04	Legal opinions				
-05	Legislative research (includes photocopies of legislation and working notes relating to possible legislative amendments)				
-30	Terrorist case files (alphabetically by name of group)		SO	7y	SR
	SO = when legal action is concluded				

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		<u>A</u>	<u>SA</u>	<u>FD</u>
58490	<u>WRONGFULLY CONVICTED OFFENDERS</u>			
	Records relating to people who have been wrongfully charged, convicted and incarcerated. Includes correspondence, memoranda, reports and press clippings.			
	For offenses for which people are wrongfully convicted, see the specific offence in section 2.			
	Unless otherwise specified below, the ministry OPR (Criminal Justice 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures			
	- OPR	SO	5y	FR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General			
	-02 Complaints and inquiries	SO	nil	DE
	-03 Charter of rights issues			
	-04 Legal opinions			
	-05 Legislative research			
	(includes photocopies of legislation and working notes relating to possible legislative amendments)			
PIB	-30 Wrongfully convicted offender case files (alphabetically by surname of offender)	SO	7y	SR
	SO = when legal action is concluded			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
58540	<u>YOUNG OFFENDERS - CHILDREN UNDER 12</u>			
	Records relating to children under the age of 12 who have committed offenses but cannot be prosecuted under the Young Offenders Act and the Young Offenders (British Columbia) Act. Includes correspondence, memoranda, legislative research, reasons for judgment and legal opinions.			
	Unless otherwise specified below, the ministry OPR (Criminal Justice 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
	- OPR			
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General			
-02	Complaints and inquiries	SO	nil	DE
-03	Charter of rights issues			
-04	Legal opinions (includes reasons for judgment)			
-05	Legislative research (includes photocopies of legislation and working notes relating to possible legislative amendments)			

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A SA FD

58560 YOUNG OFFENDERS — CONFESSIONS

Records relating to the admissibility of statements under the Young Offenders Act (s. 56) and the Young Offenders (British Columbia) Act. Includes correspondence, memoranda, legislative research, reasons for judgment and legal opinions.

For evidence, see primary 55480.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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
— <u>non-OPR</u> | SO | 5y | FR |
| -01 | General | | <u>SO</u> | <u>nil</u> | <u>DE</u> |
| -02 | Complaints and inquiries | | SO | nil | DE |
| -03 | Charter of rights issues | | | | |
| -04 | Legal opinions
(includes reasons for judgment) | | | | |
| -05 | Legislative research
(includes photocopies of legislation and working notes relating to possible legislative amendments) | | | | |

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A SA FD

58580 YOUNG OFFENDERS - CONTAINMENT (Continued)

- 11 Segregated from adults
- 12 Temporary absence and escape
 (includes being unlawfully at large for
 violating the temporary absence)

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A SA FD

58600 YOUNG OFFENDERS — DISPOSITIONS — GENERAL (Continued)

NOTE: The green sheet is a copy of the report to Crown counsel used for entering young offenders' dispositions onto the Crown Counsel Registry system. When the ministry data entry clerk feels that the disposition is recorded incorrectly (e.g., disposition is ten years when the maximum sentence under the Young Offenders Act is three years), the clerk sends a photocopy of the green sheet to Criminal Justice Branch headquarters. Headquarters reviews the photocopy and, when there is an error, notifies the appropriate court.

SO = when court notified of disposition errors

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A SA FD

58620 YOUNG OFFENDERS - DISPOSITIONS - APPEALS/REVIEWS

Records relating to appeals or reviews of dispositions imposed under the Young Offenders Act (ss. 27-32) and the Young Offenders (British Columbia) Act (ss. 14 and 17). Includes correspondence, memoranda, legislative research, reasons for judgment and legal opinions.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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 | Complaints and inquiries | | SO | nil | DE |
| -03 | Charter of rights issues | | | | |
| -04 | Legal opinions
(includes reasons for judgment) | | | | |
| -05 | Legislative research
(includes photocopies of legislation
and working notes relating to possible
legislative amendments) | | | | |

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			<u>A</u>	<u>SA</u>	<u>FD</u>
58680	<u>YOUNG OFFENDERS - DISPOSITIONS - CONCURRENT AND CONSECUTIVE</u>				
	Records relating to the commitment of a young offender to custody which is to be served concurrently or consecutively under the Young Offenders Act (s. 24.3) and the Young Offenders (British Columbia) Act. Includes correspondence, memoranda, legislative research, reasons for judgment and legal opinions.				
	Unless otherwise specified below, the ministry OPR (Criminal Justice 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:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Complaints and inquiries		SO	nil	DE
-03	Charter of rights issues				
-04	Legal opinions (includes reasons for judgment)				
-05	Legislative research (includes photocopies of legislation and working notes relating to possible legislative amendments)				

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PIB= Personal Information Bank
BCARS = B.C. Archives and Records Service

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FY = Fiscal Year
NA = Not Applicable
VR = Vital Records
SO = Superseded or Obsolete

DE = Destroy
SR = Selective Retention by BCARS
FR = Full Retention by BCARS
w = week m = month y = year
PUR= Public Use Records

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A SA FD

58720 YOUNG OFFENDERS — DISPOSITIONS — FINES

Records relating to fines imposed under the Young Offenders Act (ss. 20(b) and 21) and the Young Offenders (British Columbia) Act (s. 9). Includes correspondence, memoranda, legislative research, reasons for judgment and legal opinions.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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
- <u>non-OPR</u> | SO | 5y | FR |
| -01 | General | | <u>SO</u> | <u>nil</u> | <u>DE</u> |
| -02 | Complaints and inquiries | | SO | nil | DE |
| -03 | Charter of rights issues | | | | |
| -04 | Legal opinions
(includes reasons for judgment) | | | | |
| -05 | Legislative research
(includes photocopies of legislation and working notes relating to possible legislative amendments) | | | | |

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A SA FD

58740 YOUNG OFFENDERS — DISPOSITIONS — INTERMITTENT

Records relating to the commitment of a young offender to custody which is to be served intermittently (e.g., on weekends) under the Young Offenders Act (s. 20(k)) and the Young Offenders (British Columbia) Act (s. 12(2)). Includes correspondence, memoranda, legislative research, reasons for judgment and legal opinions.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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
- <u>non-OPR</u> | SO | 5y | FR |
| -01 | General | | <u>SO</u> | <u>nil</u> | <u>DE</u> |
| -02 | Complaints and inquiries | | SO | nil | DE |
| -03 | Charter of rights issues | | | | |
| -04 | Legal opinions
(includes reasons for judgment) | | | | |
| -05 | Legislative research
(includes photocopies of legislation
and working notes relating to possible
legislative amendments) | | | | |

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A SA FD

58760 YOUNG OFFENDERS - DISPOSITIONS - PRE-DISPOSITION REPORTS

Records relating to pre-disposition reports which are prepared under the Young Offenders Act (s. 20(1)) and the Young Offenders (British Columbia) Act (s. 6) to assist the youth court in making dispositions.

The predisposition report is prepared prior to sentencing and describes the background of a young offender, including family life, education, employment and events which led up to the offence.

Includes correspondence, memoranda, legislative research, reasons for judgment and legal opinions.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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 | Complaints and inquiries | | SO | nil | DE |
| -03 | Charter of rights issues | | | | |
| -04 | Legal opinions
(includes reasons for judgment) | | | | |
| -05 | Legislative research
(includes photocopies of legislation and working notes relating to possible legislative amendments) | | | | |

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			<u>A</u>	<u>SA</u>	<u>FD</u>
58800	<u>YOUNG OFFENDERS - DISPOSITIONS - SUSPENDED</u>				
	Records relating to the suspension of a disposition under the Young Offenders Act and the Young Offenders (British Columbia) Act. Includes correspondence, memoranda, legislative research, reasons for judgment and legal opinions.				
	Unless otherwise specified below, the ministry OPR (Criminal Justice 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:		<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General				
	-02 Complaints and inquiries		SO	nil	DE
	-03 Charter of rights issues				
	-04 Legal opinions (includes reasons for judgment)				
	-05 Legislative research (includes photocopies of legislation and working notes relating to possible legislative amendments)				

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A SA FD

58820 YOUNG OFFENDERS — DISPOSITIONS — TREATMENT

Records relating to court-ordered medical treatment (e.g., drug, alcohol, etc.) under the Young Offenders Act (s. 20(i)) and the Young Offenders (British Columbia) Act. Includes correspondence, memoranda, legislative research, reasons for judgment and legal opinions.

For psychiatric treatment of young offenders, see primary 58840.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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 | Complaints and inquiries | | SO | nil | DE |
| -03 | Charter of rights issues | | | | |
| -04 | Legal opinions
(includes reasons for judgment) | | | | |
| -05 | Legislative research
(includes photocopies of legislation and working notes relating to possible legislative amendments) | | | | |

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A SA FD

58840 YOUNG OFFENDERS — MENTALLY DISORDERED

Records relating to young offenders who are found to be mentally disordered under the Young Offenders Act (ss. 13 and s. 22), including the transfer and confinement of young offenders in psychiatric facilities. Includes correspondence, memoranda, legislative research, reasons for judgment and legal opinions.

For mentally disordered adult offenders, see primary 58300.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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 | Complaints and inquiries | | SO | nil | DE |
| -03 | Charter of rights issues | | | | |
| -04 | Legal opinions
(includes reasons for judgment) | | | | |
| -05 | Legislative research
(includes photocopies of legislation and working notes relating to possible legislative amendments) | | | | |

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A SA FD

58880 YOUNG OFFENDERS — SEX OFFENDERS

Records relating to young offenders who are sex offenders. Includes correspondence, memoranda, legislative research, legal opinions and reasons for judgment.

For offenses committed by young sex offenders, see primaries 56660–56670.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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

- | | | |
|---|--------------------------------------|--|
| <p>-00 Policy and procedures</p> <p>-01 General</p> <p>-02 Complaints and inquiries</p> <p>-03 Charter of rights issues</p> <p>-04 Legal opinions
 (includes reasons for judgment)</p> <p>-05 Legislative research
 (includes photocopies of legislation
 and working notes relating to possible
 legislative amendments)</p> | <p>— OPR</p> <p>— <u>non-OPR</u></p> | <p><u>SO</u> 5y FR</p> <p><u>SO</u> <u>nil</u> <u>DE</u></p> <p><u>SO</u> nil DE</p> |
|---|--------------------------------------|--|

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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	y = year
BCARS = B.C. Archives and Records Service	PUR= Public Use Records	
	SO = Superseded or Obsolete	

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A SA FD

58920 YOUNG OFFENDERS - TRANSFER - ADULT COURT

Records relating to the transfer of young offenders to adult court under the Young Offenders Act (s. 16) and the Young Offenders (British Columbia) Act. This results in all the sanctions of adult court and the loss of youth status. Includes correspondence, memoranda, legal opinions, legislative amendments and copies of reasons for judgment.

Unless otherwise specified below, the ministry OPR (Criminal Justice 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 - <u>non-OPR</u>	SO	5y	FR
-01	General		<u>SO</u>	<u>nil</u>	<u>DE</u>
-02	Complaints and inquiries		SO	nil	DE
-03	Charter of rights issues				
-04	Legal opinions (includes reasons for judgment)				
-05	Legislative research (includes photocopies of legislation and working notes relating to possible legislative amendments)				

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A SA FD

CLIENT INFORMATION

LEVEL 1: British Columbia
LEVEL 2: Ministry of Attorney General
LEVEL 3: Criminal Justice Branch
LEVEL 4:
LEVEL 5:
LEVEL 6:
LEVEL 7:

VS DOCUMENT INFORMATION:

This ORCS document was created by D. Green.

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S E C T I O N 4

P R O S E C U T I O N S

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

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Section 4 covers records relating to the prosecution of criminal and social regulatory offenses prohibited under the federal Criminal Code, British Columbia provincial statutes, and British Columbia municipal bylaws. Specifically, this section contains prosecution policy and procedures as well as Crown counsel prosecution case files. It does not include civil litigation or constitutional law case files. Those files are maintained by the Legal Services Branch and are classified in primaries 30000-34999 of Legal Services Branch ORCS.

Prosecution cases which require executive examination are covered in section 2, primaries 56500-57999.

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59000 - PROSECUTIONS - 59999

PRIMARY NUMBERS AND PRIMARY SUBJECTS

59000 PROSECUTIONS - GENERAL

59100 AUTOMATED SYSTEMS - GENERAL

59120 - CROWN CENTRAL REGISTRY (YOR)

59130 - CROWN COUNSEL INDEX (CCI)

59150 - WITNESS COSTING

59160 - WITNESS NOTIFICATION

59200 CROWN COUNSEL PROSECUTIONS

59300 MUNICIPAL BYLAW PROSECUTIONS

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		<u>A</u>	<u>SA</u>	<u>FD</u>
59120	<u>AUTOMATED SYSTEMS - CROWN CENTRAL REGISTRY (CCR) (Continued)</u>			
	NOTE: Photocopies of green sheets which contain disposition errors are classified under secondary 58600-10.			
-25	Input documents - young offender statistics (form PJU 200)	SO	nil	DE
	SO = when information is entered to the CCR system			
	DE = A copy is found on the youth court file. See Court Services Branch ORCS, primary 52500.			
PIB	-30 Electronic records - Crown Central Registry system	SO	nil	DE
	SO = when agencies are notified that the young offender file must be sealed			
	DE = The information is duplicated in prosecution files and youth court files.			
	FOI: Records in this case file secondary may constitute a personal information bank. Location: Individual Crown counsel offices. Legal Authority: Young Offenders Act (RSC 1985, c. Y-1). Information Maintained: Name, address, role and involvement of accused, nature of offence, and disposition of the case. Purpose: Provides the disposition data required to maintain the Crown Central Registry and to calculate non-disclosure dates and notices. Users: Crown counsel and staff. Individuals in Bank: Young offenders convicted of criminal offenses.			

(Continued on next page)

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59120	<u>AUTOMATED SYSTEMS - CROWN CENTRAL REGISTRY (CCR) (Continued)</u>			
-40	Output documents - list of convictions by court location (quarterly report used to compare CCR statistics with those on the Court Activity Relational Database (see CSB ORCS, secondary 45300-30; used to determine court locations which are delinquent in submitting data)	SO	nil	DE
-42	Output documents - number of records in each table used in the CCR system (daily report documenting the number of records that are entered to the CCR system; used in determining records to be re-entered if the system goes down and to keep track of the data entry work load)	SO	nil	DE
-44	Output documents - young offenders transferred to ordinary court (produced periodically; lists all youths in the database who have been transferred to adult court)	SO	nil	DE

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59130 AUTOMATED SYSTEMS - CROWN COUNSEL INDEX (CCI) (Continued)

-30 Electronic records - Crown Counsel Index system SO nil DE

SO = when no longer required for reference purposes

DE = The information is duplicated on RRCs.

FOI: Records in this case file secondary may constitute a personal information bank.
Location: Lower Mainland and Victoria Crown counsel offices. Legal Authority: Attorney General Act (RSBC 1979, c. 23), Criminal Code (RSC 1985, c. C-46), Crown Counsel Act (SBC 1991, c. 10). Offence Act (RSBC 1979, c. 305), Young Offenders Act (RSC 1985, c. Y-1), and Young Offenders (British Columbia) Act (SBC 1984, c. 30). Information Maintained: Name, address, role and involvement of accused, nature of alleged offence, and Crown's decision on whether or not to proceed with the prosecution. Users: Crown counsel and court registry staff. Individuals in Bank: Persons charged with offenses.

-30 Output documents - statistical reports SO nil DE
(monthly reports documenting the number of RCCs a Crown counsel office processes each month)

SO = when no longer required for reference purposes

DE = Since only 15 out of 45 Crown counsel offices use CCI, the statistical information in these reports is not representative.

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		<u>A</u>	<u>SA</u>	<u>FD</u>
59150	<u>AUTOMATED SYSTEMS - WITNESS COSTING</u>			
	Records relating to the Witness Costing System, an automated system used to estimate and track money spent on Crown witnesses.			
	The Witness Costing System is a pilot project being tested in Victoria and Nanaimo. Future plans are to replace it with the Integrated Case Processing System (ICPS).			
	Unless otherwise specified below, the ministry OPR (Victoria and Nanaimo Crown Counsel Offices) 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:	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures - OPR	<u>SO</u>	5y	FR
	-01 General - <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-20 Input documents - witness costing files (includes copies of reports to Crown counsel, witness payment forms, cost estimate reports, and hotel and transportation bills) (arrange chronologically)	FY+1y	nil	DE
	2y = sufficient time to resolve discrepancies			
PIB	-30 Electronic records - Witness Costing System (access is by prosecution file number)	SO	nil	DE
	SO = when no longer required for reference purposes			
	DE = The information is duplicated in the witness costing files.			

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A SA FD

59150 AUTOMATED SYSTEMS - WITNESS COSTING (Continued)

FOI: Records in this case file secondary may constitute a personal information bank. Location: Victoria and Nanaimo Crown counsel offices. Legal Authority: Attorney General Act (RSBC 1979, c. 23) Criminal Code (RSC 1985, c. C-46), and Crown Counsel Act (SBC 1991, c. 10). Information Maintained: Name of witness and cost to attend court. Users: Nanaimo and Victoria Crown counsel and staff. Individuals in Bank: Crown witnesses.

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		<u>A</u>	<u>SA</u>	<u>FD</u>
59160	<u>AUTOMATED SYSTEMS - WITNESS NOTIFICATION</u>			
	Records relating to the Witness Notification System, an automated system used to notify Crown witnesses of trial dates.			
	Unless otherwise specified below, the ministry OPR (individual Crown counsel offices) 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:	<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			
-20	Input documents - witness notification case files (includes copies of reports to Crown counsel, committals for trial, travel expense forms, subpoenas, and law enforcement notification forms) (arrange by court date)	SO	3y	DE
	SO = when case is concluded and all appeal periods have expired			
	3y = same retention period as prosecution case files			
-30	Electronic records - Witness Notification System	SO	nil	DE
	SO = when no longer required for reference purposes			
	DE = The information is duplicated in the witness notification case files.			

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A SA FD

59160 AUTOMATED SYSTEMS - WITNESS NOTIFICATION (Continued)

FOI: Records in this case file secondary may constitute a personal information bank. Location: Individual Crown counsel offices. Legal Authority: Attorney General Act (RSBC 1979, c. 23), Criminal Code (RSC 1985, c. C-46), Crown Counsel Act (SBC 1991, c. 10), Offence Act (RSBC 1979, c. 305), Young Offenders Act (RSC 1985, c. Y-1), and Young Offenders (British Columbia) Act (SBC 1984, c. 30). Information Maintained: Name of witness and address, name of accused, charges, court file number and police file number. Users: Witness notifiers, Crown counsel, and support staff. Individuals in Bank: Persons charged with offenses and witnesses.

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59200 CROWN COUNSEL PROSECUTIONS

Records relating to prosecutions conducted by Crown counsel in all levels of court in British Columbia and the Supreme Court of Canada.

The Royal Canadian Mounted Police and municipal police forces routinely submit reports to Crown counsel (RCC) which recommend charges under the Criminal Code of Canada, various provincial statutes and municipal bylaws. Charges relate to both criminal and social regulatory offenses. Those reports are the basis upon which Crown counsel decides whether or not to initiate proceedings (i.e., charge approval). The decision NOT TO PROSECUTE results in the return of the report to the law enforcement agency. The decision TO PROSECUTE results in the creation of a Crown counsel prosecution file (see secondaries -30, -40, -50, -60, and -70 below).

Crown counsel prosecution files typically consist of reports to Crown counsel, infirmations laid (form 2), statements of witnesses and accused, memoranda of law, correspondence, witness notification letters, photocopies of paper exhibits, copies of transcripts, pre-sentence reports, and other documents produced by police agencies, investigators, complainants, Crown counsel, defence counsel, probation officers, etc.

NOTE: The Young Offenders Act (RSC 1985, c. Y-1) governs the non-disclosure of young offenders files.

For headquarters case files, see secondary -20 under the offence in section 2, primaries 56500-57999.

Unless otherwise specified below, the ministry OPR (individual Crown counsel offices) will retain these records for:

CY+2y 5y SR

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59200	<u>CROWN COUNSEL PROSECUTIONS</u> (Continued)				
	Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:				
			<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00	Policy and procedures			
		- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01	General			
PIB	-20	Prosecutions not approved (includes reports to Crown counsel and form 2)	SO	NA	NA
		SO = when Crown counsel decides not to prosecute			
		NA = The report to Crown counsel and backup documentation is returned to the originating law enforcement agency.			
PIB	-30	Prosecutions concluded in the Provincial Court of British Columbia	SO	3y	SR
		NOTE: The files for Crown prosecutions concluded in the Provincial Court of British Columbia should be classified in secondary -30 upon expiry of the statutory limitations regarding the time for bringing an appeal against decisions handed down in cases conducted under the authority of the Offence Act (RSBC 1979, c. 305) and the Provincial Court Act (RSBC 1979, c. 341).			

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59200 CROWN COUNSEL PROSECUTIONS (Continued)

SO = upon conclusion of prosecution by Crown counsel (the date on which the offender is sentenced) and expiry of statutory limitations on appeals

SR = see "Introduction" 2.6.4 for the final disposition of Crown counsel prosecution files

PIB -40 Prosecutions concluded in County Court SO 3y SR

NOTE: The files for Crown prosecutions concluded in County Court should be classified in secondary -40 upon expiry of the statutory limitations regarding the time for bringing an appeal against decisions handed down in cases conducted under the authority of the Offence Act (RSBC 1979, c. 305) and the County Court Act (RSBC 1979, c. 72).

NOTE: On 1 July 1990, County Court was merged with the Supreme Court. This secondary is included to provide for the retention and disposition of County Court files which are still retained by County Court offices.

SO = upon conclusion of prosecution by Crown counsel (the date on which the offender is sentenced) and expiry of statutory limitations on appeals

SR = see "Introduction" 2.6.4 for the final disposition of Crown counsel

(Continued on next page)

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59200	<u>CROWN COUNSEL PROSECUTIONS</u> (Continued)				
PIB	-50	Prosecutions concluded in the Supreme Court of British Columbia	SO	3y	SR
		NOTE: The files for Crown prosecutions concluded in the Supreme Court of British Columbia should be classified in secondary -50 upon expiry of the statutory limitations regarding the time for bringing an appeal against decisions handed down in cases conducted under the authority of the Offence Act (RSBC 1979, c. 305) and the Supreme Court Act (RSBC 1979, c. 397).			
		SO = upon conclusion of prosecution by Crown counsel (the date on which the offender is sentenced) and expiry of statutory limitations on appeals			
		SR = see "Introduction" 2.6.4 for the final disposition of Crown counsel			
PIB	-60	Prosecutions concluded in the British Columbia Court of Appeal	SO	3y	SR
		NOTE: The files for Crown prosecutions concluded in the British Columbia Court of Appeal should be classified in secondary -60 upon expiry of the statutory limitations regarding the time for bringing an appeal against decisions handed down in cases conducted under the authority of the Offence Act (RSBC 1979, c. 305) and the Court of Appeal Act (SBC 1982, c. 7).			

(Continued on next page)

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59200 CROWN COUNSEL PROSECUTIONS (Continued)

SO = upon conclusion of prosecution by Crown counsel (the date on which the offender is sentenced) and expiry of statutory limitations on appeals

SR = see "Introduction" 2.6.4 for the final disposition of Crown counsel

PIB -70 Prosecutions concluded in the Supreme Court of Canada SO 3y SR

NOTE: The files for Crown prosecutions concluded in the Supreme Court of Canada should be classified in secondary -70 upon expiry of the statutory limitations regarding the time for bringing an appeal against decisions handed down in cases conducted under the authority of the Supreme Court Act (RSC 1970, c. S-19).

SO = upon conclusion of prosecution by Crown counsel (the date on which the offender is sentenced) and expiry of statutory limitations on appeals

SR = see "Introduction" 2.6.4 for the final disposition of Crown counsel

PIB -75 Prosecution files selected for archival review NA 75y SR

NOTE: Criminal Justice Branch headquarters will store prosecution files selected for archival review under ongoing RCS accession number 91-0129.

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59200	<u>CROWN COUNSEL PROSECUTIONS</u> (Continued)			
	SR = BCARS will selectively retain prosecution files selected for archival review based upon recognized archival appraisal criteria.			
PIB	-80 Prosecution files relating to life sentences subject to judicial review	SO	75y	SR
	SO = upon conclusion of prosecution by Crown counsel (the date on which the offender is sentenced) and expiry of statutory limitations on appeals			
	NOTE: Criminal Justice Branch headquarters will store prosecution files relating to life sentences subject to judicial review under ongoing RCS accession number 91-0130.			
	SR = BCARS will selectively retain life sentence prosecution files based upon recognized archival appraisal criteria.			
	NOTE: The Criminal Code of Canada (s. 745) provides that an accused sentenced to serve more than 15 years of a life sentence before eligibility for parole may on or after the fifteenth year make application to the Chief Justice of the Supreme Court for review of his sentence. Crown Counsel Offices must forward to Criminal Justice Branch headquarters all prosecution files which may be subject to judicial review (see secondary -80). Material which would not be required in a judicial review should be separated from the prosecution file and retained separately for the three-year retention period applicable to all concluded prosecution files (see secondaries -40 through -70).			
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59200 CROWN COUNSEL PROSECUTIONS (Continued)

NOTE: Life sentence files should contain a report to file, relevant transcripts, information on the sentence, and if appropriate information on why the sentence should not be reduced.

- The annual accumulation of the records in this secondary is estimated to be 2 standard boxes (.64 linear metres; .06 cubic metres).
- Pursuant to the Criminal Code of Canada (s. 745), when a person is convicted of first-degree murder or second-degree murder (where the sentence of imprisonment for life without eligibility for parole is greater than 15 years), and the person has served at least 15 years of his sentence, he may apply to the Chief Justice of the Supreme Court for a reduction in his number of years of imprisonment without eligibility for parole. This provision also applies to a person convicted of high treason.
- Crown Counsel policy manual makes provisions to ensure that records required in the judicial review of an application for the reduction of years of imprisonment without eligibility for parole will be available 15 or more years after sentencing. The policy reads, in part, as follows: "Crown Counsel, following the sentencing in such cases, should anticipate that 15 years in the future, the Crown will require sufficient material to enable appropriate representations to be made at the hearings at that time. Accordingly, 1) It is the responsibility of Crown Counsel to ensure that these files are identified and segregated. Crown Counsel should dictate a

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59200 CROWN COUNSEL PROSECUTIONS (Continued)

report to file, order relevant transcripts if warranted, and provide information on the sentence and, if appropriate, why the sentence should not be reduced. To safeguard the files following sentence and appeals, the files should have the obvious unnecessary material removed and then be sent to Criminal Justice Branch headquarters for safekeeping.

- 3) When Regional or Deputy Regional Crown Counsel are advised of a pending Judicial Review under Section 745 CC, he shall assign counsel. Criminal Justice Branch headquarters will return to the assigned Crown Counsel the retained file. . . . 5) When the Judicial Review has been completed, the files shall be returned to Criminal Justice Branch headquarters for continuing retention. . . ."

PIB	-85	Victim witness service case files (since 1988, this case file series has been created by Crown Victim Witness Services; it documents victim counselling services, including criminal injury compensation inquiries, referrals for professional help in cases involving death, sexual assault and child abuse, and counselling of victims through the court process; includes flow charts, police reports, bail orders, and criminal records of the accused) (arrange first chronologically by year, then by case file number)	SO	3y	SR
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(Continued on next page)

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	y = year
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

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A SA FD

59200 CROWN COUNSEL PROSECUTIONS (Continued)

- SO = upon conclusion of prosecution by Crown counsel (the date on which the offender is sentenced) and expiry of statutory limitations on appeals
- SR = see "Introduction" 2.6.4 for the final disposition of Crown counsel prosecution files; retain victim witness service case files which correspond to the prosecution files selected for archival review (secondary -75)
- FOI: Records in these case file secondaries may constitute a personal information bank. Location: Individual Crown counsel offices. Legal Authority: Attorney General Act (RSBC 1979, c. 23), Criminal Code (RSC 1985, c. C-46), Crown Counsel Act (SBC 1991, c. 10), Offence Act (RSBC 1979, c. 305), Young Offenders Act (RSC 1985, c. Y-1), and Young Offenders (British Columbia) Act (SBC 1984, c. 30). Information Maintained: Name, address, criminal history, role and involvement of accused, nature of alleged offence, and disposition of the case. Purpose: Assist Crown counsel with the prosecution of offenses. Users: Crown counsel, special prosecutors, and support staff. Individuals in Bank: Persons under investigation or charged with offenses.

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		<u>A</u>	<u>SA</u>	<u>FD</u>
59300	<u>MUNICIPAL BYLAW PROSECUTIONS</u>			
	Records relating to municipal bylaw prosecutions. Includes correspondence, memoranda, legal opinions and legislative amendments.			
	For a specific offence, see section 2. For prosecution case files, see primary 59200			
	Unless otherwise specified below, the ministry OPR (Criminal Justice 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:	<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	Complaint letters	SO	nil	DE
-03	Charter of rights issues			
-04	Legal opinions			
-05	Legislative research (includes photocopies of legislation and working notes relating to possible legislative amendments)			
-06	Aboriginal issues			

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A SA FD

CLIENT INFORMATION

LEVEL 1: British Columbia
LEVEL 2: Ministry of Attorney General
LEVEL 3: Criminal Justice Branch
LEVEL 4:
LEVEL 5:
LEVEL 6:
LEVEL 7:

VS DOCUMENT INFORMATION:

This ORCS document was created by D. Green.

Schedule: 880699
VS document: 1256r
Master diskette: 0093r
Backup diskette: 0103r
Title: cjborcs: section 4
Operator: ORCS
Author: debra
Comments: 12760-20/CJB

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SUBJECT HEADINGS
PRIMARY NUMBERS

Criminal Justice

Operational Records Classification System (ORCS)

I N D E X

This index provides an alphabetical guide to Criminal Justice 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.

Ministry employees responsible for records classification should use this index as a means of access to the contents of Criminal Justice 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.

Cross-references:

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

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

SUBJECT HEADINGS
PRIMARY NUMBERS

- A -

ABDUCTION	56540-56560
ABORIGINAL	58020
(See also secondary -06 under appropriate subject primary)	
-fishing/hunting offences	56940
-gambling on reservations	57000
ABORTION	56580
ABSENCES	
(See also ESCAPES)	
-from correctional institution	58240, 58580
ABUSE	56600-56680
-of process	55040
ACCESS	
-to information	55340, 58860
ACCOUNTANTS	
-criminal charges against	55880
ACCUSED	
-appearance in court	55060
ADMISSIBILITY	
-of evidence	55480, 58560
ADMISSIONS	
-to correctional institutions	55220, 58580
ADULT	
-court, raised to	58920
-films	56920
-offenders	58000-58480 58580
AIDS	
-(disease) court-ordered treatment of	57140
AIRPLANE	
-surveillance	57470
AIRPORTS	
-motor vehicle offenses committed in	57400
ALCOHOL	
-reading over 0.08	57200
-treatment, court-ordered	57250, 58820
-zero blood	57260

SUBJECT HEADINGS
PRIMARY NUMBERS

ALTERNATIVES TO PROSECUTION (See also DIVERSION)	
-for natives	58400
-for young offenders	58520
ANATOMICALLY CORRECT DOLLS	56670
ANIMALS	
-cruelty to	56760, 56860
APPEAL(S)	
-case files	59200
-sentence	56010, 58620
APPEAR(ANCE)	
-of accused	55060
-notice	55060
-promise to	55060
APPROVAL	
-charge	55100
ARREST	55060
-warrants	55060
ASIAN YOUTH GANGS	58420
ASSAULT	56600-56680
ASSISTANCE	
-mutual legal	55740
AT LARGE	
-unlawfully	58280, 58580
ATTENDANCE	
-in court	55060, 56480, 58200
AUTOMOBILE MASTER KEY	56700

- B -

BAIL	55680
-entreatments	55680
BARGAINING	
-plea	55800
BIGAMY	57380

SUBJECT HEADINGS
PRIMARY NUMBERS

BILINGUAL TRIALS	56320
BINGO	57040
BLOOD	
-alcohol law	57260
-alcohol reading over 0.08	57200
-samples	57220
BODY CREVICE SEARCHES	55240
BOMB THREATS	57840
BREACH OF TRUST	56960
BREATHALYSER	57230
BRUTALITY	
-police	55820
BUSINESS(ES)	
-video retail and distribution	56920
- C -	
CAMPS, WILDERNESS (See CORRECTIONAL INSTITUTIONS)	
CANADIAN POLICE INFORMATION CENTRE (CPIC)	55820
CAPITAL PUNISHMENT	56020
CAREER	
-criminals	58100
CASE FILES	
-Headquarters (See secondary -20 under the appropriate offence in section 2 and secondary -30 under the appropriate subject primary in sections 1 and 3)	
-prosecution	59200
CASINOS	57010
CATTLE THEFT	57800
CERTIFICATES	
-breathalyser	57230
-medical	55220
-parole	55780
CHAIN LETTER SCHEMES	57040

SUBJECT HEADINGS
PRIMARY NUMBERS

CHARGE(S) (D)	
-approval	55100
-waiver of criminal	56400-56460
-wrongfully	58490
CHARTER OF RIGHTS ISSUES (See secondary -03 under the appropriate subject primary)	
CHILD(REN)	
(See also YOUNG OFFENDERS)	
-abduction	56560
-abuse	56620
-restraint systems	57460
-sexual abuse	56670
-under 12	58540
CHURCH OF SCIENTOLOGY	58460
CIVIL	
-commitment of mentally disordered offenders	58300
-disobedience	56740
CLEU (See CO-ORDINATED LAW ENFORCEMENT UNIT)	
COGNITIVE MURDER	57520
COMMERCIAL CRIMINALS	58040
COMMITTAL	
-to correctional institutions	55220, 58580
-warrants of	55220
COMMUNICABLE DISEASES	
-court-ordered treatment of	57140
COMMUNICATION	
(See also DISCLOSURE)	
-between Crown counsel and the media	56340
-private, interception of	55860
COMMUNITY	
-organizations against drunk driving	57240
-service (See also DIVERSION)	58640
COMPELLING	
-attendance in court	55060
COMPENSATION	56030, 56380, 58660
COMPLAINT LETTERS (See secondary -02 under the appropriate subject primary)	

SUBJECT HEADINGS
PRIMARY NUMBERS

CONCURRENT SENTENCES	56040, 58680
CONFESSIONS	55480, 58560
CONSECUTIVE SENTENCES	56040, 58680
CONSTRUCTIVE MURDER	57520
CONTAINMENT CENTRES	58580
CONTRABAND	
-in correctional institutions	55240
CO-ORDINATED LAW ENFORCEMENT UNIT (CLEU)	55820
COPYRIGHT	
-violations	57800
CORONERS INQUIRIES AND INQUESTS	55640
CORRECTIONAL INSTITUTIONS	55200-55260
(See also YOUTH CONTAINMENT CENTRES)	
-young offenders in	58580
COUNSEL	
-crown (See CROWN COUNSEL)	
-defence (See DEFENCE COUNSEL)	
COUNSELLING	
-of sexual assault victims	56660, 56670
COUNTERATTACK	57200
COUNTERFEIT	
-trademarks	57800
COUNTY COURT(S)	55300
-prosecutions concluded in	59200
COURT(S)	55300
-abuse of process by the	55040
-attendance	55060, 56480, 58200
-personnel	55300
-prosecutions concluded in the	59200
-raised to adult	58920
-rules	55300
CPIC (See CANADIAN POLICE INFORMATION CENTRE)	
CREVICE SEARCHES	55240
CRIME (See OFFENSES)	

SUBJECT HEADINGS
PRIMARY NUMBERS

CRIMINAL(S)

(See also OFFENDERS)

-career 58020
-charges, waiver of 56400-56460
-commercial 58040
-enterprises 58420
-identification of 55560
-injury compensation 56380
-interest rates 57300
-international, cooperative investigation of 55740
-justice 55000-56499
-organized 58420
-prosecutions 59200
-records 55760, 58860

CROWN COUNSEL

-abuse of process 55040
-communication with the media 56340
-files, access to 55340
-immunity from prosecution 55580
-malicious prosecution of 55580
-plea bargaining 55800
-prosecutions 59200
-regional issues 55920
-Registry System input documents 58600, 59120
-reports to 59120

CRUELTY

-to animals 56760, 56860

CRUISE SHIPS

-gambling on 57010

CURATIVE TREATMENT

57250

CUSTODY ORDERS

56900

- D -

DANGEROUS OFFENDERS

58100

DAY PAROLE

55780

DEADLY FORCE, USE OF

55820

DEATH(S)

-inquiries and inquests 55640
-in traffic accidents 57270, 57400

SUBJECT HEADINGS
PRIMARY NUMBERS

DECALS	
-for adult films	56920
DECLARATIONS	
-spontaneous	56670
DEFENCE COUNSEL	
-abuse of process	55040
-plea bargaining	55800
DENTISTS	
-criminal charges against	55880
DEPARTMENT OF NATIONAL DEFENCE (DND) PROPERTY	
-motor vehicle offenses committed on	57400
DEPORTATION	
-of landed immigrants	58160
DESCRAMBLING DEVICES	56920
DETECTORS	
-lie (See polygraph)	
-radar	57470
DERBIES	
-fishing	57040
DIPLOMATS	
-immunity from prosecution	55580
DIRECT INDICTMENTS	55620
DIRECTIVES	55920
DISABLED (See HANDICAPPED)	
DISCHARGE	
-of dispositions	58700
DISCLOSURE	55340, 58860
DISCRIMINATION	57180
DISEASES	
-court-ordered treatment of	57140
DISORDERED	
-mentally	58300, 58840
DISPOSITIONS	58600-58820
(See also SENTENCES)	

SUBJECT HEADINGS
PRIMARY NUMBERS

DISPUTES		
-labour		57360
DISTURBING THE PEACE		56740
DIVERSION		55360, 58520
DNA GENETIC TYPING		55560
DND PROPERTY (See DEPARTMENT OF NATIONAL DEFENCE PROPERTY)		
DOCTORS		
-criminal charges against		55880
DOLLS		
-anatomically correct		56670
DOMESTIC		
-violence		56680
DOUKHOBORS		58460
DRIVING OFFENSES		57200-57280, 57400-57480
DRUG		
-prosecution case files		59200
-prosecutions		56800, 58500
-smuggling, international cooperation against		55740
-treatment, court-ordered		57250, 58820
DUAL OFFENCE PROCEDURE		55380
- E -		
ELDER ABUSE		56640
ELECTRONIC		
-monitoring devices		56060
-surveillance		55860
EMERGENCIES		
-in correctional institutions		55260
EMPLOYEES		
-of correctional institutions		55200
-court		55300
ENFORCEMENT OPTIONS		57260

SUBJECT HEADINGS
PRIMARY NUMBERS

ENVIRONMENT (AL)	
-offenses	56860
EQUIPMENT	
-military	57960
ESCAPES	
(See also TEMPORARY ABSENCES)	
-from correctional institutions	55260, 58580
ESCORT (ED)	
-absences	58240, 58580
-services	57660
ENTREATMENTS (BAIL)	55680
ETHNIC YOUTH GANGS	58420
EUTHANASIA	56880
EVIDENCE	
-admissibility of	55480, 58560
-in child physical abuse	56620
-in child sexual abuse	56670
-exhibits	55480
-in sexual assault	56660
EXHIBITS (EVIDENCE)	55480
EXTRADITION	55500

- F -

FACILITIES	
-correctional (See CORRECTIONAL INSTITUTIONS)	
-psychiatric	58300, 58840
FAMILY OFFENSES	56900
FASTING	
-of inmates	58200
FATALITIES	
-in traffic accidents	57270, 57400
FEDERAL PROPERTY	
-motor vehicle offenses committed on	57400
FEDERAL/PROVINCIAL TRANSFER	
-of inmates	58260

SUBJECT HEADINGS
PRIMARY NUMBERS

FEEDING		
-force		58200
FIGHTS		
-prize		57640
FILES		
-access to criminal	55340, 58860	
-case (See CASE FILES)		
FILMS		
-pornographic		56920
FINANCIAL ABUSE		
-of the elderly		56640
FINES	56080, 58720	
FINGERPRINTS		55560
FIREARMS		57960
FISHING		
-derbies		57040
-offenses		56940
FORCE FEEDING		58200
FORESTRY CAMPS (See CORRECTIONAL INSTITUTIONS)		
FORFEITURE		
-of a disposition		58700
FRAUD		56960

- G -

GAMBLING	57000-57060	
GANGS (See ORGANIZED CRIMINAL GROUPS)		
GLUE SNIFFING		56800
GREATER PUNISHMENT (See NOTICE TO SEEK GREATER PUNISHMENT)		
GREEN SHEETS		58600
GROUP HOMES		58580

SUBJECT HEADINGS
PRIMARY NUMBERS

GUARDING INMATES
 -in correctional institutions 55200
 -in hospitals 58260

GUNS (See FIREARMS)

- H -

HANDICAPPED
 -mentally 56480
 -sexual assault of 56660

HATE PROPAGANDA 57100

HEADQUARTERS CASE FILES (See CASE FILES)

HEALTH OFFENSES 57120-57140

HELMETS
 -motorcycle 57420

HOLIDAY SHOPPING 57160

HOMES
 -group 58580

HOMICIDE (See MURDER)

HORSE RACING 57020

HOSPITAL TRANSFER
 -of inmates 58260

HOSTAGE TAKING 56540
 -in correctional institutions 55260

HUMAN RIGHTS OFFENSES 57180

HUNGER STRIKES (See FASTING)

HUNTING OFFENSES 56940

HYBRID OFFENCE PROCEDURE (See DUAL OFFENCE PROCEDURE)

SUBJECT HEADINGS
PRIMARY NUMBERS

- I -

IDENTIFICATION	
-of criminals	55560
IMMIGRANTS	58160
IMMUNITY	
-from prosecution	55580
IMPAIRED DRIVING	57200-57280
(See also MOTOR VEHICLE OFFENSES)	
IMPOUNDMENT	
-of motor vehicles	57260
IMPRISONED	58200-58280, 58580
-wrongfully	58490
INCEST	56670
INDIAN RESERVATIONS	
-gambling on	57000
-motor vehicle offenses committed on	57400
INDICTMENTS	55600-55620
INDUSTRY	
-security	55980
INFORMERS	
-police	55580
INJURY	
-compensation	56380
INMATES	58200-58280
-crevice searches of	55240
-guarding	55200, 58260
-mandatory supervision of	55780
-parole of	55780
-permission to marry	58200
-wrongfully imprisoned	58490
INQUESTS	
-coroners	55640
INQUIRIES	
-coroners	55640
INSTITUTIONS	
-correctional (See CORRECTIONAL INSTITUTIONS)	
-psychiatric	58300, 58840

SUBJECT HEADINGS
PRIMARY NUMBERS

INSURANCE	
-fraud	56960
INTEGRATED CASE PROCESSING SYSTEM	59130, 59150
INTELLECTUAL PROPERTY	
-theft of	57800
INTEREST RATE OFFENSES	57300
INTERIM RELEASE	
-judicial	55680
INTERLOCK DEVICES	57260
INTERMITTENT SENTENCES	56100, 58740
INTERNATIONAL	
-crime, investigation of	55740
-transfer of inmates	58260
INTERPROVINCIAL TRANSFER	
-of inmates	58260
-of young offenders	58960
INTERVENTION	56660-56680
- J -	
JUDGES	55300
JUDICIAL	
-interim release	55680
-review	56120, 59200
JUSTICE(S)	
-abuse of	55040
-criminal	55000-56499
-of the Peace	55300
-reform implementation	55690

SUBJECT HEADINGS
PRIMARY NUMBERS

- K -

KEYS		
	-automobile master	56700
KIDNAPPING		56540
KIRPANS		57960
KNIVES		57960
KU KLUX KLAN		57100

- L -

LABOUR DISPUTES		57360
LAWYER(S) (')		
	-client privilege, violations of	55960
	-criminal charges against	55880
	-offices, searching of	55960
LEGAL		
	-aid	55700
	-assistance, mutual	55740
	-opinions (See secondary -04 under the appropriate subject primary)	
LEGISLATIVE RESEARCH (See secondary -05 under the appropriate subject primary)		
LETTER(S)		
	-chain	57040
	-complaint (See COMPLAINT LETTERS)	
LIE DETECTORS (See POLYGRAPH)		
LIFE SENTENCE(S)		56120
	-prosecution files	59200
LITERATURE		
	-hate	57100
LOCK-UPS		
	-police (See CORRECTIONAL INSTITUTIONS)	
LOGGING		
	-road blockades	56740
LOTTERIES		57040

SUBJECT HEADINGS
PRIMARY NUMBERS

- M -

MADD (See MOTHERS AGAINST DRUNK DRIVERS)	
MAFIA	58420
MAGAZINES (See PERIODICALS)	
MAINTENANCE ORDERS	56900
MALICIOUS	
-prosecution of Crown counsel	55580
MANDATORY SUPERVISION	55780
MARRY	
-permission to	58200
MASSAGE PARLOURS	57660
MASTER KEY	
-automobile	56700
MATRIMONIAL OFFENSES	57380
MEDIA	
-coverage of trials	56340
MEDICAL	
-certificates	55220
-offenses	57120
-treatment, court-ordered	57140, 57250, 58820
MENTALLY	
-disordered offenders	58300, 58840
-handicapped witnesses	56480
MIDWIVES	58340
MILITARY	
-equipment	57960
-personnel	58360-58380
MONITORING	
-devices	56060
MOTHERS AGAINST DRUNK DRIVERS (MADD)	57240
MOTOR VEHICLE OFFENSES	57400-57480
(See also IMPAIRED DRIVING)	

SUBJECT HEADINGS
PRIMARY NUMBERS

MOTORCYCLE
 -gangs 58420
 -helmets 57420

MOVIES (See FILMS)

MULTI-VICTIMS 56670

MUNICIPAL BYLAW PROSECUTIONS 59300

MUNICIPAL POLICE 55820

MURDER 57520

MUTUAL LEGAL ASSISTANCE 55740

- N -

NAME FILES (See CASE FILES)

NARCOTICS 56800

NATIONAL PARKS (See PARKS)

NATIVE(S) 58400
 (See also secondary -06 under appropriate subject
 primary)
 -fishing/hunting offenses 56940
 -gambling on reservations 57000

NOTICE(S)
 -appearance 55060
 -to seek greater punishment 57280

NUDITY 57560

- O -

OBSCENITY 57600
 -in films 56920

OFFENSES 56500-57999
 -dual 55380

OFFENDERS 58000-58999

OPEN FACILITIES (See CORRECTIONAL INSTITUTIONS)

SUBJECT HEADINGS
PRIMARY NUMBERS

OPINIONS	
-legal (See LEGAL OPINIONS)	
OPTIONS	
-enforcement	57260
ORDER(S)	
-custody	56900
-maintenance	56900
ORGANIZATIONS	
-professional (See PROFESSIONAL ORGANIZATIONS)	
ORGANIZED CRIMINAL GROUPS	58420
OVER-WEIGHT VEHICLES	57400
OYSTER BEDS	56940
- P -	
PAGANS	58460
PARDONS	55760
PARKS	
-motor vehicle offenses committed in	57400
PARLOURS	
-massage	57660
PAROLE	55780
PATIENTS	
-order-in-council	58300
PEACE	
-disturbing the	56740
-Justices of the	55300
PENALTIES	
-voluntary	56240
PENITENTIARIES (See CORRECTIONAL INSTITUTIONS)	
PERIODICALS	
-pornographic	57600
PERMISSION	
-to marry	58200

SUBJECT HEADINGS
PRIMARY NUMBERS

PERSONNEL	
-in correctional institutions	55200
-court	55300
-military	58360-58380
PHOTOGRAPHS	
-of criminals	55560
-of motor vehicles	57470
PLEA BARGAINING	55800
.08 BLOOD ALCOHOL READING	57200
POLICE	55820
-abuse of process	55040
-brutality	55820
-informers, immunity from prosecution	55580
-lock-ups (See CORRECTIONAL INSTITUTIONS)	
-pursuit	57440
POLICY (See secondary -00 under appropriate subject primary)	
POLYGAMY	57380
POLYGRAPH	55840
PORNOGRAPHY	57600
-in films	56920
PRE-DISPOSITION REPORTS	58760
PRE-SENTENCE REPORTS	56140
PREVENTION	56660-56680
PRISONERS (See INMATES)	
PRISONS (See CORRECTIONAL INSTITUTIONS)	
PRIVATE	
-communication, interception of	55860
-investigators	55980
PRIZE FIGHTS	57640
PROBATION	56160, 58780
PROCEDURES (See secondary -00 under the appropriate subject primary)	
-dual offence	55380

SUBJECT HEADINGS
PRIMARY NUMBERS

PROCEEDINGS		
-stays of		56220
PROCEEDS		
-of crime		57650
PROCESS		
-abuse of		55040
PROFESSIONAL ORGANIZATIONS		
-criminal charges against members of		55880
-legal advice to		55880
PROHIBITION FROM DRIVING		57450
PROMISE		
-to appear		55060
PROPAGANDA		
-hate		57100
PROPERTY		
-federal, motor vehicle offenses on		57400
-intellectual		57800
PROSECUTION(S)		59000-59300
-alternatives	55360, 58400, 58520	
-federal		56800, 58500
-immunity from		55580
PROSTITUTION		57660
PROTECTION		
-of witnesses		56480
PROTESTS		56740
PROVINCIAL COURT(S)		55300
-prosecutions concluded in		59200
PROVINCIAL/FEDERAL TRANSFER		
-of inmates		58260
PSYCHIATRIC		
-facilities		58300, 58840
-records, access to		55960
-remand		55680
PUBLIC AWARENESS		
-in assault/abuse offenses		56670-56680

SUBJECT HEADINGS
PRIMARY NUMBERS

PUNISHMENT	
(See also VOLUNTARY PENALTIES)	
-capital	56020
-notice to seek greater	57280
PURSUIT	
-police	57440
PYRAMID SCHEMES	57040
	- Q -
QUALITY CONTROL (See CHARGE APPROVAL	
	- R -
RADAR	57470
-detectors	57470
RACING	
-horse	57020
RAISED TO ADULT COURT	58960
RCMP (See ROYAL CANADIAN MOUNTED POLICE)	
RECOGNIZANCE	55060
RECORDS	
-criminal	55760, 58860
-psychiatric	55960
REFORM	
-justice	55690
REGIONAL CROWN COUNSEL ISSUES	55920
REGULATIONS	
-in correctional institutions	55200
RELEASE	
-interim judicial	55680
RELIGIOUS GROUPS	58460
REMAND	55680

SUBJECT HEADINGS
PRIMARY NUMBERS

REMISSION		
-of prison sentences		56000
RENDITION		55500
REPORTS		
-to Crown counsel	58600, 59120, 59200	
-pre-disposition		58760
-pre-sentence		56140
-statistical		59130
RESEARCH(ERS)		
-access to Crown counsel files	55340, 58860	
-legislative (See LEGISLATIVE RESEARCH)		
RESERVATIONS		
-indian (See INDIAN RESERVATIONS)		
RESTITUTION	56030, 58660	
RESTRAINT SYSTEMS		
-child		57460
REVIEW(S)		
-of dispositions		58620
-judicial		56120
RITUAL		
-abuse		56600
ROADSIDE		
-suspension		57260
ROYAL CANADIAN MOUNTED POLICE (RCMP)		55820
RIOTS		56740
-in correctional institutions		55260
RULES		
-in correctional institutions		55200

SUBJECT HEADINGS
PRIMARY NUMBERS

- S -

SALE(S)	
-of lottery tickets outside Canada	57040
SAMPLES	
-blood	57220
-breath	57230
SATANISTS	58460
SCIENTOLOGY, CHURCH OF	58460
SCREENS	56670
SEARCH(ES)	
-crevice	55240
-and seizure	55960
SEAT BELTS	57460
SECURE FACILITIES (See CORRECTIONAL INSTITUTIONS)	
SECURITY INDUSTRY	55980
SEGREGATED FROM ADULT OFFENDERS	58580
SEIZURE	
-search and	55960
SENTENCES	56000-56180
(See also DISPOSITIONS)	
SEXUAL	
-assault	56660-56670
-offenders	58100, 58880
SHERIFFS	55300
SHIPS	
-gambling on	57010
SHOPLIFTING	57800
SHOPPING	
-on holidays	57160
SIKH KIRPANS	57960
SLIM JIMS	56700
SMOKE POLLUTION	56860

SUBJECT HEADINGS
PRIMARY NUMBERS

SOCIAL CLUBS	
-gambling in	57060
SOLICITOR	
-client privilege, violations of	55960
SPIKING	
-tree	56740
SUMMONS	55060
SUNDAY SHOPPING	57160
SPEEDING	57470
SPONTANEOUS	
-declarations	56670
SPOUSAL ASSAULT	56680
STATEMENT REALITY ANALYSIS	56670
STATISTICAL REPORTS	59130
STAYS OF PROCEEDINGS	56220
SUBPOENAS	56480
SUPERVISION	
-mandatory	55780
SUPREME COURT(S)	55300
-prosecutions concluded in	59200
SURVEILLANCE	
-airplane	57470
-electronic	55860
-video	55860
SUSPENDED SENTENCES	56180, 58800
SUSPENSION	
-24-hour roadside	57260

SUBJECT HEADINGS
PRIMARY NUMBERS

- T -

TEACHERS	
-criminal charges against	55880
TELEVIDEO	55680
TEMPORARY ABSENCES	58240, 58580
(See also ESCAPES)	
TERRORISTS	58480
-international cooperation against	55740
THEFT	57800
THREATS	57840
TICKET(s)	
-informations (TIs)	56240
-lottery	57040
-traffic violation rule (TVR)	57480
TORTURE	57180
TRADEMARKS	
-counterfeit	57800
TRAFFIC VIOLATION RULES (TVR)	57480
TRAINING	
-courses on assault/abuse	56600
-for government employees (See ARCS)	
TRANSFER	
-of charges	56400-56460
-of inmates	58260, 58300
-of young offenders	58900-58960, 58840
TREATMENT	
-court-ordered medical	57140, 57250 58820
TREE SPIKING	56740
TRIAL(S)	56300-56340
-delay	55680
-unfit to stand	58300
TUBERCULOSIS	
-court-ordered treatment of	57140
TRUST, BREACH OF	56960

SUBJECT HEADINGS
PRIMARY NUMBERS

TURKEY-SHOOTS 57040
12 YEAR OLD OFFENDERS 58540
24-HOUR ROADSIDE SUSPENSION 57260

- U -

UNDER 12 YEARS OLD 58540
UNFIT TO STAND TRIAL 58300
UNLAWFULLY AT LARGE 58280, 58580
USE OF DEADLY FORCE 55820

- V -

VEHICLE OFFENSES 57400-57480
VICTIMS 56380
 -multi 56670
VIOLENCE
 -domestic 56680
VIDEO
 -cassettes 56920
 -distribution and retail business 56920
VISITING MILITARY PERSONNEL 58380
VOICE PRINTS 55560
VOLUNTARY PENALTIES 56240
VULNERABLE WITNESSES
 -in assault/abuse offenses 56640, 56670

- W -

WAIVER OF CRIMINAL CHARGES 56400-56460
WAR CRIMES 57180
WARRANTS
 -arrest 55060
 -of committal 55220
 -of remand 55680

SUBJECT HEADINGS
PRIMARY NUMBERS

WEAPONS OFFENSES	57960
WELFARE FRAUD	56960
WHITE COLLAR CRIMINALS (See COMMERCIAL CRIMINALS)	
WILDERNESS CAMPS (See CORRECTIONAL INSTITUTIONS)	
WILDLIFE OFFENSES	56860
WIRETAP	55860
WITNESS COSTING FILES	59150
WITNESSES	56480
WRONGFULLY	
-charged	55580
-imprisoned	58490
	- X -
	- Y -
YOUNG OFFENDERS	58500-58960
YOUTH	
-containment centres	58580
-gangs	58420
	- Z -
ZERO	
-blood alcohol law	57260
-eight blood alcohol reading	57200

SUBJECT HEADINGS
PRIMARY NUMBERS

CLIENT INFORMATION

LEVEL 1: British Columbia
LEVEL 2: Ministry of Attorney General
LEVEL 3: Criminal Justice Branch
LEVEL 4:
LEVEL 5:
LEVEL 6:
LEVEL 7:

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