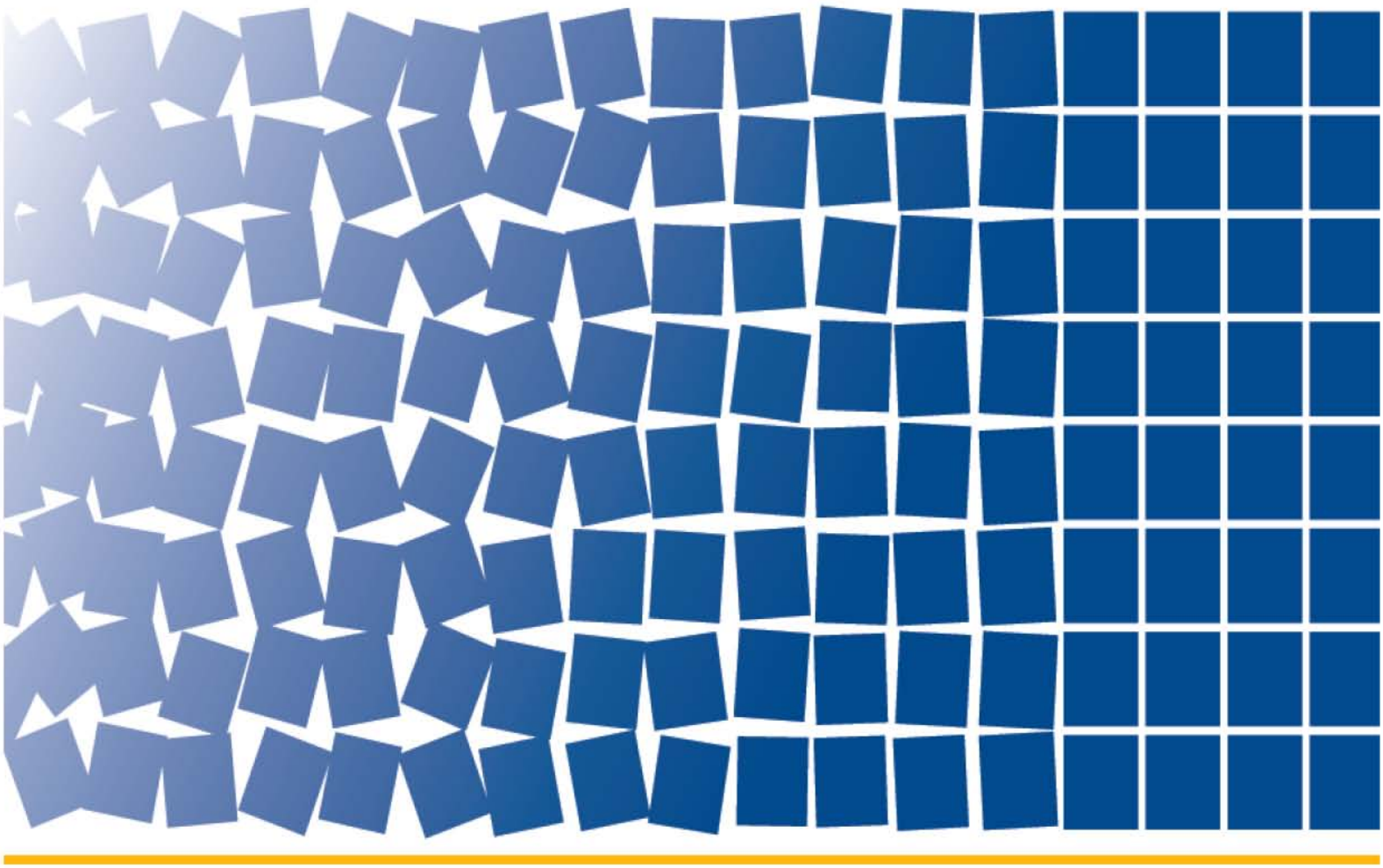
GAMING
OPERATIONAL RECORDS
CLASSIFICATION SYSTEM



BRITISH COLUMBIA

GOVERNMENT RECORDS SERVICE

GAMING

OPERATIONAL

RECORDS

CLASSIFICATION

SYSTEM

BRITISH COLUMBIA
The Best Place on Earth

Ministry of
Labour and
Citizens' Services

**Corporate Information
Management Branch**

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Schedule No. 179964

RECORDS RETENTION AND DISPOSITION AUTHORITY

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

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

Title: *Gaming Operational Records Classification System*

Ministry of Public Safety & Solicitor General
Gaming Policy and Enforcement Branch

Description and Purpose:

The *Gaming Operational Records Classification System* (*ORCS*) covers all operational records created, received, and maintained by the Gaming Policy and Enforcement Branch.

These records document the regulation of the gaming industry in BC including: developing and managing gaming policy, legislation and standards; licensing and auditing commercial and charitable gaming events, horse racing and the BC Lottery Corporation; certifying gaming equipment; registering service providers, suppliers and workers; investigating allegations of wrongdoing in the gaming sector; managing the distribution of gaming proceeds and grants; and administering the Responsible Gambling Program.

This *ORCS* supersedes schedule 116437, *Gaming ORCS.*

For further descriptive information about these records, please refer to the attached executive summary.

Date range: January 1959 ongoing	**Physical format of records: see attached schedule**
Annual accumulation: cubic meters	

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

THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:

Records Officer — Date: 06-07-18

Executive Director/ADM — Date: 06/08/01

Deputy Minister/Corporate Executive — Date: 06/08/11

THE PUBLIC DOCUMENTS COMMITTEE CONCURS:

Chair, PDC — Date: 4 Dec 2006

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

Date: April 4 2007

APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY:

Date: Nov 22 2007

OTHER STATUTORY APPROVALS:

Signature — Date — Signature — Date
Title: Title:

Schedule No. 179964

CONTACT: Terrence McKenny, Ministry Records Officer, 250 356-6528

RECORDS MANAGEMENT APPRAISAL:

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

These records are created and received under the authority of the *Gaming Control Act* (SBC 2002, c.14), the *Gaming Control Regulation* (BC Reg. 208/2002), the *Police Act* (RSBC 1996, c.367), the *Criminal Code of Canada* (SC 1985, C-46, s.207) and subsequent legislation governing the operational responsibilities and functions of the creating agency.

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

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

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

Records Analyst — 2006-06-20 Date

ARCHIVAL APPRAISAL:

This appraisal documents the recommendation for final disposition.

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

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

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

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

Archivist — 2006-06-20 Date

The undersigned endorses the appraisal recommendations:

Director, Corporate Records Management Branch — 2006-06-20 Date

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 Corporate Information Management Branch. For assistance in implementing ORCS, contact your Records Officer.

A SA FD

GAMING

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

EXECUTIVE SUMMARY

This *Operational Records Classification System (ORCS)* establishes a classification system and retention and disposition schedule for the operational records created by the Gaming Policy and Enforcement Branch (GPEB), under the *Gaming Control Act (SBC 2002, c.14)*, the *Gaming Control Regulation (BC Reg. 208/2002),* the *Police Act (RSBC 1996, c. 367),* the *Criminal Code of Canada* (SC 1985, C-46, s. 207) and under the authority and direction of the Minister of Public Safety and Solicitor General.

These records document the regulation of all aspects of the gaming industry in BC, which includes the horse racing industry, gaming service providers and workers, gaming event licensees and the BC Lottery Corporation (BCLC). These records cover the issuance, renewal, transfer, audit, inspection, and cancellation of licences for gaming establishments, gaming service providers and gaming workers. These records also cover the administration of the Responsible Gambling Program that is in place to promote responsible gambling practices.

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

This *ORCS* covers records created and received since January 1959. Prior to this time, the functions covered by this *ORCS* were not carried out by the BC Government. In September 2001, gaming organizations merged and formed the Gaming Policy and Enforcement Branch. The former four gaming organizations include:

- BC Gaming Commission
- BC Racing Commission
- Gaming Policy Secretariat
- Gaming Audit and Investigation Office

(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 Corporate Information Management Branch. For assistance in implementing ORCS, contact your Records Officer.

		A	SA	FD

This *ORCS* supersedes schedule 116437 Gaming *ORCS*. The Office of Primary Responsibility (OPR) is Gaming Policy and Enforcement Branch, Victoria, and in some cases a more specific office is identified.

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

1)	Policy and Procedures (secondary -00 throughout *ORCS*) Throughout this *ORCS*, the government archives will fully retain policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. These records have evidential value.	SO	5y	FR
2)	Approved gaming policy (secondary 65010-02) The government archives will fully retain the approved policy files because these records have evidential value. They document the policies, procedures, standards and guidelines for the gaming sector.	SO	5y	FR
3)	Board of Commissioner meetings (secondary 65000-05) The government archives will fully retain all Board of Commissioner meeting files because of their residual historical and informational values and because, in the absence of provincial gaming legislation, they document the legislative and regulatory history of public gaming in BC. The Board was dissolved in September 2001.	CY+2y	7y	FR

(continued on next page)

4)	Gaming annual reports, Gaming revenue reports and	CY+2y	nil	FR

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

		A	SA	FD
	Gambling reports and studies (secondaries 65000-03, 65000-08, 65020-07) These records document the Branch mandate, accomplishments, gambling issues and gaming revenue for each year. The government archives will fully retain one copy of each annual report from the Gaming Policy and Enforcement Branch because they document the Branch mandate and summarize the major accomplishments and activities for each year. The government archives will fully retain revenue reports because they document the amount of gaming revenue distributed, through the grants and event licenses, to the host local governments and to the horse racing industry. The government archives will fully retain the gambling reports and studies because they document significant issues pertaining to gambling in British Columbia, (e.g., impact assessment and prevalence studies).			
5)	Approved bingo hall case files and approved casino case files (secondary 65150-20) (secondary 65150-25) Approved bingo hall case files and approved casino case files document the review of requests for opening facilities.	 SO SO	 7y 7y	 DE DE
6)	Horse Racing - Compliance and Enforcement (secondary 65210-20) Horse Racing - Compliance and Enforcement case files document interviews, inspections and investigations at race tracks. Compliance and enforcement case files may be destroyed because adequate information about the Branch's compliance and enforcement function is found in legislation, annual reports and policies and procedures which are fully retained by the government archives.	SO+2y	5y	DE

(continued on next page)

7)	Race track operations case files	SO	7y	DE

		A	SA	FD
	(secondary 65230-20) Race track operation case files contain information regarding the supervision of race track operations and consist of correspondence between the Racing Division and the race track operators. Race track operations case files may be destroyed because they do not have sufficient value to warrant retention and the operation of race tracks is well documented in policy manuals, executive briefing notes and annual reports.			
8)	Host Local Government agreement case files (secondary 65320-20) Host Local Government agreements document the implementation of the financial memorandum agreement between the Province and BC municipalities and contain financial statements from the host community and the money transfers from the Province. Host local government agreement case files may be destroyed because the allocation of funds to local governments is summarized and fully retained under secondary 65000-08.	SO	7y	DE
9)	Investigation case files (secondary 66300-20) Investigation case files document investigations into illegal gaming activities, conflict of interest complaints or potential wrongdoing associated with licensees.	SO+2y	5y	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 Corporate Information Management Branch. For assistance in implementing ORCS, contact your Records Officer.

		A	SA	FD
10)	Revenue allocations case files, and web site applications for B Class gaming event licence case files			
	(secondary 67120-20)	FY+2y	5y	DE
	(secondary 67120-35)	FY+2y	5y	DE

Revenue allocations case files and web site applications for B Class gaming event licence case files document the allocation of gaming revenue to charitable organizations.

The eight year semi-active period satisfies fiscal and audit requirements and provides sufficient time for program area staff to refer to previous licence recommendations when considering eligibility for new licences.

Revenue allocation case files and web site applications for B Class gaming event licence case files may be destroyed because the allocation of financial funds is documented and fully retained in the revenue reports classified under secondary 65000-08. These records document a routine application process.

11)	Review Hearings	SO+1y	6y	DE
	(secondary 67300-20)			

Review hearings document licence suspensions or revocation reviews, branch actions or decisions concerning registration matters or horse racing penalties.

Review hearing case files may be destroyed because they document the review of routine decisions by the Branch.

12)	Electronic Records			DE
	(secondaries 65000-20, 65000-30, 65020-20 and 67120-30)			

The following electronic databases are covered by this *ORCS*:

Film, Investigators and Gaming Audit Regulatory (FIGARO) System
Gaming Policy and Enforcement Web site
Responsible Gaming Information (REGIS) System
Charitable Administration to Gaming Equity (CAGE) System

(continued on next page)

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

	A	SA	FD

The Information System Overview section provides information about the electronic system, inputs and outputs and routine back-ups. Notes under the relevant *ORCS* secondaries provide information about the classification and scheduling of the records. These records have no enduring value to government at the end of their scheduled retention periods.

13) All Other Records — DE

All other records are destroyed at the end of their semi-active retention periods. The retention of these records varies depending on the nature of the records and the function performed, but does not exceed eight years after they are superseded or obsolete. The information these records contain is summarized elsewhere, or reflects policies and procedures adequately documented in records covered by the -00 Policy and procedures secondaries.

Significant issues are documented in records which will be retained under the provisions of this *ORCS,* as well as in briefing notes to the Ministry executive (*ARCS* secondary 280-03) and Gaming Policy and Enforcement Branch annual reports (*ORCS* secondary 65000-03). These records have no enduring value to government at the end of their scheduled retention periods.

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 Corporate Information Management Branch. For assistance in implementing ORCS, contact your Records Officer.

GAMING

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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	GPEW	GAMING POLICY AND ENFORCEMENT WEB SITE

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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 Corporate Information Management Branch. For assistance in implementing ORCS, contact your Records Officer.

HOW TO USE *ORCS*

For further information, call your Records Officer,
TERRENCE MCKENNY (250) 356-6528

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 Corporate Information Management Branch. For assistance in implementing ORCS, contact your Records Officer.

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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 Corporate Information Management Branch. For assistance in implementing ORCS, contact your Records Officer.

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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 Corporate Information Management Branch. For assistance in implementing ORCS, contact your Records Officer.

PART 1

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

1.1 General Introduction

The purpose of this chapter of the *ORCS* Manual is to explain the nature, purpose, and usage of the *ORCS*. This chapter is a training tool which should be read by anybody attempting to classify, file, retrieve, or dispose of records covered by the *ORCS*. It is also a reference tool which can help users understand how to implement the *ORCS* and interpret specific parts of it.

This chapter is organized into three parts. Part One gives an overview of *ORCS* in general and an introduction to this *ORCS* in particular. Part Two explains how to read a primary, the basic building block of the *ORCS*. Part Three gives detailed background information on the records management system used by the BC Government, and procedures for using the *ORCS* as part of this system.

1.2 What is an *ORCS*?

ORCS is a combined records classification and scheduling system that facilitates the efficient and systematic organization, retrieval, storage, and destruction or permanent retention of the government's operational records.

A standard classification system such as *ORCS* is the cornerstone of an effective records management program. Each *ORCS* is tailored to fit the specific operational records relating to a function or program of government.

ORCS is also a records scheduling system. A records schedule is a timetable that governs the life span of a record from creation, through active use within an office and retention in off-site storage, to destruction or transfer to the government archives.

The records schedules incorporated into *ORCS* ensure that all operational records are retained for sufficient periods of time to meet the legal, operational, audit, fiscal or other requirements of government. A records schedule identifies those records that have enduring values and provides for their transfer to the government archives. Records schedules also provide for the timely destruction of routine operational records when they are no longer required to support the government's operational functions.

An integral part of the *ORCS* is the Information System Overview (ISO) Section, which ensures that electronic records are properly identified and scheduled. For further explanation of the ISO, see 3.11.

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 Corporate Information Management Branch. For assistance in implementing ORCS, contact your Records Officer.

What are Operational Records?

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

Operational records are created in a variety of media, including: textual records, photographs, sound recordings, motion picture films, video recordings, audio-visual materials, paintings, prints, maps, plans, blueprints, architectural drawings, and other sound, film, video, photographic, and cartographic materials. Records exist in a number of different physical formats, such as paper, microfilm, and electronic records.

Records documenting administrative functions that are common to all government offices are classified in the government-wide *Administrative Records Classification System* (*ARCS*). Administrative records document and support functions such as the management of finances, personnel, facilities, property, or information systems. They also document common management processes, including committees, agreements, contract management, public information services, information and privacy, records management, postal services, legal opinions and other similar functions. Although these records are considered administrative, they may have considerable operational importance. For example, a committee may make decisions which affect ministry or agency policy. The *ARCS* manual is available in hardcopy from your Records Officer, or online at http://www.bcarchives.gov.bc.ca/ARCS/index.htm

Some categories of records or data have special retention and disposition requirements and are handled by special records schedules. These schedules are standardized for all ministries and agencies, and cover both administrative and operational records. They can be used effectively to dispose of records not covered by *ARCS* and *ORCS*.

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

Schedule No.	Schedule Title
112907	Commission of Inquiry Records
112910	Computer System Electronic Backup Records
102903	Electronic Mail
102906	Executive Records
102908	Record Copies of Published Maps
102905	Special Media Records (photographs, motion pictures etc.)
102902	Transitory Electronic Records
102901	Transitory Records
112913	Unsolicited Records
112914	Voice Mail Records
102904	Word Processing Records
112916	Year 2000 (Y2K) Project Documentation and Test Data Records

See the special schedules section of the *ARCS* manual for a description of these records and the records retention and disposition schedules covering them. For further guidance on applying these schedules, contact your Records Officer.

The Purpose of *ORCS*

ORCS facilitates the efficient management of operational information by:

- providing a tool for executive control of recorded information;
- ensuring that needed information can be accessed quickly and accurately;
- ensuring that records are available to protect the fiscal, legal, operational, audit and other liabilities of government for required periods of time;
- providing for the timely destruction of routine operational records that are no longer required and ensuring that records of enduring value are retained by the government archives;
- providing a framework for the audit and review of operational functions;
- providing a legal basis on which the integrity, authenticity, and completeness of operational records may be established; and
- ensuring that electronic records are appropriately documented and scheduled, in relevant primaries and/or in the Information System Overview (ISO).

Responsibility for *ORCS*

The Corporate Information Management Branch (CIMB) is responsible for establishing standards for the development of *ORCS* for the operational records of public bodies covered by the *Document Disposal Act* (RSBC 1996, c.99).

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

The CIMB is responsible for preserving and providing access to records of enduring value to the province. The BC Archives takes care of records that are no longer needed by their creating agencies and have been appraised by an archivist for full or selective retention. In scheduling terms, these records have become inactive and have final disposition designations of full or selective retention. Records in BC Archives custody can be accessed through the BC Archives Reference Room, located at 655 Belleville Street, Victoria, or through the BC Archives website at http://www.bcarchives.gov.bc.ca. Access is subject to provisions of the *Freedom of Information and Protection of Privacy Act* (RSBC 1996, c. 165).

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 Corporate Information Management Branch. For assistance in implementing ORCS, contact your Records Officer.

.3 Introduction to the Gaming *ORCS*

The operational records in this *ORCS* relate to the operations and services provided by your branch in carrying out the functions for which it is responsible according to statute, mandate, or policy. These records document the regulating, auditing, monitoring and enforcement of all gaming sectors to ensure the integrity of public gaming in the Province.

This *ORCS* covers all operational record series created or received by your branch since 1959 to this time. It does not cover files closed before that date. To obtain approval for disposition of such records, contact your Records Officer.

ORCS are divided into two types of sections: one or more numbered sections covering broad groupings of primary subjects corresponding to major operational functions and program activities; and an Information System Overview Section, which identifies and describes electronic records. This *ORCS* includes the following sections:

Section Number	Primary Numbers	Section Title
Section 1	65000-70000	GAMING

Covers records relating to regulating gaming activities within British Columbia (BC). BC's gaming industry is operated and regulated in accordance with the *Gaming Control Act* (SBC 2002, c. 14*),* the *Gaming Control Regulation* (BC REG. 208/2002), the *Police Act* (RSBC 1996, c. 367), the *Criminal Code of Canada* (SC 1985, c. C-46, s. 207) and under the authority and direction of the Minister of Public Safety and Solicitor General.

The Gaming Policy and Enforcement Branch (GPEB) regulates all aspects of the gaming industry in BC which includes the horse racing industry, gaming service providers and workers, gaming event licensees and the BC Lottery Corporation (BCLC). The BCLC conducts, manages and operates lotteries, casinos, and commercial bingo halls. The BCLC also conducts and manages electronic gaming at horse race tracks and administers horse racing fees.

GPEB develops and manages gaming policy, legislation and standards, licenses charitable gaming events and horse racing, registers gaming service providers and gaming workers, certifies gaming equipment, and investigates allegations of wrongdoing in all gaming sectors. GPEB conducts charitable and commercial audits to ensure compliance, and manages distribution of the Government's gaming proceeds, including gaming grants to charitable and community organizations. GPEB also administers BC's Problem Gambling Program and ensures that policies and standards are in place to minimize the harm from gambling and to promote responsible gambling practices.

ISO	CAGE	CHARITABLE ADMINISTRATION TO GAMING

A data tracking system designed to monitor charitable organization gaming revenue through direct access grants or "A" level bingo affiliation certificates and distribution gaming event licenses (i.e., independent ticket raffles, social occasion casino, wheels of fortune) and their locations. It also tracks commercial bingo hall revenue that has been accessed by eligible charitable and religious organizations.

ISO	FIGARO/GPE	FILM INVESTIGATORS AND GAMING AUDIT AND REGULATORY SYSTEM

Records and tracks inspections, complaints, contraventions, findings, decisions, appeals, and related costs. Also records and tracks registrations for service providers,suppliers and workers, and relative fees.

ISO	REGIS	RESPONSIBLE GAMING INFORMATION SYSTEM

A data tracking system designed to record and track problem gambling information, such as public awareness and prevention, service provider activities and billing information. This information allows Problem Gambling Program staff for the Ministry to prepare relative statistical reports and track contract deliverables and process payments.

ISOW	GPEW	GAMING POLICY AND ENFORCEMENT WEB SITE

A web site containing links to other gaming jurisdictions within Canada, including the BC Lottery Corporation web site. This web site provides links to the Responsible Gambling web site and contains the online licensing system for Class B gaming licences. Each application contains information pertaining to a community organization, its address, email address, phone and fax numbers, contact person's name, a description of the organization's purpose and how it plans to use the money generated from the proposed gaming event(s). Other information includes the gaming event(s) location(s), date(s) and time(s), the number, types(s) and prize values, how many tickets printed and their prices for ticket raffles and credit card information.

Within each section, primaries are presented in numerical order and grouped as follows:

- First, there is a section default primary, which provides general information relating to the whole section and to records repeated in other primaries throughout the section ("reserved secondaries" - see 2.6.1).

- The section default primary is followed by all the other primaries, arranged in alphabetical order.

- Groups of related primaries, called "primary blocks", appear together, indicated by two-part titles and an initial "general" primary (for example, ""Client Group Issues - General" and "Client Group Issues - Families").

As well as the sections consisting of primaries and the ISO section, the *ORCS* has several other parts:

- Executive Summary (provides a high-level overview of the *ORCS*)
- Table of Contents
- How to Use *ORCS* (this section)
- Index (aids in classifying and finding records - see 3.6 for further discussion)
- Appendices (provide codes and other information useful for classifying and understanding the records - see 3.6 for further discussion)

This *ORCS* was reviewed by CIMB staff, your 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 Branch. This means that this *ORCS* is a legally binding document, i.e. it has statutory authority.

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 Corporate Information Management Branch. For assistance in implementing ORCS, contact your Records Officer.

PART 2

HOW TO READ A PRIMARY

Although the structure of this *Operational Records Classification System* has been described earlier in this section, you will need to know more about its basic building block, the primary, in order to apply the *ORCS* schedule effectively.

The following is a sample primary in which each element is annotated with a number. The pages following the sample primary explain the elements, as listed below.

2.1 Primary Number and Title

2.2 Scope Note

2.3 Cross References

2.4 Records Retention and Disposition Schedule
- 2.4.1 Active retention period column
- 2.4.2 Semi-active retention period column
- 2.4.3 Final disposition column

2.5 Office of Primary Responsibility (OPR)

2.6 Secondary Number and Title
- 2.6.1 Reserved secondaries
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2.8 Freedom of Information and Protection of Privacy Flags

2.9 Explanatory Notes
- 2.9.1 Qualifiers
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2.10 Physical Format Designations

2.11 Vital Records Flags

This draft records schedule has NOT been approved under the provisions of the *Document Disposal Act* (RSBC 1996, c. 99) and DOES NOT constitute authority for disposition. Corporate Information Management Branch reviews and approves all records retention and disposition recommendations before an *ORCS* is sent for legislative approval, as required in the *Document Disposal Act*. For information regarding this *ORCS*, contact your Records Officer.

2.1

		A	SA	FD
23120	EXTRATERRESTRIAL REGISTRATION AND TRACKING			

Records relating to the registration of extraterrestrial visitors to the province. An extraterrestrial is any sentient being originating from another planet, regardless of appearance or ancestry. Extraterrestrials are registered and tracked to ensure they do not contravene federal and provincial legislation by attempting world domination, body-snatching, or other anti-democratic activities. Registrants must provide identifying information and report regularly to the ministry liaison assigned.

2.2

Record types include registration forms, reference materials, photographs, videotapes, correspondence, memoranda, and reports.

For a description of the Extraterrestrial Registration System (ERS), see Information System Overview (ISO) section.

2.3

For records relating to diplomatic etiquette and protocol used in communication with representatives of foreign governments, see *ARCS* primary 415.

2.4

2.5

Unless otherwise specified below, the ministry OPR (Unidentified Flying Objects Branch) will retain these records for: CY+1y | 3y | DE

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

2.6

-00	Policy and procedures	- OPR	SO	5y	FR
		- non-OPR	SO	nil	DE
-01	General				
-02	Complaints and inquiries				
-03	Extraterrestrial reports and statistics		CY+1y	3y	FR

FR = The government archives will fully retain these records because they document and analyse extraterrestrial visitors to the province.

2.7

(continued on next page)

A = Active
SA = Semi-active
FD = Final Disposition
PIB = Personal Information Bank
PUR = Public Use Records
OPR = Office of Primary Responsibility

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

SO = Superseded or Obsolete
DE = Destruction
SR = Selective Retention
FR = Full Retention
FOI - Freedom of Information/Privacy
VR = Vital Records

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			A	SA	FD
23120		EXTRATERRESTRIAL REGISTRATION AND TRACKING (continued)			
	-04	Visits by unidentified extraterrestrials (includes reference materials relating to visits and visitors as yet unconfirmed and unidentified) NA = Reclassify records to appropriate case file under secondary 23120-20 when visitor is identified. 2.8 FOI: As extraterrestrials may present a threat to provincial security, access to these records is restricted under the *Freedom of Information and Protection of Privacy Act* (RSBC 1996, c. 165, s. 15(1)(b)).	SO	NA	NA
PIB	-20	Extraterrestrial registrant case files (arrange by registration number) (includes textual records and photographs) 2.9 SO = when extraterrestrial visitor leaves the province NOTE: The OPR will store extraterrestrial registrant case files under ongoing RCS accession number 99-9111. 303y = This ensures that the file can be reopened if the extraterrestrial returns later in its lifetime. SR = The government archives will selectively retain these records because they document the effect of extraterrestrial visitors on the province. All files relating to green extraterrestrials will be retained. All other files will be boxed separately and destroyed.	SO+3y	300y	SR
VR	-30	Extraterrestrial Registration System (ERS) (electronic database) 2.10 2.11 SO = when the function supported by the database is no longer performed by government	SO	nil	DE

A = Active
SA = Semi-active
FD = Final Disposition
PIB = Personal Information Bank
PUR = Public Use Records
OPR = Office of Primary Responsibility
CY = Calendar Year
FY = Fiscal Year
NA = Not Applicable
w = week m = month
y = year
SO = Superseded or Obsolete
DE = Destruction
SR = Selective Retention
FR = Full Retention
FOI - Freedom of Information/Privacy
VR = Vital 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 Corporate Information Management Branch. For assistance in implementing *ORCS*, contact your Records Officer.

2.1 Primary Number and Title

Each heading covering a functional or subject grouping of records is allocated a unique five-digit primary number and title within *ORCS*. This primary is used to classify all information related to the relevant subject or function, regardless of its physical format.

2.2 Scope Note

The scope note describes the functions, uses and content of the records that are to be classified within a primary records classification. A scope note indicates the operational function to which the records relate and outlines the activities and/or work processes leading to records creation. It will also give a general statement about the record types (memos, forms, reports, etc.) and media (photographs, video recordings, etc.) covered, in a paragraph beginning “Includes” or “Record types include”. If this paragraph does not appear to be comprehensive, the information should appear in “includes” qualifiers under the relevant secondaries.

2.3 Cross References

Cross references link the primary to related primaries, both within the *ORCS* and in *ARCS*. This information can be used to help determine whether records should be classified in a different place, and to ensure that related records can be viewed together. If electronic records are included or referred to in the primary, a reference for the Information System Overview (ISO) section will be included.

2.4 Records Retention and Disposition Schedule

Every *ORCS* includes a record retention and disposition schedule that 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 will be.

Scheduling information for each record series is indicated in the three columns to the right of the classification system information. These columns are headed A (Active), SA (Semi-active), and FD (Final Disposition). They correspond with the active, semi-active, and inactive phases of the life cycle of the record. The abbreviations used in each column are explained in 2.7, " Key of Terms."

For further information regarding the scheduling system used in *ORCS*, see 3.7.

2.4.1 Active Retention Period Column

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

Active records are used frequently and therefore are retained and maintained in the office space and equipment of the user.

Entries in the active column often use the designations of "CY" or "FY', with an additional time period indicated. The following are examples of how to apply and interpret the active retention period using "CY" and "FY".

CY+1y
Maintain all records created or received within the calendar year (1 January to 31 December) together until the end of the calendar year. Then retain them for an additional calendar year.

FY+1y
Maintain all records created or received within the fiscal year (1 April to 31 March) together until the end of the fiscal year. Then retain them for an additional fiscal year. When required by financial administration policy and procedures, place financial records relating to the prior fiscal year, but created or received after March 31, on the file for the prior fiscal year.

For information about Superseded or Obsolete (SO) and other terms and abbreviations used in the active retention period column, see 2.7.1. For file maintenance guidelines see 3.8.1.

In the sample primary, extraterrestrial reports and statistics (secondary -03) are active for the calendar year (CY) of their receipt or creation, plus one more year.

2.4.2 Semi-active Retention Period Column

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

Semi-active records are those that are used only occasionally and therefore need not be maintained in the expensive office space and equipment of the ministry or agency responsible for them. Semi-active records still retain administrative, operational, fiscal, audit, or legal value for the ministry or agency which created the records. Storage of semi-active records in economical, off-site facilities until all values have lapsed results in significant savings.

In the sample primary, extraterrestrial reports and statistics (secondary -03) are semi-active for three years. This means they will be transferred to off-site storage until no longer needed, or in other words until the semi-active period is over. If required, these records may be retrieved from off-site storage during their semi-active phase.

For boxing and transfer instructions for semi-active records, see 3.9.

2.4.3 Final Disposition Column

The final disposition (FD) column ensures that records with enduring value to the Province are preserved and those that have no enduring value are destroyed.

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

In the sample primary, extraterrestrial reports and statistics (secondary -03) are fully retained when they become inactive. This means they will enter the custody of the government archives and can only be accessed through the BC Archives Access Services (655 Belleville Street, phone 387-1952, website http://www.bcarchives.gov.bc.ca). Complaints and inquiries (secondary -02) will be destroyed under the primary default schedule.

2.5 Office of Primary Responsibility (OPR)

The retention and disposition requirements for records that are duplicated in central service or headquarters branches and field offices normally differ. In recognition of these differing requirements, every *ORCS* primary contains two statements regarding the levels of responsibility for records within a ministry or agency (known as the "unless and except statements").

For each primary, *ORCS* distinguishes between the office having primary responsibility for a category of records (OPR) and all other offices which hold copies of the same records (non-OPRs). The OPR is the office that has been designated the holder of the official record for the ministry. 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.

In the sample primary, the Unidentified Flying Objects Branch is the OPR. All offices holding records covered by this primary are non-OPR.

For secondaries that have retention or disposition requirements different from the default 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.

Offices that have primary responsibility for the retention and disposition of records classified in each primary are responsible for retaining those records as the OPR. The Records Officer is responsible for tracking changes to OPRs as reorganizations occur, and for ensuring that OPRs and CIMB are aware of these changes.

2.6 Secondary Number and Title

Secondary numbers and titles designate specific series or groupings of records relating to the function covered by the primary. Secondary titles describe specific types of

records and secondary numbers link them to the records retention and disposition schedule. The two-digit secondary number is added to the five-digit primary number to form a complete file number, for example, 23120-04.

All offices must use the same secondary number to refer to the same series or grouping of records. Standardization ensures continuity and consistency in retention and disposition of operational records.

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

2.6.1 Reserved Secondaries

Reserved secondaries are secondary numbers used to cover records series which are repeated in several primaries.

Secondaries -00 and -01 are reserved throughout all *ORCS* and in *ARCS*.

Secondary number -00 is always reserved for "Policy and procedures" records. These files are used for records concerning operational functions, policies, procedures, regulations, and records which set precedents, reflect management decisions and usage, or document general goals and acceptable procedures of the creating ministry or 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 policy decisions.

Secondary number -01 is always reserved for “general” records that cannot be classified in the specified subject or case file secondaries. 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 document does not relate to any of the existing secondaries, but does fall within the primary.
- There is no existing classification number for the document. The general number is used TEMPORARILY, until the subject is significant enough to warrant creating a new primary or secondary number and title. If you need to use the general secondary in this way, contact your Records Officer and see 3.14, regarding amendment and update of *ORCS*.
- The document contains information of a general nature and does not reflect actions or decisions of the creating office.

Note when filing anything under secondary -01 that its retention period may be shorter than that of the related subject or case file secondary, and/or the related secondaries may be scheduled for selective or full retention for the government archives. If this is the case, it is imperative that the file be reclassified before disposition.

If a document relates to two or more secondaries, you should be more precise and file the original or a photocopy of the record in each specific file. It is not appropriate to file

such documents under “General” because this will cause access and scheduling problems.

2.6.2 Secondaries -02 to -19 (subject secondaries)

Within a primary, secondaries -02 to -19 represent files for specific subjects and other non-case file series, that is, records filed chronologically in one file folder (e.g., inquiries or reports). These are commonly referred to as subject files. In the sample primary, secondaries -03 (extraterrestrial reports and statistics) and -04 (visits by unidentified extraterrestrials) are subject secondaries.

While the files covered by most subject secondaries can be organized chronologically, some need to be broken down into files covering different aspects of the same subject, different types of report, or some other organization. In these cases, subject secondaries may be coded. For an explanation of coded series, see 2.6.4.

2.6.3 Case File Secondaries (-20 and higher)

Case file series consist of many different files relating to a common function or activity. Each case file contains records pertaining to a specific time-limited entity, such as a person, event, project, transaction, product, organization, etc. The component records within each file in a case file series are generally consistent; that is, a file may contain a variety of documents (such as forms, correspondence, reports, and photographs), but this variety will be consistent with other files in the same series (for example, the same form may appear in every file). Case file series are assigned secondary numbers -20 and higher (-30, -40, -50, etc.). In the sample primary, secondaries -20 (extraterrestrial registrant case files) and -30 (the Extraterrestrial Registration System) are case file secondaries.

2.6.4 Coded Series

Case file secondaries are usually subdivided through the use of codes. A code identifies the specific person, event, project, or other entity covered by the file. Codes can take the following forms: proper names; acronyms, or alphanumeric codes developed within government. Consult your Records Officer if you wish to develop an appendix for your own set of codes.

In special cases, subject files may also be coded to facilitate retrieval (e.g., studies on different aspects of one interprovincial agreement). Coded subject files usually consist of many different files, each dealing with a different aspect of the same subject.

In references to coded files, an oblique (/) separates the identifying code from the secondary number.

In the sample primary, secondary -20 is indicated to be a coded case file series with a qualifier “(arrange by registration number)”. A reference to one of these files might read “23120-20/000326”.

2.7 Key of Terms (Abbreviations in Footer)

The key at the bottom of each *ORCS* page indicates the abbreviations used. An explanation of how to read and interpret the records schedule and the possible abbreviations for each of the three columns follows below.

2.7.1 Terms Used in the Active and Semi-Active Retention Period Columns

The purposes of the Active (A) column and the Semi-Active (SA) column are explained in 2.4.1 and 2.4.2 respectively.

The following abbreviations are used, in combination with numbers, to indicate how long records will be kept in the office or offsite:

w = week

m = month

y = year

CY = Calendar Year (1 January to 31 December)

FY = Fiscal Year (1 April to 31 March)

SO = Superseded or Obsolete

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

i) Routine Records

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

The most common form of delegated disposition authority is:

Active	Semi-Active	Final Disposition
SO	nil	DE

This retention category is used throughout *ORCS* to streamline the disposition of records with short-term retention value, especially for non-

OPR records. It delegates the entire responsibility for retention and disposition of the records to the ministry or agency responsible for them. Records with the above retention and disposition schedule may be destroyed when no longer required for operational purposes. In the sample primary, non-OPR policy and procedures files (secondary -00) are routine records which are designated SO.

For information on destruction services, contact your Records Officer.

ii) Specific Definition of SO

"SO" is also used to identify the active retention period for records that must be retained until a case is closed or some other specified event occurs. 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.

In the sample primary, extraterrestrial registrant case files (secondary -20) are active for SO+3y, with SO defined as “when extraterrestrial visitor leaves the province”. This means that the OPR will retain each file in active storage space for three years after the relevant visitor has left, after which the records will be transferred to off-site storage.

NA = Not Applicable

“NA” is used for records that, for some reason, are not covered by the secondary at the specified stage of their life. This is usually because the records are reclassified at the semi-active or inactive period, with some files moving to a different secondary from others, so they can be scheduled appropriately. The reasons for the “NA” designation may be stated in a “NA =” note, or in an “SO =” note or some other note under the secondary, as appropriate. In the sample primary, visits by unidentified extraterrestrials files (secondary -04) have a semi-active and final disposition of “NA” because files are reclassified to secondary -20 when the visitor is identified.

nil = no semi-active retention period

"Nil" is used in the semi-active column 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 the government archives. Otherwise, the final disposition of such records is usually physical destruction.

In the sample primary, the semi-active period for records in non-OPR offices is designated as nil. This means that as there is no semi-active period, the records are ready for destruction (as designated in the final disposition column) upon expiry of the active period.

2.7.2 Terms Used in the Final Disposition Column

The purpose of the final disposition column (FD) is explained in 2.4.3.

Some government records contain information or data that has long-term value to the agency responsible for them, the government generally, and/or to the public. These records are part of the documentary heritage of the Province of British Columbia and are transferred to the custody of BC Archives for archival preservation. The final disposition of operational records with enduring value can be full retention, selective retention, or destruction, as explained below.

FR = Full Retention

"FR" means that a government archivist has determined that all of the records covered by a secondary have enduring value. BC Archives, also known as the government archives, preserves records designated FR in their entirety. Under the terms of full retention, the archivist responsible may destroy unnecessary duplicates, publications, waste and scrap materials, ephemera (often published material of short-term value), and other items which are not an integral part of the record series. The reasons for full retention are explained in an “FR =” statement. In the sample primary, extraterrestrial reports and statistics (secondary -03) are FR “because they document and analyse extraterrestrial visitors to the province.”

SR = Selective Retention

"SR" means that a government archivist has determined that a portion of these records have enduring value and should be retained. BC Archives, also known as the government archives, preserves a selection of the records designated SR, following explicit criteria. The reasons and criteria for selective retention are explained in an “SR =” statement. In the sample primary, extraterrestrial registrant case files (secondary -20) are SR “because they document extraterrestrial visitors to the province” and the selection criteria is to retain “all files relating to green extraterrestrials.”

SR statements often include instructions requiring staff to box selected records separately from those to be destroyed. They may also require staff to help identify records to be retained under the selection criteria specified; this may involve consultation with the Records Officer and with an archivist from CIMB. The instructions for extraterrestrial registrant case files require that after records to be retained are identified, they are to be boxed separately from records to be destroyed.

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 3.9.

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 that have no residual value or insufficient public value to justify their preservation is physical destruction. In some cases, especially in section default primaries, the destruction is justified with a "DE =" note.

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

See explanation of NA in 2.7.1.

2.7.3 Other Terms

The purpose of the other terms which appear in the key of terms is explained in other sections; see references below:

FOI =	**Freedom of Information/Privacy**	see 2.8
OPR =	**Office of Primary Responsibility**	see 2.5
PIB =	**Personal Information Bank**	see 2.8
PUR =	**Public Use Record**	see 2.8
VR =	**Vital Record**	see 2.11

2.8 Freedom of Information and Protection of Privacy Flags

All Personal Information Banks (PIB) and Public Use Records (PUR) must be flagged within BC Government records classification systems (see glossary for definitions). The flags are placed in the left-hand column, next to the relevant secondary. In the sample primary, the extraterrestrial registrant case files secondary (-20) is flagged as a PIB.

In certain instances, a more specific justification as to why the information contained in a record series is restricted, in whole or in part, from public disclosure is required for inclusion in the records classification system. In those cases, a special form of explanatory note ("FOI =") is used to explain the access restrictions for the secondary and to point to the section of the *Freedom of Information and Protection of Privacy Act* (RSBC 1996, c. 165) that allows for the exemption. In the sample primary, the visits by unidentified extraterrestrials secondary (-04) has an FOI note which quotes section 15 (1)(b) of the Act to justify restricting access.

For further information about FOI issues, see 3.10.

2.9 Explanatory Notes

Explanatory notes are used in the *ORCS* to provide information critical to understanding the records, to explain office procedures and practice, and to summarize provisions governing the creation, processing, accessing, and disposition of documents. They essentially function as scope and content notes for specific secondaries. The two types of explanatory notes are qualifiers and other notes.

2.9.1 Qualifiers

Qualifiers provide information that will help users know what to expect when they actually view the files covered by a secondary. They are provided directly under the relevant secondary title, indented and placed in curved brackets. They are presented below in the order in which they appear below a secondary:

- "Includes" qualifier: this lists types or forms of records covered by the secondary. If there is no includes qualifier, see the "Includes …" sentence in the scope note for this information. In the sample primary, the visits by unidentified extraterrestrials secondary (-04) "includes reference materials relating to visits and visitors as yet unconfirmed and unidentified."
- "Arrange" qualifier: this gives the method of arrangement. In the sample primary, the extraterrestrial registrant case files secondary (-20) instructs records creators to "arrange by registration number."
- Physical format qualifiers: see 2.10 for an explanation of this qualifier.

2.9.2 Other Notes

Other notes provide information to assist with applying schedules to the records; they also assist with comprehending the nature of the records and providing access to them. They are presented below in the order in which they may appear below a secondary.

OPR = This note provides the name of the office of primary responsibility if it is different from the primary default OPR. See discussion of OPR in section 2.5.

SO = This note explains when a file designated SO should be closed. See discussion of SO in section 2.7.1.

##y = This note gives reasons for active and/or semi-active retention periods which are longer than seven years. In the sample primary, there is a "303y =" note under secondary -20.

NA = This note explains why the usual active, semi-active, or final disposition designation does not apply, usually because records have been reclassified or transferred to another agency. See discussion of NA in section 2.7.1.

SR/FR/DE = These notes explain why records are being selectively or fully retained, or (if not self-evident) why they are being destroyed. See discussion of these notes in section 2.7.2.

FOI: This note explains issues of confidentiality relating to the records. See discussion of the FOI note in section 2.8.

NOTE: This note provides any other useful information related to the scope of the secondary, such as history of the records, volume of the records, filing procedures, whether there is an ongoing accession number, or location of copies. In the sample primary, secondary -20 has a note specifying that when the files go offsite, they will be stored "under ongoing RCS accession number 99-9111." For discussion of ongoing accession numbers, see section 3.9.1(b).

2.10 Physical Format Designations

All government records, regardless of physical format, must be classified under either an *ARCS* or an *ORCS* secondary number. Different physical format versions are all part of a single record series if the information content remains the same, with only the physical format varying. For example, there may be a paper (or "hardcopy") version and a microfilm version of the same series.

When records are held in several different physical formats each version is identified and scheduled under the same *ORCS* secondary, unless the versions do not contain identical information or retention schedules vary. In those cases, the physical formats have separate secondaries, with the format identified in the secondary title rather than in a qualifier. The physical format designation is expressed as a qualifier under the secondary title. Retention periods are specified for each physical format designation, unless the primary's default retention periods apply. In the sample primary, the Extraterrestrial Registration System (secondary -30) is identified in a qualifier as an electronic database.

Some physical format designations used in *ARCS* and *ORCS* are: paper, microfiche, microfilm, computer output microfiche (COMfiche), computer output microfilm (COM), electronic database, electronic records, and optical disk.

A physical format designation is not used for the purpose of designating records in "special media" (sound recordings, audio-visual materials, maps, photographs, etc.). Information about special media is conveyed, instead, in an "(includes)" qualifier or in the paragraph of the scope note beginning "Includes" or "Record types include". All the records in a file are covered by the same retention schedule, regardless of media. Related information in an electronic database is subject to the same schedule; for example, in the sample primary, registration information in the ERS (secondary -30) concerning a specific extraterrestrial can be purged when the relevant extraterrestrial registrant case file (under secondary -20) becomes inactive.

NOTE: ORCS approved prior to 2000 may contain secondaries with physical format qualifiers with different retention schedules.

2.11 Vital Records Flags

Vital records are those containing information essential to the functioning of government during and after a disaster, and essential for preserving the rights of citizens (see glossary for more detailed definition).

CIMB recommends that the vital records (VR) of a ministry or agency be flagged within a records classification system. The flag is placed in the left-hand column, directly in front of the secondary that it qualifies. In the sample primary, the Extraterrestrial Registration System (secondary -30) is flagged as a vital record.

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 Corporate Information Management Branch. For assistance in implementing *ORCS*, contact your Records Officer.

PART 3

ORCS AND AN EFFECTIVE RECORDS MANAGEMENT SYSTEM

3.1 The Purpose of *ORCS*

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

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

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

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

3.2 Records and Recorded Information

The *Document Disposal Act* (RSBC 1996, c.99) establishes approval requirements for the retention and disposition of records and recorded information. An *ORCS* is approved under the provisions of the *Document Disposal Act* and describes types of operational records and specifies their retention periods.

The *Document Disposal Act* uses the term "record" as defined in the *Interpretation Act* (RSBC 1996, c. 238, s. 29). Record is defined broadly to include all recorded information regardless of physical format or media:

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

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

The *Document Disposal Act* establishes procedures for the approval of the records schedules and classification systems developed by CIMB, government ministries, and other government agencies. This *ORCS* was reviewed by CIMB staff, your 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 Branch. This means that this *ORCS* is a legally binding document.

3.3 An Effective Records Management System

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

- the classification and scheduling system
- the file list
- finding aids (indexes and cross-reference guides)
- filing and maintenance procedures
- boxing and transfer instructions

3.4 The Classification System

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

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

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

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

Primaries are arranged in alphabetical order by title, except for the first primary within a section or primary block. The first primary is the general or “section default” primary and contains records of a general nature relevant to the entire section or primary block. The

numerical arrangement of the section or primary block is sufficient to permit expansion and amendment.

A primary may cover a variety of types of records or files, such as policy and procedures, general and routine files, subject files, and case files. Each type is designated by a secondary number. Secondary numbers describe and delineate specific types or series of records. When a greater detail of files is required for any subject, the subordinate files may be coded.

A secondary may cover records created in various physical formats (such as paper, microfilm, microfiche, and optical disk) and media (such as maps, photographs, videotapes). Records in different physical formats may contain the same information but be scheduled differently (for example, the paper and microfilm versions of the same file). Records in different media often contain different information but are filed and scheduled together (for example, textual records and photographs concerning the same building).

A secondary may be flagged for special access and preservation considerations, as a Personal Information Bank (PIB), Public Use Record (PUR), or a Vital Record (VR); see explanations of these terms in 2.8 and 2.11.

For a detailed analysis of primaries and secondaries, see Part 2, “How to Read a Primary.”

The classification system is the basis for other finding aids, such as file lists and indexes. *ORCS* describes all of the operational records which might exist in an office responsible for the functions covered by the *ORCS*. The file list documents those files that have actually been opened. See 3.5 and 3.6 for discussions of file lists and other finding aids.

3.4.1 Staff Responsibilities and Procedures

CIMB 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 printed, photocopied, filed, or distributed. Over time, your correspondents will begin to quote your file number on return mail and less incoming mail will require classification.

CIMB 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.

3.4.2 Classifying Records

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

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

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

When classifying the document, use the alphabetic subject index and/or the broad subject approach to find the appropriate secondary. Remember that the secondary relates to the subject and purpose of the document and not necessarily the sender or recipient.

a) Alphabetic Subject Index

To use the index, think of various subject terms which describe the record. Look under that term or synonyms in the index. Locate a number, and then refer to that primary block in the classification system to ensure that the number is the best possible one. Reading the primary scope notes will clarify whether or not a document should be classified in a given primary. Often the cross-references listed below the scope note will lead to a more appropriate primary. If the appropriate classification proves difficult to locate, you may want to contact your Records Officer and suggest an update to the index. For a discussion of the index, see 2.4.

b) Broad Subject Approach

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

3.5 The File List

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

The file list is vital to *ORCS* and is a primary tool for the retrieval, control, and maintenance of records. The *Administrative Records Classification System* (*ARCS*) specifies that file lists will be maintained and classified under *ARCS* 423 "Records Management - File Control". *ARCS* 423-03 classifies current lists covering both operational and administrative files.

The file list is also a ready retrieval guide. For the frequent user, it indicates which files have been opened and quickly directs the user to the proper primary and secondary. If a file does not appear on the current file list, a file may be opened under the appropriate primary and secondary. File lists should be regularly updated.

3.6 Other Finding Aids

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

Offices may also develop indexes to meet special needs, including subject cross-reference indexes, automated keyword indexes, proper name indexes, geographic location indexes, etc. The indexes themselves are classified in *ARCS* 423-05. Please note that they are selectively retained by the government archives.

The index included with this *ORCS* contains an alphabetical listing of primary and secondary subjects, frequently used terms, organizations, form titles or numbers, etc. This index is the main access point by which the user may quickly locate a subject and the appropriate primary. For commonly used subjects or forms, the index allows rapid access into the classification system in order to determine a primary number.

As a further aid in the retrieval and classification of administrative and operational records, CIMB provides *ARCS Online* web site links to lists of standard codes compiled by various ministries and agencies of the British Columbia Government. For information about using coded series, see 2.6.4. For guidance in developing codes, see *ARCS* Appendix A.

3.7 The Scheduling System

An essential element of *ORCS* is the retention and disposition schedule. This schedule is based on the concept that records have a three-stage life cycle.

During the "active" stage, records are needed for frequent reference and updates. At this stage, therefore, records are maintained and stored in the offices of the ministry or agency responsible for the records.

During the "semi-active" stage, records are needed for occasional reference and/or for legal, fiscal, or audit purposes. At this stage records are transferred to the off-site storage facilities provided by Records Centre Services, CIMB (see 3.9 for boxing and transfer instructions).

When records retrieval ceases, and records no longer have any operational, administrative, legal, fiscal, audit, or other primary values, the records become "inactive," and are ready for final disposition. Based on archival appraisal decisions, the final disposition may be to destroy the records, or to fully or selectively retain them for the government archives.

By retaining records for the retention periods specified in the records schedule, creating offices comply with statutory, regulatory, and policy requirements to maintain certain types of information and data. By disposing of records as specified in the records schedule, creating offices ensure that records of enduring value are preserved for the province, in accordance with Legislature-approved *ORCS*.

The three stages of the records schedule are expressed in three columns on the right-hand side of the primary page, beside the relevant classification information (primary numbers, titles, and notes). These columns are labelled "A" for active, "SA" for semi-active, and "FD" for final disposition. Appropriate numbers and abbreviations appear in these columns beside the relevant secondaries, indicating what should be done with the records during each stage of the schedule. Notes below the secondaries give any needed explanation and instructions about implementing the schedule.

For further information on the records retention and disposition schedule as it appears in a primary, refer to section 2.4.

3.8 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 activities involved in filing and maintenance are:

- mail management
- sorting
- registration
- classification
- indexing and cross-reference
- location control
- filing
- charge-out

- distribution
- recall and search
- re-filing
- 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. Contact your Records Officer for advice.

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

To effectively implement and maintain *ORCS*, offices should develop and document records management procedures. Filing and maintenance procedures are classified in *ARCS* 423-00. Your Records Officer can help to develop appropriate procedures for your office.

3.8.1 File Maintenance

An *ORCS* covers many types of operational records stored in various physical formats. The ministry or agency responsible for the records has special needs and requirements for its filing system. Each ministry or agency must establish standards for maintaining their files. The following system of file maintenance works well.

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

Government has standardized the use of letter size file folders, paper and filing equipment wherever possible. The purpose of ending the use of legal size files is to reduce government costs by eliminating the necessity of having both legal and letter size papers for records and correspondence. Contact your Records Officer for further information about this important choice.

File folder labels are increasingly generated by records management databases, however it will sometimes be necessary to generate a label manually. Prepare the file folder label with the primary and secondary number on the left and the title on the right. It is not necessary to type the full title in all cases. Type the portions of the title which make the label meaningful. Common sense is used to prepare labels which are concise, yet distinguish files adequately.

The actual file sequence and physical location within the office will be dictated by access requirements and indicated on the file list.

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

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

Monitor the files for bulk and when the paper thickness exceeds the scoring on the bottom of the folder, close the full folder and start a new one labelled volume 2, 3, 4, etc. Place a coloured paper as the top document in order to indicate that a file is closed. Indicate on that coloured sheet the date range and where future information will be filed. Related volumes are stored together while they are active, and older ones are placed in semi-active storage when their active retention period expires. 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, CIMB 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 1999"; "for SR on 1 January 2010"; "for FR on 1 April 2001").

Minimize misfiling in the following ways:

- keep file labels legible and simple
- maintain 3-4 inches of free space on each file shelf or drawer
- place papers in folders so they do not go beyond the scoring on the folder or cover the file label
- write the correct file number or heading on each document or underline it if it appears in the text

3.8.2 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.

3.9 Boxing and Transfer Instructions

The records schedules contained in *ORCS* specify the active, semi-active, and inactive phases of the life cycle of the record and provide for the efficient and systematic transfer of semi-active and inactive records to the off-site storage facilities provided by Records Centre Services, CIMB. Each office should document instructions and procedures for the regular boxing and transfer of records to off-site storage. (For further discussion of records scheduling, refer to 2.4 and 2.7.)

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

To identify records suitable for boxing, review the files against the *ORCS* schedules annually and determine what operational records have become semi-active or inactive during the past year. If your office uses an automated database to track files, it may be possible to generate this list automatically. When the list is ready and records are boxed, contact your Records Officer to report that you have semi-active or inactive scheduled operational records which are ready for transfer. Your Records Officer will then request off-site storage and retrieval services from Records Centre Services.

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

3.9.1 Accession Numbers

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

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

Box Number: 91-0123-01

91-0123 = the accession number issued by Records Centre Services
-01 = 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 (OANs)

CIMB 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 OAN is to group together the same type of records from the same office, and facilitate transfer of those records. The OAN 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 OAN applies.

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

If 91-0123 were a real OAN, 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 OAN from Records Centre Services.

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

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

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

c) Ongoing Accession Numbers for Gaming Policy and Enforcement Branch.

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

OAN	Primary and Secondary No.	Primary and/or Secondary Title	SA	FD
90-7531	67120-20	Revenue Allocations	5y	DE

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

3.9.2 Transfer of Records to Off-Site Storage

Records Centre Services manages off-site storage for all records having a scheduled semi-active retention period, and for all inactive records scheduled for selective or full retention. Contact your Records Officer if you have concerns about the following:

- if a records schedule does not provide for semi-active storage for a record series which, in your opinion, requires it
- if a records schedule does not provide for the archival retention of a record series which does, in your opinion, have evidential or historical value, or
- if you require off-site storage for active records.

a) Arranging Boxes

Organize records for transfer as follows: (These guidelines are based on the *ARS 517 "Authority to Apply Approved Schedule" Standards and Orientation Guide)*.

1. Do not put files covered by different retention and disposition schedules (*ARCS* - 100001 or *ORCS*) in the same box.

2. Box records scheduled for destruction (DE) separately from records scheduled for selective retention (SR) or full retention (FR).

3. Box SR records separately from FR records. Contact your Records Officer if your office does not generate a sufficient volume of records to allow for full separate boxes.

4. If records have no scheduled semi-active retention period and a scheduled final disposition of SR or FR (e.g., SO, nil, SR), box them separately from all other records. Arrange the files within the box by primary and secondary number. Contact your Records Officer if your office does not generate a sufficient volume of records to allow for full separate boxes.

5. Place records of the same or similar retention periods and date ranges in the same box.

6. Whenever possible, box records of the same type together (e.g., case file series or large subject file series should be boxed together).

7. If records have different semi-active retention periods, box first by retention period and then within retention period by primary and secondary numbers.

b) Box Numbering

Arrange and number boxes that have similar classifications, date ranges, retention periods and final dispositions consecutively according to the date range of the records (e.g., accounts payable, fiscal year 1994/95 in boxes 1 & 2; accounts payable, fiscal year 1995/96 in boxes 3 & 4; accounts payable, fiscal year 1996/97 in boxes 5 & 6).

c) Boxes With Varied Classifications, Retention Periods And Date Ranges

Please consult with your Records Officer when records within a box have varying classifications, retention periods and date ranges.

Records Centre Services provides off-site storage for all inactive records scheduled for selective or full retention. If a records schedule does not provide for the archival retention of a record series which does, in your opinion, have historical, archival, or other residual values, contact your Records Officer to propose that the schedule be amended.

3.10 Freedom of Information and Protection of Privacy

The purpose of the *Freedom of Information and Protection of Privacy Ac*t (RSBC 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 by public bodies. That legislation affects the design, development, retention scheduling, and implementation stages of all operational and administrative records classification systems.

To determine whether your records are outside the scope of the legislation, whether your records contain personal or confidential material, and what procedures for information disclosure exist within your ministry or agency, contact your Director/Manager of Information and Privacy. If you have questions specific to file operations or procedures, contact your Records Officer. For information about FOI notes in the *ORCS*, see 2.8.

3.11 Electronic Records and the Information System Overview

Information that has been created, collected, maintained and/or retained by a government ministry or agency is classified and scheduled within *ORCS*, regardless of media or physical format. 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 a Subsystem (ISOS). See the ISO section of this *ORCS*.

The Information System Overview (ISO) serves three main purposes:

- to provide a high-level description of the function and information content of the system, in other words a map of the data managed by the system and the major stages through which it flows while being processed;
- to document the records-keeping context of the system by identifying how the system and related records are classified in the *ORCS;*
- it may be used to schedule the electronic system by indicating when its active life ends and what the final disposition will be.

Electronic records (that is, the records created and maintained on an electronic system) are scheduled as secondaries like all other forms of records, as well as being documented in the ISO. An electronic system may be scheduled in the Information System Overview Section, and also may be included under the primary covering the function or activity to which it relates; for example, the Extraterrestrial Registration System (ERS) appears as secondary -30 in the sample primary. A system related to functions covered by an entire section of the *ORCS* will appear in the section default primary, or if it relates to the entire *ORCS*, in the *ORCS* default primary. Information in the database relating to specific entities is covered by the schedules relating to the relevant case files; for example, the registration information in the ERS concerning a specific extraterrestrial can be purged when the relevant extraterrestrial registrant case file (under secondary -20) becomes inactive.

Electronic mail (or “e-mail”) should be classified and filed under the secondaries covering the relevant functions and activities. For further information on e-mail, see special schedule 102903 in the *ARCS* manual.

3.12 Implementation of *ORCS*

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

The Records Officer plans and coordinates the implementation of *ORCS*.

The eight requirements for implementation and maintenance of *ORCS* are:

1. Executive support.
2. A records management policy.
3. An implementation and training plan.
4. Designated responsibilities for implementation and maintenance of *ORCS*.
5. Designated offices of primary responsibility for types of operational records requiring multiple levels of retention.

6. Training in *ORCS* and general records management for support staff in a training program established by your Records Officer.
7. Established procedures for the storage and retrieval of semi-active records and disposition of inactive records.
8. Established maintenance, review, and update procedures under the administration of the Records Officer.

3.13 Advisory Services

CIMB provides limited advisory services to assist records officers with the implementation and maintenance of *ORCS*. Your Records Officer is available to help you establish efficient filing procedures and effective records administration. Other services which may be provided by your Records Officer are as follows:

- project planning and coordination assistance
- file conversions
- a records management training program
- selection of filing equipment and supplies
- assistance with retrieval systems, indexes, file tracking, and active records control
- off-site storage and retrieval of semi-active records
- disposition of inactive records
- transfer of permanently valuable records to archival custody
- automation of records management functions

3.14 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 depends 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

CIMB maintains the master edition of this *ORCS* and is responsible for administering the amendment and review process. The Records Officer is responsible for advising CIMB of proposed amendments. Amendments take effect upon the approval of the Legislative

Assembly. Distribution of amendment pages and implementation of amendments is a responsibility of the ministry or agency.

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 *ORCS* 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 CIMB. Proposals will be jointly reviewed by CIMB staff and the Records Officer. While awaiting formal approval, "interim secondaries" may be established. These must be different from any existing secondary numbers and titles. Include records covered by interim secondaries in file lists, and highlight them on the Records Officer's copy of each file list. Once interim secondaries are approved, they will be included in future editions of the *ORCS*.

Changes in the status of primaries, secondaries, and scope notes will be highlighted on the far left of each relevant primary page, 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.

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 Corporate Information Management Branch. For assistance in implementing *ORCS*, contact your Records Officer.

	A	SA	FD

S E C T I O N 1

G A M I N G

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

6 5 0 0 0 - 7 0 0 0 0

Section 1 covers records relating to regulating gaming activities within British Columbia (BC). BC's gaming industry is operated and regulated in accordance with the *Gaming Control Act* (SBC 2002, c. 14*),* the *Gaming Control Regulation* (BC REG. 208/2002), the *Police Act* (RSBC 1996, c. 367), the *Criminal Code of Canada* (SC 1985, c. C-46, s. 207) and under the authority and direction of the Minister of Public Safety and Solicitor General.

The Gaming Policy and Enforcement Branch (GPEB) regulates all aspects of the gaming industry in BC which includes the horse racing industry, gaming service providers and workers, gaming event licensees and the BC Lottery Corporation (BCLC). The BCLC conducts, manages and operates lotteries, casinos, and commercial bingo halls. The BCLC also conducts and manages electronic gaming at horse race tracks and administers horse racing fees.

GPEB develops and manages gaming policy, legislation and standards, licenses charitable gaming events and horse racing, registers gaming service providers and gaming workers, certifies gaming equipment, and investigates allegations of wrongdoing in all gaming sectors. GPEB conducts charitable and commercial audits to ensure compliance, and manages distribution of the Government's gaming proceeds, including gaming grants to charitable and community organizations. GPEB also administers BC's Problem Gambling Program and ensures that policies and standards are in place to minimize the harm from gambling and to promote responsible gambling practices.

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	A	SA	FD

SECTION 1

65000 - GAMING - 70000

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65000 GAMING - GENERAL
65010 - POLICY AND CONSULTATION
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65230 - RACING OPERATIONS
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65320 HOST LOCAL GOVERNMENT AGREEMENTS

66300 INVESTIGATIONS

66380 REGISTRATION - GENERAL
66400 - SERVICE PROVIDERS AND SUPPLIERS
66420 - WORKERS

67120 REVENUE ALLOCATIONS

67300 REVIEW HEARINGS

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

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	A	SA	FD

65000 GAMING - GENERAL

Records not shown elsewhere in the gaming section that relate generally to establishing and enforcing gaming standards and policies for all aspects of the gaming sector within British Columbia (BC). These records contain decisions made by the Board of Commissioners when the BC Gaming Commission was created and commissioners were appointed by order in council to approve charitable gaming standards, set the terms and conditions for the conduct and management of charitable gaming events and resolve issues arising from gaming decisions.

The gaming sector includes the horse racing industry, gaming service providers and workers, gaming event licensees and the BC Lottery Corporation (BCLC). Records also cover the administration of BC's Problem Gambling Program which includes ensuring that policies and standards are in place to minimize the harm from gambling and to promote responsible gambling practices.

The BCLC conducts, manages and operates lotteries, casinos, commercial bingo halls and is responsible for administering horse racing fees and conducting and managing electronic gaming at horse racetracks in BC.

Record types include: correspondence, electronic database, reports, web site and other record types as indicated under relevant secondaries.

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

For a description of the Charitable Administration of Gaming Equity (CAGE) system, see the Information System Overview (ISO) section.
For a description of the Film, Investigators and Gaming Audit Regulatory System (FIGARO), see the ISO section.
For a description of the Responsible Gaming Information System (REGIS), see the ISO section.

(continued on next page)

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			A	SA	FD
65000	GAMING - GENERAL (continued)				
	For a description of the Gaming Policy and Enforcement Branch web site, see the ISO section. For memoranda of understanding, see *ARCS* secondary 146-45. For review hearings, see *ORCS* primary 67300.				
	Unless otherwise specified below, the ministry OPR (Gaming Policy and Enforcement Branch) will retain these records for:		CY+2y	nil	DE
	Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:		SO	nil	DE
-00	Policy and procedures	- OPR	SO	5y	FR
		- non-OPR	SO	nil	DE
	FR = Throughout this section the government archives will fully retain policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. These records have evidential value.				
-01	General				
-02	Allegations and complaints (includes form 86 notifications) (consists of allegations and complaints received from the public, Gaming Policy and Enforcement Branch divisions and race tracks, regarding possible improper activities or criminal activities)		CY+2y	nil	DE
	NOTE: If allegation or complaint is substantiated, the information is cross-referenced to the appropriate investigation case file (66300-20), audit case file (65030-20 and 65030-30) or horse racing compliance and enforcement case file (65210-20).				
-03	Gaming annual reports (includes branch annual reports, service plans and business plans)		CY+2y	nil	FR

(continued on next page)

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			A	SA	FD
65000	GAMING - GENERAL (continued)				
		FR = The government archives will fully retain one copy of each annual report from the Gaming Policy and Enforcement Branch because they document the Branch mandate and summarize the major accomplishments and activities for each year. Branch staff will print out the annual report once completed and box it with other records for full retention. The electronic version is transitory and may be destroyed.			
	-04	BC Lottery Corporation (BCLC) (includes BCLC accountability statements, annual reports, financial reports, a convenience copy of memoranda of understanding between the Minister of Public Safety and Solicitor General and BCLC, minutes, news releases, and performance plans)	SO	nil	DE
		OPR = Policy, Legislation and Standards Division			
		SO = when no longer required for reference purposes			
	-05	Board of Commissioner Meetings (includes agendas, briefing note copies, correspondence, minutes, reports) (contains records documenting the commissioners' decisions)	CY+2y	7y	FR
		FR = The government archives will fully retain all Board of Commissioner meeting files because of their residual historical and informational values and because, in the absence of provincial gaming legislation, they document the legislative and regulatory history of public gaming in BC.			
		NOTE: The Board was dissolved in September 2001.			

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			A	SA	FD
65000	GAMING - GENERAL (continued)				
	-06	Other jurisdictions (contains information received from other provinces or countries concerning regulating and managing gaming)			
	-07	Gaming reports and statistics (contains gaming information that is obtained from gaming analysis extracted from either the CAGE or FIGARO data bases, including licence application status reports) SO = upon report update DE = The statistics and reports generated from CAGE and FIGARO may be destroyed because they are routine database reports used in support of operational activities.	SO	nil	DE
	-08	Gaming revenue reports (arrange by revenue type) (contains revenue reports on commercial gaming, community organizations and horse racing) OPR = Policy Legislation and Standards Division FR = The government archives will fully retain revenue reports because they document the amount of gaming revenue distributed, through the grants and event licenses, to the host local governments and to the horse racing industry. Branch staff will print out the revenue overview, summary report and full report of the gaming revenue granted to, and earned by, community organizations and other specific reports. A printout of these reports will be made at the end of the fiscal year and boxed with other records for full retention.	CY+2y	nil	FR

(continued on next page)

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			A	SA	FD
65000	GAMING - GENERAL (continued)				
	-20	Film, Investigators and Gaming Audit Regulatory system (FIGARO) (electronic database) SO = when the functions supported by the database are no longer performed by government DE = This electronic system can only be destroyed when the approved retention schedules covering the information on it have elapsed, or when the information in it has been made accessible elsewhere.	SO	nil	DE
	-25	Gaming, policy and enforcement data files (electronic database records) SO = when the functions supported by the database are no longer performed by government NOTE: This secondary is not for filing, as that information is recorded on the relevant hard copy case files. This secondary is used to classify the data contained within the Gaming policy and enforcement subsystem of FIGARO.	SO	nil	DE
	-30	Gaming Policy and Enforcement web site (GPEW) SO = when the web site is altered, updated, redesigned or closed DE = This web site and the pages on it will be destroyed when no longer needed because the information they contain is all documented elsewhere. As the web site is updated, superseded/obsolete versions of documents on it may be destroyed in accordance with approved retention schedules. When the web site is closed, it can be destroyed after relevant schedules have elapsed and/or the documents have been classified elsewhere.	SO	nil	DE

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	A	SA	FD

65000 GAMING - GENERAL (continued)

NOTE: The Gaming Policy and Enforcement web site (www.pssg.gov.bc.ca/gaming) provides general information about gaming in the Province, including directory and contact information, gaming policies and standards, application status reports and links to related web sites.

This web site has a section referred to as On-line Class B Class licences, where community organization applicants can apply for Gaming Event licences online.

NOTE: All documents presented on this web site are classified under appropriate secondaries within this *ORCS* or in *ARCS*.

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			A	SA	FD
65010	GAMING - POLICY AND CONSULTATION				
	Records relating to developing and maintaining British Columbia's (BC) gaming policy and public interest standards for all gaming operations in BC in accordance to the *Gaming Control Act* (s. 27). This process involves consulting with various stakeholders involved in the gaming industry in BC and various government levels (municipalities, townships and line ministries). Branch staff collect and maintain information to assist in analyzing gaming policy and maintaining the relationship between the Provincial Government and gaming stakeholders over time.				
	Branch staff consult with gaming stakeholders and this work informs policy and standards development. Gaming stakeholders include charitable organizations, fairs, exhibitions, fraternal organizations, the hospitality industry, gambling addiction programs, Union of British Columbia Municipalities, the general public, and any other group or individual affected by or involved with the BC gaming industry or gaming policies, including associations that use bingo to fund their other functions.				
	Record types include: correspondence, memoranda, minutes, petitions, recommendations, reports and stakeholder submissions.				
	Unless otherwise specified below, the ministry OPR (Policy, Legislation and Standards Division) will retain these records for:		CY+2y	nil	DE
	Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:		SO	nil	DE
-00	Policy and procedures	- OPR	SO	5y	FR
		- non-OPR	SO	nil	DE
-01	General				

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			A	SA	FD
65010	GAMING - POLICY AND CONSULTATION (continued)				
	-02	Approved gaming policy (arrange by policy name) (covers enforcement bulletins and advisories, Public Interest Standards, Rules of Thoroughbred and Standardbred Horse Racing in British Columbia, and other policies, standards or guidelines) SO = when policy or standard is changed, updated, removed or discontinued FR = The government archives will fully retain the approved policy files because these records have evidential value. They document the policies, procedures, standards and guidelines for the gaming sector.	SO	5y	FR
	-25	Policy development case files (includes background material and reports) (arrange by policy name) (contains draft enforcement bulletins and advisories, Public Interest Standards, Rules of Thoroughbred & Standardbred Horse Racing in British Columbia, and other policies, standards or guidelines) SO = when policy is approved	SO	5y	DE
	-30	Stakeholder consultation case files (includes correspondence, memoranda and minutes) (arrange by stakeholder name)	CY+1y	5y	DE

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			A	SA	FD
65020	GAMING - PROBLEM GAMBLING				
	Records relating to managing the Responsible Gambling Program. The Gaming Policy and Enforcement Branch monitors contracts with service providers and issues funds. Program services are contracted out to counsellors and are tracked on the Responsible Gaming Information System (REGIS).				
	The problem gambling program promotes public awareness of problem gambling services and responsible gambling practices and includes counselling services, a 24-hour toll free help line, and educational awareness.				
	NOTE: The counsellors input client information on to REGIS where it is kept confidentially. Access to client information contained in REGIS is given to counsellors only and not to Problem Gambling Program staff. The records containing client information are non-government records.				
	Record types include: correspondence, memoranda, reports and web site.				
	For contracts, see *ARCS* primary 1070. For a description of the Responsible Gaming Information System (REGIS), see the Information System Overview (ISO) section.				
	Unless otherwise specified below, the ministry OPR (Policy, Legislation and Standards Division) will retain these records for:		CY+2y	nil	DE
	Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:		SO	nil	DE
-00	Policy and procedures	- OPR	SO	5y	FR
		- non-OPR	SO	nil	DE
-01	General				

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			A	SA	FD
65020		GAMING - PROBLEM GAMBLING (continued)			
	-07	Gambling reports and studies (covers ad hoc reports on gambling issues) FR = The government archives will fully retain the gambling reports and studies because they document significant issues pertaining to gambling in British Columbia, (e.g., impact assessment and prevalence studies).	CY+2y	nil	FR
PIB	-20	Responsible Gaming Information System (REGIS) (electronic database) SO = when the functions supported by the database are no longer performed by government DE = This electronic system can only be destroyed when the approved retention schedules covering the information on it have elapsed, or when the information in it has been made accessible elsewhere.	SO	nil	DE
	-30	Responsible Gambling web site SO = when the web site is altered, updated, redesigned or closed DE = This web site and the pages on it will be destroyed when no longer needed because the information they contain is all documented elsewhere. As the web site is updated, superseded/obsolete versions of documents on it may be destroyed in accordance with approved retention schedules. When the web site is closed, it can be destroyed after relevant schedules have elapsed and/or the documents have been classified elsewhere.	SO	nil	DE

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	A	SA	FD

65020 GAMING - PROBLEM GAMBLING (continued)

NOTE: The BC Responsible Gambling web site (www.bcresponsiblegambling.ca/) provides information how to make healthy gambling choices, BC activities in reducing problem gambling, information on where to turn for help, and information on associated programs or policies. This web site contains links to other related topics. Because this is a simple web site, an information system overview for a web site has not been developed.

NOTE: All documents presented on this web site are classified under appropriate secondaries within this *ORCS* or in *ARCS*.

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			A	SA	FD
65030	AUDITS				
	Records relating to conducting audits and compliance reviews on gaming organizations pursuant to the *Gaming Control Act* (s. 79). The Audit and Compliance Division, Gaming Policy and Enforcement Branch audits licensees, gaming sites, grant recipients, charitable organizations, service providers, race tracks and the British Columbia Lottery Corporation (BCLC).				
	Audits are designed to monitor the ongoing integrity of gaming operations and to determine any control weaknesses that may need to be addressed. If during the course of an audit an exception is found, the finding is forwarded to the appropriate area (e.g., Investigations Division, Licensing Division, Registration Division or BCLC).				
	Record types include: correspondence, memoranda, audit reports, financial documents, findings, interview records and supporting documents.				
	For a description of the Charitable Administration of Gaming Equity (CAGE) system, see the Information System Overview (ISO) section. For a description of the Film, Investigators and Gaming Audit Regulatory System (FIGARO), see the ISO section. For information services, see *ARCS* primary 324. For investigations, see primary 66300. For review hearings, see primary 67300.				
	Unless otherwise specified below, the ministry OPR (Audit and Compliance Division, Burnaby) will retain these records for:		CY+2y	nil	DE
	Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:		SO	nil	DE
-00	Policy and procedures	- OPR	SO	5y	FR
		- non-OPR	SO	nil	DE
-01	General				

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			A	SA	FD
65030	AUDITS (continued)				
	-20	Charitable audit case files (arrange by CAGE generated file number for charitable organization, then by FIGARO-generated number for audit) (contains audit findings)	CY+1y	5y	DE
	-30	Commercial audit case files (arrange by FIGARO-generated number) (contains audit findings)	CY+1y	5y	DE
	NOTE:	When audit work is conducted in a regional area, audit case files are sent to Burnaby where draft or duplicate documents are culled prior to being transferred to off-site storage.			

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			A	SA	FD
65050	CERTIFICATION OF TECHNICAL INTEGRITY				
	Records relating to certifying gaming equipment which is used, or offered for use, for valid lottery schemes in the gaming industry in British Columbia (BC) pursuant to the *Gaming Control Act* (s. 75) or as defined in The *Criminal Code* (s.207 (4)).				
	The BC Lottery Corporation and Gaming Policy and Enforcement Branch (GPEB) do not permit licensees to use gaming equipment, in connection with lottery schemes, unless a certificate of technical integrity has been issued. GPEB will issue a certificate if satisfied that the gaming equipment will be fair, honest, secure, and safe and that the vendor is registered in British Columbia. Any decision to deny, suspend or revoke certification may be subject to a request for review hearing by the applicant.				
	Record types include: correspondence, certificates, memoranda, requests, technical compliance reports, and test results.				
	For review hearings, see primary 67300.				
	Unless otherwise specified below, the ministry OPR (Registration Division, Victoria) will retain these records for:		CY+2y	nil	DE
	Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:		SO	nil	DE
-00	Policy and procedures	- OPR	SO	5y	FR
		- non-OPR	SO	nil	DE
-01	General				
-20	Certification of technical integrity case files (arrange by vendor) (consists of equipment and valid lottery scheme information)		SO+1y	nil	DE
	SO = when lottery scheme and/or gaming equipment is updated or is no longer used				

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			A	SA	FD
65150	FACILITY LICENSING				
	Records relating to reviewing requests for licensing bingo halls and casinos located within the Province. Pursuant to the *Gaming Control Act* (ss. 18 to 21), applicants interested in opening a bingo hall or casino must submit a request to open a facility. Records contain proponent information pertaining to location, relocation, scale and amenities of proposed facilities. This information is reviewed in accordance with established criteria for a scoring system (e.g., proximity to other gaming facilities, local government approval).				
	The British Columbia Lottery Corporation manages casinos and establishes a casino operations service agreement (COSA) with each casino operator. This agreement facilitates regulatory compliance and is placed in the relevant approved casino case file (under 65150-25).				
	Record types include: correspondence, assignment schedules, financial statements, memoranda, newspaper clippings, receipt forms, reports, tax documents and other types of records as indicated under relevant secondaries.				
	Unless otherwise specified below, the ministry OPR (Policy, Legislation and Standards Division) will retain these records for:		CY+2y	nil	DE
	Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:		SO	nil	DE
-00	Policy and procedures	- OPR	SO	5y	FR
		- non-OPR	SO	nil	DE
-01	General				

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			A	SA	FD
65150	FACILITY LICENSING (continued)				
	-20	Approved bingo hall case files (includes agreement copies) (arrange by bingo hall name) (consists of information relating to adjacent local government and local government concerns, fees, and scoring results) SO = when bingo hall is no longer in operation	SO	7y	DE
	-25	Approved casino case files (includes agreement copies) (arrange by casino name) (consists of information relating to adjacent local government and local government concerns, fees, and scoring results) SO = when casino is no longer in operation	SO	7y	DE
	-30	Request to open a facility case files (includes request for proposal) (arrange by proponent or site and facility name) SO = upon expiry of appeal period NOTE: When decision is given, reclassify to appropriate secondary. For approved bingo halls use 65150-20. For approved casinos use 65120 -25.	SO	nil	DE

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			A	SA	FD
65200	HORSE RACING - GENERAL				
	Records relating to controlling and regulating horse racing in British Columbia (BC) that are not found elsewhere in the horse racing primary block. The Gaming Policy and Enforcement Branch General Manager assigns race dates to each BC race track, pursuant to the *Gaming Control Act* (s. 49). Record types include: correspondence, memoranda and reports. For records relating to other jurisdictions, see secondary 65000-06. For records relating to horse racing improvement fund payouts, see *ARCS* primary 925.				
	Unless otherwise specified below, the ministry OPR (Racing Division, Burnaby) will retain these records for:		CY+2y	nil	DE
	Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:		SO nil	DE	DE
-00	Policy and procedures	- OPR	SO	5y	FR
		- non-OPR	SO	nil	DE
-01	General		CY+1y	nil	DE
-04	Race dates		CY+1y	5y	DE

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			A	SA	FD
65210	HORSE RACING - COMPLIANCE AND ENFORCEMENT				
	Records relating to Racing Division staff (i.e., judges and stewards) inspecting, investigating, interviewing, and conducting hearings in accordance with the *Gaming Control Act, Gaming Control Regulations,* and the *Rules of Thoroughbred and Standardbred Horse Racing in British Columbia (BC),* chapter 3.				
	Race track judges and stewards randomly inspect race conditions, outcomes, post time delays, race track surfaces, and licences. Judges and stewards investigate every protest, objection, complaint or dispute made to them and are authorized to conduct investigations and hold hearings regarding infractions committed by jockeys, trainers, and race horse owners. Investigations are summarized in finding reports and/or licensees are issued a disciplinary ruling imposing a fine or penalty for violating racing rules or regulations.				
	Record types include: affidavits, correspondence, memoranda, bulletin copies, directives, interview notes, regulations, rulings, statements, summary reports and other types of records as indicated under relevant secondaries.				
	For approved gaming policy, see secondary 65010 -02. For a description of the Film, Investigators and Gaming Audit Regulatory System (FIGARO), see the Information System Overview section. For review hearings, see primary 67300.				
	Unless otherwise specified below, the ministry OPR (Racing Division, Burnaby) will retain these records for:		CY+2y	nil	DE
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-00	Policy and procedures	- OPR	SO	5y	FR
		- non-OPR	SO	nil	DE
-01	General				

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			A	SA	FD
65210		HORSE RACING - COMPLIANCE AND ENFORCEMENT (continued)			
	-20	Compliance and enforcement case files (includes affidavits, appeal copies, judges/stewards interview notes, inspection notes, investigation notes, licensee findings and summary reports) (arrange by licensee or horse name, then by racing season) SO = when the interview, inspection or investigation is complete, appeal period has expired, and the investigation summary report and the ruling (if applicable) are transferred to the appropriate registration case file for service providers/suppliers (secondary 66400-20) or workers (secondary 66420-20) DE = Compliance and enforcement case files may be destroyed because adequate information about the Branch's compliance and enforcement function is found in legislation, annual reports and policies and procedures which are fully retained by the government archives. NOTE: These case files may also contain copies of the Provincial Government's appeal reviews of judges'/stewards' rulings or copies of letters sent to the National Association of State Racing Commissioners (Kentucky) listing judges'/stewards' rulings.	SO+2y	5y	DE
	-30	Random inspection reports (arrange by date, then by racing season) NOTE: Should a random inspection substantiate further enforcement activities, reclassify random inspection report to the relevant compliance and enforcement case file (secondary 65210-20).	CY+2y	nil	DE

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			A	SA	FD
65210	HORSE RACING - COMPLIANCE AND ENFORCEMENT (continued)				
	-40	Compliance and enforcement rulings (arrange by standardbred or thoroughbred, then chronologically by ruling number)	SO	nil	DE
		SO = when all ruling requirements have been met or all appeal periods have been exhausted			
		NOTE: These are copies of rulings from registration - service providers/suppliers case files (66400-20), registration - workers case files (66420-20) and horse injury/death case files (65250-25). These are convenience copies maintained for the judges and stewards use at the race track.			

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			A	SA	FD
65220	HORSE RACING - DRUG TESTING				
	Records relating to testing for prohibitive drug use in horse racing, pursuant to the *Gaming Control Act* (s. 50). Provincial government inspectors are responsible for conducting drug tests on licensed horse racing participants (e.g., jockeys, drivers, gate crew, etc.). Drug testing on horses is performed by an approved laboratory on behalf of Canadian Pari-Mutuel Agency (CPMA).				
	Record types include: correspondence, directives, memoranda, research papers, sample analysis certificates, and other types of records as indicated under relevant secondaries.				
	For a description of the Film, Investigators and Gaming Audit Regulatory System (FIGARO), see the Information System Overview section.				
	Unless otherwise specified below, the ministry OPR (Racing Division, Burnaby) will retain these records for:		CY+2y	nil	DE
	Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:		SO	nil	DE
-00	Policy and procedures	- OPR	SO	5y	FR
		- non-OPR	SO	nil	DE
-01	General				
-06	Prohibited drugs list		SO	5y	DE
	SO = when new list is submitted by CPMA				
-30	Drug testing - positive case files (arrange by participant name) (consists of human and horse drug test results)		SO+1y	5y	DE
	SO = upon data entry completion and when data entry quality has been verified				

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			A	SA	FD
65220	HORSE RACING - DRUG TESTING (continued)				
	-50	Negative drug tests (arrange by participant name) (consists of human and horse drug test results)	SO+1y	nil	DE

SO = upon drug test results

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	A	SA	FD

65230 HORSE RACING - RACING OPERATIONS

Records relating to Racing Division staff supervising race track operations in accordance with the *Gaming Control Act, Gaming Control Regulations, and the Rules of Thoroughbred and Standardbred Horse Racing in British Columbia (BC), chapter 3*.

Licensed race horse owners must disclose the ownership details of their horses to the Racing Division and may be required to state these particulars in an affidavit. This is done on a partnership form. Absent licensed race horse owners may authorize an agent to act on their behalf. This is done on authorized agent forms. As commissioners for taking oaths, designated Racing Division staff notarize partnership forms and authorized agent forms.

Prior to race dates, the judge or steward reviews the posted race horse entries and nominations. If a horse does not qualify to run (e.g., health reasons), the judge/steward may scratch the horse from the race.

Racing Division staff issue and renew horse racing licences containing picture identification and employment title (e.g., drivers, jockeys, trainers, groomers, exercise riders, concessionaires, race track employees, etc.). A judge or steward reviews licence applications, and may require licensees to be examined or re-examined under oath, in relation to their fitness for licensing. All individuals require a current licence to gain access to the race track's restricted area (backstretch).

Record types include: agreements, bulletins, correspondence, licences, memoranda, publications, reports and other types of records as indicated under relevant secondaries.

For approved gaming policy, see secondary 65010-02.
For a description of the Film, Investigators and Gaming Audit Regulatory System (FIGARO), see the Information System and Overview section.
For records relating to allegations and complaints, see primary 65000-02.
For records relating to registration, see primaries 66380 to 66420.

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				A	SA	FD
65230	HORSE RACING - RACING OPERATIONS (continued)					
	For records relating to review hearings, see primary 67300. For revenue reports, see primary 65000.					
	Unless otherwise specified below, the ministry OPR (Racing Division, Burnaby) will retain these records for:			CY+2y	nil	DE
	Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:			SO	nil	DE
	-00	Policy and procedures	- OPR	SO	5y	FR
			- non-OPR	SO	nil	DE
	-01	General				
	-20	Race track operations case files (arrange by race track) (consists of correspondence between the Racing Division and race track operators)		SO	7y	DE
		SO = when race track is no longer in operation				
		DE = Race track operations case files may be destroyed because they do not have sufficient value to warrant retention and the operation of race tracks is well documented in policy manuals, executive briefing notes and annual reports.				
	-25	Race horse owner case files (includes absentee owner's licence forms, affidavits, authorized agent's form, ownership change forms, horse lease documents, horse partnership forms, tax receipts) (arrange by racing season, then by racing dates)		SO+1y	nil	DE
		SO = when ownership changes or paperwork has been incomplete for over one racing season				

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65230	HORSE RACING - RACING OPERATIONS (continued)			
-30	Entry/nomination review case files (includes daily racing forms, engagement slips, entry posting lists, equipment change requests, and non-approvals) (arrange by racing season, then by race dates)			
-40	Horse racing licensing (backstretch) case files (includes application forms and backstretch access cards) (arrange by racing season, then by licensee)			

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			A	SA	FD
65240	HORSE RACING - TRAINER EXAMINATIONS				
	Records relating to stewards developing, monitoring, providing and assessing written and practical horse trainer examinations for thoroughbred racing. The practical examinations are set up according to the Horseman Benevolent Protection Association requirements. In order to register as a gaming service worker all thoroughbred horse trainers and assistant horse trainers, if not previously licensed, must pass both a written and a practical exam. Stewards periodically review the final written exam with the licensee.				
	Standardbred Canada, a non-profit organization, is responsible for providing horse trainer examinations for standardbred trainers.				
	Record types include: correspondence, exam copies, memoranda, and reports.				
	Unless otherwise specified below, the ministry OPR (Racing Division, Burnaby) will retain these records for:		CY+2y	nil	DE
	Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:		SO	nil	DE
-00	Policy and procedures	- OPR	SO	5y	FR
		- non-OPR	SO	nil	DE
-01	General				
-02	Horse trainer applicant examinations (arrange by year) (contains completed exams)				
-20	Horse trainer examination development case files (arrange by exam type) (contains final version of exam)		SO	2y	DE
	SO = when examination is updated				

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			A	SA	FD
65250	HORSE RACING - VETERINARY SERVICES				
	Records relating to the Racing Division veterinarians advising judges and stewards of any horse deemed injured, unsafe or unfit to be raced. When necessary, a horse's name is placed on the "Veterinarian's list". The horse will remain on the list until it is well enough to race again. The Division veterinarian will recommend scratching a horse from a race if he/she believes the horse is incapable of exerting its best effort to win.				
	Race horses are tested according to the Exercise Induced Pulmonary Hemorrhage (EIPH) program established by the Rules of Thoroughbred and Standardbred Horse Racing in British Columbia. When the veterinarian believes a horse is eligible, he/she certifies that the horse is qualified to participate in the EIPH program. The horse's name is placed on a "certified list". During this 100 day program, the horse's condition is monitored as it receives medication.				
	If a horse bleeds following a race or workout, the horse will not be eligible to start in a race for seven days. The afflicted horse's name is placed on a "bleeder list".				
	For the Rules of Thoroughbred and Standardbred Horse Racing in British Columbia, see secondary 65010-02.				
	Record types include: certificates, correspondence, memoranda, research papers, and test reports.				
	Unless otherwise specified below, the ministry OPR (Racing Division, Burnaby) will retain these records for:		CY+2y	nil	DE
	Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:		SO	nil	DE
-00	Policy and procedures	- OPR	SO	5y	FR
		- non-OPR	SO	nil	DE
-01	General				
-02	Bleeder list		SO	nil	DE

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			A	SA	FD
65250	HORSE RACING - VETERINARY SERVICES (continued)				
	-03	Certified list	SO+2y	nil	DE
	-04	Veterinarian's list	SO	nil	DE
	SO =	when list is updated or renewed			
	-20	EIPH program case files (includes certified forms and decertified forms) (arrange by horse name)	SO+1y	nil	DE
		SO = when horse has left the race track or is no longer racing			
	-25	Horse injury/death case files (includes autopsies) (arrange by horse name) (contains treatment or medication descriptions, with the exact time and amount of and every prescription and billing and other information respecting their practice at the race track)	SO	5y	DE
		SO = upon recovery, death or autopsy report			
		NOTE: Every practicing veterinarian must report to the Racing Division Veterinarian, a track veterinarian and the judges/stewards, the name and cause of death of any horse which is or has been stabled on the grounds, and which has been destroyed or died for any reason within 15 days of it being stabled at the track.			

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			A	SA	FD
65320	HOST LOCAL GOVERNMENT AGREEMENTS				
	Records relating to financial assistance agreements made between the Province of British Columbia (BC) and host local governments. Pursuant to the *Gaming Control Act* (s. 19), the Province gives local governments the authority to determine the type and scope of gaming within their boundaries. The Province shares gaming revenue with host local governments of community and destination casinos in BC.				
	For revenue reports, see primary 65000.				
	Record types include: agreements, correspondence, memoranda, and other types of records as indicated under relevant secondaries.				
	Unless otherwise specified below, the ministry OPR (Policy, Legislation and Standards Division, Victoria) will retain these records for:		CY+2y	nil	DE
	Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:		SO	nil	DE
-00	Policy and procedures	- OPR	SO	5y	FR
		- non-OPR	SO	nil	DE
-01	General				
-20	Host local government agreement case files (arrange by local government)		SO	7y	DE
	SO = upon expiry or termination of agreement				
	DE = Host local government agreement case files may be destroyed because the allocation of funds to local governments is summarized and fully retained under secondary 65000-08. These records document the implementation of the financial memorandum agreement between the Province and BC municipalities and contain financial statements from the host community and documentation of the money transfers from the Province.				

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	A	SA	FD
66300 INVESTIGATIONS			
Records relating to investigating illegal gaming activities in accordance with the *Gaming Control Act* (ss. 79, 81 and 86) and the *Criminal Code of Canada*. The Gaming Policy and Enforcement Branch (GPEB) provides regulatory oversight of gaming in BC, including the BC Lottery Corporation (BCLC). GPEB investigates conflict of interest complaints or potential wrongdoing associated with licensees. Investigations may be initiated by audits, through background checks performed during the registration or licensing process or through a public complaint. Investigations are also initiated in response to a complaint (form 86) from the BCLC, a registrant or licensee. Form 86 details illegal gaming conduct or activity. GPEB investigators hold special provincial constable status under the *Police Act* (ss. 9 and 10) and have the authority to initiate and levy fines. Investigators prepare court documents and may testify in criminal proceedings. GPEB analyzes sensitive criminal intelligence concerning all organized crime prevention and control. GPEB provides gaming expertise and forensic audit support for federal, provincial and municipal law enforcement agencies. Completed investigation summary reports are forwarded to appropriate registration or licensed gaming area case file. Record types include: correspondence, memoranda, reports and other types of records as indicated under relevant secondaries. For a description of the Film, Investigators and Gaming Audit Regulatory System (FIGARO), see the Information System Overview section. For records relating to allegations and complaints, see primary 65000-02. For records relating to legal issues, see *ARCS* secondary 350-20. Unless otherwise specified below, the ministry OPR (Investigations Division, Burnaby) will retain these records for:	CY+2y	nil	DE

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			A	SA	FD
66300	INVESTIGATIONS (continued)				
	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	Investigation case files (includes criminal record checks, form 86 copies, interview notes, logs and investigation summary reports) (arrange in numerical sequence generated by FIGARO system) (consists of forensic audit support information and ticket violations)		SO+2y	5y	DE

SO = when investigation is complete and all appeal periods have expired

NOTE: Relevant case files may not proceed to final disposition until the investigation is complete.

NOTE: Branch staff transfer investigative summary reports into relevant revenue allocations case file secondary (67120-20), service providers/suppliers case file secondary 66400-20 or workers registration case file secondary 66420-20 at [Victoria, headquarters]. Summary reports from investigation case files concerning gaming patrons are not removed.

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			A	SA	FD
66380	REGISTRATION - GENERAL				
	Records not shown elsewhere in the registration primary block relating generally to registering individuals or companies wishing to work in, or provide services or equipment to, British Columbia's commercial gaming industry.				
	Record types include: correspondence, criminal record searches, financial information sheets, memoranda and reports.				
	For a description of the Film, Investigators and Gaming Audit Regulatory System (FIGARO), see the Information System Overview section.				
	Unless otherwise specified below, the ministry OPR (Registration Division, Victoria) will retain these records for:		CY+2y	nil	DE
	Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:		SO	nil	DE
-00	Policy and procedures	- OPR	SO	5y	FR
		- non-OPR	SO	nil	DE
-01	General				
-03	Registration lists		SO	nil	DE

SO = upon list update

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	A	SA	FD

66400 REGISTRATION - SERVICE PROVIDERS AND SUPPLIERS

Records relating to registering companies interested in providing services to the commercial or licensed gaming industry (i.e., casinos, bingo halls, or race tracks) in British Columbia.

Registration is a pre-requisite to conducting business in the gaming and horse racing industry. During the registration process, applicants are required to fully disclose all criminal and civil proceedings and they undergo mandatory background checks, which include credit history, criminal record and local indices checks. The Canadian Police Information Centre (CPIC) database records are queried for the disposition of all charges for which a person has been fingerprinted (Criminal Record) and all outstanding charges currently before the courts. Other checks are conducted through the Royal Canadian Mounted Police, Police Information Retrieval System (PIRS) database or any other police database whose jurisdiction is in Canada or in United States. These databases include information related to non convictions and charges regardless of disposition.

The corporate entity itself is similarly vetted for corporate share structure, finances and compliance history. These investigations frequently require travel to other Canadian, American and foreign jurisdictions and liaison with the police forces, the gaming regulatory bodies and the financial communities in those jurisdictions. The Branch assists gaming investigators from other jurisdictions, providing information to them pertaining to their regulatory investigations of these companies. Records may contain audit information and/or investigative summary reports.

Registration is for a five year period. Each corporate registrant is monitored during the registration period for significant changes affecting personnel, financing, corporate structure, and regulatory compliance. Any decision to deny, suspend or revoke a registration may be subject to a review hearing as requested by the applicant.

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

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				A	SA	FD
66400	REGISTRATION - SERVICE PROVIDERS AND SUPPLIERS (continued)					
	For a description of Film, Investigators and Gaming Audit Regulatory System (FIGARO), see the Information System Overview section. For audits, see primary 65030. For investigations, see primary 66300. For review hearings, see primary 67300.					
	Unless otherwise specified below, the ministry OPR (Registration Division, Victoria) will retain these records for:			CY+2y	nil	DE
	Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:			SO	nil	DE
	-00	Policy and procedures	- OPR	SO	5y	FR
			- non-OPR	SO	nil	DE
	-01	General				
PIB	-20	Service provider/supplier registration case files (includes agreements, applications, financial statements, consent forms, corporate/security income tax returns, deed, lease or mortgage copies, incorporation certificates, interview statements, investigation or audit inspection reports, organizational charts, photographs, registration certificates and sworn statement and depositions) (arrange by FIGARO-generated number)		SO	5y	DE
		SO = upon renewal or non-renewal of registration or when registration application is refused, terminated or withdrawn				

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	A	SA	FD

66420 REGISTRATION - WORKERS

Records relating to registering individual workers in the gaming industry. Individuals working at gaming sites in the Province are cleared by the Gaming Policy and Enforcement Branch (GPEB) after criminal background checks which include credit history, criminal record and local indices checks. The Canadian Police Information Centre (CPIC) database records are queried for the disposition of all charges for which a person has been fingerprinted (Criminal Record) and all outstanding charges currently before the courts. Local indices checks are conducted through the Royal Canadian Mounted Police, Police Information Retrieval System (PIRS) database or any other police database whose jurisdiction is within Canada or the United States. These databases record all complaints the respective police departments investigate and include information related to non convictions and charges regardless of disposition. Applicants must fully disclose all criminal and civil proceedings and each registration application will be decided on its own merits.

Upon clearing these checks, and/or relevant examinations, gaming workers are issued identification cards which must be worn during work or produced upon demand. Individual workers must renew their registration every three years. If registration is renewed, the individual retains his/her gaming worker file number.

Any decision to deny, suspend or cancel a registration may be subject to a review hearing by request of the applicant.

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

For a description of the Film, Investigators and Gaming Audit Regulatory System (FIGARO), see the Information System Overview section.
For review hearings, see primary 67300.

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				A	SA	FD
66420	REGISTRATION - WORKERS (continued)					
	Unless otherwise specified below, the ministry OPR (Registration Division, Victoria) will retain these records for:			CY+2y	nil	DE
	Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:			SO	nil	DE
	-00	Policy and procedures	- OPR	SO	5y	FR
			- non-OPR	SO	nil	DE
	-01	General				
PIB	-20	Worker registration case files (includes affidavits, agreements, applications, certification cards, consent forms, interview statements, immigration papers, investigation or audit inspection reports, identification copies, photographs and receipts) (arrange by FIGARO-generated number)		SO	3y	DE

SO = upon expiry and non-renewal of or suspension of registration or when worker registration application is refused, terminated or withdrawn

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	A	SA	FD

67120 REVENUE ALLOCATIONS

Records relating to allocating gaming revenue to charitable organizations through direct access grants or by granting gaming event licenses.

The Gaming Policy and Enforcement Branch (GPEB) administers the Direct Access Program and the Bingo Affiliation Grant program. GPEB determines which organizations will receive grants, determines the grant amount and then allocates grant payments to approved applicants. An organization may be eligible for a grant as long as it is not for profit and operates primarily for community benefit. Grant funds can be used for arts, parent advisory committees, sport and cultural events, capital projects, environmental projects, human and social services or public safety.

A gaming event licence allows the licensee to retain the revenue generated. Currently there are class A, B and C level licences.

Both Class A and Class B gaming event licenses permit a licensee to conduct gaming events such as ticket raffles, independent bingos, and wheels of fortune or social occasion casinos. Class A level licenses are for a gaming event or series of gaming events that will generate more than a specified amount in gross revenue, as outlined in the regulations. Class B level licenses are for a gaming event or series of gaming events that will generate less than the current specified amount in gross revenue. A licence may be issued for a period of up to 12 months for a series of similar A class or B class gaming events which will be held at a single location. B class licences can be applied for using an electronic form available on the Gaming Policy and Enforcement Branch website.

Class C gaming event licence permits the licensee to conduct ticket raffles, independent bingos, and wheels of fortune or limited casinos in conjunction with an approved fair or exhibition.

This primary also covers the Charitable Administration to Gaming Equity (CAGE) database which supports gaming revenue allocation functions of the Branch.

(continued on next page)

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			A	SA	FD
67120	REVENUE ALLOCATIONS (continued)				
	Record types include: application forms, audit reports, correspondence, memoranda, financial documents, notes, licence copies, hearing decisions, recommendation sheets, reports and other types of records as indicated under relevant secondaries.				
	For a description of the Charitable Administration of Gaming Equity (CAGE) system, see the Information System Overview (ISO) section. For a description of the Gaming Policy and Enforcement Branch web site, see the ISO section. For application fees, see *ARCS* primary 1190. For revenue reports, see primary 65000. For review hearings, see primary 67300.				
	Unless otherwise specified below, the ministry OPR (Licensing and Proceeds Division, Victoria) will retain these records for:		CY+2y	nil	DE
	Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:		SO	nil	DE
-00	Policy and procedures	- OPR	SO	5y	FR
		- non-OPR	SO	nil	DE
-01	General				
-20	Revenue allocations case files (includes applications, activity sheets, financial statements, grant and licence copies, payment notifications, summary reports, incorporation certificates, minutes, proposals, resolutions, void cheques) (arrange by CAGE-generated numbers) (consists of applications for gaming event licences, direct access grants, or bingo affiliation grants)		FY+2y	5y	DE

(continued on next page)

A = Active
SA = Semi-active
FD = Final Disposition
PIB = Personal Information Bank
PUR = Public Use Records
OPR = Office of Primary Responsibility
CY = Calendar Year
FY = Fiscal Year
NA = Not Applicable
w = week m = month
y = year
SO = Superseded or Obsolete
DE = Destruction
SR = Selective Retention
FR = Full Retention
FOI - Freedom of Information/Privacy
VR = Vital 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 Corporate Information Management Branch. For assistance in implementing *ORCS*, contact your Records Officer.

			A	SA	FD
67120	REVENUE ALLOCATIONS (continued)				
		8y = The eight year semi-active period satisfies fiscal and audit requirements and provides sufficient time for program area staff to refer to previous licence recommendations when considering eligibility for new licences.			
		DE = Revenue allocation case files may be destroyed because the allocation of financial funds is documented and fully retained in the revenue reports classified under secondary 65000-08. These records document a routine application process.			
		NOTE: These records will be transferred to off-site storage under ongoing accession number 90-7531.			
	-25	Charitable Access to Gaming Equity (CAGE) data files (electronic records) (covers revenue allocations, charitable audits and commercial audits)	SO	nil	DE
		SO = when data is updated or obsolete or when it has been transferred to a new database			
		NOTE: This secondary is not for filing. This secondary is used to classify the data contained within CAGE.			
	-30	Charitable Access to Gaming Equity (CAGE) system (electronic database)	SO	nil	DE
		SO = when the functions supported by the database are no longer performed by government			
		DE = This electronic system can only be destroyed when the approved retention schedules covering the information on it have elapsed, or when the information in it has been made accessible elsewhere.			

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			A	SA	FD
67120	REVENUE ALLOCATIONS (continued)				
	-35	Web site applications for B Class gaming event licences (electronic forms and paper) (includes community organization gaming event applications) (arranged by pre-assigned number)	FY+2y	5y	DE
		8y = The eight year semi-active period satisfies fiscal and audit requirements and provides sufficient time for program area staff to refer to previous licence recommendations when considering eligibility for new licences.			
		NOTE: Once the application for B Class gaming licence is printed and placed in the (secondary 67120-35) paper file the electronic version is an unnecessary duplicate and can be destroyed.			

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			A	SA	FD
67300	REVIEW HEARINGS				
	Records relating to review hearings conducted by the Gaming Policy and Enforcement Branch (GPEB). Review hearings may involve gaming licence suspensions or revocations, or branch actions, orders or decisions concerning registration matters or horse racing penalties. Hearings may be requested by licensees, applicants, or other persons or parties deemed eligible by the Branch. Hearing requests must be initiated within 30 days of notification of an action, order or decision. Case files are created when a notice of hearing and a hearing application fee are received.				
	The first stage in the review process is reconsideration, which is a comprehensive review by the appropriate branch director. When permitted, a second stage involving an administrative review hearing with independent panel members takes place. After the hearing is held, the panel will provide a written recommendation to the General Manager, GPEB, who makes the final determination to uphold or overturn the original decision.				
	Record types include: business plans, correspondence, exhibits, hearing notices, memoranda, hearing notes, reports and submissions.				
	For audits, see primary 65030. For horse racing, compliance and enforcement, see primary 65220.				
	Unless otherwise specified below, the ministry OPR (Policy, Legislation and Standards Division, Victoria) will retain these records for:		CY+2y	nil	DE
	Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:		SO	nil	DE
-00	Policy and procedures	- OPR	SO	5y	FR
		- non-OPR	SO	nil	DE
-01	General				

(continued on next page)

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			A	SA	FD
67300	REVIEW HEARINGS (continued)				
	-20	Review hearing case files (arrange by name of party requesting the hearing)	SO+1y	6y	DE
		SO = when all appeal periods have expired			
		DE = Review hearing case files may be destroyed because they document the review of routine decisions by the Branch.			

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INFORMATION SYSTEM OVERVIEW SECTION

TABLE OF CONTENTS

ISO TITLE			ISOS TITLE
Charitable Administration to Gaming Equity System	CAGE		
Film, Investigators and Gaming Audit Regulatory System	FIGARO		
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Responsible Gaming Information System	REGIS		
Gaming, Policy and Enforcement Web site	GPEW		

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INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Ministry of Public Safety and Solicitor General
Gaming Policy and Enforcement Branch (GPEB)

System Title

Charitable Administration to Gaming Equity (CAGE) System

Purpose

CAGE is a data tracking system designed to monitor and track casino and commercial bingo hall revenue, charitable organization gaming revenue, direct access grants or affiliation certificates and gaming event licenses (e.g., independent ticket raffles, social occasion casino, wheels of fortune) and their locations. CAGE is also used in accounts receivable for bank reconciliations.

Information Content

The CAGE system contains licence applications, including the managers' and applicants' names; mailing addresses and telephone numbers; management companies' incorporation dates; bingo hall demographics; licensee and direct access applicant document checklists; and decisions, licenses issued and reconsiderations. CAGE also contains information pertaining to net revenue by gaming type and location and the charitable gaming allocations.

Inputs, Processes, and Outputs

Inputs:
Application information is submitted on electronic or paper forms completed by applicants and decisions made about the applications are subsequently input to the system by relevant ministry staff.

Processes:
The CAGE system tracks licensing workflow and serves as a checklist of the required licensee and direct access application documents for staff to follow. Final decisions are made in CAGE and CAGE calculates licensees' net revenue and schedules charitable revenue allocation payments depending on gaming type. The payment is released by senior staff. GPEB Management Services Division pays out on a regular basis by batching the next available payment by gaming. A batch file is exported from CAGE. This batch file is imported into an off-the-shelf accounting software package that specializes in accounting (receivables/payables and electronic fund transfers), known as "AccPac". Once a confirmation occurs that the money is in the general trust account, "AccPac" interfaces with the Corporate Accounting System (CAS) and disburses funds to organizations via electronic fund transfers. The batch status is updated in CAGE via a general update function.

Outputs:
CAGE generates A class licenses, gaming assessments, statistical reports and lists.

CAGE exports financial batch files that are used for accounts payable for distributing gaming proceeds to charity.

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Technical Maintenance

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

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

Classification

Electronic System

Secondary No.	Secondary Title
67120-30	Charitable Administration to Gaming Equity (CAGE) System

Electronic Records

Secondary No.	Secondary Title
67120-25	Charitable Administration to Gaming Equity data files
ARCS 910-30	Reconciliations

Inputs

Secondary No.	Secondary Title
67120-20	Revenue allocations case files
65030-20	Charitable audit case files
65030-30	Commercial audit case files

Outputs

Secondary No.	Secondary Title
ARCS 910-30	Reconciliations
67120-20	Revenue allocations case files (includes licence copies)
65000-07	Gaming reports and statistics
65000-08	Gaming revenue reports

Other Related Records

- For administrative records relating to the system, see *ARCS* section 6 and other relevant primaries.
- For computer system backup records, see special schedule 112910 in the *ARCS* manual.
- For financial records, see *ARCS* Section 4 - FINANCE.
- For transitory electronic data processing (EDP) records, see special schedule 102902 in the *ARCS* manual.

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INFORMATION SYSTEM OVERVIEW

for an ISO with Subsystems

Name of Creating Agency

Ministry of Public Safety and Solicitor General
Gaming Policy and Enforcement Branch

System Title

Film, Investigators and Gaming Audit Regulatory System (FIGARO)

Subsystem Titles

Criminal Records Review Program (CRRP), see schedule 119244, Security Programs *ORCS*
Film Classification Office (FCO)
Gaming Policy and Enforcement (GPE), schedule #179964
Private Investigators and Security Agencies (PISA), see schedule #119244, Security Programs *ORCS*

Purpose

The Film, Investigators and Gaming Audit Regulatory System (FIGARO) is a licensing and regulatory system developed to support the following four separate regulatory programs:

Criminal Records Review Program (CRRP)
Film Classification Office (FCO)
Gaming Policy and Enforcement (GPE)
Private Investigators and Security Agencies (PISA)

The purpose of the GPE application is to track the registration process and the post registration enforcement activities.

Information Content

The GPE system contains registration applicant information, financial data, and horse racing enforcement and compliance information.

The CRRP System includes information identifying the individual who is the subject of a criminal records check, the individual's employer(s) or governing body, a list of relevant offences found as a result of the check, a record of the procedural steps undertaken in the criminal record checking process, and any adjudication or appeal decisions made pursuant to the *Criminal Records Review Act*.

The PISA System contains data which includes: names, addresses, places of birth, citizenship status, birthdates, current employers, past employers, personal identifiers such as height, weight, hair colour, and eye colour, required courses, basic standards training (BST) certificate number and date course completed. The PISA System also contains administrative, managerial, operational and statistical reports.

The FCO System contains financial revenue data; classifications and approvals of film and video; data from licence applications; records relating to inspections; and financial management reports.

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INFORMATION SYSTEM OVERVIEW FOR A SUBSYSTEM

Name of Creating Agency

Ministry of Public Safety and Solicitor General
Gaming Policy and Enforcement Branch

System Title

Film, Investigators and Gaming Audit Regulatory System (FIGARO)

Subsystem Title

Gaming Policy and Enforcement (GPE)

Purpose

The purpose of the GPE application is to record, index, and track registrations and the relative fees for service providers, suppliers and workers. The database also records, indexes and tracks horse racing complaints, contraventions, inspections, findings, decisions, appeals, and related costs.

Information Content

FIGARO contains names, addresses, phone numbers, etc. of individuals applying for registration as workers, service providers, or suppliers, and also contains financial data relating to costs and fees. FIGARO tracks post registration enforcement activity.

Inputs, Processes, and Outputs

Inputs:

Branch staff input information relating to registration of gaming service providers, suppliers and workers and complaints pertaining to illegal gaming activities.

Processes:

When branch staff sign on to the system they may select one of the following functions:

- enforcement service
- registration service
- find services
- find licenses
- find indiv/organization
- find files
- find names

Information is entered, searched, or tracked from the index.

Outputs:

The subsystem outputs consist of registration lists, horse racing worker licence cards, also known as backstretch access cards, statistics and reports.

Technical Maintenance

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

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

Classification

Electronic System

Secondary No.	Secondary Title
65000-20	Film, Investigators and Gaming Audit Regulatory System (FIGARO)

Electronic Records

Secondary No.	Secondary Title
65000-25	Gaming policy and enforcement data files

Inputs

Secondary No.	Secondary Title
65000-02	Allegations and complaints
65030-20	Charitable audit case files
65030-30	Commercial audit case files
65050-20	Certification of technical integrity case files
65210-20	Compliance and enforcement case files
65210-30	Random inspection reports
65210-40	Compliance and enforcement rulings
65220-30	Drug testing - positive case files
65230-25	Race horse owner case files
65230-30	Entry/nomination review case files
65230-40	Horse racing licensing (backstretch) case files
66400-20	Service provider/supplier registration case files
66420-20	Worker registration case files

Gaming staff enter registration fees and payments and post registration audit and enforcement activities. These records are classified in *ARCS* Section 4 - FINANCE.

Outputs

Secondary No.	Secondary Title

65000-07	Gaming reports and statistics
65230-40	Horse racing licensing (backstretch) case files
66380-03	Registration lists

Other Related Records

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

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INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Ministry of Public Safety and Solicitor General
Gaming Policy and Enforcement Branch (GPEB)

System Title

Responsible Gaming Information System (REGIS)

Purpose

The REGIS database was designed to support services provided by the Problem Gambling Program (PGP). REGIS has the following three main functions:

1. REGIS maintains/generates current records on all service providers, such as service types provided and hours worked. This information is used to monitor monthly contract performance and to calculate payments.
2. REGIS maintains/generates counsellor/service providers input client caseload data - REGIS has a number of note fields that can be used to hold all file notes.
3. REGIS maintains/generates statistical reports that are used to identify gambling trends and develop problem gambling programs.

Information Content

REGIS contains information about: public awareness and prevention initiatives; coordination and consultation services; and, clinical counsellor/service provider's clients, including assessments, treatment plans and referrals; eligible direct and indirect service delivery activities; contract deliverables; and expenses and payment information.

Inputs, Processes, and Outputs

Inputs:

Each counsellor/service provider is given an IDIR account number and an access code to the REGIS system. PGP staff cannot access any personally identifiable client information through the REGIS system. However PGP staff are able to access the following information in aggregate and anonymous form: admission dates, discharge dates, follow up dates, ethnicity, number of dependents, follow up agreements, aboriginal status, marital status, birth year, past admissions, employment status changes, treatment goals, emotional health, physical health, mental health, postal code, and city. Emotional, physical and mental health ratings are expressed as a number rating based upon a self assessment completed by clients.

PGP staff input information, provided by the counsellor/service providers, such as agency name, service type provided, staff name, contract information, agency address and billing information (time).

Processes:

The system has three different access levels: clinical counsellor/service providers, prevention counsellor/service providers and program headquarters staff.

When clinical counsellor/service providers admit a client they can search to see if the client has been admitted into the program before. Clients are screened for program eligibility and once formally admitted their assessment tests are entered. Counsellor/service providers can access clinical data on their own clients. In some cases, with the client's permission, information is shared with another counsellor/service provider. Prevention service providers can access all prevention information. Counsellor/service providers and prevention service providers have access to their own contract/financial information as it relates to monthly expenditure proposals and submission of actual expenses to headquarters. PGP staff has access to the headquarters menu only.

The prevention service providers use REGIS to report gambling prevention activities they have organized and delivered to groups rather than individuals.

All information is stored in a central secure location in Victoria and managed by the Attorney General, Information Technology Systems Division. All connections to and from the database are through a secure encrypted channel, known as a Virtual Private Network.

REGIS automatically creates metadata known as "journaling" to record the user ID, date, time, record identifiers, and original state of data for any changes a user makes to the data. This information is recorded and upon request database administrators can extract specific data that is justified for a specific purpose (such as a contract audit) and make it available for PGP staff to review. Users of the system do not have any access to this information. Also, the system firewalls keep log files which identify which computers have been accessing the system.

Outputs:
REGIS generates monthly payment runs and counsellor/service provider activity reports in preparation for compensating for all work performed (professional fees) and program delivery costs for previous month.

REGIS generates demographic reports derived from various client data, providing a snapshot of kinds of clients seen and for what issues (e.g., age, gender, gaming activity, region of province, etc.).

REGIS also generates outcome reports that measure changes relating to quality of life or problem gambling activity.

Counsellors/service providers are not required to print off client case file information from REGIS. However should they do so, PGP requires that client case are kept fully secure.

Technical Maintenance

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

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

Classification

Electronic System

Secondary No.	Secondary Title
65020-20	Responsible Gaming Information System (REGIS)

Electronic Records

Secondary No.	Secondary Title
ARCS 1070-20	Contract case files
ARCS 925-20	Accounts payable case files
65020-07	Gambling reports and studies

Inputs

Secondary No.	Secondary Title
ARCS 1070-20	Contract case files
ARCS 925-20	Accounts payable case files
	NOTE: Counsellor client case files and prevention service provider case files are also input into REGIS. They are non-government files.

Outputs

Secondary No.	Secondary Title
65020-07	Gambling reports and studies
ARCS 1180-20	Reports

Other Related Records

- For administrative records relating to the system, see *ARCS* section 6 and other relevant primaries.
- For computer system backup records, see special schedule 112910 in the *ARCS* manual.
- For financial records see *ARCS*, Section 4 - FINANCE
- For transitory electronic data processing (EDP) records, see special schedule 102902 in the *ARCS* manual.

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INFORMATION SYSTEM OVERVIEW FOR A WEB SITE

Name of Creating Agency

Public Safety and Solicitor General
Gaming Policy and Enforcement (GPE)

Web site Title and URL

Gaming Policy and Enforcement web site http://www.pssg.gov.bc.ca/gaming

Purpose

This web site provides internet and intranet access to information about gaming regulation and control in British Columbia as well as information pertaining to problem gambling. Community organizations use this web site to apply for B level licensing.

Information Content

Each application contains information pertaining to a community organization, its address, email address, phone and fax numbers, contact person's name, a description of the organization's purpose and how it plans to use the money generated from the proposed gaming event(s). Other information includes the gaming event(s) location(s), date(s) and time(s), the number, types(s) and prize values, how many tickets printed and their prices for ticket raffles and credit card information.

The Gaming Policy and Enforcement web site also contains links to other gaming jurisdictions within Canada, including the BC Lottery Corporation web site. This web site also provides links to the Responsible Gambling Web site classified under secondary 65020-30 and contains the online licensing system for Class B gaming licenses.

Web site Features

Features include:

- links to the BC Lottery Corporation and other Canadian gaming web sites and the Responsible Gambling web site
- on-line daily application status reports
- on-line licensing system
- query streams
- gaming legislation, policies and standards

Classification and Scheduling

Records are maintained on the web site as long as appropriate. For retention and disposition schedules covering these records, see relevant primaries/secondaries, which are listed below.

Web Site

Secondary No.	Secondary Title
65000-30	Gaming Policy and Enforcement web site

Records on the web site.

Secondary No.	Secondary Title
65000-07	Gaming reports and statistics
65000-03	Gaming annual reports
65010-02	Approved gaming policy
65000-08	Gaming revenue reports
65200-04	Race dates
67120-35	Web site applications for B class gaming event licences

Other Related Records

- For administrative records relating to the web site, see *ARCS* section 6 and other relevant primaries.
- For computer system backup records, see special schedule 112910 in the *ARCS* manual.
- For financial records relating to Finance, see *ARCS* section 4.
- For transitory data processing records, see special schedule 102902 in the *ARCS* manual.

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SUBJECT HEADINGS PRIMARY NUMBERS

GAMING

Operational Records Classification System (ORCS)

I N D E X

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

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

This index contains an alphabetical listing of:

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

Cross-references:

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

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

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ABORIGINAL (See POLICY AND CONSULTATION)	
ADMINISTRATIVE REVIEW HEARING	67300
AUDITS	
-charitable audit case files	65030
-commercial audit case files	65030
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APPEALS (See REVIEW HEARINGS)	
APPROVED GAMING POLICY	65010
ANNUAL REPORTS	65000
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BOARD OF COMMISSIONER MEETINGS	65000
BRITISH COLUMBIA LOTTERY CORPORATION	65000
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SUBJECT HEADINGS	PRIMARY NUMBERS
CERTIFIED LIST	65250
CERTIFICATION (See REGISTRATION - WORKERS)	
CERTIFICATION OF TECHNICAL INTEGRITY	65050
CHARITABLE ACCESS TO GAMING EQUITY (CAGE) DATA FILES	67120
CHARITABLE ACCESS TO GAMING EQUITY (CAGE) ELECTRONIC DATA BASE	67120
CHARITABLE AUDITS	65030
COMMERCIAL AUDITS	65030
COMPLAINTS AND INQUIRIES (See also HORSE RACING - COMPLIANCE AND ENFORCEMENT)	65000
COMPLIANCE (See AUDITS)	
COMPLIANCE AND ENFORCEMENT (See HORSE RACING - COMPLIANCE AND ENFORCEMENT)	

- D -

DATA FILES (See GAMING - GENERAL)	
DIRECT ACCESS (See REVENUE ALLOCATIONS)	
DRUG TESTING	65220

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ELECTRONIC DATA FILES (See GAMING - GENERAL)	
ENFORCEMENT (See INVESTIGATIONS)	

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SUBJECT HEADINGS	PRIMARY NUMBERS
ENTRY/NOMINATION REVIEW	65230
EQUIPMENT CERTIFICATION (See CERTIFICATION OF TECHNICAL INTEGRITY)	
EVENT LICENCES (See REVENUE ALLOCATIONS)	
EXERCISE INDUCED PULMONARY HEMORRHAGE PROGRAM (EIPH)	65250

- F -

FACILITY LICENSING	65150
FEDERAL/PROVINCIAL COMPLIANCE PROJECTS (See OTHER JURISDICTIONS)	
FILM, INVESTIGATORS AND AUDIT REGULATORY SYSTEM (FIGARO) (See GAMING - GENERAL)	
FINES (See HORSE RACING - COMPLIANCE AND ENFORCEMENT) (See also INVESTIGATIONS)	

- G -

GAMBLING REPORTS AND STUDIES	65020
GAMING	65000
- allegations and complaints	65000
- general	65000
- BC Lottery Corporation (BCLC)	65000
- other jurisdictions	65000
- Gaming reports and statistics	65000
- Gaming, policy and enforcement data files	65000
- Gaming revenue reports	65000
- Gaming Policy and Enforcement Branch website	65000
- Film, Investigators and gaming Audit Regulatory System (FIGARO)	65000

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SUBJECT HEADINGS	PRIMARY NUMBERS
GAMING POLICY AND ENFORCEMENT WEBSITE	65000
GAMING REPORTS AND STUDIES	65020
GAMING SITES AND FACILITIES (See FACILITY LICENSING)	
GAMING SITES AND FACILITIES - CHARITABLE BINGO HALLS (See FACILITY LICENSING)	
GAMING SITES AND FACILITIES - CASINOS (See FACILITY LICENSING)	
GRANTS (See REVENUE ALLOCATIONS)	

- H -

HEARINGS	
-administrative	67300
-relocation	67300
-review	67300
HORSE INJURY/DEATH	65250
HORSE RACING - GENERAL	65200
- race dates	65200
- race track lease	65200
- reports/statistics	65200
HORSE RACING - COMPLAINTS AND INQUIRIES (See GAMING - GENERAL)	
HORSE RACING - COMPLIANCE AND ENFORCEMENT	65210
- compliance and enforcement rulings	65210
- random inspection reports	65210
HORSE RACING - DRUG TESTING	65220
- prohibited drugs list	65220
- drug testing - positive	65220
- drug testing - negative	65220

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SUBJECT HEADINGS	PRIMARY NUMBERS
HORSE RACING - RACING OPERATIONS	65230
- entry/nomination review	65230
- licensing (backstretch)	65230
- race track operations	65230
- race horse owner	65230
HORSE RACING - TRAINER EXAMINATIONS	65240
- horse trainer applicant examinations	65240
- horse trainer examination development	65240
HORSE RACING - VETERINARY SERVICES	65250
- bleeder list	65250
- certified list	65250
- EIPH program	65250
- injury/death	65250
- veterinarian's list	65250
HOST LOCAL GOVERNMENT AGREEMENTS	
-host local agreements case files	65320

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INSPECTIONS (See HORSE RACING - COMPLIANCE AND ENFORCEMENT)

INVESTIGATIONS 66300
(See also HORSE RACING - COMPLIANCE AND ENFORCEMENT)

INDUSTRY CONCERNS (See GAMING POLICY AND CONSULTATION)

- J -

JUDGES 65210 - 65250
(See also HORSE RACING)

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SUBJECT HEADINGS	PRIMARY NUMBERS
- K -	
- L -	
LAW ENFORCEMENT AGENCIES (See OTHER JURISDICTIONS)	
LICENCES (See REVENUE ALLOCATIONS)	
LOCAL GOVERNMENT (See HOST LOCAL GOVERNMENT AGREEMENTS)	
LOTTERY SCHEMES (valid) (See CERTIFICATION OF TECHNICAL INTEGRITY)	
- M -	
MUNICIPALITIES	65010
- N -	
- O -	
OPERATIONAL STATISTICS (See REPORTS/STATISTICS)	
ORGANIZATIONS (See POLICY AND CONSULTATION)	
OTHER JURISDICTIONS	65000

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SUBJECT HEADINGS — PRIMARY NUMBERS

- P -

POLICY
(See secondary -00 under appropriate subject primary)

POLICY AND CONSULTATION 65010

PROBLEM GAMBLING 65020
- reports/statistics 65020
- Responsible Gaming Information System (REGIS) database 65020
- Responsible Gambling website 65020

PROCEDURES
(See secondary -00 under appropriate subject primary)

PROHIBITED DRUG LIST (See HORSE RACING - DRUG TESTING)

PROPOSALS 65150

PUBLIC CONCERNS (See COMPLAINTS AND INQUIRIES)

- Q -

- R -

RACE DATES 65200

RACE TRACK LEASE 65200

RACING OPERATIONS
- entry/nominations 65230
- horse racing licensing (backstretch) 65230
- race horse owners 65230
- random inspection reports 65230

RECONSIDERATION (See REVIEW HEARINGS)

REGIS (See RESPONSIBLE GAMING INFORMATON SYSTEM)

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SUBJECT HEADINGS	PRIMARY NUMBERS
REGISTRATION - GENERAL	66380
- SERVICE PROVIDER AND SUPPLIERS	66400
- REGISTRATION - WORKERS	66420
REGULATORY STRUCTURE (See GAMING - GENERAL)	
RELOCATION (See FACILITY LICENSING)	
REPORTS/STATISTICS (See also ANNUAL REPORTS) (See also REVENUE REPORTS) (See also PROBLEM GAMBLING - ISSUES REPORTS AND STUDIES)	65000
REQUEST TO OPEN A FACILITY (See FACILITY LICENSING)	
RESPONSIBLE GAMING INFORMATON SYSTEM (REGIS)	65020
RESPONSIBLE GAMBLING WEB SITE	65020
REVIEW HEARINGS	67300
REVENUE ALLOCATIONS	67120
REVENUE REPORTS	65000
RULINGS (See HORSE RACING – COMPLIANCE AND ENFORCEMENT)	
- S -	
SCALE AND AMENITIES	65150
SCORING SYSTEM	65150
SERVICE PROVIDERS AND SUPPLIERS (See REGISTRATION)	
SOCIAL OCCASION CASINOS	67120

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SUBJECT HEADINGS — PRIMARY NUMBERS

STAKEHOLDER CONSULTATION 65010

STANDARDBRED 65200 - 65250
(See also HORSE RACING)

STATISTICS/REPORTS (See REPORTS/STATISTICS)

STEWARDS 65200 - 65250
(See also HORSE RACING)

SUSPENSIONS 67300

- T -

THOROUGHBRED 65200 - 65250
(See also HORSE RACING)

TICKET RAFFLES (See REVENUE ALLOCATIONS)

TRAINER EXAMINATIONS 65240
- horse trainer applicant examinations 65240
- horse trainer examination development 65240

- U -

UNION OF BRITISH COLUMBIA MUNICIPALITIES 65010

UNNAPROVED APPLICATION
(See REGISTRATION - SERVICE PROVIDERS AND SUPPLIERS)
(See also REGISTRATION - WORKERS)

UNNAPROVED BINGO HALLS
(See REGISTRATION - SERVICE PROVIDERS AND SUPPLIERS)

UNNAPROVED CASINOS
(See REGISTRATION - SERVICE PROVIDERS AND SUPPLIERS)

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SUBJECT HEADINGS	PRIMARY NUMBERS
- V -	
VETERINARY SERVICES	65250
- bleeder list	65250
- certified list	65250
- veterinarian list	65250
- W -	
WEB SITE - GAMING	65000
WEB SITE - RESPONSIBLE GAMBLING	65020
- X -	
- Y -	
- Z -	