FORENSIC PSYCHIATRIC SERVICES
OPERATIONAL RECORDS
CLASSIFICATION SYSTEM

GOVERNMENT RECORDS SERVICE
The Forensic Psychiatric Services Operational Records Classification System (ORCS) covers all operational records created, received, and maintained by Forensic Psychiatric Services Division, which includes Adult Services, Youth Services, and Administration and Planning.

These records document the following functions: inpatient and outpatient assessment and treatment of mentally disordered adults and youths in conflict with the law; assessment and treatment of Conduct Disorder and Mentally Disordered youths; assessment of children and families before the Family Court; and program development, research, and education respecting the diagnosis, treatment and care of forensic psychiatric cases.

<table>
<thead>
<tr>
<th>Dates:</th>
<th>1969 ongoing</th>
<th>Physical Format of Records:</th>
<th>see attached schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extent:</td>
<td>4 m³/year</td>
<td>No. of Pieces:</td>
<td>n/a</td>
</tr>
<tr>
<td>Have documents been microfilmed?</td>
<td>Yes</td>
<td>Is the information in this record series recorded in any other form besides microfilm?</td>
<td>Yes (See Records Management Appraisal)</td>
</tr>
</tbody>
</table>

Recommended Retention:
- □ Dispose immediately
- □ Dispose on __________ day of ____________
- □ Dispose in accord with attached disposal instructions.
- □ Scheduled in accord with attached Records Retention and Disposal Schedule.

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

THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:

97 Jan 11.
Director, Corporate Services

97 Feb 12.
Deputy Minister/Corporate Executive

99 Apr 11.
Minister

THE PUBLIC DOCUMENTS COMMITTEE CONCURS:

Chairman PDCM Financial Archivist

O.I.C. Number

Date

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

O.I.C. Number

Date

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

APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY ON JUL 29 1997

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

APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY ON JUL 29 1997
This appraisal documents the recommendation for active and semi-active retention periods.

Ministry contact, title, and telephone: Mary McIntosh, Ministry Records Officer, 952-2168

These records are created and received under the authority of the Forensic Psychiatry Act (RSBC 1996, c. 156), the Mental Health Act (RSBC 1996, c. 288), the Young Offenders (British Columbia) Act (RSBC 1996, c. 494), the Criminal Code of Canada (RSC 1985, c.C-46), and subsequent legislation governing the operational responsibilities and functions of the creating agency.

Functional duplicates are indicated under appropriate classification headings.

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

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

ARCHIVAL APPRAISAL:

This appraisal documents the recommendation for final disposition.

The final disposition recommendations in the Forensic Psychiatric Services ORCS protect records considered to have archival 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 a sampling, a percentage or statistical sample, or a selection based on recognized archival techniques. For the meaning of selective retention with respect to a specific record series, see the attached schedule.

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

The undersigned endorse the appraisals and recommendations:

Chas Norm, Director, P.S.

Deputy Provincial Archivist

Date

Ministry Records Officer

Date
OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A  SA  FD

Forensic Psychiatric Services

Operational Records Classification System

EXECUTIVE SUMMARY

This *Operational Records Classification System* (*ORCS*) establishes a classification system and retention and disposition schedule for the operational records created by the Forensic Psychiatric Services Division of the Ministry of Health. The active and semi-active retention periods specified in the schedule meet all operational, administrative, legal, fiscal, and audit requirements. The British Columbia Information Management Services (*BCIMS*) has reviewed the final dispositions to ensure that records which have residual value to government or historical value are preserved.

These records document the functions of the Division, including: inpatient and outpatient assessment and treatment of adult and youth mentally disordered persons who are in conflict with the law; assessment and treatment of Conduct Disordered and Mentally Disordered youths; assessment of children and families before the Family Court; and program development, research, and education respecting the diagnosis, treatment and care of forensic psychiatric cases.


The summary which follows describes the basic types of records and identifies their retention periods and final disposition. Please consult the manual for further information.

This *Operational Records Classification System* consists of three sections covering the following main topics:

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

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

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

Research and Program Development
Assessment and Treatment of Adults
Assessment and Treatment of Youths

Unless otherwise specified, records described in this ORCS CY+2y 2y DE will be destroyed four years after the calendar year of their creation or receipt.

Throughout this ORCS, BCIMS will fully retain for their SO 5y FR evidential value all policy, procedure and standards files created by the office having primary responsibility for policy, procedure or standard development and approval. Draft and duplicate materials that hold no evidential value will be purged and discarded.
Section 1

FORENSIC PSYCHIATRIC SERVICES

Records relating to program planning and research, clinical research, coordination of professional education, policies and issues pertaining to forensic psychiatric services.

80100-30 BCIMS will fully retain forensic psychiatric issue files two years after the issue has been resolved or when the information is no longer relevant.

80300-20 & 80300-30 BCIMS will selectively retain clinical and behavioural research project files, and program development and analysis files, ten years after the project has been completed or abandoned.

Section 2

ADULT FORENSIC PSYCHIATRIC SERVICES

Records relating to the provision of court-ordered and court-related inpatient and outpatient assessment and treatment services to adult mentally disordered persons who are in conflict with the law.

81210-20 BCIMS will fully retain Forensic Psychiatric Institute inpatient clinical/legal case files 15 years after the patient is deceased or discharged from the service.

81220-20 BCIMS will fully retain adult forensic community services client files fifteen years after the client ceases to attend treatment and any follow-up has

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A  SA  FD

been completed.

81310-20  BCIMS will fully retain review case files fifteen years after the patient is deceased or discharged from the service.  SO +6y  9y  FR

81340-20 & 81340-30  BCIMS will fully retain patient psychological assessments and treatment notes fifteen years after the patient is discharged from the service.  SO +6y  9y  FR

81500-04  BCIMS will fully retain patient profile cards fifteen years after the patient is discharged from the service.  SO +15y  nil  FR

81340-40  BCIMS will selectively retain psychology research project files ten years after the project is completed or abandoned.  SO +5y  5y  SR

Section 3

YOUTH FORENSIC PSYCHIATRIC SERVICES

Records relating to: the provision of court-ordered and court related assessment and treatment services to Conduct Disordered or Mentally Disordered youths in conflict with the law; the assessment and treatment of youths with no criminal justice contact; and the assessment of children and families who are before the Family Court.

82120-20  BCIMS will selectively retain Maples Adolescent Centre client files 50 years after the client turns 19 and no further follow-up action is required. This retention is to allow for on-going reference and research.  SO +1y  49y  SR
OPERATIONAL RECORDS CLASSIFICATION SYSTEM
This records schedule is approved in accordance with the Document Disposal Act (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the British Columbia Information Management Services. For assistance in implementing ORCS, contact your Records Officer.

A  SA  FD

82130-20 & 82140-20  BCIMS will fully retain Youth Court Services SO +1y 49y FR
Inpatient Assessment Unit client files and Youth Court Services outpatient client files 50 years after the client turns 19 and no further follow-up action is required.

All Other Records (all sections)  DE

All other records are destroyed at the end of their active and semi-active retention periods. The retention of these records varies depending on the nature of the records and the function performed, but generally does not exceed seven years. These records have no residual values to government at the end of their scheduled retention periods. The exception is:

82110-20  Family Court Centre client files will be retained for SO +1y 25y DE
twenty-four years after the assessment has been submitted and no further action is required. They will then be destroyed. The twenty-six year retention ensures that records are retained until the expiration of the right of minors, upon reaching the age of majority, to initiate a legal action.
EXECUTIVE SUMMARY
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| SECTION 2 | 81000-81999 | ADULT FORENSIC PSYCHIATRIC SERVICES |
| SECTION 3 | 82000-82999 | YOUTH FORENSIC PSYCHIATRIC SERVICES |
| ISO | PIM | PATIENT INFORMATION MANAGEMENT SYSTEM |

GLOSSARY
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INTRODUCTION

For further information, call your Records Officer,
Mary McIntosh, 952-2168

British Columbia Information Management Services
OPERATIONAL RECORDS CLASSIFICATION SYSTEM

PART 1: The Operational Records Classification System (ORCS)

1.1 Introduction
1.2 Purpose
1.3 Records and Recorded Information

PART 2: An Effective Records Management System

2.1 Introduction

2.2 The Classification System
2.2.1 Staff Responsibilities and Procedures
2.2.2 Classifying Records
   a) Alphabetic Subject Index
   b) Broad Subject Approach
   c) Policy and Procedures Files
   d) General Files

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2.5 Filing and Maintenance Procedures
2.5.1 File Maintenance
2.5.2 File Circulation

2.6 Boxing and Transfer Instructions
2.6.1 Accession Numbers
   a) One-time Accession Numbers
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2.6.3 Transfer of Inactive Records to Off-site Storage

2.7 Freedom of Information and Protection of Privacy

2.8 Information System Overview
1.2  \textbf{Purpose of ORCS}

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

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

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

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

The structure and organization of \textit{ORCS} is described in detail in the "How To Use \textit{ORCS}" section. All technical terms used here and elsewhere are defined for your convenience in the glossary which is located at the back of the "How To Use \textit{ORCS}" section.
This definition applies to all recorded information created, kept, used, or filed by the ministries, commissions, boards, and other institutions of the Executive Government of British Columbia to which the Document Disposal Act applies.

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

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

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

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

See the special schedules section of the ARCS manual for a description of these records and the records retention and disposition schedules covering them.
2.2.1 Staff Responsibilities and Procedures

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

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

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

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

2.2.2 Classifying Records

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

BCIMS recommends that a memo deal with only one subject. Occasionally, it may be necessary to photocopy a document which deals with more than one subject, place it on two or more files and cross-reference it appropriately. If the document has more than one page, only photocopy the first page and cross-reference it to the location of the complete document.
Policy and procedures files contain records relating to the plans, decisions, and actions embracing the general goals and acceptable procedures of the creating agency. They include correspondence and other records relating to draft and approved policies on a specific subject including actual policy statements, interpretations of policy, development and discussion of policy, and inquiries regarding policy.

d) General Files

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

- The record does not fall within any of the existing secondaries, but does fall within the primary.

- The record deals with two or more subjects in the primary. In this situation, you could be more precise and file the original or a photocopy of the record in each specific file.

- There is no existing classification number for the document. The general number is used until the subject is significant enough to warrant creating a new primary or secondary number and title.

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

2.3 The File List

The file list is a listing of each file which is currently in use or which has been created within an office. An accurate file list is an essential record, as it documents the creation and existence of government records. It assures the integrity and authenticity of records and may serve as legal evidence.
As a further aid in the retrieval and classification of operational records, BCIMS has compiled lists of standard codes currently used by various ministries and agencies of the British Columbia Government. These codes are included in appendices A - H. Appendix G also describes one method that might be used to create standardized file codes (see also "How to use ORCS", part 2.4). These codes are included in the appendices in the ARCS manual.

2.5 Filing and Maintenance Procedures

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

The basic functions or activities of filing and maintenance are:

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

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

Use of ORCS does not dictate a specific set of procedures for registration, indexing, location, charge-out, etc. Rather, ORCS is flexible so that it can fit into a wide variety of record-keeping environments.
Monitor the files for bulk and when the paper thickness exceeds the scoring on the bottom of the folder, close the full folder and start a new one labeled volume 2, 3, 4, etc. Place a coloured paper as the top document in order to indicate that a file is closed. Indicate on that coloured sheet the date range and where future information will be filed. Related volumes are stored together while they are active, and older ones are placed in semi-active storage when their use becomes infrequent. If multi-volume sets are frequently opened under a single classification, this may indicate the need to create new, more specific classifications.

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

Minimize misfiles in the following ways:

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

2.5.2 File Circulation

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

When photocopies are made for use as working papers, mark them clearly as a "copy" with a stamp which uses a colour of ink other than black.
For the purposes of illustration, we will use 91-0123 as an example of an accession number. No office should use it to prepare records for transfer!

Box Number: 91-0123-1

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

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

a) One-time Accession Numbers

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

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

b) Ongoing Accession Numbers

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

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

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

If 91-0123 were a real ongoing accession number, the office to which it was issued would use it for a specific record series or category of records. Accession number 91-0123 is reserved for use by the same office for the same record series until box number 9999 is reached. Then, please ask your Records Officer to obtain a new ongoing accession number from Records Centre Services.
Records Centre Services also provides off-site storage for records scheduled for destruction in a draft schedule where there is no scheduled semi-active retention period or where the semi-active retention period has already expired. Such records will be stored until the schedule is approved by the Legislative Assembly.

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

You should organize inactive records for transfer as follows:

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

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

2.7 Freedom of Information and Protection of Privacy

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

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

2.8 Information System Overview

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

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

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

PART 2: The Structure of an ORCS

2.1 Primary Number and Title
2.2 Scope Note
2.3 Secondary Number and Title
2.3.1 Reserved Secondary Numbers
2.3.2 Subject Secondary Numbers
2.3.3 Case File Secondary Numbers
2.4 Coded Series
2.4.1 Coded Case File Series
2.4.2 Coded Subject File Series
2.5 Interim Secondary Number and Title
2.6 Freedom of Information and Protection of Privacy Flags
2.7 Explanatory Notes
2.8 Levels of Responsibility
2.9 Records Retention and Disposition Schedule Format
2.9.1 Active Retention Period Column
2.9.2 Semi-active Retention Period Column
2.9.3 Final Disposition Column
2.10 How to Read the Records Schedule
2.10.1 Abbreviations Used in the Active Retention Period Column
2.10.2 Abbreviations Used in the Semi-active Retention Period Column
2.10.3 Abbreviations Used in the Final Disposition Column
2.11 Media Designations
2.12 Vital Records Flags
1.1.1 Information System Overview

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

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

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

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

1.3.1 Operational Reviews

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

- Ministry or agency staff (e.g., internal auditors);
- The Office of the Comptroller General;
- British Columbia Information Management Services; or
- Private sector agencies under contract to BCIMS.
1.5 Amendment and Update of ORCS

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

Effective maintenance is dependent upon:

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

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

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

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

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

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

- A bullet indicates a change at the primary or secondary level which has been approved by the Legislative Assembly.
SAMPLE PRIMARY TO ILLUSTRATE ORCS

81220

**ASSESSMENT AND TREATMENT - OUTPATIENTS**

Records relating to the outpatient admission, assessment, treatment and discharge of mentally disordered adult offenders pursuant to the Forensic Psychiatry Act (RSBC 1996, c.165) and the Criminal Code of Canada (RSC 1985, c. C-46). This includes court ordered pre-trial assessments for fitness to stand trial; pre-sentence psychiatric assessments; assessment and treatment of persons on bail, probation or in provincial correctional facilities; and supervision and treatment of those found NCR-MD released on conditional discharge by the B.C. Review Board. This includes records relating to the nature of the offence, legal status of the client, medical history, clinical assessments, and treatment progress. Includes patient/client files, correspondence and memoranda.

Unless otherwise specified below, the ministry OPR (individual community services clinics) will retain these records for:

```
<table>
<thead>
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<th>A</th>
<th>SA</th>
<th>FD</th>
</tr>
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<tbody>
<tr>
<td>CY + 2y</td>
<td>2y</td>
<td>DE</td>
</tr>
</tbody>
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Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

```
<table>
<thead>
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<th>FD</th>
</tr>
</thead>
<tbody>
<tr>
<td>SO</td>
<td>nil</td>
<td>DE</td>
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```

-00 Policy and procedures
- OPR
- non-OPR

-01 General

-02 Outpatient activity forms

**Interim secondary title**

```
<table>
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<th>A</th>
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<tbody>
<tr>
<td>6m</td>
<td>nil</td>
<td>DE</td>
</tr>
</tbody>
</table>
```

PIB 6

-20 Adult forensic psychiatric community services client files

(arrange by client number)

<table>
<thead>
<tr>
<th>A</th>
<th>SA</th>
<th>FD</th>
</tr>
</thead>
<tbody>
<tr>
<td>SO + 1y</td>
<td>14y</td>
<td>FR</td>
</tr>
</tbody>
</table>

(Continued on next page)
2.1 Primary Number and Title

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

2.2 Scope Note

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

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

2.3 Secondary Number and Title

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

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

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

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

2.4.1 **Coded Case File Series**

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

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

2.4.2 **Coded Subject File Series**

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

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

Subject files are often arranged by the full name or title of the sub-subject, but are sometimes arranged by alphabetical codes (abbreviations) which correspond to the sub-subjects to which the files relate. An oblique (/) separates the identifying code from the secondary number.
Retention notes explain why records are retained for a certain length of time, or explain the reasons for the final disposition recommendation of NA, SR, DE or FR.

SO notes indicate upon what event, or when, primaries and/or secondaries are superseded or obsolete.

General notes give general information.

2.8 Levels of Responsibility

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

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

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

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

The office of primary responsibility (OPR) for all primaries in section 1 is Forensic Psychiatric Services. The OPR for all primaries in section 2 is Health Information Services of the Forensic Psychiatric Institute, except 81220 ASSESSMENT AND TREATMENT - OUTPATIENTS, which are the individual community services clinics; primaries 81300 to 81370 CLINICAL CASE MANAGEMENT block, which are the individual case workers; primary 81400 COMPLAINTS AND INVESTIGATIONS, which is the Patients’ Concerns Committee; and primary 81600 RISK MANAGEMENT, which is the Risk Management Committee. The OPR for all primaries in section 3 is Youth Forensic Psychiatric Services, except 82110 ASSESSMENT AND TREATMENT - FAMILY COURT CENTRE, which is the Family Court Centre, 82120 ASSESSMENT AND TREATMENT - MAPLES ADOLESCENT CENTRE, which is the Maples Adolescent Centre, 82130 ASSESSMENT AND TREATMENT - YOUTH COURT SERVICES INPATIENTS, which is Youth Court Services, 82140 ASSESSMENT AND TREATMENT - YOUTH COURT SERVICES OUTPATIENTS, which are the individual community services offices, and 82200 CLIENT TRACKING, which is Client Information Services, Youth Forensic Psychiatric Services.
Records are eligible for final disposition when they become inactive, that is, when their active and semi-active retention periods have lapsed.

2.10 How to Read the Records Schedule

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

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

82200 CLIENT TRACKING

Unless otherwise specified below, the ministry OPR (Client Information Services, Youth Forensic Psychiatric Services) will retain these records for: CY+1y 2y DE

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

The OPR and non-OPR retention and disposition apply to all records included in the primary except where specific retention and disposition values are assigned for a secondary. For instance, in the example below, the retention and disposition schedule for secondary -03 is:

82200 CLIENT TRACKING

-03 Daily census reports - OPR 4m nil DE

The general retention and disposition values do not apply because retention information is specified for the secondary. The OPR will retain these records in active office space for four months. The records will then be destroyed.

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

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

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

For instance, in the example below, the retention and disposition schedule for secondary -20 is:

<table>
<thead>
<tr>
<th>81210</th>
<th>ASSESSMENT AND TREATMENT - INPATIENTS</th>
<th>A</th>
<th>SA</th>
<th>FD</th>
</tr>
</thead>
<tbody>
<tr>
<td>-20</td>
<td>Forensic Psychiatric Institute inpatient clinical/legal case files</td>
<td>- OPR</td>
<td>SO + 6y</td>
<td>9y</td>
</tr>
</tbody>
</table>

SO = when the patient is deceased or is discharged from the service and no further follow-up action is required.

The OPR will retain patient files in active office space for six years after death or discharge. The records will then be transferred to off-site storage.

**NA = Not Applicable**

"NA" is used in ORCS to identify records which were classified in another primary and/or secondary during their active retention period. For example, in ORCS primary 82200 CLIENT TRACKING, secondary -08 is the classification for withdrawn referrals. "NA" is indicated in the active column because these records were previously classified in -07 Referrals.

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

- **m** = month
- **y** = year
- **nil = no semi-active retention period**

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

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

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

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

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

DE = Destruction

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

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

NA = Not Applicable

"NA" is used in ORCS to identify records that are reclassified to another primary or secondary when they are closed or when their use or function changes. For example, in ORCS primary 81210 ASSESSMENT AND TREATMENT - INPATIENTS, secondary -30 is the classification for ward charts. "NA" is indicated in the semi-active and final disposition columns because these records are reclassified as -20 clinical/legal files for their semi-active retention and final disposition.

2.11 Media Designations

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

Media designations used in this ORCS are: paper and database. Retention periods are specified for each media designation, unless the primary's default retention periods apply.
This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided *ORCS* has been implemented according to standards approved by the British Columbia Information Management Services. For assistance in implementing *ORCS*, contact your Records Officer.

A SA FD

### SECTION 1

**FORENSIC PSYCHIATRIC SERVICES**

**PRIMARY NUMBERS**

80000-80999

Section 1 covers records relating to planning, organizing, and conducting research and educational programs respecting the diagnosis, treatment, and care of forensic cases pursuant to the *Forensic Psychiatry Act* (RSBC 1996, c. 156). This includes records relating to: program development; review and evaluation; clinical and behavioural research; the provision of professional educational programs (e.g., practicum, internship, residency); and investigations into one-time or on-going issues which may affect the provision of services.
**OPERATION RECORDS CLASSIFICATION SYSTEM**

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

A = Active  
SA = Semi-active  
FD = Final Disposition  
DE = Destruction  
CY = Calendar Year  
FY = Fiscal Year  
SR = Selective Retention by BCIMS  
FR = Full Retention by BCIMS  
OPR = Office of Primary Responsibility  
w = week  
m = month  
y = year  
PIB = Personal Information Bank  
VR = Vital Records  
PUR = Public Use Records  
BCIMS = B.C. Information Management Services  
SO = Superseded or Obsolete

---

**80000 - FORENSIC PSYCHIATRIC SERVICES - 80999**

PRIMARY NUMBERS AND PRIMARY SUBJECTS

<table>
<thead>
<tr>
<th>Primary Number</th>
<th>Subject Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>80000</td>
<td>FORENSIC PSYCHIATRIC SERVICES - GENERAL</td>
</tr>
<tr>
<td>80100</td>
<td>ISSUES AND STUDIES</td>
</tr>
<tr>
<td>80200</td>
<td>PROFESSIONAL DEVELOPMENT</td>
</tr>
<tr>
<td>80300</td>
<td>PROGRAM EVALUATION AND RESEARCH</td>
</tr>
</tbody>
</table>

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OPERATION RECORDS CLASSIFICATION SYSTEM

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

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

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80000 FORENSIC PSYCHIATRIC SERVICES - GENERAL

Records not shown elsewhere in this section relating generally to the provision of court-ordered and court-related assessment and treatment services to Mentally Disordered offenders. Includes correspondence and memoranda.

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 (Forensic Psychiatric Services) will retain these records for: CY +2y 2y 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

CY +4y = The combined active and semi-active retention period ensures that the operational requirements of the creating agency are met.

FR = BCIMS will fully retain for the government archives all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. These records have evidential value. Draft and duplicate materials which hold no evidential value may be purged and discarded.
OPERATION RECORDS CLASSIFICATION SYSTEM

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

80100  ISSUES AND STUDIES

Records relating to issues which may affect the provision of services to forensic psychiatric patients and clients. This includes investigations into specific one-time or ongoing issues, records relating to liaison with community agencies which provide services to forensic psychiatric patients, as well as records relating generally to forensic psychiatry, psychology, psychiatric nursing, social work, jurisprudence and criminology. Includes reports, literature, statistics, correspondence and memoranda.

For strategic planning, see ARCS primaries 400 to 410.
For incident reports, see primaries 81400 and 82300.
For program evaluation and research, see primary 80300.

Unless otherwise specified below, the ministry OPR (Forensic Psychiatric Services) will retain these records for: SO 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

-20  Community agency liaison files
    (arrange by name of agency)

SO = when information is superseded or obsolete

(Continued on next page)
**OPERATION RECORDS CLASSIFICATION SYSTEM**

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>A</th>
<th>SA</th>
<th>FD</th>
</tr>
</thead>
</table>

### 80100 ISSUES AND STUDIES (Continued)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>SO</th>
<th>FD</th>
</tr>
</thead>
<tbody>
<tr>
<td>-30</td>
<td>Forensic psychiatric issue files</td>
<td>2y</td>
<td>FR</td>
</tr>
<tr>
<td></td>
<td>(includes reports, correspondence and memoranda relating to specific issues)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(arrange by subject)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SO = when the issue is resolved or when the information is no longer relevant</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FR = BCIMS will fully retain these records for the government archives because of their significant evidential and research values.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-40</td>
<td>Forensic psychiatric reference files</td>
<td>nil</td>
<td>DE</td>
</tr>
<tr>
<td></td>
<td>(includes literature and other reference material)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(arrange by subject)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SO = when the information is no longer current</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
This records schedule is approved in accordance with the Document Disposal Act (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the British Columbia Information Management Services. For assistance in implementing ORCS, contact your Records Officer.

80200  PROFESSIONAL DEVELOPMENT

Records relating to the coordination of professional education programs including internships, fellowships, residencies and practicums. Includes correspondence and memoranda.

For in-service staff training, see ARCS primaries 1730 to 1740.

Unless otherwise specified below, the ministry OPR (Forensic Psychiatric Services) will retain these records for: CY +2y 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
-00 Policy and procedures - non-OPR SO nil DE
-01 General
-02 College and university curricula
-03 Fellowship programs
OPERATION RECORDS CLASSIFICATION SYSTEM

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

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

80300 PROGRAM EVALUATION AND RESEARCH

Records relating to the development, management review and analysis of policy and programs at forensic psychiatric facilities in order to evaluate their objectives and efficiency, gather statistics, develop profiles, etc., pursuant to the Forensic Psychiatry Act (RSBC 1996, c. 156). This also includes clinical and behavioural research which may be funded or administered in part by external agencies. Includes project management files, research proposals and approvals, terms of reference, research data, project reports, correspondence and memoranda.

For records relating to issues which may affect the provision of services to forensic psychiatric patients and clients, see primary 80100.

Unless otherwise specified below, the ministry OPR (Forensic Psychiatric Services) will retain these records for: CY +2y  2y  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
-01  General

-20  Clinical and behavioural research project files
     (arrange by project title)  SO +5y  5y  SR

(Continued on next page)

80300 PROGRAM EVALUATION AND RESEARCH (Continued)

-30  Program development and analysis project files
     (arrange by project title)  SO +5y  5y  SR

SO = when the project is completed or abandoned

10y = The combined active and semi-active retention

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

A = Active CY = Calendar Year DE = Destruction
SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCIMS
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BCIMS = B.C. Information Management Services SO = Superseded or Obsolete

period ensures that records are retained for an appropriate period for analysis and review.

SR = BCIMS will selectively retain Clinical and behavioural research project files, and Program development and analysis project files. At the time of transfer to semi-active storage, the head of the research team will identify significant files in consultation with the Ministry Records Officer and a BCIMS archivist. All project files not considered significant will be destroyed.

Ministry staff will box project files to be retained separately from project files to be destroyed.

NOTE: A copy of all program evaluation and research project final reports should be forwarded by project staff to the Ken Kaye Memorial Library, Forensic Psychiatric Services, when the project is completed.
This records schedule is approved in accordance with the Document Disposal Act (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the British Columbia Information Management Services. For assistance in implementing ORCS, contact your Records Officer.

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SA = Semi-active  FY = Fiscal Year  SR = Selective Retention by BCIMS
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SECTION 2

ADULT FORENSIC PSYCHIATRIC SERVICES

PRIMARY NUMBERS

81000-81999

Section 2 covers records relating to the provision of court-ordered and court-related inpatient and outpatient assessment and treatment services to adult mentally disordered persons who are in conflict with the law pursuant to the Forensic Psychiatry Act (RSBC 1996, c. 156), the Mental Health Act (RSBC 1996, c. 288, B.C. Reg 145/84), the Corrections Act (RSBC 1996, c. 74, s.16), and the Criminal Code of Canada (RSC 1985, c.C-46). This includes records relating to: the admission, legal status and disposition of patients; clinical assessment and treatment; rehabilitative therapy and support for individuals remanded by the courts for assessment of fitness to stand trial; assessment of mental status at the time of the offence; treatment for those people found unfit to stand trial; treatment for those found not criminally responsible by reason of a mental disorder (NCR-MD); and treatment for those who become mentally ill while in the custody of a provincial correctional facility.
OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

81000 - ADULT FORENSIC PSYCHIATRIC SERVICES - 81999

PRIMARY NUMBERS AND PRIMARY SUBJECTS

81000  ADULT FORENSIC PSYCHIATRIC SERVICES - GENERAL

81100  ADMISSION AND DISCHARGE

81200  ASSESSMENT AND TREATMENT - GENERAL

81210  - INPATIENTS

81220  - OUTPATIENTS

81300  CLINICAL CASE MANAGEMENT - GENERAL

81310  - CASE REVIEWS

81320  - OCCUPATIONAL THERAPY SERVICES

81330  - PATIENT PRIVILEGES AND RESTRICTIONS

81340  - PSYCHOLOGY SERVICES

81350  - SOCIAL SERVICES

81360  - THERAPEUTIC LEISURE SERVICES

81370  - VOCATIONAL SERVICES

81400  COMPLAINTS AND INVESTIGATIONS

81500  PATIENT TRACKING

81600  RISK MANAGEMENT
OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

FD

81000 ADULT FORENSIC PSYCHIATRIC SERVICES
   - GENERAL

Records not shown elsewhere in this section relating generally to the provision of forensic psychiatric services to mentally disordered adult offenders. This does not include records relating to specific patients. Includes correspondence and memoranda.

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 (Adult Forensic Psychiatric Services) will retain these records for:

-00 Policy and procedures
  - OPR CY 2y DE
  - non-OPR CY +2y

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

-00 Policy and procedures
  - OPR SO 5y FR
  - non-OPR SO nil DE

CY +2y = The combined active and semi-active retention period ensures that the operational requirements of the creating agency are met.

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

**FD**

**81000** *ADULT FORENSIC PSYCHIATRIC SERVICES - GENERAL* (Continued)

**FR =** BCIMS will fully retain for the government archives all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. These records have evidential value. Draft and duplicate materials which hold no evidential value may be purged and discarded.
OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

FD

81100 ADMISSION AND DISCHARGE

Records relating to processing patient information upon admission to and discharge from the Forensic Psychiatric Institute. Includes Medical Services Plan registrations, document tracking logs, chart deficiency lists, correspondence and memoranda.

For census reports, see primary 81500.
For daily admissions and transfer reports, see primary 81500.

Unless otherwise specified below, the ministry OPR (Health Information Services, Forensic Psychiatric Institute) will retain these records for: CY +2y 2y 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 - O PR SO 5y FR
- non-OPR SO nil DE
-01 General
-02 Chart deficiency lists SO +2y nil DE
-03 Document tracking logbooks SO nil DE

SO = when the log is closed and no further follow-up action is required

-04 Medical Services Plan registrations and discharges
OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A  SA  FD

81200  ASSESSMENT AND TREATMENT - GENERAL

Records relating generally to the assessment and treatment of mentally disordered adult offenders not shown elsewhere in this primary block. Includes correspondence, memoranda, reports and electronic database files.

For the Patient Information Management System (PIM), see also the Information System Overview section.

Unless otherwise specified below, the ministry OPR (Health Information Services, Forensic Psychiatric Institute) will retain these records for: CY+2y  2y  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
-00  Policy and procedures  - non-OPR  SO  nil  DE

-01  General

PIB -02 Patient Information Management (PIM) system

-02  Patient Information Management (PIM) system

- adult database (electronic data)

SO = upon conversion of data to another system

NOTE: For more information on the PIM system, see the Information System Overview section.

-03  PIM statistical output reports - adult

A = Active  CY = Calendar Year  DE = Destruction
SA = Semi-active  FY = Fiscal Year  SR = Selective Retention by BCIMS
FD = Final Disposition  NA = Not Applicable  FR = Full Retention by BCIMS
OPR = Office of Primary Responsibility  w = week  m = month  y = year
PIB = Personal Information Bank  VR = Vital Records  PUR = Public Use Records
BCIMS = B.C. Information Management Services  SO = Superseded or Obsolete
OPERATIONAL RECORDS CLASSIFICATION SYSTEM
This records schedule is approved in accordance with the Document Disposal Act (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the British Columbia Information Management Services. For assistance in implementing ORCS, contact your Records Officer.

A SA FD

81210 ASSESSMENT AND TREATMENT - INPATIENTS

Records relating to the inpatient admission, assessment, treatment and discharge of mentally disordered adult offenders pursuant to the Forensic Psychiatry Act (RSBC 1996, c.156), the Mental Health Act (RSBC 1996, c.288, B.C Reg 145/84), and the Criminal Code of Canada (RSC 1985, c. C-46). This includes: assessments of individuals remanded by the courts to determine fitness to stand trial and mental status at the time of the offence; treatment for people found unfit to stand trial and those found not criminally responsible by reason of mental disorder (NCR-MD); and treatment for those who become mentally ill while in the custody of a provincial correctional facility. Includes records relating to the nature of the offence, legal status of the patient and disposition, the patient's medical history, psychiatric and social workers' assessments, clinical treatment, rehabilitative therapy, patient clinical/legal case files, ward charts, correspondence and memoranda.

For copies of assessment and treatment records used as supporting documentation in case workers' files, see primaries 81300 to 81370.

Unless otherwise specified below, the ministry O PR (Health Information Services, Forensic Psychiatric Institute) will retain these records for: CY +2y 2y DE

Except where non-O PR retention periods are identified below, all other ministry offices will retain these records for: SO nil DE

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

81210  **ASSESSMENT AND TREATMENT - INPATIENTS**

(Continued)

-00 Policy and procedures
  - O PR
  - non-O PR

-01 General

PIB -20 Forensic Psychiatric Institute inpatient clinical/legal case files
  (arrange by patient number)

**SO** = when the patient is deceased or is discharged from the service and no further follow-up action is required

**15y** = The recidivism of mentally disordered offenders requires that treatment records have a semi-active retention period which is longer than the standard ten-year period prescribed by the *Hospital Act Regulations* (B.C. Reg. 329/85, s.14) for patient records maintained by hospitals. Files are required on-site for risk management and treatment purposes upon readmission.

(Continued on next page)
### OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

<table>
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<tr>
<th>A</th>
<th>SA</th>
<th>FD</th>
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</table>

81210  **ASSESSMENT AND TREATMENT - INPATIENTS**  
(Continued)

**FR** = BCIMS will fully retain all Forensic Psychiatric Institute inpatient clinical/legal case files for the government archives because of their significant evidential and research values. These records document a wide variety of mental disorders and treatments.

**PIB -30**  
Forensic Psychiatric Institute inpatient ward charts  
(allocate by patient number)

**SO** = when the patient is discharged from the hospital

**NA** = Ward charts are integrated into the 81210-20 inpatient clinical/legal case files upon discharge. Ward chart strippings (nurses notes, lab reports, medication orders, etc.) are periodically transferred to Health Information Services, FPI, because of their bulk.
OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A  SA  FD

81220  ASSESSMENT AND TREATMENT - OUTPATIENTS

Records relating to the outpatient admission, assessment, treatment and discharge of mentally disordered adult offenders pursuant to the Forensic Psychiatry Act (RSBC 1996, c. 156) and the Criminal Code of Canada (RSC 1985, c. C-46). This includes: court ordered pre-trial assessments for fitness to stand trial; pre-sentence psychiatric assessments; assessment and treatment of persons on bail, probation or in provincial correctional facilities; and supervision and treatment of those found not criminally responsible by reason of mental disorder (NCR-MD) released on conditional discharge by the B.C. Review Board. Includes records relating to the nature of the offence, legal status of the client, medical history, clinical assessments, treatment progress, patient/client files, correspondence and memoranda.

Unless otherwise specified below, the ministry OPR (individual community services clinics) will retain these records for:

CY +2y

A  SA  FD

2y  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

-02 Outpatient activity forms  6m

nil  DE

(Continued on next page)
### OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

<table>
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<tr>
<th>A</th>
<th>SA</th>
<th>FD</th>
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81220  
**ASSESSMENT AND TREATMENT - OUTPATIENTS**

(Continued)

<table>
<thead>
<tr>
<th>PIB</th>
<th>-20</th>
<th>Aadult forensic psychiatric community services</th>
<th>SO</th>
<th>14y</th>
<th>FR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>client files</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

SO = when the client ceases to attend treatment and no further follow-up action is required.

15y = The recidivism of mentally disordered offenders requires that treatment records have a semi-active retention period which is longer than the standard ten-year period prescribed by the *Hospital Act Regulations* (B.C. Reg. 329/85, s.14) regarding the retention of patient records maintained by hospitals.

FR = BCIMS will retain Adult forensic psychiatric community services client files because of their significant evidential and research value. These records document a wide variety of mental disorders and treatments.

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

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

A  SA  FD

81300  CLINICAL CASE MANAGEMENT - GENERAL

Records relating generally to the clinical case management of mentally disordered adult offenders not shown elsewhere in this primary block. Includes correspondence and memoranda.

Unless otherwise specified below, the ministry OPR (Forensic Psychiatric Institute) will retain these records for: CY +2y  2y  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
-02  Assignment sheets
-03  Translator services
This records schedule is approved in accordance with the Document Disposal Act (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the British Columbia Information Management Services. For assistance in implementing ORCS, contact your Records Officer.

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

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**81310 CLINICAL CASE MANAGEMENT - CASE REVIEWS**

Records relating to hearings concerning the fitness and/or disposition of Forensic Psychiatric Institute (FPI) patients held at the direction of the B.C. Review Board according to the *Criminal Code of Canada* (s.16 (1) and 672.38 (1)), and records relating to hearings conducted by Review Panels to discharge or detain involuntary patients certified under the *Mental Health Act* (RSBC 1996, c.288). Includes involuntary patient profiles, Review Board agenda, schedules, briefing notes, reports and exhibits, correspondence and memoranda.

For legal opinions, see *ARCS* primary 350.

Unless otherwise specified below, the ministry OPR (Case Management and Admitting, Forensic Psychiatric Institute) will retain these records for: CY+2y

2y 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

-01 General

-02 Involuntary patient profiles

-03 Review Board absolute discharge list

-04 Review Board active inpatient reports

-05 Review Board active outpatient reports

-06 Review Board agendas

-07 Review Board briefing notes

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

**A** SA FD

81310 CLINICAL CASE MANAGEMENT - CASE REVIEWS

(Continued)

PIB -20 Review case files (includes Review Board packages) SO +6y 9y FR

SO = when the patient receives an absolute discharge from the service

15y = This retention ensures that records are retained for the same period as FPI inpatient clinical/legal case files (secondary 81210-20). Review case files document the legal basis for treatment and are considered a part of the larger patient file.

FR = BCIMS will fully retain Review case files for the government archives because of their significant evidential and research values. These records document a wide variety of mental disorders and treatments.
OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

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

81320  CLINICAL CASE MANAGEMENT - OCCUPATIONAL THERAPY SERVICES

Records relating to the provision of occupational therapy services to Forensic Psychiatric Institute patients. This includes records relating to the assessment of patients' behaviour and ability, participation in occupational therapy programs, and preparation for entering other rehabilitation programs. Includes correspondence and memoranda.

For inpatient clinical/legal files, see primary 81210.

Unless otherwise specified below, the ministry O PR (O ccupational T herapy, Forensic Psychiatric Institute) will retain these records for: CY +2y  2y  DE

Except where non-O PR retention periods are identified below, all other ministry offices will retain these records for: SO  nil  DE

-00  Policy and procedures
- O PR
- non-O PR

-01  General

PIB  -20  O ccupational therapy patient files

SO =  when the patient is discharged from the service

NOTE: Secondary 81320-20 is for duplicate and supporting documents only. Original occupational therapy progress notes should be classified under secondary 81210-30.
OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A  SA  FD

81330  CLINICAL CASE MANAGEMENT - PATIENT PRIVILEGES AND RESTRICTIONS

Records relating to changes in Forensic Psychiatric Institute patients' liberties and the review of related security issues. Includes requests for increased patient privileges (HLTH 2127), notifications of change of liberties and/or breach of disposition orders (HLTH 2157), correspondence and memoranda.

For minutes of committee meetings, see ARCS primary 202.

Unless otherwise specified below, the ministry OPR (Security Committee, Forensic Psychiatric Institute) will retain these records for: CY +2y  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
     - non-OPR  SO  nil  DE
-01  General
-02  Patient privileges requests and reviews
-03  Notifications of change of liberties and/or breach of disposition orders (“onerous reports”)

A = Active  CY = Calendar Year  DE = Destruction
SA = Semi-active  FY = Fiscal Year  SR = Selective Retention by BCIMS
FD = Final Disposition  NA = Not Applicable  FR = Full Retention by BCIMS
OPR = Office of Primary Responsibility  w = week  m = month  y = year
PIB = Personal Information Bank  VR = Vital Records  PUR = Public Use Records
BCIMS = B.C. Information Management Services  SO = Superseded or Obsolete
81340  CLINICAL CASE MANAGEMENT - PSYCHOLOGY SERVICES

Records relating to psychological assessments, psychometric testing, and behavioural therapy for mentally disordered offenders. This also includes records relating to psychology research projects. Includes raw test data, interview notes, psychological assessment reports, correspondence and memoranda.

Unless otherwise specified below, the ministry OPR (Psychology Department, Forensic Psychiatric Institute) will retain these records for: CY +2y  2y 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

-01 General

PIB -20 Patient psychological assessments (includes raw test data and copies of final reports) SO +6y  9y FR

SO = when the patient is discharged from the service

(Continued on next page)
This records schedule is approved in accordance with the Document Disposal Act (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the British Columbia Information Management Services. For assistance in implementing ORCS, contact your Records Officer.

A  SA  FD

81340  CLINICAL CASE MANAGEMENT - PSYCHOLOGY SERVICES (Continued)

15y = This combined active and semi-active retention period of 15 years ensures records are retained for the same period as the inpatient clinical/legal case files in secondary 81210-20. Psychological assessment and treatment case files are considered a part of the larger patient file, but are maintained separately according to the bylaws of the College of Psychologists.

FR = BCIMS will fully retain psychological assessment and treatment case files because of their significant evidential and research value. These records document a wide variety of mental disorders and treatments.

PIB -30 Psychological treatment notes SO +6y 9y FR

SO = when the patient is discharged from the service

15y = This combined active and semi-active retention period of 15 years ensures records are retained for the same period as the inpatient clinical/legal case files in secondary 81210-20. Psychological assessment and treatment case files are considered a part of the larger patient file, but are maintained separately according to the bylaws of the College of Psychologists.

(Continued on next page)

A = Active  CY = Calendar Year  DE = Destruction
SA = Semi-active  FY = Fiscal Year  SR = Selective Retention by BCIMS
FD = Final Disposition  NA = Not Applicable  FR = Full Retention by BCIMS
OPR = Office of Primary Responsibility  w = week  m = month  y = year
PIB = Personal Information Bank  VR = Vital Records  PUR = Public Use Records
BCIMS = B.C. Information Management Services  SO = Superseded or Obsolete
OPERATIONAL RECORDS CLASSIFICATION SYSTEM
This records schedule is approved in accordance with the Document Disposal Act (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the British Columbia Information Management Services. For assistance in implementing ORCS, contact your Records Officer.

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

81340  CLINICAL CASE MANAGEMENT - PSYCHOLOGY SERVICES (Continued)

FR = BCIMS will fully retain psychological assessment and treatment case files because of their significant evidential and research value. These records document a wide variety of mental disorders and treatments.

-40 Psychology research projects SO +5y  5y  SR

SO = when the project final report is completed or the project is abandoned

10y = The combined active and semi-active retention period ensures that records are retained for an appropriate period for analysis and review.

SR = BCIMS will selectively retain psychology research project files because of their significant evidential and research values. At the time of transfer to semi-active storage, the psychologists will identify significant files in consultation with the Ministry Records Officer and a BCIMS archivist. All project files not considered significant will be destroyed.

Ministry staff will box project files to be retained separately from project files to be destroyed.

(Continued on next page)
OPERATIONAL RECORDS CLASSIFICATION SYSTEM
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A  SA  FD

81340  CLINICAL CASE MANAGEMENT - PSYCHOLOGY SERVICES (Continued)

NOTE: A copy of all Psychology research project final reports should be forwarded by the Psychologist to the Ken Kaye Memorial Library, Forensic Psychiatric Services, when the project is completed.
OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A  SA  FD

81350  CLINICAL CASE MANAGEMENT - SOCIAL SERVICES

Records relating to social workers' assessments of patients' fitness to stand trial and mental status at the time of the offence, treatment planning, discharge planning, community liaison, alcohol and drug counselling and pastoral services for Forensic Psychiatric Institute patients. Includes social worker assessments, reports, correspondence and memoranda.

For inpatient clinical/legal files, see primary 81210.

Unless otherwise specified below, the ministry OPR (Department of Social Work, Forensic Psychiatric Institute) will retain these records for:

- CY+2y  2y  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

-01  General

-02  Community programs and resources

SO = when information is superseded or obsolete

PIB  -20  Social worker case files

SO = when the patient is discharged from the service

(Continued on next page)
OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A  = Active
SA = Semi-active
FD = Final Disposition

81350  CLINICAL CASE MANAGEMENT - SOCIAL SERVICES (Continued)

NOTE: Secondary 81350-20 is for duplicate and supporting documents only. Original social histories and related records should be classified under secondary 81210-20.
OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

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

81360    CLINICAL CASE MANAGEMENT - THERAPEUTIC LEISURE SERVICES

Records relating to developing, planning, implementing and evaluating leisure programs to meet the needs and develop the social and leisure skills of Forensic Psychiatric Institute patients. Includes patient referrals to programs, leisure assessments, reports, correspondence and memoranda.

For inpatient clinical/legal files, see primary 81210.
For minutes of committee meetings, see ARCS primary 202.

Unless otherwise specified below, the ministry OPR (Therapeutic Leisure Services, Forensic Psychiatric Institute) will retain these records for:

- CY+2y  2y  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
-00  - non-OPR  SO  nil  DE
-01  General
-02  Therapeutic leisure services program referrals
-03  Patient leisure assessments
-04  Therapeutic leisure services program evaluations

PIB -20  Therapeutic leisure services case worker client files  SO +1y nil DE

(Continued on next page)
This records schedule is approved in accordance with the Document Disposal Act (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the British Columbia Information Management Services. For assistance in implementing ORCS, contact your Records Officer.

81360    CLINICAL CASE MANAGEMENT - THERAPEUTIC LEISURE SERVICES (Continued)

SO = when the patient is discharged from the service

NOTE: Secondary 81360-20 is for duplicate and supporting documents only.
Original leisure assessments and therapy progress notes should be classified under secondary 81210-30.
OPERATIONAL RECORDS CLASSIFICATION SYSTEM
This records schedule is approved in accordance with the Document Disposal Act (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the British Columbia Information Management Services. For assistance in implementing ORCS, contact your Records Officer.

A  SA  FD

81370  CLINICAL CASE MANAGEMENT - VOCATIONAL SERVICES

Records relating to patient participation in educational and skills development programs for which they receive a gratuity. Includes patient participation files, correspondence and memoranda.

For claims for payment, see ARCS primary 1055.
For inpatient clinical/legal files, see primary 81210.

Unless otherwise specified below, the ministry OPR (Vocational Services, Forensic Psychiatric Institute) will retain these records for: CY +2y  2y  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

-01  General

PIB  -20  Vocational services patient participation files  SO +1y  nil  DE

SO = when the patient is discharged from the service

NOTE: Secondary 81370-20 is for duplicate and supporting documents only. All progress notes should be classified under secondary 81210-30.
OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A  SA  FD

81400 COMPLAINTS AND INVESTIGATIONS

Records relating to investigations into complaints about patient care raised by patients, the Office of the Ombudsman or other concerned parties. Includes patient complaint forms, reports on investigations, correspondence and memoranda.

For minutes of committee meetings, see ARCS primary 202.

Unless otherwise specified below, the ministry OPR (Patients' Concerns Committee, Forensic Psychiatric Institute) will retain these records for:

- Policy and procedures - OPR CY+2y 5y DE
- Policy and procedures - non-OPR SO nil DE

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

-00 Policy and procedures CY+2y 5y FR
-01 General SO nil DE
-02 Patient complaints - summary reports

PIB -20 Patient complaints and investigations case files

CY +7y = This retention ensures that records are retained until expiration of the right to initiate a legal action specified under the *Limitation Act* (RSBC 1996, c.266). The extra year allows for the serving of notice on all parties.

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

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM
This records schedule is approved in accordance with the Document Disposal Act (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the British Columbia Information Management Services. For assistance in implementing ORCS, contact your Records Officer.

A SA FD

81500 PATIENT TRACKING

Records relating to tracking patient admissions, discharges, ward transfers, visit leaves, overnight leaves, and unauthorized absences, and to monitoring hospital bed utilization. Includes the master patient index, patient profile cards, 24 hour nursing reports, daily census summaries, separation and activation reports, daily admissions and transfer reports, and related correspondence and memoranda.

For committee minutes and agenda, see ARCS primary 202.

Unless otherwise specified below, the ministry OPR (Health Information Services, Forensic Psychiatric Institute) will retain these records for:

\[ CY +2y \quad 2y \quad DE \]

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

\[ CY +1y \quad nil \quad DE \]

00 Policy and procedures  - OPR  SO  5y  FR
- non-OPR  SO  nil  DE

-01 General

PIB -02 Master patient index  SO  nil  DE

SO = when the index is superseded or obsolete

DE = The information in this index is duplicated in the patient profile cards, which are fully retained in 81500-04, and in the Patient Information Management (PIM) system.

(Continued on next page)
This records schedule is approved in accordance with the Document Disposal Act (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the British Columbia Information Management Services. For assistance in implementing ORCS, contact your Records Officer.

81500 PATIENT TRACKING (Continued)

PIB -03 Patient profile cards - active patients (arrange alphabetically) SO NA NA

SO = when the patient's clinical/legal file is closed

NA = when the patient's file is closed and diagnostic codes have been added to the profile card, it is reclassified to secondary 81500-04 for their semi-active retention and disposition.

PIB -04 Patient profile cards - inactive patients (arrange numerically) SO +15y nil FR

SO = when the inpatient clinical/legal file is closed

15y = This retention ensures that records are retained for the same period as the inpatient clinical/legal case files.

FR = BCIMS will fully retain all patient profile cards for the government archives because of their significant research value. These cards index the patient case files, and contain diagnostic information invaluable to researchers seeking to identify files relating to particular mental disorders.

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

A  SA  FD

81500  **PATIENT TRACKING** (Continued)

**BCIMS** will interfile each new batch of cards into the existing patient profile card series, in numerical order. Thus the indexing function of these cards will be maintained.

-05  Nursing reports 24 hours (midnight to midnight  6m nil DE report)
-06  Daily summary census reports
-07  Separation and activation reports
-08  Daily admission and transfer reports

**OPR** = Bed Utilization Management Committee

-09  Duty to warn lists
-10  Unauthorized absences

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**A** = Active  **CY** = Calendar Year  **DE** = Destruction
**SA** = Semi-active  **FY** = Fiscal Year  **SR** = Selective Retention by **BCIMS**
**FD** = Final Disposition  **NA** = Not Applicable  **FR** = Full Retention by **BCIMS**
**OPR** = Office of Primary Responsibility  **w** = week  **m** = month  **y** = year
**PIB** = Personal Information Bank  **VR** = Vital Records  **PUR** = Public Use Records
**BCIMS** = B.C. Information Management Services  **SO** = Superseded or Obsolete
This records schedule is approved in accordance with the Document Disposal Act (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the British Columbia Information Management Services. For assistance in implementing ORCS, contact your Records Officer.

A  SA  FD

81600  RISK MANAGEMENT

Records relating to the identification, evaluation and reduction of preventable adverse occurrences that could lead to injury and/or loss of Forensic Psychiatric Institute resources. Includes risk management incident reports, investigative reports, correspondence and memoranda.

For occupational health and safety, see ARCS primary 1460.
For Workers' Compensation Board claims, see ARCS primary 1305.

Unless otherwise specified below, the ministry OPR (Risk Management Committee, Forensic Psychiatric Institute) will retain these records for:

CY +2y  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
     - non-OPR

-01  General

PIB  -20  Risk management incident reports

-30  Risk management investigations case files

(Continued on next page)
This records schedule is approved in accordance with the Document Disposal Act (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the British Columbia Information Management Services. For assistance in implementing ORCS, contact your Records Officer.

81600  RISK MANAGEMENT  (Continued)

CY +7y =  This combined active and semi-active retention period will ensure that records are retained until the expiration of the right to initiate a legal action specified under the Limitation Act (RSBC 1996, c. 266). The extra year allows for the serving of notice on all parties.
OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A  SA  FD

SECTION 3

YOUTH FORENSIC PSYCHIATRIC SERVICES

PRIMARY NUMBERS

82000-82999

Section 3 covers records relating to the provision of court-ordered and court-related assessment and treatment services to Conduct Disordered and Mentally Disordered youths in conflict with the law pursuant to the Forensic Psychiatry Act (RSBC 1996, c.156), Young Offenders (British Columbia) Act (RSBC 1996, c.494), and the Criminal Code of Canada (RSC 1985 c.C-46). This section also covers records relating to the assessment and treatment of youths with no criminal justice contact admitted for care under the Mental Health Act (RSBC 1996, c.288) and the clinical assessment of children and families who are before the Family Court where a child has been removed pursuant to the Child, Family and Community Service Act (RSBC 1996, c.46).
OPERATIONAL RECORDS CLASSIFICATION SYSTEM
This records schedule is approved in accordance with the Document Disposal Act (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the British Columbia Information Management Services. For assistance in implementing ORCS, contact your Records Officer.

A  SA  FD

82000 - YOUTH FORENSIC PSYCHIATRIC SERVICES - 82999

PRIMARY NUMBERS AND PRIMARY SUBJECTS

82000  YOUTH FORENSIC PSYCHIATRIC SERVICES - GENERAL

82100  ASSESSMENT AND TREATMENT - GENERAL
82110  - FAMILY COURT CENTRE
82120  - MAPLES ADOLESCENT CENTRE
82130  - YOUTH COURT SERVICES
        INPATIENTS
82140  - YOUTH COURT SERVICES
        OUTPATIENTS

82200  CLIENT TRACKING

82300  INCIDENTS AND COMPLAINTS
OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

82000 YOUTH FORENSIC PSYCHIATRIC SERVICES

- GENERAL

Records not shown elsewhere in this section relating generally to the provision of court-ordered or court-related assessment and treatment services to youths and families. Includes correspondence and memoranda.

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

Unless otherwise specified below, the ministry OPR (Youth Forensic Psychiatric Services) will retain these records for: CY+2y 2y 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

CY+4y = The combined active and semi-active retention period ensures that the operational requirements of the creating agency are met.

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

A  SA  FD

82000 **YOUTH FORENSIC PSYCHIATRIC SERVICES**  
- **GENERAL** (Continued)

FR = BCIMS will fully retain for the government archives all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. These records have evidential value. Draft and duplicate materials which hold no evidential value may be purged and discarded.
This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided *ORCS* has been implemented according to standards approved by the British Columbia Information Management Services. For assistance in implementing *ORCS*, contact your Records Officer.

**A** = Active  
**SA** = Semi-active  
**FD** = Final Disposition  
**DE** = Destruction  
**CY** = Calendar Year  
**FY** = Fiscal Year  
**NA** = Not Applicable  
**SR** = Selective Retention by BCIMS  
**FR** = Full Retention by BCIMS  
**OPR** = Office of Primary Responsibility  
**PIB** = Personal Information Bank  
**VR** = Vital Records  
**PUR** = Public Use Records  
**SO** = Superseded or Obsolete  

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**82100 ASSESSMENT AND TREATMENT - GENERAL**

Records relating generally to the referral, admission, clinical assessment and treatment of families and Conduct Disordered or Mentally Disordered youths not shown elsewhere in this section. Includes electronic database files, output reports, correspondence and memoranda.

For Patient Information Management System (PIM), see also the Information System Overview section.

Unless otherwise specified below, the ministry OPR (Youth Forensic Psychiatric Services) will retain these records for: CY +2y 2y 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  
-01 General  
-02 Patient Information Management (PIM) system  
  - youth databases (includes Maples)  
  (electronic database)

SO = upon conversion to another system

**NOTE:** For more information on the PIM system, see the Information System Overview.

-03 PIM statistical output reports - Maples Adolescent Centre  
-04 PIM statistical output reports - Youth Court Services
OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A  SA  FD

82110 ASSESSMENT AND TREATMENT - FAMILY COURT CENTRE

Records relating to the clinical assessment of children and families who are before the Family Court in cases where a child has been removed pursuant to the Child, Family and Community Service Act (RSBC 1996, c. 46). Includes client files, correspondence and memoranda.

Unless otherwise specified below, the ministry OPR (Family Court Centre) will retain these records for: CY +2y  2y  DE

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

-00 Policy and procedures - OPR
  - non-OPR

-01 General

PIB -20 Family Court Centre client files  SO +1y  25y  DE
(includes referrals, consent forms, psychometric test results, notes, assessment reports and related correspondence and memoranda)
(arrange by client number)

SO = when the assessment has been submitted to the court and no further follow-up action is required

(Continued on next page)

A = Active
SA = Semi-active
FD = Final Disposition
OPR = Office of Primary Responsibility
PIB = Personal Information Bank
BCIMS = B.C. Information Management Services

CY = Calendar Year
FY = Fiscal Year
NA = Not Applicable
VR = Vital Records
PUR = Public Use Records

DE = Destruction
SR = Selective Retention by BCIMS
FR = Full Retention by BCIMS
SO = Superseded or Obsolete

w = week
m = month
y = year

C:\WP\IN\FPS:97/07/29  Schedule 122349  ORCS/FPS  SECT 3 - 6
This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided *ORCS* has been implemented according to standards approved by the British Columbia Information Management Services. For assistance in implementing *ORCS*, contact your Records Officer.

## 82110 ASSESSMENT AND TREATMENT - FAMILY COURT CENTRE
(Continued)

- 26y = The combined active and semi-active retention period ensures that records are retained until the expiration of the right of minors, upon reaching the age of majority, to initiate a legal action in accordance with the *Limitation Act* (RSBC 1996, c.266).

- DE = The Family Court of the Ministry of the Attorney General maintains clinical assessments on Custody and access investigation report case files which BCIMS selectively retains for the government archives.
This records schedule is approved in accordance with the Document Disposal Act (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the British Columbia Information Management Services. For assistance in implementing ORCS, contact your Records Officer.

A  SA  FD

82120  ASSESSMENT AND TREATMENT - MAPLES ADOLESCENT CENTRE

Records relating to the referral, admission, assessment, treatment and discharge of Conduct Disordered or Mentally Disordered youths referred to the Maples Adolescent Centre. This includes treatment for young offenders found unfit to stand trial or not criminally responsible by reason of a mental disorder (NCR-MD) pursuant to the Forensic Psychiatry Act (RSBC 1996, c.156), as well as those with no criminal justice contact referred for care under the Mental Health Act (RSBC 1996, c.288). Includes referrals, clinical assessments, medical history, treatment progress, care plans, Review Panel findings, client files, correspondence and memoranda.

Unless otherwise specified below, the ministry OPR (Maples Adolescent Centre) will retain these records for: CY +2y  2y  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

-01  General

PIB  -20  M aples A dolescent Centre client files
     (arrange by client number)  SO +1y  49y  SR

(Continued on next page)
OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A  SA  FD

82120  ASSESSMENT AND TREATMENT - MAPLES

ADOLESCENT CENTRE (Continued)

SO = when the client has reached 19 years of age and no further follow-up action is required

50y = This retention period is required to provide documentation of the ministry's services provided to youths.

SR = BCIMS will selectively retain Maples Adolescent Centre client files for the government archives because of their significant evidential and research values.

BCIMS will retain every tenth box of records sent to off-site storage. This selection will reflect a variety of mental disorders and treatments over time.
This records schedule is approved in accordance with the Document Disposal Act (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the British Columbia Information Management Services. For assistance in implementing ORCS, contact your Records Officer.

A SA FD

82130 ASSESSMENT AND TREATMENT - YOUTH COURT SERVICES INPATIENTS

Records relating to the admission, assessment, treatment and discharge of Mentally Disordered young offenders admitted to the Youth Court Services Inpatient Assessment Unit pursuant to the Forensic Psychiatry Act (RSBC 1996, c.156), the Young Offenders (British Columbia) Act (RSBC 1996, c.494), and the Criminal Code of Canada (RSC 1985, c.C-46). This includes assessments with regard to: sentencing; raising a minor to adult court; reverse onus; fitness to stand trial; mental status at the time of the offence; appropriateness of diversion; a part of a sentence; or an immigration hold; treatment in specialized treatment programs; and crisis intervention. Includes records relating to the nature of the offence, legal status of the patient, clinical assessments, medical history, and treatment progress, as well as client files, correspondence and memoranda.

Unless otherwise specified below, the ministry OPR (Youth Court Services) will retain these records for: CY +2y 2y 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

(Continued on next page)
OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A  SA  FD

82130  ASSESSMENT AND TREATMENT - YOUTH COURT SERVICES INPATIENTS (Continued)

PIB  -20  Youth Court Services Inpatient Assessment Unit SO +1y  49y  FR
client files
(arrange by client number)

SO = when the client has reached 19 years of age and no further follow-up action is required

50y = This retention period is required to provide documentation of the ministry's services provided to youths.

FR = BCIMS will fully retain Youth Court Inpatient Assessment Unit client files for the government archives because of their significant evidential and research values. These records document a wide variety of mental disorders and treatments.
This records schedule is approved in accordance with the Document Disposal Act (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the British Columbia Information Management Services. For assistance in implementing ORCS, contact your Records Officer.

A  SA  FD

82140  ASSESSMENT AND TREATMENT - YOUTH COURT SERVICES OUTPATIENTS

Records relating to the referral, assessment, treatment and discharge of Mentally Disordered young offenders referred to the Youth Court Services outpatient program pursuant to the Forensic Psychiatry Act (RSBC 1996, c.156), Young Offenders (British Columbia) Act (RSBC 1996, c.494), and the Criminal Code of Canada (RSC 1985, c.C-46). This includes assessments with regard to: sentencing; raising a minor to adult court; reverse onus; fitness to stand trial; mental status at the time of the offence; appropriateness of diversion; or a part of a sentence or probation order; and treatment in specialized treatment programs. Includes records relating to the nature of the offence, legal status of the client, clinical assessments, medical history, treatment progress, as well as client files, correspondence and memoranda.

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

<table>
<thead>
<tr>
<th>CY</th>
<th>2y</th>
<th>DE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>SA</td>
<td>FD</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>SO</th>
<th>nil</th>
<th>DE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>SA</td>
<td>FD</td>
</tr>
</tbody>
</table>

-00  Policy and procedures - O PR

- non-OPR

<table>
<thead>
<tr>
<th>SO</th>
<th>5y</th>
<th>FR</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>SA</td>
<td>FD</td>
</tr>
</tbody>
</table>

-01  General

PIB -20  Youth Court Services outpatient client files (arrange by client number)

(Continued on next page)

A  =Active  CY  =Calendar Year  DE  =Destruction
SA  =Semi-active  FY  =Fiscal Year  SR  =Selective Retention by BCIMS
FD  =Final Disposition  NA  =Not Applicable  FR  =Full Retention by BCIMS
OPR  =Office of Primary Responsibility  w  =week  m  =month  y  =year
PIB  =Personal Information Bank  VR  =Vital Records  PUR  =Public Use Records
BCIMS  =B.C. Information Management Services  SO  =Superseded or Obsolete
This records schedule is approved in accordance with the Document Disposal Act (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the British Columbia Information Management Services. For assistance in implementing ORCS, contact your Records Officer.

A  SA  FD

82140 ASSESSMENT AND TREATMENT - YOUTH COURT SERVICES OUTPATIENTS (Continued)

SO = when the client has reached 19 years of age and no further follow-up action is required

50y = This retention period is required to provide documentation of the ministry’s services provided to youths.

FR = BCIMS will fully retain Youth Court Services outpatient client files for the government archives because of their significant evidential and research values. These records document a wide variety of mental disorders and treatments.
This records schedule is approved in accordance with the Document Disposal Act (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the British Columbia Information Management Services. For assistance in implementing ORCS, contact your Records Officer.

82200 CLIENT TRACKING

Records relating to tracking client admissions, discharges, transfers, leaves, and unauthorized absences, and to monitoring bed utilization. Includes the master patient index, daily census reports, referrals, Review Panel schedules, intake minutes, and related correspondence and memoranda.

Unless otherwise specified below, the ministry OPR (Client Information Services, Youth Forensic Psychiatric Services) will retain these records for: CY 2y 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
01 General
02 Admission and discharge lists
03 Daily census reports
04 Detention renewals
05 Intake minutes

PIB 06 Master patient index

SO = when the index is superseded or obsolete
DE = This information in the index is duplicated in the Patient Information Management System (PIM). When PIM is superseded, the data will be migrated to the replacement system.

(Continued on next page)
Operational Records Classification System

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

-07 Referrals

SO = when the client is admitted or the referral withdrawn
NA = Referrals are placed on the client chart upon admission or they are reclassified under secondary -08 for final disposition.

-08 Referrals - withdrawn
NA
2y DE

-09 Review Panel schedules

A = Active
SA = Semi-active
FD = Final Disposition
OPR = Office of Primary Responsibility
PIB = Personal Information Bank
BCIMS = B.C. Information Management Services
SO = Superseded or Obsolete

CY = Calendar Year
FY = Fiscal Year
SR = Selective Retention by BCIMS
FR = Full Retention by BCIMS
w = week
m = month
y = year
PUR = Public Use Records
This records schedule is approved in accordance with the Document Disposal Act (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the British Columbia Information Management Services. For assistance in implementing ORCS, contact your Records Officer.

A SA FD

82300 INCIDENTS AND COMPLAINTS

Records relating to reporting incidents of concern involving clients of the Maples Adolescent Centre, and records relating to complaints raised about patient care at the Maples and the Youth Court Inpatient Assessment Unit. Includes communication logs, incident report forms, complaints, reports on investigations, correspondence and memoranda.

Unless otherwise specified below, the ministry OPR (Youth Forensic Psychiatric Services) will retain these records for: CY +2y 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

-00 Policy and procedures - non-OPR SO nil DE

-01 General

-02 Communication logs (behaviour logs)

-03 Complaints and investigations

-04 Incident reports and investigations

CY +7y = This combined active and semi-active retention period ensures that records are retained until the expiration of the right to initiate a legal action specified under the Limitation Act (RSBC 1996, c.266). The extra year allows for the serving of notice on all parties.
OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

INFORMATION SYSTEM OVERVIEW

PIM      PATIENT INFORMATION MANAGEMENT SYSTEM
INFORMATION SYSTEM OVERVIEW

MINISTRY:

Ministry of Health and Ministry Responsible for Seniors

DIVISION, BRANCH, SECTION OR OFFICE:

Forensic Psychiatric Services

SYSTEM TITLE:

Patient Information Management System (PIM)

PURPOSE:

The purpose of the Patient Information Management System is to assist Forensic Psychiatric Services staff in tracking patients and clients through their admission, assessment, treatment and discharge, and to maintain a database of all patients for statistical and research purposes.

INFORMATION CONTENT:

PIM consists of three databases: the Adult Forensic Psychiatric Services database, Youth Court Services database and the Maples Adolescent Centre database (which includes Family Court Centre clients). Information maintained includes: patient/client demographic information, patient/client number, physical description, medical history, financial and employment information, social insurance number, personal health number, next of kin/parent or guardian contact information, referral and admission information, attending psychiatrist, psychologist, social worker, nurse and/or case management coordinator, patient movement (absences, leaves, transfers, discharges), ward counts, court information, information relating to the nature of the offence and previous convictions, Review Board hearing date, Review Panel hearing date, psychological tests, program placements, diagnoses, behavioural and medical alerts, discharge and follow-up information.

RETENTION AND DISPOSITION SUMMARY:

Data in the Patient Information Management System is retained until superseded or obsolete, then destroyed.
This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the British Columbia Information Management Services. For assistance in implementing ORCS, contact your Records Officer.

Manuals (programmers’ reference and users’ guides) are retained until the database is superseded or obsolete, and then destroyed.

Nightly backups are stored on tape and cycled weekly. Weekly backups are performed on Wednesday and are cycled monthly. Monthly backups are retained for 13 months. All backups are stored on tape in off-site storage.

For computer backup tape, see schedule 112910.

For transitory electronic data processing (EDP) records, see schedule number 102902.

**INPUTS/PROCESSES/OUTPUTS:**

**INPUTS**

Inputs for the adult database consist of: census reports, outpatient activity forms, disposition data sheets, and data from records maintained on the patient file such as legal orders, admission/assessment data sheets, discharge treatment notes, medical summary sheets, etc. Disposition data sheets are destroyed after data entry has been verified. Nursing reports 24 hours and outpatient activity forms are maintained for 6 months after data entry. Inputs are classified in the *Forensic Psychiatric Services ORCS*, Section 2 as follows:

- 81210-20 Forensic Psychiatric Institute inpatient clinical/legal case files
- 81220-02 Outpatient activity forms
- 81500-05 Nursing reports 24 hours

Inputs for the youth databases consist of: daily census reports, data from referral sheets, intake summaries, and other information maintained on the client file. Inputs are classified in Section 3 as follows:

- 82110-20 Family Court Centre client files
- 82120-20 Maples Adolescent Centre client files
- 82130-20 Youth Court Services Inpatient Assessment Unit client files
- 82140-20 Youth Court Services Outpatient client files
- 82200-03 Daily census reports
- 82200-07 Referrals

**PROCESSES**

PIM allows staff to enter and edit admission and assessment data, track documents for charting purposes, maintain a central patient index which can be searched on a number of data elements, maintain the census, and print regular and *ad hoc* statistical reports.

Patients of Adult Forensic Psychiatric Services and Youth Court Services are admitted...
This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the British Columbia Information Management Services. For assistance in implementing ORCS, contact your Records Officer.

under legal order. Clients of the Maples Adolescent Centre and Family Court Centre are admitted by referral from mental health centres, the Ministry for Children and Families, or legal counsel. Orders and referrals are forwarded to the appropriate program, and when the patient/client is admitted, a chart is opened (or re-opened) and information is entered onto the PIM system. Outpatient activity forms, intake summaries, assessment reports, results of examinations, treatment plans, detention renewals, diagnostic codes, etc. are entered onto the system by medical records staff and support staff.

Midnight to midnight reports documenting patient movement such as admissions, transfers, leaves and discharges are completed on each unit each night and are used to compile the daily census, which is also entered onto the system.

**OUTPUTS**

Outputs consist of some 40 predefined and other user-defined reports generated on a weekly, bi-weekly, monthly and *ad hoc* basis. These are classified as follows:

Section 2, *Adult Forensic Psychiatric Services*, primary 81200:

81200-03 PIM statistical output reports - adult

Section 3, *Youth Forensic Psychiatric Services*, primary 82100:

82100-03 PIM statistical output reports - Maples Adolescent Centre
82100-04 PIM statistical output reports - Youth Court Services

**SOFTWARE ENVIRONMENT:**

PIM was written in Business BASIC and runs in a UNIX environment.

**HARDWARE ENVIRONMENT:**

The PIM system runs on a Data General AViiON 4625 located at the Forensic Psychiatric Services Headquarters in Burnaby.

**SYSTEM MILESTONES:**

1969 Maples Adolescent Centre established
1975 Forensic Psychiatric Services established
1989 Family Court Centre established
1989 PIM developed, based on software developed by the Ontario Ministry of Health
1990 PIM implemented, pre-1990 patient data is entered for Forensic Psychiatric Institute patients, and basic admission and discharge data is entered for pre-1990 outpatients and clients of Youth Services
OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

USER CONTACTS:

Supervisor, Health Information Services, Forensic Psychiatric Institute, (604) 524-7730.
Supervisor, Client Information, Youth Forensic Psychiatric Services, (604) 660-5810.
Clinical Data Coordinator, Administration and Planning Division, Forensic Psychiatric Services, (604) 660-0668

TECHNICAL CONTACTS:

Systems Analyst, Administration and Planning Division, Forensic Psychiatric Services, (604) 660-5774.

DOCUMENTATION/MANUALS CROSS REFERENCES:

*Youth Court Services Patient Information Management (PIM) Report Manual*, July 1995
Technical reference manuals

OPERATIONAL RECORDS CLASSIFICATION:

*Forensic Psychiatric Services ORCS*, Section 2, primary 81200:

81200-02 Patient Information Management System - adult database

*Forensic Psychiatric Services ORCS*, Section 3, primary 82100:

82100-02 Patient Information Management System - youth databases

CLASSIFICATION SYSTEM CROSS REFERENCES (OTHER RELATED RECORDS):

*Forensic Psychiatric Services ORCS*, Section 2, primaries 81200-81500:

81200 Assessment and Treatment - General
81210 Assessment and Treatment - Inpatients
81220 Assessment and Treatment - Outpatients
81500 Patient Tracking

*Forensic Psychiatric Services ORCS*, Section 3, primaries 82100-82200:

82100 Assessment and Treatment - General
This records schedule is approved in accordance with the Document Disposal Act (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the British Columbia Information Management Services. For assistance in implementing ORCS, contact your Records Officer.

82110 Assessment and Treatment - Family Court Centre  
82120 Assessment and Treatment - Maples Adolescent Centre  
82130 Assessment and Treatment - Youth Court Services Inpatients  
82140 Assessment and Treatment - Youth Court Services Outpatients  
82200 Client Tracking
This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided *ORCS* has been implemented according to standards approved by the British Columbia Information Management Services. For assistance in implementing *ORCS*, contact your Records Officer.

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**INFORMATION SYSTEM OVERVIEW**

**MINISTRY:**

Ministry of Health and Ministry Responsible for Seniors  

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

Youth Forensic Psychiatric Services  

**SYSTEM TITLE:**

Patient Information Management System (PIM - Youth)  

**PURPOSE:**

The purpose of the Patient Management Information System is to assist Youth Forensic Psychiatric Services staff in tracking clients through their admission, assessment, treatment and discharge, and to maintain a database of all patients for research purposes.

**INFORMATION CONTENT:**

PIM maintains information necessary to track Youth Forensic Psychiatric Services clients from their admission through treatment and discharge at the Maples Adolescent Treatment Centre, Youth Court Services Inpatient Assessment Unit and outpatient offices, and the Family Court Centre. This information includes: client name, aliases, client number, admission date, ward, legal status, sex, date of birth, age on admission, birthplace, citizenship, ethnic group, education level, home address, phone number, parent/guardian address and phone number, emergency contact number, distinguishing marks, handicaps, height, weight, hair/eye colour, personal health number, mode of admission, attending psychiatrist, psychologist, nurse and social worker, ward counts, referral source, referral date, region, court location and presiding judge, previous convictions, offense type, date of offence, court date, psychological tests, program placements, diagnoses, behavioural and medical alerts, discharge time and date, discharge medications, follow-up address, name of family physician.

**RETENTION AND DISPOSITION SUMMARY:**
This records schedule is approved in accordance with the Document Disposal Act (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the British Columbia Information Management Services. For assistance in implementing ORCS, contact your Records Officer.

The Patient Information Management System is retained until superseded or obsolete, then destroyed.

Manuals (specifications manual and users' guides) are retained until the database is superseded or obsolete, and then destroyed.

Daily, weekly, and monthly backups are stored on tape and maintained on-site.

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

INPUTS/PROCESSES/OUTPUTS:

INPUTS

Inputs consist of data from Referral sheets, Intake summaries, Daily summary census reports, and other information maintained on the client file. Inputs are classified in the Forensic Psychiatric Services ORCS, Section 3 as follows:

00000-20 Assessment and Treatment - Family Court Centre client files
00000-20 Assessment and Treatment - Maples Adolescent Treatment Centre client files
00000-20 Assessment and Treatment - Youth Court Services Inpatient Assessment Unit client files
00000-20 Assessment and Treatment - Youth Court Services Outpatient client files
00000-03 Client tracking - Daily census reports

PROCESSES

PIM allows staff to enter and edit admission and assessment data, maintain a central patient index which can be searched on a number of data elements, maintain the census, and print regular and ad hoc statistical reports.

Clients of Youth Forensic Psychiatric Services are admitted into programs by a legal order, or by referral from counsel, the Ministry of Social Work, or Mental Health Services staff. Referrals are forwarded to the appropriate programs, and when the client is admitted, a chart is opened and the information entered onto the system. Data from admission, assessment reports, results of examinations, treatment plans, and discharge summaries are entered onto the system by clerical staff.

Clients are also referred to psychologists around the province who provide contracted services to Youth Court Services. When they see a client, they fill in an intake summary form which is forwarded to YCS for input into PIM. The form is maintained on the client's chart.

The 24 hour daily census documenting patient movement such as admissions, leaves and
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Discharges are completed each night and are forwarded by the treatment units to Client Information Services to compile the summary census, which is maintained on the system.

**OUTPUTS**

Outputs consist of some 40 regular and other user-specified reports generated on an ad hoc basis. These are classified in *Forensic Psychiatric Services ORCS*, Section 3, primary 00000:

00000-03 Assessment and Treatment - General - PIM statistical output reports

**SOFTWARE ENVIRONMENT:**

The PIM system was written...

**HARDWARE ENVIRONMENT:**

The PIM system runs on a Data General AViiON mini-computer located at the Forensic Psychiatric Services Headquarters in Burnaby.

**SYSTEM MILESTONES:**

1969 Maples Adolescent Treatment Centre established
1975 Forensic Psychiatric Services is established
1989 Family Court Centre established
1989 PIM developed, based on Maxon software developed by the Ontario Ministry of Health
1990 PIM implemented, basic admission and discharge data is entered for pre-1990 clients

**USER CONTACTS:**

Supervisor, Client Information Services, Youth Forensic Psychiatric Services, 660-5810
Clinical Data Coordinator, Administration and Planning Division, Forensic Psychiatric Services, 660-0668

**TECHNICAL CONTACTS:**

Systems Analyst, Administration and Planning Division, Forensic Psychiatric Services, 660-5774.

**DOCUMENTATION/MANUALS CROSS REFERENCES:**

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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OPERATIONAL RECORDS CLASSIFICATION:

Foreground Psychiatric Services ORCS, Section 3, primary 00000 Assessment and Treatment - General:

00000-02 Patient Information Management System

CLASSIFICATION SYSTEM CROSS REFERENCES (OTHER RELATED RECORDS):

Foreground Psychiatric Services ORCS, Section 3, primaries 00000-00000:

00000 Assessment and Treatment - Family Court Centre
00000 Assessment and Treatment - Maples Adolescent Treatment Centre
00000 Assessment and Treatment - Youth Court Services Inpatients
00000 Assessment and Treatment - Youth Court Services Outpatients
00000 Client Tracking
SUBJECT HEADINGS

Forensic Psychiatric Services

Operational Records Classification System (ORCS)

INDEX

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

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

This index contains an alphabetical listing of:

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

Cross references:

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

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

-A-

ADMISSIONS
  - Forensic Psychiatric Institute 81100
  - Youth Forensic Psychiatric programs 82200

ADULT FORENSIC PSYCHIATRIC SERVICES 81000 - 81600

ASSESSMENT AND TREATMENT (See CLIENT FILES, CLINICAL/LEGAL FILES)

ASSIGNMENT SHEETS 81300

-B-

BED UTILIZATION 81500
  (See also CENSUS)

BEHAVIOUR LOGS (See COMMUNICATION LOGS)

-C-

CASE MANAGEMENT 81310-81370

CENSUS
  - Forensic Psychiatric Institute 81500
  - Youth Forensic Psychiatric programs 82200

CHARTS (See CLIENT RECORDS, CLINICAL LEGAL RECORDS)

CHART DEFICIENCIES 81100

CLIENT RECORDS
  - Adult Forensic Community Services clients 81220
  - Family Court Centre clients 82110
  - Maples Adolescent Centre clients 82120
  - Youth Court Inpatient Assessment Unit clients 82130
  - Youth Court outpatient clients 82140

CLINICAL/LEGAL RECORDS 81210
  (See also WARD CHARTS, STRIPPINGS)

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- Maples Adolescent Centre 82300
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- Maples Adolescent Centre 82200
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  - adult database 81200
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