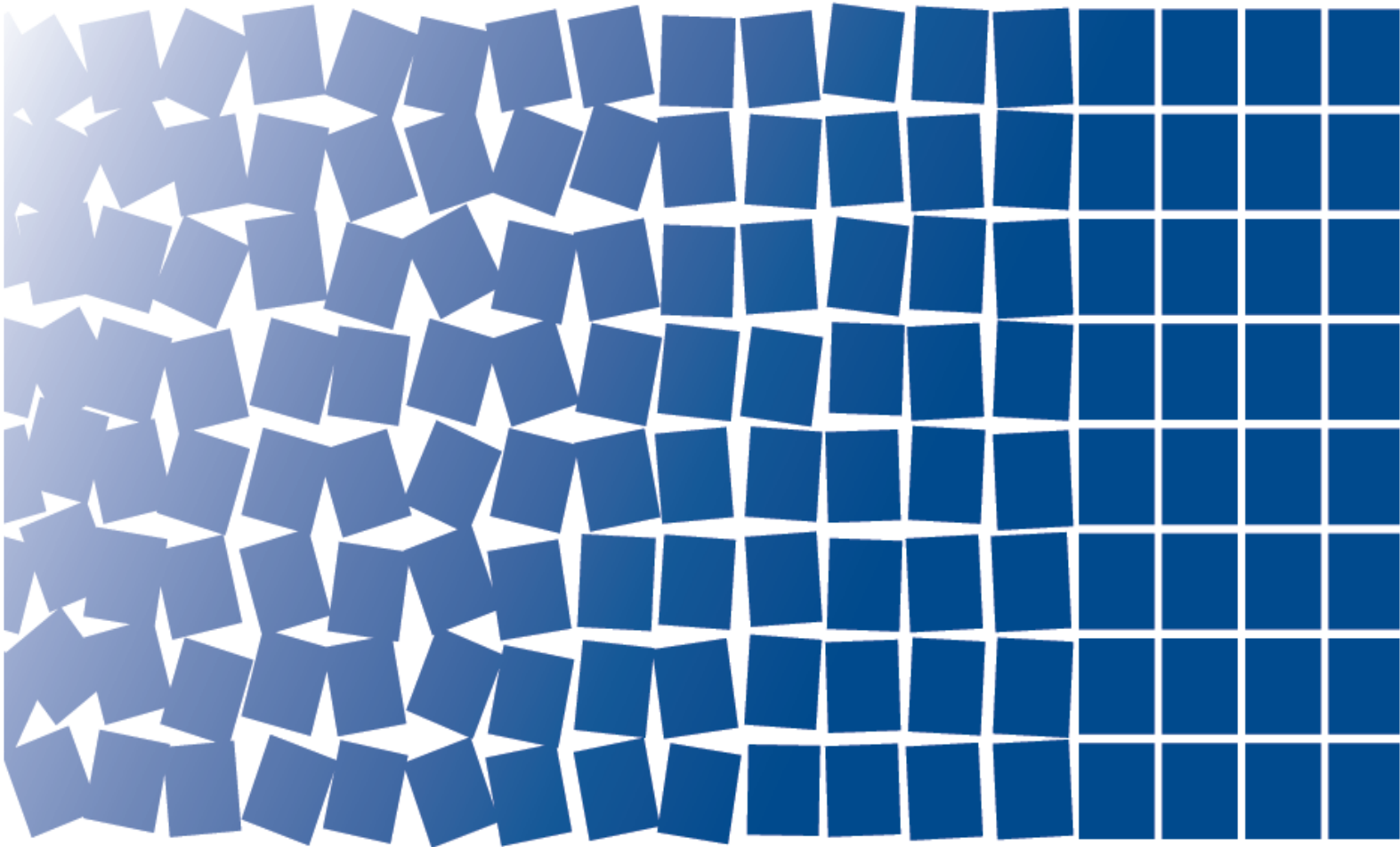


EMERGENCY HEALTH SERVICES ADMINISTRATIVE RECORDS CLASSIFICATION SYSTEM



GOVERNMENT RECORDS SERVICE

**EMERGENCY HEALTH SERVICES
ADMINISTRATIVE
RECORDS
CLASSIFICATION
SYSTEM
SUPPLEMENT**



**Province of
British Columbia**

**Information Access
Operations**

ISBN 978-0-7726-6503-4

Date: June 23, 2011

British Columbia. Records Management Operations

Emergency Health Services Administrative Records Classification Supplement

RECORDS RETENTION AND DISPOSITION AUTHORITY

Accession No. see "How to Use ORCS" part 3.9.1

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

Title Emergency Health Services ARCS Supplement

Ministry of Health Services
 Strategic Innovation
 Emergency and Health Services Commission

Description and Purpose:

The *Emergency Health Services ARCS Supplement* covers all administrative records unique to the Emergency and Health Services Commission (EHSC) that are created, received, and maintained by all offices of the Commission.

The Supplement establishes a classification system and retention and disposition schedule for the personnel management and payroll services functions and activities that are unique to the Emergency and Health Services Commission, and therefore not covered by the *Administrative Records Classification System (ARCS)*, or *Operational Records Classification System (ORCS)* of central shared services agencies such as Payroll Services and the BC Public Service Agency.

These records document the central payroll and personnel management services performed by the EHSC, including: grievance resolution; collective agreement bargaining and negotiations; position classification; shift work scheduling; staff training development and delivery, staffing, recruitment and selection; occupational safety and support; WorkSafeBC claims and appeals management; administration of employee benefits; employee work history, training and recognition; benefit program enrollment payroll accounting; and employee pay and leave management.

For more information, see attached schedule.

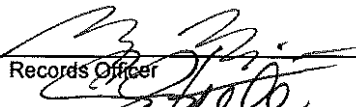
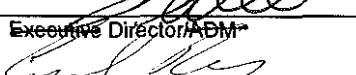
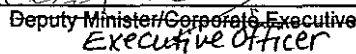
Date range: 1974

Physical format of records: see attached schedule


Annual accumulation: 1.75 cubic meters

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

THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:

	2010/11/15
Records Officer	Date
	2010/11/15
Executive Director/ADM	Date
	2010/11/25
Deputy Minister/Corporate Executive	Date
Executive Officer	

THE PUBLIC DOCUMENTS COMMITTEE CONCURS:

	16 Dec 2010
Chair, PDC	Date

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

J.T.	Feb. 10, 2011
	Date

APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY:

J.T.	May 19, 2011
	Date

OTHER STATUTORY APPROVALS:

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

CONTACT: Mary McIntosh, Ministry Records Officer, 250-387-9811

RECORDS MANAGEMENT APPRAISAL:

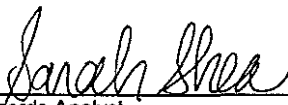
This appraisal documents the recommendation for active and semi-active retention periods.

These records are created and received under the authority of the *Emergency and Health Services Act* (RSBC 1996, c. 182) and subsequent legislation governing the operational responsibilities and functions of the creating agency.

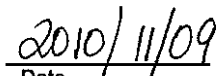
Functional duplicates and microfilmed records are indicated under appropriate classification headings.

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


The retention and final disposition guidelines have been established in consultation with the Records Officer and staff and managers of all branches conducting operational functions in the creating agency.



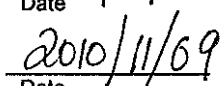
Records Analyst



Date



Team Lead, ORCS Development



Date

ARCHIVAL APPRAISAL:

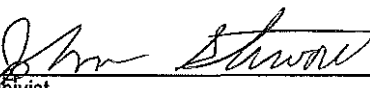
This appraisal documents the recommendation for final disposition.

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

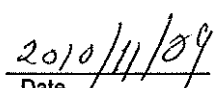
Record series or groups of records which will be retained in their entirety are indicated by "Full Retention."

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

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

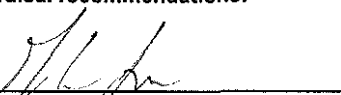


Archivist

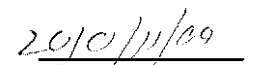


Date

The undersigned endorses the appraisal recommendations:



Manager, Policy, Appraisal and Storage



Date

EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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

A SA FD

EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT (EHAS)

EXECUTIVE SUMMARY

The *Emergency Health Services ARCS Supplement* (EHAS) establishes a classification system and retention and disposition schedule for the personnel management and payroll service functions and activities that are unique to the Emergency and Health Services Commission (EHSC), and therefore not covered by the *Administrative Records Classification System (ARCS)* or *Operational Records Classification System (ORCS)* of central shared services agencies such as Payroll Services and the BC Public Service Agency (i.e., *Public Service Personnel Management ORCS*).

These records document the central payroll and personnel management services performed by the EHSC, including: grievance resolution; collective agreement bargaining and negotiations; position classification; shift work scheduling; staff training development and delivery; staffing, recruitment and selection; occupational safety and support; WorkSafeBC claims and appeals management; administration of employee benefits; employee work history, training and recognition; benefit program enrollment; payroll production; payroll accounting; and, employee pay and leave management.

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

EHAS covers records created and received since 1974. Prior to this time, the functions covered by this *ORCS* were not carried out by the BC Government.

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

(continued on next page)

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

EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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

	<u>A</u>	<u>SA</u>	<u>FD</u>
1) <u>Policy and procedures</u> (secondary -00 throughout <i>EHAS</i>)	SO	5y	FR

Throughout *EHAS*, the government archives will fully retain all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. These records have evidential value.

2) <u>Position Description and Classification</u> (secondary 9400-40)	SO	10y	FR
(secondary 9400-30)	SO	10y	DE
(secondary 9400-45)	SO+10y	nil	DE

These records document the classification of EHSC positions and the analysis of the job demand requirements of CUPE bargaining unit positions.

SO = when the position is redundant

10y = The retention period provides sufficient time for research, consultation and potential reactivation of closed files. However, after a lapse of 10 years, it is unlikely that the position will be recreated or the files will have any reference value.

FR = The government archives will fully retain the position history case files because they illustrate the evolution of positions within the EHSC over time.

3) <u>Personnel Management Final Products</u> (secondary 9050-02)	SO	7y	FR
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These records document the final products generated during the development, implementation, and maintenance of EHSC personnel management strategies and programs.

FR = The government archives will fully retain personnel management final products because they document the personnel management strategies and plans developed by the EHSC, as well as the review and analysis of existing programs.

(continued on next page)

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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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A SA FD

- 4) Collective Bargaining and Agreements SO nil FR
 (secondaries 9270-02 and -20)

These records document collective bargaining negotiations and the agreed upon terms and conditions of employment for bargaining unit employees.

SO = upon termination of agreement and expiry of the six-year limitation period under the *Limitation Act* (RSBC 1996, c. 266, s. 3), and when no longer required for reference purposes

FR = The government archives will fully retain collective agreements, memoranda of agreement, and collective bargaining binders because they provide a history of the terms and conditions of employment for the EHSC's bargaining unit employees and document the positions of the EHSC and its unions during the collective bargaining process.

- 5) Employee Orientation SO nil FR
 (secondary 9550-02)

These records document the techniques used to orient new employees to the EHSC.

FR = The government archives will fully retain employee orientation guides and manuals because they provide a concise summary of the mission, values and organizational structure of the EHSC. They also provide insight into the employment standards and expectations of the EHSC.

- 6) Employee Recognition Activity Reports SO nil FR
 (secondary 9150-02)

These records document the employee recognition activities of the EHSC.

SO = when no longer required for review and analysis

(continued on next page)

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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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A SA FD

FR = The government archives will fully retain employee recognition activity reports because they provide a concise summary of the EHSC's recognition of its employees, including the number of employees recognized and the types of recognition received.

- 7) Grievance Arbitration Decisions, Awards, and Appeals SO nil FR
 (secondaries 9300-03 and -04)

These records document expedited arbitration decisions and formal arbitration awards and appeal decisions.

SO = when no longer required for reference purposes

FR = The government archives will fully retain expedited arbitration decisions because they document significant grievances, and have significant evidential and informational value in documenting employer and employee relations. The formal arbitration awards and appeal decisions document significant grievances and establish legal precedent. These records have significant evidential and informational value in documenting employer and employee relations.

- 8) Human Rights Complaints SO nil FR
 (secondary 9300-60)

These records document discrimination and personal and sexual harassment complaints.

SO = when complaint is withdrawn, abandoned, granted or settled, and upon expiry of appeal periods and appeals, and when no longer required for reference purposes

FR = The government archives will fully retain human rights complaint files because they document human rights cases involving government employees. These records have significant evidential and informational value in documenting employer and employee relations.

(continued on next page)

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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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

	<u>A</u>	<u>SA</u>	<u>FD</u>
9) <u>Labour Relations Complaints</u> (secondary 9300-70)	SO	nil	FR

These records document complaints filed under the *Labour Relations Code* (RSBC 1996, c. 244) and *Employment Standards Act* (RSBC 1996, c. 113).

SO = when complaint is withdrawn, abandoned, granted or settled, and upon expiry of appeal periods and appeals, and when no longer required for reference purposes

FR = The government archives will fully retain labour relations complaint files because they document significant disputes between the union and the employer and the employer and its employees. These files also include union and employee disputes that serve to interpret the collective agreement.

10) <u>Strike and Essential Service Planning</u> (secondary 9250-20)	SO	nil	FR
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These records document strike and essential service planning.

SO = upon conclusion of strike, and when no longer required for reference purposes

FR = The government archives will fully retain essential service planning files because they significantly document the EHSC's plans and strategies for responding to strikes by its unions.

11) <u>Transfer Agreements for Bargaining Unit Employees</u> (secondary 9270-50)	SO	nil	FR
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These records document negotiated transfers of collective agreement rights for employees transferred from or to the EHSC.

SO = upon termination of agreement and expiry of the six-year limitation period under the *Limitation Act* (RSBC 1996, c. 266, s.3), and when no longer required for reference purposes

(continued on next page)

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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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A SA FD

FR = The government archives will fully retain transfer agreements because they document the transfer of bargaining unit employee rights from and to the EHSC.

12) Employee Pay, Time, and Leave Records

(secondary 9810-20)	SO	49y	DE
(secondary 9810-30)	SO	7y	DE
(secondaries 9810-40 and -50)	SO+7y	nil	DE

These records document the EHSC's biweekly payroll, as well as employee leave information.

SO = upon retirement, resignation, or employment termination by the EHSC, or, in the case of part-time pay and leave case files created between 1987-1989, after January 1, 1990

49y = The retention period for the part-time employee files ensures the records are retained for two years after employment termination as required under the *Employment Standards Act* (RSBC 1996, c. 113, s. 28 [2]). Between 1987 and 1989, part-time BCAS employee files were arranged by station, not individual employee. In order to abide by the legislated retention requirements, which are tied to an individual's termination date, it is necessary to estimate the employment termination date of all part-time employee's assigned to a station. Based on a start date of 18 years and an end date of 65 years, a 47-year retention period has been calculated. An additional 2 years is added to meet the post-termination retention requirements of the *Employment Standards Act*.

7y = The retention period ensures that an employee's pay and leave information are retained for two years after employment termination required under the *Employment Standards Act* (RSBC 1996, c. 113, s. 28). It also ensures that the records are retained for the five years allowed for purchasing pensionable service and are available to taxation authorities which have the right under the *Income Tax Act* (RSC 1985, c. 1-5, ss. 230(4) and 231.1) to investigate income tax returns filed for the previous six years.

(continued on next page)

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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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A SA FD

- 13) Crew Schedules CY+1y 47y DE
 (secondary 9810-02)

These records document full-time employees' regularly scheduled shifts and leaves for 14 day period. Individual schedules are not maintained for each employee; instead, a summarized schedule is prepared at the station level.

49y = The retention period meets the requirements of the *Employment Standards Act* (RSBC 1996, c. 113, s. 28, (d) that hours worked by an employee on each day be recorded and retained for 2 years after employment termination. Crew schedules are not retained in individual employee pay and leave files. In order to abide by the legislated retention requirements, which are tied to an individual's termination date, it is necessary to estimate the employment termination date of all employee's listed on the schedule. Based on a start date of 18 years and an end date of 65 years, a 47-year retention period has been calculated. An additional 2 years is added to meet the post-termination retention requirements of the *Employment Standards Act*.

- 14) Payroll Registers CY+1y 47y DE
 (secondary 9810-03)

These records provide a summary of the payroll information for a pay period. The payroll register lists all employees who were paid during the pay period, along with the various deductions, gross pay and net pay.

49y = The retention period meets the requirements of the *Employment Standards Act* (RSBC 1996, c. 113, s. 28, (f) and (g)) to retain an employee's gross and net wages as well as deductions made from wages for 2 years after employment termination. The method of arrangement of the records requires that the employment period be estimated. Based on a start date of 18 years and an end date of 65 years, a 47-year employment period has been calculated. An additional 2 years is added to meet the post-termination retention requirements of the *Employment Standards Act*.

(continued on next page)

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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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	<u>A</u>	<u>SA</u>	<u>FD</u>
15) <u>Occupational Health Files</u>			
(secondary 9350-30)	SO	30y	DE
(secondary 9350-20)	SO	10y	DE
(secondaries 9350-04, -40, and -50)	SO	7y	DE

These records document the exposure of employees to latent biological hazards (e.g., asbestos, blood borne pathogens, and radiation); ergonomic assessments; hepatitis B vaccinations; musculoskeletal injury prevention; pre-placement assessment examinations and outcomes; first aid treatment; and hazard and incident investigations.

SO = upon resignation, employment termination, retirement, or death while in service; and in the case of incident and hazard investigations, upon conclusion of investigation and when no longer required for reference purposes; and in the case of first aid treatment books, upon conclusion of first aid care, and when book is closed

30y = The retention period for latent biological exposure files provides a reasonable length of time for the effects of the exposure to occur. The retention period also satisfies the minimum 10-year recommendation for retention of exposure records stated in WorkSafeBC's Guidelines: *G6.34-5 Record keeping requirements*.

10y = The retention period for employee health files (no exposure) is consistent with the retention period for the related employee files and health-related absence files. The retention period also satisfies the minimum 10-year recommendation for retention of vaccination records stated in WorkSafeBC's guidelines: *G6.34-5 Record keeping requirements*.

(continued on next page)

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A SA FD

7y = The retention period for hazard investigations ensures that the records relating to hazards are retained for a sufficient period for future hazard prevention and for consultation purposes; and in the case of incident investigations, ensures that the records relating to incidents are retained for the two-year limitation period for commencing an action with respect to an injury to person or property under the *Limitation Act* (RSBC 1996, c. 266, s. 3), and satisfies the minimum three-year retention period for first aid records specified under the *Occupational Health and Safety Regulation (part 3.19)* and meets the EHSC's operational and reference needs; and finally, in the case of first aid treatment, the retention period satisfies the minimum three-year retention period for first aid treatment records specified under the *Occupational Health and Safety Regulation (part 3.19)* and is consistent with the retention period for the joint health and safety committee files classified under *ARCS* secondary 200-20.

16) Employee Personnel Files

 (secondary 9200-40)
 (secondaries 9200-30 and -50)

SO+20y nil DE
SO 10y DE

These records document the employment history of EHSC employees.

SO = upon retirement, resignation, or employment termination from the EHSC

20y = The retention period for employee work history data provides a sufficient historical perspective for trend analysis.

10y = The retention period for the employee personnel files and health related absence files provides a reasonable length of time for consultation and reactivation of the files if the employee is again employed by the EHSC. It also allows for the bridging of service (which is six years under the collective agreement but may be extended in special circumstances) and provides for the five years allowed for purchasing pensionable service.

(continued on next page)

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	<u>A</u>	<u>SA</u>	<u>FD</u>
17) <u>WorkSafeBC Claims and Appeals Management</u> (secondaries 9600-20 and -30) (secondary 9600-50)	SO SO	20y 7y	DE DE

These records document the claims program management and the case management of EHSC employees who are on workers' compensation benefits.

SO = upon resignation, employment termination, retirement, or death while in service; and in the case of program management case files, when no longer required for program review and analysis

20y = The retention period for WorkSafeBC claims case files ensures the files are available for a sufficient period to respond to repetitive claims and re-opened claims.

7y = The retention period for WorkSafeBC claims program management case files provides sufficient time for consultation.

18) <u>Employee Training Data</u> (secondary 9570-40)	SO+10y nil		DE
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These records document courses tracked or offered through the Learning Centre.

SO = upon retirement, resignation, or employment termination from the EHSC

10y = The retention period is consistent with the associated employee files (secondary 9200-30).

19) <u>Grievances, Employee Complaints, and Excluded Employee Disputes</u> (secondaries 9300-20, -30 and -40)	SO	10y	DE
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These records document grievances resolved under the various steps of the collective agreement grievance process, interpersonal disputes and harassment complaints filed by employees, and disputes resolved under the dispute resolution process for excluded employees.

(continued on next page)

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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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A SA FD

SO = when dispute or grievance is withdrawn, abandoned, granted or settled, and upon expiry of appeal periods and appeals, and when no longer required for reference purposes

10y = The retention period provides a reasonable length of time for review and consultation.

- 20) BCAS Supervisor Qualifying Exams SO+2y 8y DE
(secondaries 9500-30 and -40)

These records document the development and delivery of qualifying exams for BCAS supervisors.

SO = when the examination has been superseded by a new version, and in the case of completed exams, when employees are notified of their exam results

10y = The retention period ensures the records are available for future exam development and for dispute resolution in the event of an employee grievance, and in the case of completed exams, ensures the records are available for the duration of the eligibility list and for dispute resolution in the event of an employee grievance.

- 21) Benefits Plan Management SO 7y DE
(secondary 9100-02)

These records document the analysis of the provisions and coverage details of benefit plans available to EHSC employees.

SO = when no longer required for review and analysis

7y = The retention period provides sufficient time for consultation with plan carriers.

- 22) Educational Fee Reimbursements and Scholarships SO 7y DE
(secondaries 9550-20 and -30)

These records document applications from employees for reimbursement of educational and professional development fees and applications for scholarships.

(continued on next page)

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PIB = Personal Information Bank	y = year	OD = Other Disposition
OPR = Office of Primary Responsibility		VR = Vital Records

EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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A SA FD

SO = when decision rendered; and if approved, when education is completed; or if education is not completed, when all issues relating to fees and re-imbursement have been resolved

7y = The retention period provides a reasonable length of time for review and consultation.

- | | | | | |
|-----|---|----|----|----|
| 23) | <u>Personnel and Payroll Management Projects and Issues</u>
(secondaries 9050-03, -20 and 9830-02 and -20) | SO | 7y | DE |
|-----|---|----|----|----|

These records document personnel and payroll management projects and issues management.

SO = when issue is resolved; when the project is completed, cancelled, paused, or abandoned; or when no longer required for program planning purposes; and when no longer required for reference purposes

7y = The retention period ensures that the records are available for a sufficient period for issues management and program planning purposes.

- | | | | | |
|-----|--|-------|----|----|
| 24) | <u>Payroll Accounting Records</u>
(secondaries 9790-03,-05,-06,-07,-08,-09,-10,-20)
(secondaries 9790-02, -04, -11, -12) | FY+1y | 6y | DE |
| | | CY+1y | 6y | DE |

These records document the case management of EHSC employees who are on workers' compensation benefits.

8y = The retention period is based on the six-year assessment period under the *Income Tax Act* (RSC 1985, c. 1-5, s. 230[4]) and is consistent with the retention period for accounts payable and reconciliations *in ARCS*.

- | | | | | |
|-----|---|-------|-----|----|
| 25) | <u>Scheduling Records</u>
(secondary 9450-20)
(secondary 9450-40) | CY+1y | 5y | DE |
| | | SO+7y | nil | DE |

These records document the scheduling of shift work for paramedics, dispatchers and HealthLinkBC call centre personnel.

(continued on next page)

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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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A SA FD

SO = in the case of scheduling data, upon retirement, resignation, or employment termination from the EHSC

7y = The retention period ensures the scheduling case files are available for error correction, payroll verification and to respond to disputes or grievances relating to shift entitlements; and in the case of the scheduling data, is consistent with the retention period for the related employee pay and leave data (secondaries 9810-40 and -50).

26) Electronic records

The following electronic databases are covered by this *ORCS*: Learning Centre, Health Leave Management System (HLMS), Insync, Mentor OSHware (Mentor), Our Software Limited – HR (OSL HR), Our Software Limited – Train OSL Sched (Train OSL Sched), Pay at Work, People at Work, Workforce ESP (ESP), and Workplace Health Indicator Tracking and Evaluation Database (WHITE). The Information System Overview section provides information about the electronic systems, inputs and outputs and routine back-ups. Notes under the relevant *ORCS* secondaries provide information about the classification and scheduling of the records. These records have no enduring value to government at the end of their scheduled retention period.

27) All Other Records

DE

All other records are destroyed at the end of their semi-active retention periods. The retention of these records varies depending on the nature of the records and the function performed, but does not exceed seven years after they are superseded or obsolete. The information these records contain is summarized elsewhere, or reflects policies and procedures adequately documented in records covered by the -00 Policy and procedures secondaries. Significant issues are documented in records which will be retained under the provisions of this *ORCS*, as well as in briefing notes to the ministry executive (*ARCS* secondary 280-20) and annual reports (*ORCS* secondary 51000-02). These records have no enduring value to government at the end of their scheduled retention periods.

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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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A SA FD

SECTION 1

PERSONNEL MANAGEMENT

PRIMARY NUMBERS

9 0 0 0 – 9 6 0 0

Section 1 covers records relating to the personnel management activities that are unique to the Emergency and Health Services Commission (EHSC), and are therefore not covered by the *Administrative Records Classification System (ARCS)* or *Operational Records Classification Systems (ORCS)* of central shared services agencies such as the BC Public Service Agency (i.e., *Public Service Personnel Management Services ORCS*).

The EHSC is continued under the *Emergency and Health Services Act* (RSBC 1996, c. 182) and employs the management and staff of the BC Ambulance Service (BCAS) and nurses of HealthLinkBC.

This section includes records relating to: grievance resolution, collective agreement bargaining and negotiations, position classification, shift work scheduling, staff training development and delivery, staffing, recruitment and selection, occupational safety and support, WorkSafeBC claims and appeals management, administration of employee benefits, and employee work history, training and recognition.

Note: The *Public Service Act* (RSBC 1996, c. 385) and the *Public Service Labour Relations Act* (RSBC 1996, c. 388) do not apply to the EHSC.

Note: For operational records relating to the BCAS, see the *Emergency Health Services ORCS*, Schedule 123390.

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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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A SA FD

SECTION 1

9000 – PERSONNEL MANAGEMENT – 9600

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A SA FD

9000 PERSONNEL MANAGEMENT – GENERAL

Records not shown elsewhere in the personnel management section that relate generally to the personnel management functions and activities of the EHSC.

Record types include correspondence and reference materials.

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

For charitable donation campaign files, see *ARCS* primary 188.

For the EHSC Intranet Site, see the *Emergency Health Services ORCS*, Schedule 123390, secondary 51000-20.

For the *Field Operations Policy and Procedure Manual*, see the *Emergency Health Services ORCS*, Schedule 123390, secondary 51000-04.

For payroll records, see section 2 of this *ARCS* Supplement.

Unless otherwise specified below, the ministry OPR (Emergency and Health Services Commission) will retain these records for:

CY+1y nil DE

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

SO nil DE

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

FR = The government archives will retain all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. These records have evidential value.

-01	General				
-02	Personnel management reference materials (arrange by subject (e.g., human rights, employment equity, job enhancement, and women's issues))		SO	nil	DE

(continued on next page)

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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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A SA FD

9000 PERSONNEL MANAGEMENT – GENERAL (continued)

NOTE: This secondary covers a collection of reference materials, such as newspaper clippings and articles, collected for reference purposes only and does not include records generated by the EHSC.

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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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A SA FD

9050 PERSONNEL MANAGEMENT – PROGRAM PLANNING

Records relating to the development, implementation, and maintenance of strategies and programs pertaining to the personnel management functions of the EHSC including: hiring methods, best practices development, recruitment campaigns, wellness campaigns, employee recognition programs, FTE and utilization planning, planning for new positions, pre-retirement and succession planning, occupational health planning, compensation planning, orientation programs development, transition planning and roles and authority matrix planning.

Record types include correspondence, discussion and issue papers, briefing notes, surveys, presentations, reports, and other types of records as indicated under relevant secondaries

For budget planning files, see *ARCS* primary 1025.

For committee files, see *ARCS* secondary 200-20

For contracts, see *ARCS* secondary 1070-20.

For the *Field Operations Policy and Procedure Manual*, see the *Emergency Health Services ORCS*, Schedule 122390, secondary 51000-04.

Unless otherwise specified below, the ministry OPR (Emergency and Health Services Commission) will retain these records for:

CY+1y nil DE

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

SO nil DE

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

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

-02	Personnel management final products		SO	7y	FR
-----	-------------------------------------	--	----	----	----

FR = The government archives will fully retain personnel management final products because they document the personnel management strategies and plans developed by the EHSC, as well as the review and analysis of existing programs.

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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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		<u>A</u>	<u>SA</u>	<u>FD</u>
9050	<u>PERSONNEL MANAGEMENT – PROGRAM PLANNING</u> (continued)			
	NOTE: Products include program reviews, gap analyses, frameworks, and strategies.			
-03	Personnel management issue case files (includes briefing notes, correspondence and reports) (arrange by issue)	SO	7y	DE
	SO = when issue is resolved and when no longer required for reference purposes			
-20	Personnel management project and program case files (arrange by project or program)	SO	7y	DE
	SO = when the project is completed, cancelled, paused, or abandoned; or when no longer required for program planning purposes; and when no longer required for reference purposes			
	DE = These files may be destroyed upon approval of the Records Officer because final products will be fully retained by the government archives under secondary -02.			
	NOTE: Examples of specific projects and programs include the HealthLinkBC Applicant Referral Program, Active Living Wellness Campaign, and BCAS Employee Recognition Program			
7y =	The retention period ensures that the records are available for a sufficient period for issues management and program planning purposes.			

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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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A SA FD

9100 EMPLOYEE BENEFITS ADMINISTRATION

Records relating to analyzing the provisions and coverage of benefit plans and tendering and negotiating contracts with plan carriers for benefits available to eligible EHSC employees. This includes optional benefit programs (e.g., Medical Services Plan (MSP), Extended Health, Dental, Deferred Salary Leave, Benefit Continuation While on Leave Without Pay), as well mandatory programs (e.g., Short Term Illness and Injury Plan (STIIP) and Long Term Disability (LTD)).

The EHSC has three different benefit structures: Excluded and BCGEU included employees are members of the group benefits program provided to public service employees under the *Public Service Benefit Plan Act* (RSBC 1996, c. 386) and administered by the BC Public Services Agency (BCPSA). The paramedic (CUPE) employees have a private coverage plan. The EHSC has permitted employer status with the Health Employers Association of British Columbia that enables BCNU nurses to receive benefits coverage from Healthcare Benefit Trust (HBT). HBT is a health and welfare trust that administers employee benefits on behalf of participating employers, primarily to healthcare employees.

Record types include correspondence and reports.

For approved purchase of service requests forms, see secondary 9810-30.

For benefit enrollment and service delivery, see primary 9770.

For completed benefit enrollment forms, see secondary 9810-30.

For health-related absence files, see secondary 9200-50.

For purchase of service requests files, created by Human Resources, see secondary 9200-60 and for those created by EHSC Payroll, see secondary 9770-06

For program planning files, see primary 9050.

For the tendering process and negotiation of contracts with plan carriers files, see *ARCS* secondary 1070-20.

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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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		<u>A</u>	<u>SA</u>	<u>FD</u>
9100	<u>EMPLOYEE BENEFITS ADMINISTRATION</u> (continued)			
	Unless otherwise specified below, the ministry OPR (Emergency and Health Services Commission) will retain these records for:	CY+1y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
		- OPR		
		- <u>non-OPR</u>	<u>nil</u>	<u>DE</u>
-01	General			
-02	Benefit plan management files (includes reports summarizing the number and types of claims processed by the plan carrier) (arrange by plan or benefit)	SO	7y	DE

SO = when no longer required for review and analysis

7y = The retention period provides sufficient time for consultation with plan carriers.

NOTE: Contracts with the service provider are to be filed on the appropriate contract files under *ARCS* secondary 1070-20.

NOTE: Records relating to a specific employee are to be filed on the employee's pay and leave file (secondary 9810-30) or in the employee file (secondary 9200-30).

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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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A SA FD

9150 EMPLOYEE RECOGNITION PROGRAMS

Records relating to the administration and management of employee recognition programs, including the BCAS Employee Recognition Program, which provides formal recognition to individuals and teams for exemplary contribution in the following four categories: leadership, delivery of patient care or client service, community development, and teamwork. The EHSC also participates in other award programs, including the Long Service Award Program and the Exemplary Service Award Program.

This includes developing the eligibility guidelines and selection criteria for the awards; receiving and publicizing the names and contributions of award or recognition recipients; managing award decision issues; and where applicable, planning the award ceremony.

Record types include correspondence, applications, and reports.

For employee files, see secondary 9200-30.
For program planning files, see secondary 9050-30.

Unless otherwise specified below, the ministry OPR (Emergency and Health Services Commission office responsible for program development/administration) will retain these records for:

CY+1y nil DE

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

SO nil DE

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

NOTE: This secondary covers eligibility guidelines and selection criteria.

-01	General				
-02	Employee recognition activity reports (includes tracking sheets)		SO	nil	FR

SO = when no longer required for review and analysis

(continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
9150	<u>EMPLOYEE RECOGNITION PROGRAMS</u> (continued)			
	FR = The government archives will fully retain employee recognition activity reports because they provide a concise summary of the EHSC's recognition of its employees, including the number of employees recognized and the types of recognition received.			
-03	Long service award inquiries (covers records relating to inquiries from employees regarding their eligibility for long service awards)	CY+4y	nil	DE
-04	Long service award recipient spreadsheets (covers records relating to determining eligibility for long service awards)	CY+4y	nil	DE
-05	Employee recognition photographs (covers photographs taken at the various award events)	SO	nil	DE
	SO = when no longer required for reference purposes			
-20	Employee recognition applicant/recipient case files (arrange by award type, then by year)	SO+1y	nil	DE
	SO = when decision is rendered, ceremony completed, and if relevant, when all issues relating to the award are resolved			
	NOTE: This secondary includes the decisions of the various nomination review committees.			

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A SA FD

9200 EMPLOYEE WORK HISTORY

Records relating to the work history of all regular, part-time, seasonal, auxiliary, and excluded employees appointed under the *Emergency and Health Services Act* (RSBC 1996, c.182) or by order of the Lieutenant Governor in Council.

Record types include correspondence, reports and other types of records as indicated under relevant secondaries.

For the CHIPS Information System Overview, see the ISO Section of the *Public Service Personnel Management ORCS*, Schedule 181080.

For the HLMS ISO, see the ISO section.

For the Insync ISO, see the ISO section.

For model interview questions relating to competitions, see secondary 9500-05.

For the OSL HR ISO, see the ISO section.

For the People at Work ISO, see the ISO section.

For pay and leave records, see section 2 of this *ARCS* Supplement.

Unless otherwise specified below, the ministry OPR (Emergency and Health Services Commission, applicable Human Resources Office) will retain these records for:

CY+1y nil DE

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

SO nil DE

-00	Policy and procedures (includes employee exit checklists)	- OPR - <u>non-OPR</u>	<u>SO</u> <u>SO</u>	5y <u>nil</u>	FR <u>DE</u>
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-01	General				
-02	Disciplinary records		SO	nil	DE

SO = upon expiry of the retention periods stipulated in the collective agreements and upon receipt of a request from the employee to remove the records of disciplinary action from his/her employee file, provided that there has been no further infraction

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			<u>A</u>	<u>SA</u>	<u>FD</u>
9200	<u>EMPLOYEE WORK HISTORY</u> (continued)				
PIB	-30	Employee case files (arrange by employee surname)	SO	10y	DE

SO = upon retirement, resignation, or employment termination from the EHSC

10y = The retention period provides a reasonable length of time for consultation and reactivation of the files if the employee is again employed by the EHSC. It also allows for the bridging of service (which is six years under the collective agreement but may be extended in special circumstances) and provides for the five years allowed for purchasing pensionable service.

NOTE: Effective April 1, 2007, employees may only purchase pension non-contributory service that occurred with the previous five years. Employees cannot purchase non-contributory service after their employment has terminated or they have retired.

NOTE: At a minimum, an employee's personnel file must contain: a copy of their application and/or résumé, a copy of their offer/confirmation letters, OICs for executive and non-executive appointments, personal and emergency contact information, copies of any documents that will confirm job qualifications (e.g., degrees and licences) and which have been verified for authenticity, a signed standards of conduct acknowledgement, and a signed Internet Communications Technology Usage Agreement.

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

SO = Superseded or Obsolete
DE = Destruction
SR = Selective Retention
FR = Full Retention
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VR = Vital Records

EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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A SA FD

9200 EMPLOYEE WORK HISTORY (continued)

NOTE: An employee's personnel file may also contain: pre-employment examinations, police and criminal record check consent forms and clearances, formal performance evaluations, formal letters of commendation, employee data activity (EDA) reports or Note Minder reports, copies of social insurance cards, signed temporary assignment agreements, Canadian work visas or equivalent documentation, requests to process pay increases for managers, seniority reports/ summaries, letters of resignation, separation reports, Early Retirement Incentive Program (ERIP) and Voluntary Departure Program (VDP) forms, deferred leave application forms, rehabilitative employment letters, paid absence prior to retirement forms, letters of suspension, discipline records and employees' requests for their removal (if not removed as authorized under secondary -02), and letters advising employees of pay classification changes, assignments and reassignments, in/out of public service transfers, retroactive classification, position exclusion notifications, and benefit enrollment forms.

PIB	-40	Employee work history data (covers records stored on CHIPS, OSL HR, HRDS and People at Work)	SO+20y	nil	DE
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SO = upon retirement, resignation, or employment termination from the EHSC

20y = The retention period provides a sufficient historical perspective for trend analysis.

NOTE: This secondary is not for filing. It is used to schedule the data within the systems.

PIB	-50	Health-related absence case files (also known as STIIP files) (arrange by employee surname)	SO	10y	DE
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(continued on next page)

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A SA FD

9200 EMPLOYEE WORK HISTORY (continued)

- SO = upon retirement, resignation, or employment termination from ESHC

- 10y = The retention period is consistent with the retention period for the paper personnel file.

- FOI: These records would normally form part of an employee's personnel file, but are filed separately to protect the privacy of health information pertaining to employees. Records include page 1 and 2 of the Doctor's Certificate Short Term Illness and Injury Plan (STO2), BCAS Doctor's Certificate (EHSC 2451) Page 1, physician progress reports, Occurrence Report (HLTH 2403) and (HLTH 2591), Accident and Incident Report (HLTH 1130), graduated return to work plans, medical opinion letters, doctor's notes, correspondence with group life insurance carrier, long-term disability forms, letters of expectation, and correspondence with the BCPSA relating to long-term disability case management. In the event of a WorkSafeBC claim, will also include copies of the following: employer's report of injury or occupational disease (WorkSafeBC form 7), first aid report (WorkSafeBC form 7A), and worker's report of injury or occupational disease to employer (WorkSafeBC form 6a), and WorkSafeBC claims decisions.

- NOTE: The BCAS Organizational Health and Development branch maintains the official WorkSafeBC claims and appeal files for the EHSC (secondaries 9600-20 and 9600-30).

- NOTE: The BCPSA also retains a disability case management file for those EHSC employees receiving LTD benefits under the BCPSA benefits plan.

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			<u>A</u>	<u>SA</u>	<u>FD</u>
9200	<u>EMPLOYEE WORK HISTORY</u> (continued)				
PIB	-60	Purchase of service case files (includes purchase of service applications forms and supporting documentation to the decision) (arrange chronologically, then by employee surname)	SO+3y	2y	DE

SO = when decision is made

5y = The retention period provides a reasonable length of time for review and consultation.

NOTE: These records document the research and rationale for decisions on whether or not the employer or employee pays the employer's portion of the pensionable service purchases. Depending on the type of service purchased, the employee may be required to pay both the employer and employee contributions.

NOTE: Approved purchase of service requests are retained on the employee pay and leave files (secondary 9810-30).

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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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		<u>A</u>	<u>SA</u>	<u>FD</u>
9250	<u>LABOUR RELATIONS – GENERAL</u>			
	Records relating to employer-employee relations in the EHSC not shown elsewhere in this primary block. This includes strike and essential service planning.			
	Record types include correspondence, reports, and plans.			
	For the BCAS intranet web site, see the <i>Emergency Health Services ORCS</i> , Schedule 123390.			
	For committee and working group files, see <i>ARCS</i> secondary 200-20.			
	For labour relations project files, see secondary 9050-30.			
	Unless otherwise specified below, the ministry OPR (Emergency and Health Services Commission, Labour Relations) will retain these records for:	CY+1y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
	- OPR	<u>SO</u>	<u>nil</u>	<u>DE</u>
	- <u>non-OPR</u>			
-01	General			
-20	Strike and essential service planning case files (arrange by issue or subject, whichever is appropriate)	SO	nil	FR
	SO = upon conclusion of strike, and when no longer required for reference purposes			
	FR = The government archives will fully retain essential service planning files because they significantly document the EHSC's plans and strategies for responding to strikes by its unions.			
	NOTE: These files include strike contingency plans and essential service plans.			

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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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A SA FD

9270 LABOUR RELATIONS – BARGAINING AND NEGOTIATIONS

Records relating to the bargaining and negotiation of all collective agreements, memoranda of agreement, letters of agreement, transfer agreements, and position exclusions that relate to the EHSC.

Record types include correspondence, proposals, reports and agreements.

For committee and working group files, see *ARCS* secondary 200-20.
For formal arbitration awards and appeal decisions, see secondary 9300-04.

For position history files, see secondary 9400-40.

Unless otherwise specified below, the ministry OPR (Emergency and Health Services Commission, Labour Relations) will retain these records for:

CY+1y nil DE

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

SO nil DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Collective agreements and memoranda of agreement (includes letters of agreement and memoranda of agreement)		SO	nil	FR

SO = upon termination of agreement and expiry of the six-year limitation period under the *Limitation Act* (RSBC 1996, c. 266, s. 3), and when no longer required for reference purposes

FR = The government archives will fully retain collective agreements and memoranda of agreement because they provide a history of the terms and conditions of employment for the EHSC's bargaining unit employees.

(continued on next page)

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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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A SA FD

9270 LABOUR RELATIONS – BARGAINING AND NEGOTIATIONS

(continued)

NOTE: This secondary covers negotiated collective agreements and corresponding memoranda of agreement (MOAs) and letters of agreement (LOAs). MOAs are created for each negotiated change from the previous collective agreement. Both MOAs and LOAs are binding agreements between the union and the employer.

-20	Collective agreement bargaining case files (includes proposals, copies of MOAs and LOAs, financial analysis and notes) (arrange by bargaining unit, then by sequential number)	SO	nil	FR
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SO = upon termination of agreement and expiry of the six-year limitation period under the *Limitation Act* (RSBC 1996, c. 266, s. 3), and when no longer required for reference purposes

FR = The government archives will fully retain the collective bargaining binders because they document the positions of the EHSC and its unions during the collective bargaining process.

-30	Collective agreement interpretation case files (arrange by article number)	SO	nil	DE
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SO = when no longer required for interpretation purposes

DE= These files may be destroyed upon approval of the Records Officer because formal arbitration awards and award decisions, which are fully retained under secondary 9300-04, provide legal interpretations of the collective agreement.

NOTE: This secondary covers the employers' unilateral interpretation of the collective agreement.

(continued on next page)

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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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		<u>A</u>	<u>SA</u>	<u>FD</u>
9270	<u>LABOUR RELATIONS – BARGAINING AND NEGOTIATIONS</u> (continued)			
-40	Exclusion of positions negotiation case files (includes exclusion logs) (arrange by position number/title)	SO	nil	DE
	SO = upon conclusion of negotiations and, if relevant upon expiry of agreement and the six-year limitation period under the <i>Limitation Act</i> (RSBC 1996, c. 266, s. 3), and when no longer required for reference purposes			
	DE = These files may be destroyed upon approval of the Records Officer because exclusion agreements are fully retained within position history files classified under secondary 9400-40.			
	NOTE: This secondary covers discussions and negotiations with the unions to exclude certain positions from bargaining units.			
-50	Transfer agreements for bargaining unit employees (arrange by bargaining unit, then by sequential number)	SO	nil	FR
	SO = upon termination of agreement and expiry of the six-year limitation period under the <i>Limitation Act</i> (RSBC 1996, c. 266, s.3), and when no longer required for reference purposes			
	FR = The government archives will fully retain transfer agreements because they document the transfer of bargaining unit employee rights from and to the EHSC.			
	NOTE: Transfer agreements cover the negotiated transfer of collective agreement rights (e.g., compensation, pension, and seniority) for employees transferred from or to the EHSC (e.g., through transfers from BC Government ministries).			

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A SA FD

9300 LABOUR RELATIONS – DISPUTE RESOLUTION

Records relating to the resolution of all disputes arising from the EHSC's collective agreements and/or employment related legislation, including disputes filed by excluded employees and grievances filed by bargaining unit employees, as well as human rights complaints.

This includes supporting unit chiefs, supervisors, managers and executives in the early stages of the dispute resolution process, analysis of employment law, and presenting cases or instructing legal counsel at arbitration or before the Labour Relations Board or other administrative tribunals.

Record types include correspondence, reports, forms, and decisions.

For employee investigation case files, see secondary 9200-20.

Unless otherwise specified below, the ministry OPR (Emergency and Health Services Commission, Labour Relations) will retain these records for:

CY+1y nil DE

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

SO nil DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Dispute resolution tracking reports		SO	nil	DE

SO = when no longer required for consultation, analysis and tracking

NOTE: This secondary covers status reports and logs (e.g., grievance status reports and human rights complaint logs).

-03	Expedited arbitration decisions (arrange chronologically)		SO	nil	FR
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SO = when no longer required for reference purposes

(continued on next page)

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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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A SA FD

9300 LABOUR RELATIONS – DISPUTE RESOLUTION (continued)

FR = The government archives will fully retain expedited arbitration decisions because they document significant grievances, and have significant evidential and informational value in documenting employer and employee relations.

NOTE: This secondary covers a collection of expedited arbitration decisions. Copies are also filed in the grievance arbitration files classified under secondary -50.

NOTE: Expedited arbitrations are concluded more quickly than formal arbitrations, with a decision usually rendered the same day as the hearing. Instead of witnesses being called, an agreed statement of facts is presented to the arbitrator by the employer and union or association. Expedited arbitration is used for less complicated cases (e.g., disciplinary) and is not precedent setting.

-04 Formal arbitration awards and appeal decisions (arrange chronologically) SO nil FR

SO = when no longer required for reference purposes

FR = The government archives will fully retain formal arbitration awards and appeal decisions because they document significant grievances and establish legal precedent. These records have significant evidential and informational value in documenting employer and employee relations.

NOTE: This secondary covers a collection of formal arbitration decisions. Copies are also filed in the grievance arbitration files under secondary -50.

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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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			<u>A</u>	<u>SA</u>	<u>FD</u>
9300	<u>LABOUR RELATIONS – DISPUTE RESOLUTION</u> (continued)				
	NOTE: This secondary covers the resolution of disputes involving employees not covered by collective agreements.				
PIB	-40	Grievance case files (arrange by bargaining unit, then by employee surname)	SO	10y	DE
		OPR for HealthLinkBC Grievances = HealthLinkBC Burnaby Office			
		OPR for BCAS Step 1 Grievances = Employee Supervisor (when not handled orally)			
		OPR for BCAS Step 2 Grievances = Regional Office where employee is employed			
		OPR for BCAS Step 3 Grievances = Corporate Labour Relations Office			
		SO = when grievance is withdrawn, abandoned, granted or settled, and upon expiry of appeal periods and appeals, and when no longer required for reference purposes			
		10y = Ministry legal counsel have advised that the 10-year semi-active retention period provides a reasonable length of time for review and consultation.			
		NOTE: This secondary covers grievances resolved under the various steps of the collective agreement grievance process. If the grievable dispute cannot be resolved orally with the employee’s supervisor (step 1), the employee may submit a formal written grievance through the union to the employer’s authorized representative (step 2). Some collective agreements allow for an additional grievance level (step 3). Once the grievance levels have been exhausted, the grievance may be referred to binding arbitration (secondary -40). (continued on next page)			

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			<u>A</u>	<u>SA</u>	<u>FD</u>
9300	<u>LABOUR RELATIONS – DISPUTE RESOLUTION</u> (continued)				
PIB	-50	Grievance arbitration case files (arrange by bargaining unit, then by employee surname)	SO	nil	DE
		SO = when grievance is withdrawn or settled, or upon conclusion of arbitration and expiry of appeal periods and appeals, and when no longer required for reference purposes			
		DE = Grievance arbitration files can be destroyed because they are sufficiently summarized in secondary -03 (expedited arbitration decisions) and secondary -04 (formal arbitration awards and appeal decisions).			
		NOTE: This secondary covers expedited and formal arbitrations, as well as grievances that were filed for arbitration but withdrawn or settled prior to the arbitration process.			
		NOTE: Records include interpretations of the collective agreement, copies of the contents of the grievance files, copies of applicable policies, notes, arbitration notifications, written arguments, and awards.			
		NOTE: Employee investigation files are classified under secondary 9200-20 and retained by the applicable Regional Human Resources Office. Human rights complaints are classified under secondary -60.			
PIB	-60	Human rights complaint case files (arrange by complainant)	SO	nil	FR
		SO = when complaint is withdrawn, abandoned, granted or settled, and upon expiry of appeal periods and appeals, and when no longer required for reference purposes			

(continued on next page)

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A SA FD

9350 OCCUPATIONAL HEALTH AND SAFETY

Records relating to promoting safe and healthy workplaces, as well as treating, reporting, and investigating accidents, injuries, hazards and diseases that result directly from work duties pursuant to the *Workers Compensation Act* (RSBC 1996, c. 492, part 3) and the *Occupational Health and Safety Regulation* (BC Reg. 296/97). This includes medical examinations of prospective employees for positions that require physical competency screening; vaccinations against the hepatitis BC virus for employees at risk of occupational disease; ergonomic assessments; and musculoskeletal injury prevention.

Record types include correspondence, forms and other types of records as indicated under relevant secondaries.

NOTE: The secondaries under this primary apply to all records of this function, regardless of media, and include records held in the WHITE and Mentor Systems.

For air evacuation incident investigations performed by Aviation Services, see the *Emergency Health Services ORCS*, Schedule 123390, primary 51220.

For BC Ambulance Service major accident and incident investigations, see the *Emergency Health Services ORCS*, Schedule 123390, primary 51020.

For contracts with health care service providers, see *ARCS* secondary 1070-20.

For information pertaining to the Mentor System, see the Information System Overview (ISO).

For information pertaining to the WHITE System, see the ISO section.

For invoices, see *ARCS* secondary 925-20.

For joint health and safety committee files, see *ARCS* secondary 200-20.

For occupational health and safety program planning, see primary 9050.

For station safety inspections, see the *Emergency Health Services ORCS*, Schedule 123390, see secondary 51070-20.

For vehicle history and accident files maintained by Fleet Management, see the *Emergency Health Services ORCS*, Schedule 123390, primary 51440.

For WorkSafeBC claims, see secondary 9600-20.

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		<u>A</u>	<u>SA</u>	<u>FD</u>
9350	<u>OCCUPATIONAL HEALTH AND SAFETY</u> (continued)			
	Unless otherwise specified below, the ministry OPR (BCAS Organizational Health & Development) will retain these records for:	CY+1y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
	- OPR	<u>SO</u>	<u>nil</u>	<u>DE</u>
	- <u>non-OPR</u>			
-01	General			
-02	Exposure Control Plan	SO	nil	DE
	SO = when revised by a new plan and when no longer required for reference purposes			
	NOTE: This secondary covers an exposure control plan for the prevention of occupational disease and infections as required by the <i>Occupational Health and Safety Regulation</i> .			
-03	First aid needs assessments	SO	nil	DE
	SO = when replaced by new assessment in accordance with <i>Occupational Health and Safety Regulation</i> (s. 3.16)			
	NOTE: Pursuant to <i>Occupational Health and Safety Regulation</i> (s. 3.16), risks and hazards must be identified in worksites "within 12 months after the previous assessment or review and whenever a significant change affecting the assessment occurs in the employer's operations".			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
9350	<u>OCCUPATIONAL HEALTH AND SAFETY</u> (continued)			
-04	First aid treatment books	SO	7y	DE
	SO = upon conclusion of first aid care, and when book is closed			
	7y = The retention period satisfies the minimum three-year retention period for first aid treatment records specified under the <i>Occupational Health and Safety Regulation</i> (part 3.19) and is consistent with the retention period for the joint health and safety committee files classified under <i>ARCS</i> secondary 200-20.			
	NOTE: These records document work-related incidents that result in first aid treatment. Incident investigation records are classified under secondary -50.			
-05	Hazardous material information (includes Material Safety Data Sheets)	SO	nil	DE
	SO = when replaced by new information			
	NOTE: If controlled products are used in the workplace, a Workplace Hazardous Materials Information (WHMIS) program must be established. <i>Occupational Health and Safety Regulation</i> (part 5) requires that MSDSs be updated at least every three years and that WHMIS programs be reviewed at least annually.			
-06	Personal protective equipment information	SO	nil	DE
	SO = upon completion of next annual review			
	NOTE: <i>Occupational Health and Safety Regulations</i> (part 8) requires that personal protective equipment programs be reviewed annually and that equipment fit tests be repeated at least annually.			

(continued on next page)

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			<u>A</u>	<u>SA</u>	<u>FD</u>
9350	<u>OCCUPATIONAL HEALTH AND SAFETY</u> (continued)				
	-07	Pre-placement assessment examinations and outcomes (candidates not hired)	CY+2y	nil	DE
	3y =	This retention ensures that records are available for the six-month limitation period for filing a human rights complaint under the <i>Human Rights Code</i> (RSBC 1996, c. 210, s. 22); ensures that personal information used to make a decision that directly affects an individual is retained for at least one year; and ensures the records are available for the two-year limitation period for initiating legal action with respect to an injury to person or property under the <i>Limitation Act</i> (RSBC 1996, c. 266, s. 3), in the event that an injury occurs during the examination. An additional year is added for serving notice on all parties.			
	NOTE:	These records document pre-placement physical examinations and outcomes, performed by a contracted health service provider, of job candidates who do not meet the physical competency requirements of positions for which they are applying.			
	NOTE:	Pre-placement examination outcomes of job candidates who are certified as fit to perform their prospective jobs are classified under secondary -20.			
PIB	-20	Employee health case files (no exposure) (arrange by employee surname) (includes ergonomic assessments, hepatitis B vaccination records, musculoskeletal injury prevention client records, pre-placement assessment examinations and outcomes, and related health records)	SO	10y	DE
	SO =	upon resignation, employment termination, retirement, or death while in service			

(continued on next page)

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FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
FOI = Freedom of Information/Privacy	w = week m = month	FR = Full Retention
PIB = Personal Information Bank	y = year	OD = Other Disposition
OPR = Office of Primary Responsibility		VR = Vital Records

EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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

			<u>A</u>	<u>SA</u>	<u>FD</u>
9350		<u>OCCUPATIONAL HEALTH AND SAFETY</u> (continued)			
		10y = The retention period is consistent with the retention period for the related employee files and health-related absence files. The retention period also satisfies the minimum 10-year recommendation for retention of vaccination records stated in WorkSafeBC's guidelines: <i>G6.34-5 Record keeping requirements.</i>			
		NOTE: This secondary covers health records that do not document exposure to a latent biological hazard. In the event of an exposure, re-classify the files to secondary -30.			
PIB	-30	Latent biological hazard exposure case files (arrange by employee surname)	SO	30y	DE
		SO = upon resignation, employment termination, retirement, or death while in service			
		30y = The retention period provides a reasonable length of time for the effects of the exposure to occur. The retention period also satisfies the minimum 10-year recommendation for retention of exposure records stated in WorkSafeBC's Guidelines: <i>G6.34-5 Record keeping requirements.</i>			
		NOTE: This secondary covers records that document exposures to latent biological hazards, the effects of which may occur years later (e.g., asbestos, blood borne pathogens, tuberculosis and radiation).			
	-40	OSH hazards case files (arrange by nature of hazard)	SO	7y	DE
		SO = upon conclusion of hazard investigation, and when no longer required for reference purposes			

(continued on next page)

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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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A SA FD

9350 OCCUPATIONAL HEALTH AND SAFETY (continued)

NOTE: This secondary covers the Occupational Safety and Health Reporting Form (HLTH 1130A), Occurrence Report (HLTH 2403 and HLTH 2591), first aid records and supporting documents. In the event of an incident involving a motor vehicle accident, will also include documents received from the Fleet Management department which summarize the details of the accident.

NOTE: This secondary covers incidents that do not result in time-loss or a medical claim. Incidents resulting in a WorkSafeBC claim are classified under secondary 9600-20. Incidents involving a latent biological hazard are classified under secondary -30.

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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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A SA FD

9400 POSITION DESCRIPTION AND CLASSIFICATION

Records relating to the classification of EHSC positions. The method used to classify positions varies depending on the position type and the associated collective agreement to which it applies.

BCGEU and BCNU Excluded and Union Positions

Job descriptions are developed by program managers or consultants and submitted for approval and classification. Classification is the formal evaluation of the relative value of different jobs within an organization. The relative value determines the salary.

Depending on the type of position, the classification determination will either be done in-house or outsourced to the BCPSA. Positions are analyzed and assessed against the appropriate provincial government job evaluation plan and benchmark.

The new or reclassified position information for BCGEU positions is entered to the BCPSA E-Class System and CHIPS. BCNU information is entered to the People at Work System.

BCAS Excluded Positions

BCAS excluded positions are analyzed and assessed against the BCAS excluded compensation pay practices guidelines.

The new or reclassified position information is entered either to the OSL HR and Insync Systems (for the majority of positions) or to the BCPSA E-Class System and CHIPS.

CUPE Positions

CUPE position classifications and salary levels are governed by their licensure levels and the collective agreement. The creation of new positions is negotiated with the Union and records relating to these activities are classified under secondaries found within the Labour Relations – Bargaining and Negotiations primary. Salary schedules pertaining to CUPE positions are found within their collective agreement.

(continued on next page)

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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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A SA FD

9400 POSITION DESCRIPTION AND CLASSIFICATION (continued)

The new or reclassified position information is entered to the OSL HR and Insync Systems.

Record types include correspondence, job descriptions, job evaluation plans, benchmarks, appeal notices, and forms.

For information on CHIPS and the E-Class System, see the *Public Service Personnel Management Services ORCS*, Schedule 181080.

For the Insync Information System Overview (ISO), see the ISO section.

For the OSL HR ISO, see the ISO section.

For the People at Work ISO, see the ISO section.

Unless otherwise specified below, the ministry OPR (Emergency and Health Services Commission, applicable Human Resources Office) will retain these records for:

CY+1y nil DE

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

SO nil DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Excluded compensation pay plan (spreadsheets)		SO	nil	DE

SO = when no longer required to support job classification and salary determinations

-03	Position description/classification spreadsheets (includes role summaries)		SO	nil	DE
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(continued on next page)

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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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		<u>A</u>	<u>SA</u>	<u>FD</u>
9400	<u>POSITION DESCRIPTION AND CLASSIFICATION</u> (continued)			
-20	Job classification research case files (includes job evaluation plans and benchmarks) (arrange by plan or benchmark)	SO	nil	DE
	SO = when no longer required for reference			
	NOTE: This secondary includes relevant job evaluations plans (also known as compensation plans), such as the Management Job Evaluation Plan (MJEP) and the Public Service Job Evaluation Plan (PSJEP) and benchmarks obtained from the BCPSA.			
	NOTE: Compensation levels for CUPE employees are based on their license level and defined in their collective agreement. Compensation levels for BCAS excluded positions are classified under secondary -02.			
-30	Job demand analysis case files (arrange by position)	SO	10y	DE
	SO = when the position is redundant			
	10y = The retention period provides sufficient time for research, consultation and potential reactivation of closed files. However, after a lapse of 10 years, it is unlikely that the position will be recreated or the files will have any reference value.			
	NOTE: Job demand analyses are prepared by Occupational Health consultants to determine and document the job demand requirements of the various CUPE bargaining unit positions. Elements of the job demand analysis include a description of the cognitive demands, job duties, required personal protective equipment, physical activities and environmental conditions that relate to specific positions.			

(continued on next page)

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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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		<u>A</u>	<u>SA</u>	<u>FD</u>
9400	<u>POSITION DESCRIPTION AND CLASSIFICATION</u> (continued)			
-40	Position history case files (arrange by position)	SO	10y	FR
	SO = when the position is redundant			
	10y = The retention period provides sufficient time for research, consultation and potential reactivation of closed files. However, after a lapse of 10 years, it is unlikely that the position will be recreated or the files will have any reference value.			
	FR = The government archives will fully retain the position history files because they illustrate the evolution of positions within the EHSC over time.			
	NOTE: These files include approved signed job descriptions, signed change requests, organization charts, classification decision rationale, role descriptions, supporting documentation to the classification decision, classification appeal decisions, and reports. In the event that the position is excluded, will also include position exclusion agreements, exclusion rationale checklists, and supporting documentation to the exclusion request.			
-45	Position history data (covers data stored in OSL HR) (electronic records)	SO+10y	nil	DE
	SO = when deemed redundant			
	10y = The retention period is consistent with the retention period for the position history files (secondary -40).			
	NOTE: Human resources staff create and update positions in OSL HR from information contained in the position history files (secondary -40) and in the employee file (secondary 9200-30).			

(continued on next page)

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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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A SA FD

9400 POSITION DESCRIPTION AND CLASSIFICATION (continued)

NOTE: This secondary is not for filing. It is used to schedule the data within the system.

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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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

A SA FD

9450 SHIFT WORK SCHEDULING

Records relating to the scheduling of shift work for paramedics, dispatchers and HealthLinkBC call centre personnel.

Record types include correspondence, forms and reports and other types of records as indicated under relevant secondaries.

For program planning and issues management, see primary 9050.
For the OSL Train Sched Information System Overview (ISO), see the ISO section.
For the Workforce ESP ISO, see the ISO section.

Unless otherwise specified below, the ministry OPR (BCAS or HealthLinkBC Scheduling Office) will retain these records for:

CY+1y 5y DE

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

SO nil DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General		CY+1y	nil	DE

-20 Scheduling case files
 (arrange by month, post, or employee surname)

7y = The retention period ensures the records are available for error correction, payroll verification and to respond to disputes or grievances relating to shift entitlements.

OPR = Office responsible for developing the schedule

NOTE: This secondary covers schedules prepared by the HealthLinkBC Scheduling Department, the Provincial Scheduling Department, as well as those prepared by BCAS offices that do not utilize the services of the Provincial Scheduling Department.

(continued on next page)

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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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A SA FD

9450 SHIFT WORK SCHEDULING (continued)

NOTE: These files may consist of the following: excel spreadsheets, call out logs, exception request forms, monthly schedules, work allocation forms, availability forms, scheduling notes, switch shift applications forms, leave forms, holiday schedules, rotation lists, pool schedules, and flow sheets.

-30 Vacation scheduling case files
 (includes final vacation schedule)
 (arrange by vacation year)

OPR = Office responsible for developing the schedule

7y = The retention period ensures the records will be available in the event of a dispute or grievance relating to vacation entitlements.

-40 Scheduling data
 (covers BCAS scheduling data currently stored on Workforce ESP and OSL Train Sched)
 (electronic records)

SO+7y nil DE

SO = upon retirement, resignation, or employment termination from the EHSC

7y = The retention period is consistent with the retention period for the related employee pay and leave data (secondaries 9810-40 and -50).

NOTE: This secondary is not for filing. It is used to schedule the data within the systems.

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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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	<u>A</u>	<u>SA</u>	<u>FD</u>
9500 <u>STAFFING, RECRUITMENT AND SELECTION</u>			
Records relating to the staffing of positions, including recruitment of employees and competitions for vacant position within the EHSC. For certain types of postings within the BCAS, selection is based on seniority or other factors as described within the collective agreement.			
Record types include correspondence, forms, reports, and other types of records as indicated under relevant secondaries.			
For budget planning files, see <i>ARCS</i> primary 1025.			
For criminal record checks for hired employees, see secondary 9200-30.			
For employee files, see secondary 9200-30.			
For model exit interview questions, see secondary 9200-03.			
For staffing, recruitment and selection planning files, see primary 9050.			
Unless otherwise specified below, the ministry OPR (Emergency and Health Services Commission, applicable hiring office) will retain these records for:			
	SO	nil	DE
Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:			
	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00 Policy and procedures	SO	5y	FR
	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01 General			
-02 Competency frameworks	SO	nil	DE
NOTE: This secondary covers knowledge, skill and behavior competencies for various job types used for reference purposes. Job demand analyses are classified under secondary 9400-30.			
-03 Criminal record check consents forms (not hired)	CY	5y	DE
6y =	The retention period satisfies the five-year retention period required by Royal Canadian Mounted Police (RCMP) Canadian Police Information Centre (CPIC) auditors for the retention of <i>Criminal Records Review Act</i> (RSBC 1996, c. 86) consent forms.		
(continued on next page)			

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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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		<u>A</u>	<u>SA</u>	<u>FD</u>
9500	<u>STAFFING, RECRUITMENT AND SELECTION</u> (continued)			
	NOTE: Consent forms of successful job applicants are filed on the relevant employee file (secondary 9200-30).			
-04	Job posting tracking sheets			
-05	Model interview questions			
-06	Staffing lists and reports (covers a variety of staffing lists and reports, including seniority, auxiliary, regular, vacancy and recall lists)			
	NOTE: Eligibility lists are classified under secondary -20.			
-07	Student recruitment/selection information			
	NOTE: This secondary includes co-op, intern, and summer student recruitment information. When students are hired, their employment records are stored in their employee file (secondary 9200-30).			
-08	Unsolicited offers of service – not considered (includes résumés)			
	NOTE: This secondary covers unsolicited résumés and similar personal offers of service that were not considered. Applications and résumés of applicants under consideration are classified under secondary -20.			
-20	Staff posting case files (arrange by posting number) (also covers post shuffles)	SO+2y	nil	DE

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A SA FD

9500 STAFFING, RECRUITMENT AND SELECTION (continued)

SO = upon the date the successful applicant is placed into new position (i.e., the effective date of the appointment), and if an eligibility list or inventory has been established, when the list has been exhausted or the term of the list has expired, whichever is earlier, and when no longer required for reference purposes

2y = The retention period satisfies the reference requirements of the EHSC and ensures that personal information used to make a decision that directly affects an individual is retained for at least one year.

NOTE: These files include correspondence, applications, résumés, job descriptions, posting request forms, job postings, employment bulletins, eligibility lists, candidates' qualifications, scores and test results, competition assessment tools including criteria and rating methodology, copies of approvals or waivers for special considerations or restrictions, reference check procedures and ranking guides, decisions, copies of offer letters, and letters of regret and feedback to unsuccessful candidates.

NOTE: Original applications, where applicable, and résumés of successful candidates are filed on the employee file (secondary 9200-30). Copies are retained on the posting files.

NOTE: The EHSC is not subject to audits by the Merit Commissioner.

-30	BCAS supervisor qualifying exams (includes exam waiver, answer sheets, and exam question booklet) (arrange by employee surname)	SO+2y	8y	DE
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SO = when employees are notified of their exam results

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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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A SA FD

9500 STAFFING, RECRUITMENT AND SELECTION (continued)

10y = The retention period ensures the records are available for the duration of the eligibility list and for dispute resolution in the event of an employee grievance.

NOTE: These records cover qualifying exams administered for purposes of determining eligibility lists for future competitions. Only employees that successfully complete the exams are eligible to compete in future competitions.

NOTE: These records are retained separately from the staff posting files because they are held prior to the competitions and are required for a longer period due to potential employee grievances.

-40 BCAS supervisor qualifying exam development case files SO+2y 8y DE
 (arrange by exam date)
 (covers exam development resource materials)

SO = when the examination has been superseded by a new version

10y = The retention period ensures the records are available for future exam development and for dispute resolution in the event of an employee grievance.

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A SA FD

9550 TRAINING AND DEVELOPMENT – GENERAL

Records relating to staff training and development activities not found elsewhere in this primary block. This includes employee orientation guides and manuals as well as records relating to education fee reimbursement and the provision of scholarships.

Record types include correspondence, memoranda and other types of records as indicated under relevant secondaries.

For committee files, see *ARCS* 200-20.

For contracts, see *ARCS* secondary 1070-20.

For project files, see primary 9050.

For program development files, see secondary 9050.

For training budget and related records, see *ARCS* primaries 1000 to 1050.

For training reference materials, see secondary 9000-02.

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

CY+1y nil DE

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

SO nil DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Employee orientation guides and manuals		SO	nil	FR

OPR = Office responsible for guide/manual development

FR = The government archives will fully retain employee orientation guides and manuals because they provide a concise summary of the mission, values and organizational structure of the EHSC. They also provide insight into the employment standards and expectations of the EHSC.

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			<u>A</u>	<u>SA</u>	<u>FD</u>
9550	<u>TRAINING AND DEVELOPMENT – GENERAL</u> (continued)				
PIB	-20	Educational fee reimbursement requests (includes correspondence, applications, and receipts) (arrange by employee surname)	SO	7y	DE
		OPR = Office responsible for issuing fee reimbursement			
		SO = when decision rendered; and if approved, when education is completed; or if education is not completed, when all issues relating to fees and reimbursement have been resolved			
		NOTE: This secondary covers applications from employees for the reimbursement of educational and professional development fees.			
PIB	-30	Scholarship applicant/recipient case files (includes applications, interview notes, decision records, terms of service and promise of service documents, and receipts) (arrange by employee surname)	SO	7y	DE
		OPR = Office responsible for administering scholarship			
		SO = when decision rendered, and if approved, when education is completed; or if education is not completed, when all issues relating to fees and reimbursement have been resolved			
	7y =	The retention period provides a reasonable length of time for review and consultation.			

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 VR = Vital Records

EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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A SA FD

9570 TRAINING AND DEVELOPMENT – COURSE DELIVERY

Records relating to the development and delivery of training sessions, workshops, and information sessions.

Record types include correspondence, memoranda and other types of records as indicated under relevant secondaries

For the BCAS Learning Centre System Information System Overview (ISO), see the ISO section.

For committee files, see *ARCS* 200-20.

For contracts and requests for proposals, see *ARCS* secondary 1070-20.

For education bulletins, see *ARCS* 195-20.

For instructor hiring files, see secondary 9500-20.

For paramedic and dispatcher training programs, see the *Emergency Health Services ORCS*, Schedule 123390, primary 51580.

For project files, see primary 9050.

For program planning files, see secondary 9050.

For training budget and related records, see *ARCS* primaries 1000 to 1050.

Unless otherwise specified below, the ministry OPR (EHSC Office responsible for training development and delivery) will retain these records for:

CY+1y nil DE

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

SO nil DE

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

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

-02	Training calendars		SO	nil	DE
-----	--------------------	--	----	-----	----

-03	Training course and instructor evaluations (includes forms and summary sheets)		SO	nil	DE
-----	---	--	----	-----	----

NOTE: Copies of instructor evaluations may also be found in the Training instructor files under secondary -50.

-04	Training course lists (includes student lists and instructor lists) (continued on next page)		SO	nil	DE
-----	--	--	----	-----	----

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FY = Fiscal Year
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DE = Destruction
SR = Selective Retention
FR = Full Retention
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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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		<u>A</u>	<u>SA</u>	<u>FD</u>
9570	<u>TRAINING AND DEVELOPMENT – COURSE DELIVERY</u> (continued)			
-05	Training packages	SO	2y	DE
	NOTE: This secondary covers the final version of instructor's/facilitator's notes, presentation slides, handouts, and participant workbooks and manuals. The development of this material is covered by secondary -20.			
	NOTE: Paramedic and dispatcher course materials are classified under secondary 51580-30 of the <i>Emergency Health Services ORCS, Schedule 123390</i> .			
-20	Course development case files (arrange by course name)	SO	2y	DE
	NOTE: Final versions of course materials are classified under secondary -02.			
	NOTE: Paramedic and dispatcher course materials files are classified under secondary 51580-30 of the <i>Emergency Health Services ORCS, Schedule 123390</i> .			
-30	Course implementation history case files (arrange by course name)	SO	2y	DE
	NOTE: This secondary covers course requests and information relating to the implementation history of particular courses, including facilities, aids, and resources used.			
-40	Employee training records data (currently on the Learning Centre System) (electronic records)	SO+10y	nil	DE
	SO = upon retirement, resignation, or employment termination from the EHSC			

(continued on next page)

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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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		<u>A</u>	<u>SA</u>	<u>FD</u>
9570	<u>TRAINING AND DEVELOPMENT – COURSE DELIVERY</u> (continued)			
	10y = The retention period is consistent with the associated employee files (secondary 9200-30).			
	NOTE: This secondary is not for filing. It is used to schedule the data within the system.			
	NOTE: The Learning Centre captures courses tracked or offered through the Learning Centre, as well as some historical data that was manually entered. Therefore, it is not a full representation of all training sessions attended by BCAS employees.			
-50	Instructor case files (includes résumés, copies of instructor evaluations, and correspondence) (arrange by instructor surname)	SO	2y	DE
	SO = when no longer an instructor, and when no longer required for reference			
-60	Training session attendance case files (includes registration sheets) (arrange by course, then by delivery date)	SO	nil	DE
	NOTE: For administrative convenience, these records can be filed with the associated course evaluations under secondary -03.			

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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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A SA FD

9600 WORKSAFEBC CLAIMS AND APPEALS MANAGEMENT

Records relating to the case management of EHSC employees who are on workers' compensation benefits. This involves liaising with the provincial workers' compensation board (currently called WorkSafeBC) on the case management of employees with work-related illnesses or injuries.

The BCAS Organizational Health & Development branch provides claims management services to both the BCAS and HealthLinkBC and is the Office of Primary Responsibility (OPR) for the majority of case files. However, HealthLinkBC does maintain the OPR file for those claims files they inherited from the nurses' previous employer, Telecare Management.

This primary includes records relating to representing the EHSC in appeals before the Review Division of the provincial workers' compensation board and further appeals before the Workers' Compensation Appeal Tribunal (WCAT). Appeals may involve the initial acceptance or denial of the claim, relief of cost, as well as appeals of ongoing WorkSafeBC decisions on the claim (e.g., pension amounts or vocational retraining). It also covers the WorkSafeBC claims program management files.

Record types include correspondence, reports, appeal notices, decisions and other types of records as indicated under relevant secondaries.

NOTE: The classifications in this primary apply to all records of this function, regardless of media, and include records held in the WHITE and Mentor systems.

For claims cost statements, see ARCS secondary 925-20.
For the Mentor System Information System Overview (ISO), see the ISO section.
For the WHITE System ISO, see the ISO section.

Unless otherwise specified below, the ministry OPR (BCAS Organizational Health & Development) will retain these records for:

CY+1y nil DE

(continued on next page)

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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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			<u>A</u>	<u>SA</u>	<u>FD</u>
9600	<u>WORKSAFEBC CLAIMS AND APPEALS MANAGEMENT</u> (continued)				
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:				
			<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00	Policy and procedures			
			- OPR	5y	FR
			- <u>non-OPR</u>	<u>nil</u>	<u>DE</u>
	-01	General			
PIB	-20	WorkSafeBC claim case files (arrange by employee surname)	SO	20y	DE

SO = upon resignation, employment termination, retirement, or death while in service

20y = The retention period ensures the files are available for a sufficient period to respond to repetitive claims and re-opened claims.

NOTE: This secondary includes Occupational Safety and Health Reporting Form (HLTH 1130A), Occurrence Report (HLTH 2403) and (HLTH 2591), WCB Employer's Report of Injury or Occupational Disease (Form 7), Worker's Report of Injury or Occupational Disease to Employer (Form 6A), decision letters, and graduated return to work plans that are related to the claim. In the event of an appeal of the claim decision to the WCB Review Division, may also include the WCB Request for Review, WCB Notice to Participate, copies of the decision of the WCB Review Division, and associated support documents.

(continued on next page)

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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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A SA FD

9600 WORKSAFEBC CLAIMS AND APPEALS MANAGEMENT (continued)

NOTE: Records relating to appeals to the WCAT are classified under secondary -30. The WorkSafeBC claim file together with the WCAT file comprise the complete WorkSafeBC claims management file for a given employee. These files are currently kept separately for privacy and security purposes.

PIB -30 Worker's Compensation Appeal Tribunal case files (arrange by employee surname) SO 20y DE

SO = upon resignation, employment termination, retirement, or death while in service

20y = The retention period ensures the files are available for a sufficient period to respond to repetitive claims and re-opened claims.

NOTE: These secondary covers appeals submitted to the WCAT, which serves as the final level of appeal. The final level of appeal is concluded when the WCAT issues a decision.

NOTE: Records include WorkSafeBC's disclosure (a copy of their claim file) which in recent years is disseminated on a CD-ROM, final decisions, and correspondence.

PIB -40 WorkSafeBC claim and incident tracking (covers data stored on the Mentor System, the WHITE System and the BCAS Tracking Sheet) (electronic records) SO nil DE

SO = when no longer required for hazard and incident tracking and reporting and for claims appeal management

NOTE: This data pertains to employees who have reported an incident or hazard, or who have initiated a WorkSafeBC claim.

(continued on next page)

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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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		<u>A</u>	<u>SA</u>	<u>FD</u>
9600	<u>WORKSAFEBC CLAIMS AND APPEALS MANAGEMENT</u> (continued)			
-50	WorkSafeBC claims program management case files (arrange by program component)	SO	7y	DE
	SO = when no longer required for program review and analysis			
	7y = The retention period provides sufficient time for consultation.			

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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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A SA FD

SECTION 2

PAYROLL SERVICES

PRIMARY NUMBERS

9 7 0 0 – 9 9 9 9

Section 2 covers records relating to the payroll functions and activities that are unique to the Emergency and Health Services Commission (EHSC), and are therefore not covered by the *Administrative Records Classification System (ARCS)* or *Operational Records Classification Systems (ORCS)* of central shared services agencies such as Payroll Services (i.e., *Payroll Services ORCS*, Schedule 190091).

This section includes records relating to the central payroll services performed by the EHSC Payroll Office, on behalf of the British Columbia Ambulance Services (BCAS) and HealthLinkBC. This includes benefit program enrollment, payroll production, payroll accounting, and employee pay and leave file management.

Note: For records relating to the delivery of emergency health services by the BCAS, see the *Emergency Health Services Operational Records Classification System (ORCS)*, Schedule 123390.

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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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A SA FD

SECTION 2

9700 – PAYROLL SERVICES – 9999

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A SA FD

9700 PAYROLL SERVICES – GENERAL

Records relating to the management of the EHSC payroll not shown elsewhere in the payroll services section. The EHSC Payroll Office provides payroll services to the following: Ambulance Paramedics of BC, represented by the Ambulance Paramedics of BC Union (CUPE 873), the majority of BCAS managers, and HealthLinkBC nurses, represented by the British Columbia Nurses Union (BCNU).

Record types include correspondence, reports and web pages.

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

NOTE: Payroll services for EHSC employees not covered under this primary are performed by TELUS Sourcing Solutions-BC (TSS-BC) on behalf of the central agency (Provincial HRMS Partnership Branch).

Unless otherwise specified below, the ministry OPR (EHSC Payroll) will retain these records for:

CY+1y nil DE

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

SO nil DE

-00 Policy and procedures

- OPR

SO 5y FR

- non-OPR

SO nil DE

-01 General

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A SA FD

9750 PAYROLL OPERATIONS – GENERAL

Records relating to the management of the EHSC payroll not shown elsewhere in this primary block.

This primary includes records relating to the pay period and year-end review of the accuracy of payroll information on the Insync Payroll System.

Record types include correspondence, reports and lists.

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

Unless otherwise specified below, the ministry OPR (EHSC Payroll) will retain these records for:

CY+1y nil DE

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

SO nil DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Payroll reports and lists (includes payroll schedules, payroll calendars, pay lists, and preview reports)		SO	nil	DE

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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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A SA FD

9770 PAYROLL OPERATIONS – BENEFIT SERVICES

Records relating to the enrollment of eligible EHSC employees in optional benefit programs (e.g., Medical Services Plan (MSP), Extended Health, Dental, Deferred Salary Leave, Benefit Continuation While on Leave Without Pay, Bus Pass Program, Canada Payroll Savings Program, BC Bond purchases and the Fitness Society Membership), as well as the maintenance of Group Life beneficiary designation forms and administration of life insurance claims.

Upon receipt and approval of relevant forms (including change and termination forms), staff key the information into the benefit screen of either Insync, the BCAS payroll management system, or Pay at Work, the HealthLinkBC's payroll management system, and then file the benefit forms in the employee's payroll and leave file. Group Life beneficiary designation forms are filed separately.

Record types include correspondence, forms and reports.

For benefit enrollment forms, see secondary 9810-30.

For the Insync Information System Overview (ISO), see the ISO section.

For the Pay at Work ISO, see the ISO section.

For payroll deduction remittance and reconciliation files, see secondary 9790-20.

Unless otherwise specified below, the ministry OPR (EHSC Payroll) will retain these records for:

CY+1y nil DE

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

SO nil DE

-00 Policy and procedures

- OPR
- non-OPR

SO 5y FR
SO nil DE

-01 General

-02 Benefit eligibility working files

(includes notes, calculations, copies of benefits forms and reports used to determine employee eligibility to receive benefits)

NOTE: Includes Canada Pension Plan (CPP) Yearly Maximum Insurable Earnings (YMPE) calculations.
(continued on next page)

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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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			<u>A</u>	<u>SA</u>	<u>FD</u>
9770	<u>PAYROLL OPERATIONS – BENEFIT SERVICES</u> (continued)				
	-03 Benefit inquires – general		SO	nil	DE
	NOTE: These are routine inquiries. Employee-specific benefit inquiries are on the relevant employee pay and leave file (secondary 9810-30).				
PIB	-04 Group Life beneficiary designation forms (arrange by employee surname)		SO	NA	NA
	SO = upon death or termination of eligibility to receive coverage				
	NA = The insurance carrier requires the original, signed paper forms in order to pay life insurance claims. If an employee dies, the original is sent to the carrier and a copy is filed on the employee pay and leave file (secondary 9810-30). If an employee retires, resigns or his/her employment is terminated, the original would be transferred to the employee pay and leave file (secondary 9810-30).				
	NOTE: Group Life claims are also filed on the employee pay and leave file (secondary 9810-30).				
	-05 Group Life reports (arrange chronologically, then by station)		CY+1y	3y	DE
	5y = The retention period provides a reasonable length of time to resolve discrepancies.				
	NOTE: Staff print these reports to resolve discrepancies and pay life insurance claims.				
	-06 Superannuation purchase request working files		SO+3y	2y	DE
	SO = when decision is made				

(continued on next page)

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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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A SA FD

9770 PAYROLL OPERATIONS – BENEFIT SERVICES (continued)

5y = The retention period provides a reasonable length of time to respond to inquiries about the rationale for the decision.

NOTE: This secondary covers the request, review and collection of records relating to purchase of service requests. Related records are also retained by Human Resources (secondary 9200-60).

NOTE: Approved purchase of service requests are retained on the employee pay and leave files (secondary 9810-30).

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A SA FD

9790 PAYROLL OPERATIONS – PAYROLL ACCOUNTING

Records relating to payroll accounting.

Payroll accounting involves balancing payroll information on Insync against the Corporate Accounting System (CAS) general ledger (GL) interface; remitting and reconciling payroll deductions; issuing lost cheques and rejected direct deposit replacements; reviewing and confirming salary payments over \$5000; processing, reconciling and collecting salary overpayments; administering payroll garnishments; reconciling and verifying income tax deductions and remittances; and reconciling pension segment reports.

Record types include correspondence, forms, notices, worksheets, reports and other types of records as indicated under relevant secondaries.

For the CAS Information System Overview (ISO), see the *Office of the Comptroller General ORCS*, Schedule 880967.

For the Cheque Management System (CMS) ISO, see the *Provincial Treasury ORCS*, Schedule 890168.

For the Insync ISO, see the ISO section.

For the Pay at Work ISO, see the ISO section.

Unless otherwise specified below, the ministry OPR (EHSC Payroll) will retain these records for:

FY+1y 6y DE

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

SO nil DE

-00 Policy and procedures

- OPR
- non-OPR

SO 5y FR
SO nil DE

-01 General

-02 CRA PIER report reconciliations

CY+1y 6y DE

(CRA = Canada Revenue Agency)
(PIER = Pension and Insurable Earnings Review)
(includes correspondence, statements, T4s, reports, journal vouchers and working papers)
(arrange by calendar year, then by business number)

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A SA FD

9790 PAYROLL OPERATIONS – PAYROLL ACCOUNTING (continued)

NOTE: This secondary covers the reconciliation of PIER reports received by the CRA, which identify discrepancies between CPP and EI deductions remitted against reported Pensionable and Insurable earnings.

NOTE: Bi-weekly remittances to CRA are classified under secondary -20.

-03 Leave liability account reconciliations
 (includes correspondence, reports and journal vouchers)
 (covers records relating to the total dollar value calculations of employee time bank accumulations. This value is referred to as the leave liability.)

-04 Payroll accounting reports CY+1y 6y DE
 (includes Payroll Totals Reports)

-05 Payroll bank account reconciliations
 (includes bank account statements, batch release reports, cheques stubs and journal vouchers)

NOTE: This secondary covers the reconciliation of the payroll accounts and the IMPREST bank account.

-06 Payroll costing journal vouchers
 (includes journal vouchers, spreadsheets, Funds Summary Report, Payroll Register Summary Report and other supporting documentation)

-07 Payroll garnishments
 (includes manual cheque requisitions and garnishee summary reports)

NOTE: This secondary covers the review and garnishment of funds from the EHSC payroll.

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A SA FD

9790 PAYROLL OPERATIONS – PAYROLL ACCOUNTING (continued)

-08 Payroll manual cheque requisitions
 (includes cheque requisitions and reports)

NOTE: This secondary covers requisitions for manual cheques to be issued to employees for various reasons, e.g. salary owing, invalid direct deposit account and returned funds.

-09 Payroll receivable bank deposits

NOTE: This secondary covers cheque deposits received due to employee overpayments or cheques issued in error.

PIB -10 Pension Corporation contribution/segment report reconciliation
 (paper and electronic records)
 (includes correspondence, variance reports, payment requisitions and variance remittances)
 (arrange by fiscal year and then by employee surname)

NOTE: This secondary covers the preparation of segment reports for the BC Pension Corporation at calendar year-end and fiscal year-end, and the reconciliation of those reports against variance reports received from the Pension Corporation.

NOTE: Payroll Change and Adjustment Forms (HLTH 2522) resulting from a pension adjustment are classified in the appropriate Employee pay and leave file under secondary 9810-30.

-11 T4 amendment supporting files
 (includes correspondence, reports, journal vouchers, amended T4s and T4 summaries for employees)
 (arrange by calendar year)

CY+1y 6y DE

(continued on next page)

A = Active
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FOI = Freedom of Information/Privacy
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OPR = Office of Primary Responsibility

CY = Calendar Year
FY = Fiscal Year
NA = Not Applicable
w = week m = month
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SO = Superseded or Obsolete
DE = Destruction
SR = Selective Retention
FR = Full Retention
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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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

			<u>A</u>	<u>SA</u>	<u>FD</u>
9790	<u>PAYROLL OPERATIONS – PAYROLL ACCOUNTING</u> (continued)				
	NOTE: Payroll Change and Adjustment Forms (HLTH 2522) resulting from a T4 amendment are classified in the appropriate Employee pay and leave file (secondary 9810-30).				
PIB	-12	T4 forms (includes employer's copy of T4 forms, T4 Summary Report and supporting documentation) (arrange by calendar year, then by employee surname or number)	CY+1y	6y	DE
	-20	Payroll deduction remittance/reconciliation case files (includes invoices, work sheets, payment requisitions, reports, and journal vouchers) (arrange by remittance group)			
		NOTE: This secondary covers the preparation, payment requisition, remittance, and general ledger reconciliation of payroll-related deductions (e.g. superannuation, insurance coverage, charitable donations, Bus Pass Program, fitness memberships, Pacific Blue Cross (PBC), Medical Services Plan (MSP), union dues, death benefit and assessment payments, deferred salary leave program, employment insurance premiums, Canada Pension Plan and taxes.)			
	8y =	The eight-year retention period is based on the six-year assessment period under the <i>Income Tax Act</i> (RSC 1985, c. 1-5, s. 230(4)) and is consistent with the retention period for accounts payable and reconciliations in <i>ARCS</i> .			

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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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

A SA FD

9810 PAYROLL OPERATIONS – PAYROLL PROCESSING

Records relating to EHSC payroll processing. This includes modifying payroll information in Insync or Pay at Work as required by incoming documents (e.g., manual pay reports and employee data action (EDA) notices); recording leave in the Health Leave Management System (HLMS) or Pay at Work as required by incoming documents (e.g., crew schedules and leave forms); and resolving payroll problems.

Record types include correspondence, pay reports, payroll support forms, checklists, calculation worksheets, direct deposit authorizations, records of employment, pay registers, forms and reports.

For the HLMS Information System Overview (ISO), see the ISO section.

For the Insync ISO, see the ISO section.

For the Pay at Work ISO, see the ISO section.

For payroll audits and final reports, see *ARCS* primary 975.

Unless otherwise specified below, the ministry OPR (EHSC Payroll) will retain these records for:

CY+1y nil DE

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

SO nil DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Crew schedules (HLTH 2515)		CY+1y	47y	DE

49y = The 49-year retention period meets the requirements of the *Employment Standards Act* (RSBC 1996, c. 113, s. 28, (d)) that hours worked by an employee on each day be recorded and retained for 2 years after employment termination.

NOTE: Crew schedules are used to record full-time employees' regular scheduled shifts and leaves for a 14 day period. Individual schedules are not maintained for each employee; instead, a summarized schedule is prepared at the station level.
(continued on next page)

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

EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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

A SA FD

9810 PAYROLL OPERATIONS – PAYROLL PROCESSING (continued)

NOTE: Crew schedules are not retained in individual employee pay and leave files. In order to abide by the legislated retention requirements, which are tied to an individual's termination date, it is necessary to estimate the employment termination date of all employee's listed on the schedule. Based on a start date of 18 years and an end date of 65 years, a 47-year retention period has been calculated. An additional 2 years is added to meet the post-termination retention requirements of the *Employment Standards Act*.

NOTE: Non-OPR copies are retained for CY/1y/DE.

PIB	-03	Payroll registers (arrange by pay period)	CY+1y 47y	DE
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49y = The retention period meets the requirements of the *Employment Standards Act* (RSBC 1996, c. 113, s. 28, (f) and (g)) to retain an employee's gross and net wages as well as deductions made from wages for 2 years after employment termination.

NOTE: The method of arrangement of the records requires that the employment period be estimated. Based on a start date of 18 years and an end date of 65 years, a 47-year employment period has been calculated. An additional 2 years is added to meet the post-termination retention requirements of the *Employment Standards Act*.

NOTE: Payroll registers provide a summary of the payroll information for a pay period. The payroll register lists all employees who were paid during the pay period, along with their various deductions, gross pay and net pay.

(continued on next page)

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FOI = Freedom of Information/Privacy	w = week m = month	FR = Full Retention
PIB = Personal Information Bank	y = year	OD = Other Disposition
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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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

		<u>A</u>	<u>SA</u>	<u>FD</u>
9810	<u>PAYROLL OPERATIONS – PAYROLL PROCESSING</u> (continued)			
	NOTE: Payroll registers created prior to December 1988 are retained in paper; between December 1988 and June 2001 in microfiche; and post June 2001 in electronic format.			
-04	Payroll support forms - BCAS (includes Tracking Sheet – Irregularly Scheduled Employees (HLTH 2438), On-Call Shift Coverage Report (HLTH 2516A), Standby Shift and Standby Call Pay (HLTH 2633), and Response Report (HLTH 2517))	CY	1y	DE
	OPR = Ambulance Station and BCAS Regional Office			
	2y = The retention period ensures payroll support forms will be available during payroll audits.			
	NOTE: These forms are used for calculating and supporting the total hours submitted on the Part Time and Full Time Pay Reports (secondary secondary -30). Payroll support forms are not sent to EHSC Payroll.			
-20	Part-time employee pay and leave case files - 1987 to 1989 (arrange by station number) (paper)	SO	49y	DE
	SO = January 1, 1990.			
	49y = The retention period ensures that the part-time employee files are retained for two years after employment termination as required under the <i>Employment Standards Act</i> (RSBC 1996, c. 113, s. 28 (2)).			

(continued on next page)

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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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

A SA FD

9810 PAYROLL OPERATIONS – PAYROLL PROCESSING (continued)

NOTE: Effective April 1, 2007, employees may only purchase pension non-contributory service that occurred within the previous five years. Employees cannot purchase non-contributory service after employment termination or retirement.

NOTE: These records may consist of the following: Full Time Pay Report (HLTH 2537), Part-Time Pay Report (HTLH 2516), Payroll Change & Adjustment Form (HLTH 2522), Short Term Illness and Injury Plan (HLTH 1647), Leave Application and Authorization (HLTH 2511), purchase of service requests, (HLTH 1654), E.H.S.C Leave Management Record (HLTH 1649), Direct Pay Deposit Form (HLTH 1715), BCAS Payroll Banked Time Sheet, Critical Care Paramedic (CCP) Tracking Form Payroll Changes Memo, Payroll Information Record, Payroll Master Cards, Master Change and Adjustment Form, benefit enrollment forms, charitable donation forms, Records of Employment (ROE) forms, Employer Record Card (ERC), Canada Payroll Savings Program Forms, Change and Cancellation forms, Cancelled (non-current) benefit cards, Optional life Application, Acceptance & Change forms, completed Compensatory Time Off completed tracking sheets, personal tax credit returns (TD1 and TD1BC), and other relevant CRA Tax Forms, calculation worksheets and equivalents.

NOTE: In the event of an employee's death, records relating to Group Life claim payments, appeals and disputes are added to the file.

PIB	-40	Employee leave data (covers leave data stored in Pay at Work and HLMS) (electronic records)	SO+7y	nil	DE
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SO = upon retirement, resignation, or employment termination

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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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

A SA FD

9810 PAYROLL OPERATIONS – PAYROLL PROCESSING (continued)

7y = The retention period ensures that an employee’s leave information is retained for two years after employment termination as required under the *Employment Standards Act* (RSBC 1996, c. 113, s. 28 (2)) and are available to taxation authorities which have the right under the *Income Tax Act* (RSC 1985, c. 1-5, ss. 230(4) and 231.1) to investigate income tax returns filed for the previous six years.

NOTE: Leave data within HLMS dates from 1989. Pre-1989 leave records are covered by secondaries -02 and -30. Leave data within Pay at Work dates from December 7, 2007.

NOTE: This secondary is not for filing. It is used to schedule the data within the systems.

PIB	-50	Payroll data (covers payroll data stored in Pay at Work and Insync) (electronic records)	SO+7y	nil	DE
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SO = upon retirement, resignation, or employment termination

7y = The retention period ensures that an employee’s pay information is retained for two years after employment termination as required under the *Employment Standards Act* (RSBC 1996, c. 113, s. 28 (2)).

It also ensures that the records are retained for the five years allowed for purchasing pensionable service and are available to taxation authorities which have the right under the *Income Tax Act* (RSC 1985, c. 1-5, ss. 230(4) and 231.1) to investigate income tax returns filed for the previous six years.

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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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

A SA FD

9810 PAYROLL OPERATIONS – PAYROLL PROCESSING (continued)

NOTE: Payroll data within Insync dates from June 2001. Pre-June 2001 payroll records are covered by secondaries -03, -04 and -30. Payroll data within Pay at Work dates from December 7, 2007.

NOTE: This secondary is not for filing. It is used to schedule the data within the systems.

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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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A SA FD

9830 PAYROLL OPERATIONS – PROGRAM PLANNING

Records relating to the development, implementation, and maintenance of strategies and programs pertaining to the payroll operations functions of the EHSC. This primary includes projects designed to improve payroll business processes and service delivery, including the development of new payroll procedures, forms and workflow.

Record types include correspondence and other types of records as indicated under relevant secondaries.

For application change management, application development project and application management files, see *ARCS* section 6.

For budget planning files, see *ARCS* primary 1025.

For committee files, see *ARCS* secondary 200-20

For contracts, see *ARCS* secondary 1070-20.

For the *Field Operations Policy and Procedure Manual*, see the *Emergency Health Services ORCS*, Schedule 123390, secondary 51000-04.

Unless otherwise specified below, the ministry OPR (EHSC Payroll) will retain these records for:

CY+1y nil DE

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

SO nil DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Payroll operations issue case files (includes briefing notes, correspondence and reports)		SO	7y	DE

SO = when issues is resolved and when no longer required for reference purposes

(continued on next page)

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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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INFORMATION SYSTEM OVERVIEW SECTION

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ISO TITLE

BCAS Clinical Education Learning Centre	Learning Centre
Health Leave Management System	HLMS
Insync	Insync
Mentor OSHware	Mentor
Our Software Limited – HR	OSL HR
Our Software Limited – Train OSL Sched	Train OSL Sched
Pay at Work	Pay at Work
People at Work	People at Work
Workforce ESP	Workforce ESP
Workplace Health Indicator Tracking and Evaluation Database	WHITE

EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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

INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Ministry of Health Services
Emergency and Health Services Commission
BC Ambulance Service Headquarters Executive Office
BC Ambulance Service Medical Programs
BC Ambulance Service Clinical Education Division

System Title

BCAS Clinical Education Learning Centre (Learning Centre)

Purpose

The purpose of the Learning Centre is to register and track students on training courses and classes and to produce and provide access to Computer-Based Training (CBT).

The Learning Centre is a Custom Off The Shelf (COTS) Learning Management System (LMS). The Learning Centre has been used by BC Ambulance through the Software as a Service (SaaS) delivery model since 2007. GeoLearning is the vendor hosting and providing SaaS delivery of the LMS components through their GeoMaestro product.

The Learning Centre is currently used by excluded managers and BCAS CUPE staff in regional offices and ambulance stations.

Information Content

The Learning Centre contains employee demographic information, position information, and certification information imported from Our Software Limited - HR (OSL HR) and training information, including course registrations, course attendance records, course lists and timetables, on-line course contents, and other course related information.

The Learning Centre went live in production on July 3, 2007. Some earlier course information was manually entered from spreadsheets. Therefore, it is not a full representation of all training sessions attended by BCAS employees.

The Learning Centre is a web-based application running on a web server hosted in Ontario.

Inputs, Processes, and Outputs

Inputs/Processes

The following information is automatically uploaded to the Learning Centre via OSL: employee demographic information, position information and certification information. Logistics staff and Regional Training Officers (RTOs) use the Learning Centre for administration of courses, student enrollments, and tracking class attendance and completion. Paramedics and dispatchers access the Learning Centre via the web to view and register for available courses and to access online CBT courses. It also used by excluded managers to view employee training records, to produce reports and to register for courses.

EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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

Outputs

Outputs consist of a variety of reports, including student transcripts, course lists, course timetables, attendance reports, and exception reports.

Technical Maintenance

Electronic records are maintained on the system until their retention schedule is completed. In most cases, this parallels the schedule for the related paper records. The electronic records are then purged from the system. Any exceptions to this purge routine are noted under relevant secondaries.

For retention and disposition schedules, see relevant primaries, which are listed in the classification section below.

Classification

Electronic System

The electronic system is not classified in the ORCS. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition."

Electronic Records

Secondary No.	Secondary Title
9570-40	Employee training records data

Inputs

Secondary No.	Secondary Title
9200-40	Employee work history data
9570-60	Training session attendance case files

Outputs

Secondary No.	Secondary Title
9570-02	Training calendars
9570-04	Training course lists
9570-60	Training session attendance case files

Other Related Records

- For transitory electronic data processing (EDP) records, see special schedule 102902 in the *ARCS* manual.
- For computer system backup records, see special schedule 112910 in the *ARCS* manual.
- For administrative records relating to the system, see *ARCS* section 6 and other relevant primaries.

EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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- For electronic payroll records, see the Insync Information System Overview (ISO).
- For human resources and payroll data relating to BCAS BCGEU employees and a minority of excluded managers, see the CHIPS ISO in the *Public Service Personnel Management Services ORCS*, Schedule 181080.
- For human resources data relating to BCAS CUPE employees and the majority of BCAS excluded managers, see the OSL ISO.

System Scheduling and Disposition

The Learning Centre will be destroyed when the functions it supports are no longer performed, and when the approved retention schedules covering the information on it has elapsed, or the information has been preserved elsewhere.

EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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

INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Ministry of Health Services
Emergency and Health Services Commission
BC Ambulance Service Headquarters Executive Office
BC Ambulance Service Finance
EHSC Payroll

System Title

Health Leave Management System (HLMS)

Purpose

HLMS is used to record leaves and absences taken by BCAS full-time employees (CUPE employees and the majority of BCAS excluded managers); to provide employees with updated leave entitlements; and to generate statistical data and reports.

Information Content

HLMS tracks leave taken by BCAS full-time employees, including vacation, sick time, special leave (such as bereavement and family leave), and leave without pay.

HLMS does not keep track of Compensatory Time Off (CTO) earned by employees. Full-time employees may opt for compensation in time, cash, or a combination of both for working in excess of their regular shift. This time is tracked on manual tracking sheets retained by payroll clerks and then keyed into Insync.

HLMS contains leave data from 1989 to present. There is no electronic leave data available prior to this date.

Part-time employees work on an on-call basis and are not entitled to leave. Information relating to part-time employees is recorded in the HLMS but is limited to basic tombstone information.

Inputs, Processes, and Outputs

Inputs

Unit Chiefs record leave taken by full-time employees on the Crew Schedule [HLTH 2515] and then forward the Crew Schedule along with supporting documentation, such as the Leave Application and Authorization [HLTH 2511], via the regional office to the Payroll Department. Payroll clerks review the Crew Schedule and then enter the leave taken into the HLMS.

Processes

Our Software Limited - HR (OSL HR) data (including wage scales and scheduling information) is fed nightly into the VEMPMAS Table which in turn updates the HLMS.

Outputs

Outputs consist of reports and employee attendance records. HLMS does not feed into any other system.

EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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

Technical Maintenance

Electronic records are maintained on the system until their retention schedule is completed. In most cases, this parallels the schedule for the related paper records. The electronic records are then purged from the system. Any exceptions to this purge routine are noted under relevant secondaries.

For retention and disposition schedules, see relevant primaries, which are listed in the classification section below.

Classification

Electronic System

The electronic system is not classified in the ORCS. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition."

Electronic Records

Secondary No.	Secondary Title
9810-40	Employee leave data

Inputs

Secondary No.	Secondary Title
9810-02	Crew Schedules [HLTH 2515]
9810-30	Employee pay and leave case files

Outputs

Secondary No.	Secondary Title
9810-30	Employee pay and leave case files

Other Related Records

- For transitory electronic data processing (EDP) records, see special schedule 102902 in the *ARCS* manual.
- For computer system backup records, see special schedule 112910 in the *ARCS* manual.
- For administrative records relating to the system, see *ARCS* section 6 and other relevant primaries.
- For electronic payroll records, see the Insync Information System Overview (ISO).

System Scheduling and Disposition

HLMS will be destroyed when the functions it supports are no longer performed, and when the approved retention schedules covering the information on it has elapsed, or the information has been preserved elsewhere.

EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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

INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Ministry of Health Services
Emergency and Health Services Commission
BC Ambulance Service Headquarters Executive Office
BC Ambulance Service Finance
EHSC Payroll

System Title

Insync

Purpose

Insync produces the BCAS's bi-weekly payroll and tracks benefit information.

Information Content

Insync contains employee tombstone information, pay details and benefits information. Insync contains data relating to BCAS employees (CUPE employees and the majority of BCAS excluded managers).

Inputs, Processes, and Outputs

Inputs

Insync inputs consist of employee tombstone and position information imported from the BCAS Human Resources department's OSL (Our Software Limited) System; payroll data entered from payroll forms; benefits information entered from benefit enrollment forms; and wage garnishee information.

BCAS receives "A" forms from the Human Resources department that indicate full-time to part-time status changes, pay rate changes, etc. These changes are entered on the F/T Payroll Master Card [HLTH 2409] or the P/T Payroll Master Card [HLTH 2504]. The change data is also automatically uploaded to Insync during the daily OSL Batch.

During the pay data entry process, staff key any additions or deletions to an employee's pay. Additions to pay may be due to overtime, statutory holiday, re-calls, etc. Deductions may be caused by STIIP, leave without pay, suspension, etc.

Processes

Insync payroll costing information is transmitted to the Corporate Accounting System (CAS) via the CAS Generic Interface (CGI).

Outputs

Outputs consist of pay registers, payroll reports and loads to external databases, including the BCAS Data Mart.

EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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

Technical Maintenance

Electronic records are maintained on the system until their retention schedule is completed. In most cases, this parallels the schedule for the related paper records. The electronic records are then purged from the system. Any exceptions to this purge routine are noted under relevant secondaries.

For retention and disposition schedules, see relevant primaries, which are listed in the classification section below.

Classification

Electronic System

The electronic system is not classified in the ORCS. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition."

Electronic Records

Secondary No.	Secondary Title
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9810-50	Payroll data
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Inputs

Secondary No.	Secondary Title
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9810-30	Employee pay and leave case files
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Outputs

Schedule No.	Secondary No.	Secondary Title
201685 (EHAS)	9750-02	Payroll reports and lists
201685 (EHAS)	9790-04	Payroll accounting reports
201685 (EHAS)	9810-03	Payroll registers
201685 (EHAS)	9810-30	Employee pay and leave case files
123390 (EHSE)	51060-20	BCAS Data Mart data

Other Related Records

- For transitory electronic data processing (EDP) records, see special schedule 102902 in the *ARCS* manual.
- For computer system backup records, see special schedule 112910 in the *ARCS* manual.
- For administrative records relating to the system, see *ARCS* section 6 and other relevant primaries.
- For electronic leave records, see the HLMS Information System Overview (ISO).

EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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

System Scheduling and Disposition

Insync will be destroyed when the functions it supports are no longer performed, and when the approved retention schedules covering the information on it has elapsed, or the information has been preserved elsewhere.

EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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

INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Ministry of Health Services
Emergency and Health Services Commission
BCAS Organizational Health & Development

System Title

Mentor OSHware

Purpose

Mentor was used to facilitate the analysis of incidents and injuries specifically to prevent recurrence, reduce/eliminate exposure to known hazards, and prevent employee disability. It was also used to manage WorkSafeBC (formerly Workers Compensation Board [WCB]) claims, including the review and reconciliation of workers' compensation claim costs.

Mentor did not track non-incident related sick time.

In March 2010, the Workplace Health Indicator Tracking and Evaluation (WHITE) Database replaced Mentor. However, all historical data will not be converted to WHITE and Mentor will continue to be relied upon for historical data analysis.

Information Content

Mentor is a custom Access 2.0 Runtime database. It contains employee tombstone information, as well as data relating to incidents and WorkSafeBC claims involving EHSC employees.

Inputs

Mentor inputs consist of information data entered by the program staff from the Occupational Safety and Health Reporting Form [HLTH 1130A], Occurrence Reports [HLTH 2403 and 2591] and any relevant supporting documents. In the event of a WorkSafeBC claim, it will also include case management information entered by program staff from the claim and appeal files.

Processes

Mentor assists staff to case manage employees on worker's compensation benefits; to perform claims cost analysis; to manage WorkSafeBC claims appeals; and to analyze incidents, hazards and accidents involving employees for injury prevention purposes.

Outputs

Mentor outputs consist primarily of reports. For a limited period, Mentor was also able to electronically submit claims to WorkSafeBC via the WorkSafeBC AIRS System. When WorkSafeBC ceased to support AIRS, program staff submitted claims via fax.

Technical Maintenance

Electronic records are maintained on the system until their retention schedule is completed. In most cases, this parallels the schedule for the related paper records. The electronic records

EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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

are then purged from the system. Any exceptions to this purge routine are noted under relevant secondaries.

For retention and disposition schedules, see relevant primaries, which are listed in the classification section below.

Classification

Electronic System

The electronic system is not classified in the ORCS. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition."

Electronic Records

Secondary No.	Secondary Title
9600-40	WorkSafeBC claim and incident tracking

Inputs

Secondary No.	Secondary Title
9600-20	WorkSafeBC claim case files
9600-30	Worker's Compensation Appeal Tribunal case files
9350-40	OSH hazards case files
9350-50	OSH incidents case files

Outputs

Secondary No.	Secondary Title
9600-50	WorkSafeBC claims program management case files
9350-50	OSH incidents case files

Other Related Records

- For transitory electronic data processing (EDP) records, see special schedule 102902 in the *ARCS* manual.
- For computer system backup records, see special schedule 112910 in the *ARCS* manual.
- For administrative records relating to the system, see *ARCS* section 6 and other relevant primaries.
- For information pertaining to *WHITE*, see the *WHITE* Information System Overview (ISO).

System Scheduling and Disposition

Mentor will be destroyed when the functions it supports are no longer performed, and when the approved retention schedules covering the information on it has elapsed, or the information has been preserved elsewhere.

EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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

INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Ministry of Health Services
Emergency and Health Services Commission
BC Ambulance Service Headquarters Executive Office
BC Ambulance Service Human Resources

System Title

Our Software Limited – HR (OSL HR)

Purpose

The purpose of OSL HR is to track the employment history, leave status, salaries, and position information for British Columbia Ambulance Service (BCAS) CUPE employees and the majority of BCAS excluded managers. The information about the employee, his/her qualifications and position are used to support human resources functions and to enable generation of payroll via Insync, the recording of leave via HLMS and the scheduling of CUPE employees via the Kronos ESP Scheduling System.

Information Content

OSL HR contains employment history, salaries, leave status, and position information. The main tables within OSL HR are the Change Reason Codes Table, Pay Status Codes Table, Employee Table, Classification Transfer Table, Position Table, Employee Qualification Table, and Qualification Table.

The starting point for historical data in OSL HR is April 1, 2002. Earlier data was stored in the HRDS mainframe application.

OSL HR is an off-the-shelf client-server application run on Citrix and retained on an SQL Server.

Inputs, Processes, and Outputs

Inputs

OSL HR inputs consist of employment information obtained from employee personnel files and position information entered from position history files. Employees can automatically update their address information in OSL.

Processes

OSL HR produces "A" forms that indicate full-time to part-time change status changes, pay rate changes, etc. The change data is also automatically uploaded to Insync during the daily OSL batch.

Outputs

OSL HR employee tombstone and position information is automatically uploaded to Insync. OSL HR wage scales and scheduling information is fed nightly into the VEMPAST Table which in turn updates the HLMS. Selected OSL HR data is also loaded to the BCAS Data Mart.

EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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

Technical Maintenance

Electronic records are maintained on the system until their retention schedule is completed. In most cases, this parallels the schedule for the related paper records. The electronic records are then purged from the system. Any exceptions to this purge routine are noted under relevant secondaries.

For retention and disposition schedules, see relevant primaries, which are listed in the classification section below.

Classification

Electronic System

The electronic system is not classified in the ORCS. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition."

Electronic Records

Schedule No.	Secondary No.	Secondary Title
201685 (EHAS)	9200-40	Employee work history data
201685 (EHAS)	9400-45	Position history data

Inputs

Schedule No.	Secondary No.	Secondary Title
201685 (EHAS)	9200-30	Employee case files
201685 (EHAS)	9400-40	Position history case files

Outputs

Schedule No.	Secondary No.	Secondary Title
201685 (EHAS)	9500-06	Staffing lists and reports
201685 (EHAS)	9200-30	Employee case files
201685 (EHAS)	9810-30	Employee pay and leave case files
123390 (EHSE)	51060-20	BCAS Data Mart data

Other Related Records

- For transitory electronic data processing (EDP) records, see special schedule 102902 in the *ARCS* manual.
- For computer system backup records, see special schedule 112910 in the *ARCS* manual.
- For administrative records relating to the system, see *ARCS* section 6 and other relevant primaries.
- For electronic payroll records, see the Insync Information System Overview (ISO).

EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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

- For leave records, see the HLMS ISO.
- For scheduling records, see the Kronos ESP Scheduling System ISO.
- For human resources and payroll data relating to BCAS BCGEU employees and a minority of excluded managers, see the CHIPS ISO in the *Public Service personnel Management Services ORCS*, Schedule 1810800.

System Scheduling and Disposition

OSL HR will be destroyed when the functions it supports are no longer performed, and when the approved retention schedules covering the information on it has elapsed, or the information has been preserved elsewhere.

EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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

INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Ministry of Health Services
Emergency and Health Services Commission
BC Ambulance Service Headquarters Executive Office
BC Ambulance Service Human Resources

System Title

Our Software Limited - Train OSL Sched

Purpose

The purpose of Train OSL Sched is to produce paramedic and dispatcher shift schedules for remote/rural ambulance stations.

Information Content

Train OSL Sched contains employee demographic information, position and certification information, pay info, skills and qualifications, shift availability information and shift schedules.

The starting point for historical data in Train OSL Sched is 2003.

OSL is an off-the-shelf client-server application run on Citrix and retained on an SQL Server.

Inputs, Processes, and Outputs

Inputs/Processes

Employees of stations using OSL enter their shift availability into the Workforce Integrated Management System (WIMS) application, which in turn updates Train OSL Sched. Unit Chiefs then use Train OSL Sched to generate the schedules.

Outputs

Train OSL Sched outputs consist of a variety of pre-defined reports, including station work schedule reports, duty roster reports, bi-weekly rosters, and group work schedules.

Technical Maintenance

Electronic records are maintained on the system until their retention schedule is completed. In most cases, this parallels the schedule for the related paper records. The electronic records are then purged from the system. Any exceptions to this purge routine are noted under relevant secondaries.

For retention and disposition schedules, see relevant primaries, which are listed in the classification section below.

EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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

Classification

Electronic System

The electronic system is not classified in the ORCS. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition."

Electronic Records

Secondary No.	Secondary Title
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9450-40	Scheduling data
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Inputs

Secondary No.	Secondary Title
---------------	-----------------

9450-20	Scheduling case files
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Outputs

Secondary No.	Secondary Title
---------------	-----------------

9450-20	Scheduling case files
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Other Related Records

- For transitory electronic data processing (EDP) records, see special schedule 102902 in the *ARCS* manual.
- For computer system backup records, see special schedule 112910 in the *ARCS* manual.
- For administrative records relating to the system, see *ARCS* section 6 and other relevant primaries.
- For electronic payroll records, see the Insync Information System Overview (ISO).
- For leave records, see the HLMS ISO.
- For other scheduling records, see the Kronos ESP Scheduling System ISO.
- For the human resources data of CUPE employees and the majority of BCAS excluded managers, see the OSL HR ISO.
- For human resources and payroll data relating to BCAS BCGEU employees and a minority of excluded managers, see the CHIPS ISO in the *Public Service personnel Management Services ORCS*, Schedule 1810800.

System Scheduling and Disposition

Train OSL Sched will be destroyed when the functions it supports are no longer performed, and when the approved retention schedules covering the information on it has elapsed, or the information has been preserved elsewhere.

EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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

INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Ministry of Health Services
Emergency and Health Services Commission
BC Ambulance Service Headquarters Executive Office
BC Ambulance Service Finance
EHSC Payroll

System Title

Pay at Work System

Purpose

Pay at Work produces the bi-weekly payroll for HealthLinkBC's nurses.

Information Content

Pay at Work contains current employee tombstone information, pay details and taxable benefits information. Historical information is retained in HealthLinkBC's human resource application, People at Work. For example, Pay at Work contains the current hourly rate information while People at Work retains a history of the hourly rate changes over time. Pay at Work does not contain payroll costing information.

Pay at Work only contains data relating to nurses covered under the British Columbia Nurses Union (BCNU). Payroll data for HealthLinkBC's BCGEU and excluded positions are stored in the Corporate Human Resource Information and Payroll System (CHIPS), which is managed by a central agency of the provincial government.

The starting point for historical data in Pay at Work is December 7, 2007. Prior to this date, the nurses were employed by TCM Telecare Management Inc. as part of the "BC HealthGuide NurseLine". In 2007, this program was transferred to the EHSC, under the HealthLinkBC umbrella.

People at Work is a web-based human resource application developed and supported by ADP of North America, Inc.

Inputs, Processes, and Outputs

Inputs and Processes

Pay at Work inputs consist of employee tombstone and position information imported from People at Work; payroll data entered from time sheets, action lists, and information submitted from Human Resources; and benefits information entered from benefit enrollment forms.

Outputs

Outputs consist of various reports and data automatically uploaded to People at Work.

EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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

Technical Maintenance

Electronic records are maintained on the system until their retention schedule is completed. In most cases, this parallels the schedule for the related paper records. The electronic records are then purged from the system. Any exceptions to this purge routine are noted under relevant secondaries.

For retention and disposition schedules, see relevant primaries, which are listed in the classification section below.

Classification

Electronic System

The electronic system is not classified in the ORCS. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition."

Electronic Records

Secondary No.	Secondary Title
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9810-50	Payroll data
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Inputs

Secondary No.	Secondary Title
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9200-40	Employee work history data
9810-30	Employee pay and leave case files

Outputs

Secondary No.	Secondary Title
---------------	-----------------

9750-02	Payroll reports and lists
9790-04	Payroll accounting reports
9810-03	Payroll registers
9810-30	Employee pay and leave case files
9810-50	Payroll data

Other Related Records

- For transitory electronic data processing (EDP) records, see special schedule 102902 in the *ARCS* manual.
- For computer system backup records, see special schedule 112910 in the *ARCS* manual.
- For administrative records relating to the system, see *ARCS* section 6 and other relevant primaries.

EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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

- For human resource and payroll data relating to HealthLinkBC's BCGEU employees and excluded positions, see the CHIPS Information System Overview (ISO) in the *Public Service Personnel Management Services ORCS*, Schedule 1810800.
- For the People at Work System, see the People at Work Information System Overview (ISO).

System Scheduling and Disposition

Pay at Work will be destroyed when the functions it supports are no longer performed, and when the approved retention schedules covering the information on it has elapsed, or the information has been preserved elsewhere.

EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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

INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Ministry of Health Services
Emergency and Health Services Commission
HealthLinkBC
Human Resources

System Title

People at Work System

Purpose

The purpose of People at Work is to track the employment history and leave status for HealthLinkBC's nurses.

Information Content

People at Work contains employment history and leave status. This includes job history, location history, pay history, person details, including demographic information, and status history.

People at Work only contains data relating to nurses covered under the British Columbia Nurses Union (BCNU). Human resource data for HealthLinkBC's BCGEU and excluded positions are stored in the Corporate Human Resource Information and Payroll System (CHIPS), which is managed by the British Columbia Public Service Agency (BCPSA).

The starting point for historical data in People at Work is December 7, 2007. Prior to this date, the nurses were employed by TCM Telecare Management Inc. as part of the "BC HealthGuide NurseLine". In 2007, this program was transferred to the EHSC, under the HealthLinkBC umbrella.

People at Work is a web-based human resource application developed and supported by ADP of North America, Inc.

Inputs, Processes, and Outputs

Inputs and Processes

People at Work inputs consist of employment information obtained from employee personnel files and automatic updates from HealthLinkBC's payroll system, Pay at Work.

Outputs

Outputs consist of various reports and data automatically uploaded to Pay at Work.

Technical Maintenance

Electronic records are maintained on the system until their retention schedule is completed. In most cases, this parallels the schedule for the related paper records. The electronic records are then purged from the system. Any exceptions to this purge routine are noted under relevant secondaries.

EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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

For retention and disposition schedules, see relevant primaries, which are listed in the classification section below.

Classification

Electronic System

The electronic system is not classified in the ORCS. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition."

Electronic Records

Secondary No.	Secondary Title
9200-40	Employee work history data

Inputs

Secondary No.	Secondary Title
9200-30	Employee case files
9810-50	Payroll data

Outputs

Secondary No.	Secondary Title
9200-30	Employee case files
9810-50	Payroll data

Other Related Records

- For transitory electronic data processing (EDP) records, see special schedule 102902 in the *ARCS* manual.
- For computer system backup records, see special schedule 112910 in the *ARCS* manual.
- For administrative records relating to the system, see *ARCS* section 6 and other relevant primaries.
- For human resources and payroll data relating to HealthLinkBC's BCGEU employees and excluded positions, see the CHIPS Information System Overview (ISO) in the *Public Service Personnel Management Services ORCS*, Schedule 1810800.
- For payroll data relating to nurses, see the Pay at Work ISO.

System Scheduling and Disposition

People at Work will be destroyed when the functions it supports are no longer performed, and when the approved retention schedules covering the information on it has elapsed, or the information has been preserved elsewhere.

EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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

INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Ministry of Health Services
Emergency and Health Services Commission
BC Ambulance Service Headquarters Executive Office
BC Ambulance Service Provincial Programs
BC Ambulance Service – Logistics and Support Operations
BC Ambulance Service – Provincial Scheduling

System Title

Workforce ESP

Purpose

The purpose of Workforce ESP is to manage paramedic and dispatcher shift schedules for multi-station posts and selected dispatch offices. Other stations and dispatch offices use either the TRAIN OSL SCHED module in OSL or a manual system to schedule shifts.

Information Content

Workforce ESP contains employee demographic information, position and certification information, pay info, skills and qualifications, shift availability information and shift schedules.

The current version of Workforce ESP contains data from June 2006 to present. A previous version of Workforce ESP is maintained by Provincial Scheduling and contains data from 1997 to June 2006. This data was not migrated to the current version of Workforce ESP. Prior to 1997, shift schedules were manually produced.

Workforce ESP is an off-the-shelf scheduling application developed and supported by Kronos.

Inputs, Processes, and Outputs

Inputs

Workforce ESP is a stand-alone application. All data entry is completed manually by scheduling staff based on forms received from the Human Resources Department, stations, and employees. The Human Resource Department submits "A" forms, generated from OSL HR, that are used by Provincial Scheduling to add new employees to Workforce ESP or to modify employee information in Workforce ESP. Examples of forms submitted by stations and employees include: employee transaction notices; switch shift applications forms, employee availability forms, and leave applications and authorization forms. Information can also be received via fax, email and verbally over the phone.

All forms are retained in hard-copy by either employee surname or by post.

Processes

Information obtained from the stations and employees are used to produce shift schedules. Full-time employees have set schedules while irregulars, part-time and recall employees do not. Forms received are used to create the pool schedule, which indicates who is available to work. Schedulers employ the pool schedules and rotation lists to contact staff to fill vacant shifts. The

EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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

result is the flow sheet, which indicates who is scheduled to work. Flow sheets are sent to the stations the evening before the scheduled shifts. The Lower Mainland Region – Administration Department also accesses Workforce ESP to confirm payroll records, primarily by reviewing the unit employee schedules, which indicate the actual shifts worked.

When an employee retires, resigns, or is terminated their end date is recorded in Workforce ESP. The employee is then no longer available for shifts.

Outputs

Workforce ESP outputs consist of a variety of pre-defined reports, including flow sheets, pool schedules, and unit employee schedules.

Technical Maintenance

Electronic records are maintained on the system until their retention schedule is completed. In most cases, this parallels the schedule for the related paper records. The electronic records are then purged from the system. Any exceptions to this purge routine are noted under relevant secondaries.

For retention and disposition schedules, see relevant primaries, which are listed in the classification section below.

Classification

Electronic System

The electronic system is not classified in the ORCS. The classifications for the electronic records it generates are listed below. The system schedule is provided under “System Scheduling and Disposition.”

Electronic Records

Secondary No.	Secondary Title
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9450-40	Scheduling data
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Inputs

Secondary No.	Secondary Title
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9200-40	Employee work history data
9450-20	Scheduling case files

Outputs

Secondary No.	Secondary Title
----------------------	------------------------

9450-20	Scheduling case files
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EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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

Other Related Records

- For transitory electronic data processing (EDP) records, see special schedule 102902 in the *ARCS* manual.
- For computer system backup records, see special schedule 112910 in the *ARCS* manual.
- For administrative records relating to the system, see *ARCS* section 6 and other relevant primaries.
- For leave data, see the HLMS ISO.
- For payroll data, see the Insync Information System Overview (ISO).
- For the human resources and payroll data relating to BCAS BCGEU employees and a minority of excluded managers, see the CHIPS ISO in the *Public Service personnel Management Services ORCS*, Schedule 1810800.
- For scheduling data retained in TRAIN OSL SCHED, see the TRAIN OSL SCHED ISO.
- For the human resources data of CUPE employees and the majority of BCAS excluded managers, see the OSL HR ISO.

System Scheduling and Disposition

Workforce ESP will be destroyed when the functions it supports are no longer performed, and when the approved retention schedules covering the information on it has elapsed, or the information has been preserved elsewhere.

EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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

INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Ministry of Health Services
Emergency and Health Services Commission
BCAS Organizational Health & Development

System Title

Workplace Health Indicator Tracking and Evaluation (WHITE) Database

Purpose

WHITE facilitates the analysis of incidents and injuries to prevent recurrence, reduce/eliminate exposure to known hazards, prevent disability and manage WorkSafeBC (formerly Workers Compensation Board [WCB]) claims. WHITE is the primary database system supporting employee wellness and safety functions throughout the EHSC.

In March 2010, WHITE replaced the Mentor System. However, all historical data will not be converted to WHITE and Mentor will continue to be relied upon for historical data analysis.

WHITE does not currently track non-incident related sick time.

Information Content

WHITE contains employee tombstone information, including employee number, employee name, gender, Social Insurance Number (SIN), occupation, work location, union affiliation, employment status (full time/part time), birthdate, hire date, address and phone number. It also includes incident, hazard, accident, and WorkSafeBC claims and appeals information.

WHITE consists of five modules: incident investigation, case management, employee health, health and safety, and prevention and early active return-to-work safely (PEARS) module.

Inputs, Processes, and Outputs

Inputs

WHITE inputs consist of information loaded from the following systems:

- Corporate Human Resource Information and Payroll System (CHIPS) – the EHSC/HealthLinkBC Human Resource Application (used to track BCGEU employees, a minority of excluded BCAS managers and all HealthLinkBC managers)
- OSL – the BCAS Human Resource Application (used to track CUPE employees and the majority of excluded BCAS managers)
- People at Work – the HealthLinkBC Human Resource application (used to track BCNU employees)

In addition, it contains data collected from the employee on the Occupational Safety and Health Reporting Form [HLTH 1130A], Occurrence Reports [HLTH 2403 and 2591] and any relevant supporting documents to the incident. In the event of a WorkSafeBC claim, will also include data files from WorkSafeBC, as well as case management information entered by program staff from the claim and appeal files.

EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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

Processes

Data extracted from the various Human Resources systems combined with data entered from various forms is used to create an electronic claim submission to WorkSafeBC. The data within WHITE is also used to assist program staff in monitoring the case management of employees on workers' compensation benefits, as well as their claim appeals and their return to work progress. It also assists in the statistical analysis of incidents, hazards and accidents involving employees for purposes of injury prevention.

BCAS Organizational Health & Development is selectively scanning and storing records within WHITE.

Outputs

WHITE outputs consist of electronic claim submissions to WorkSafeBC and reports.

Technical Maintenance

Electronic records are maintained on the system until their retention schedule is completed. In most cases, this parallels the schedule for the related paper records. The electronic records are then purged from the system. Any exceptions to this purge routine are noted under relevant secondaries.

For retention and disposition schedules, see relevant primaries, which are listed in the classification section below.

Classification

Electronic System

The electronic system is not classified in the ORCS. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition."

Electronic Records

Secondary No.	Secondary Title
9600-40	WorkSafeBC claim and incident tracking

Inputs

Secondary No.	Secondary Title
9600-20	WorkSafe BC claim case files
9600-30	Worker's Compensation Appeal Tribunal case files
9200-40	Employee work history data
9350-40	OSH hazards case files
9350-50	OSH incidents case files

EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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

Outputs

Secondary No.	Secondary Title
9600-50	WorkSafeBC claims program management case files
9600-20	WorkSafeBC claim case files
9350-50	OSH incidents case files
9600-30	Worker's Compensation Appeal Tribunal case files

Other Related Records

- For transitory electronic data processing (EDP) records, see special schedule 102902 in the *ARCS* manual.
- For computer system backup records, see special schedule 112910 in the *ARCS* manual.
- For administrative records relating to the system, see *ARCS* section 6 and other relevant primaries.
- For the CHIPS Information System Overview (ISO), see the *Public Service Personnel Management ORCS*.
- For Mentor, see the Mentor ISO.
- For OSL HR, see the OSL HR ISO.
- For the People at Work, see the People at Work ISO.
- FOR TRAIN OSL SCHED, see the TRAIN OSL SCHED ISO.

System Scheduling and Disposition

WHITE will be destroyed when the functions it supports are no longer performed, and when the approved retention schedules covering the information on it has elapsed, or the information has been preserved elsewhere.

EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT

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

SUBJECT HEADINGS

PRIMARY NUMBERS

EMERGENCY HEALTH SERVICES ARCS SUPPLEMENT (EHAS)

INDEX

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

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

This index contains an alphabetical listing of:

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

Cross-references:

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

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

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