

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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S E C T I O N 4

L E G I S L A T I V E C O U N S E L S E R V I C E S

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

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Section 4 covers records relating to services provided by Legislative Counsel pursuant to the *Statute Revision Act* (RSBC 1996, c. 440), *Regulations Act* (RSBC 1996, c.402) and the *Queen's Printer Act* (RSBC 1996, c. 394). This includes records relating to: drafting and publishing legislation; depositing, distributing, indexing, annotating, and filing regulations; and revising and consolidating statutes of the Province of British Columbia.

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SO = Superseded or Obsolete

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34000 - LEGISLATIVE COUNSEL SERVICES - 34999

PRIMARY NUMBERS AND PRIMARY SUBJECTS

34000 LEGISLATIVE COUNSEL SERVICES - GENERAL

34200 DRAFTING OF LEGISLATION

34400 PUBLISHING OF LEGISLATION - GENERAL

34420 - BRITISH COLUMBIA RULES OF COURT AND
 RELATED ENACTMENTS

34440 - REVISED STATUTES OF BRITISH COLUMBIA

34460 - STATUTES OF BRITISH COLUMBIA

34480 - THIRD READING BILLS OF BRITISH COLUMBIA

34600 REGULATION REGISTRY SERVICES

34800 STATUTE REVISION

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34000 LEGISLATIVE COUNSEL SERVICES - GENERAL

Records not shown elsewhere in the Legislative Counsel Services section which relate generally to drafting legislation, depositing regulations, preparing legislation for publication, and revising and consolidating statutes. Includes correspondence and memoranda.

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

Unless otherwise specified below, the ministry OPR (Legislative Counsel) 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
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

-01 General

FR = The government archives will fully retain all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. These records have evidential value. Draft and duplicate materials which hold insufficient evidential value to merit preservation may be purged and discarded.

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34200. DRAFTING OF LEGISLATION

Records relating to drafting individual bills, acts, regulations, and orders in council of the Province of British Columbia. The processes of drafting legislation and orders in council are explained in detail below.

Legislative submissions to Cabinet are initiated by ministries in a cooperative process involving Legislative Counsel and Cabinet Policy and Communications Secretariat (CPCS). (This is known formally as the "request for legislation" (RFL) process.) Ministries send submissions requesting the establishment or amendment of statutes or regulations to CPCS, which registers and tracks the submissions. CPCS does not make a submission to Cabinet until Legislative Counsel has prepared and attached written comments on the feasibility of the request.

Once Cabinet approval is given to proposed legislation, and communicated to Legislative Counsel and the ministers by CPCS, the drafting stage begins. Legislative Counsel drafts the legislation in consultation with ministerial officials and relevant experts, and is responsible for setting standards for language, style and format. The length of time required for drafting depends on the complexity of the legislation, the number of unresolved policy issues and the priority of demands for drafting other legislation. The final draft is edited by the legislative editors, who are responsible for consistency of style and format.

First reading introduces a Bill into the Legislative Assembly. When the Bill is called for second reading the sponsoring minister explains the purpose of the Bill in general terms and then moves second reading. Clause by clause debate of the Bill then takes place and is known as the "Committee stage". The Committee consists of all Members of the Legislature, any of whom may ask questions, seek clarification, and suggest amendments.

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34200 DRAFTING OF LEGISLATION (Continued)

Whether or not the Bill has been amended, it moves to the third reading stage after it has passed second reading, unless it has been rejected or withdrawn during the committee stage. If the Bill has been amended a Report Bill is prepared by Legislative Counsel, with annotations (known as "redlining") to indicate changes.

Third Reading is the final reading. A Bill which passes third reading must await formal approval (Royal Assent) by the Lieutenant Governor, before it becomes law. A Bill may contain a Commencement provision (usually the last section), which affects the date on which the Bill (or portions of it) actually comes into force.

Legislative Counsel drafts some orders in council (OICs). OICs are always enacted by the Lieutenant Governor in Council under the authority of a particular statute without having first been debated in the Legislative Assembly. They provide the legal basis for the day-to-day operation of the government. They involve expenditures of money, appointing individuals to boards and commissions, proclaiming special events or days, and establishing or amending regulations.

Most of the OICs drafted by Legislative Counsel establish or amend regulations. Legislative Counsel will draft other types of OICs, but only if a ministry is having difficulty. The usual practice is for ministries to draft OICs and send them to Legislative Counsel for review and approval.

The Legislative Counsel Services only retains copies of OICs which are drafted by Legislative Counsel. Most of those OICs are regulations.

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	<u>A</u>	<u>SA</u>	<u>FD</u>
34200 <u>DRAFTING OF LEGISLATION</u> (Continued)			
Originals of enacted OICs are retained by Order in Council Administration, and copies are retained by individual ministries.			
Includes correspondence, memoranda, legal opinions, requests for legislation, and copies of bills, acts, regulations and orders in council.			
Unless otherwise specified below, the ministry OPR (Legislative Counsel) will retain these records for:	CY+2y	nil	DE
Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00 Policy and procedures			
- OPR	SO	5y	FR
- <u>non-OPR</u>	SO	nil	DE
-01 General			
-02 Legislation drafting list	SO	nil	DE
(includes statute name, ministry responsible for draft legislation, lawyer responsible for draft legislation, draft number, date drafted, and whether or not the draft is approved)			
(arrange alphabetically by statute name)			
SO = when legislation drafting list is updated			
-20 Drafting of legislation case files	CY+2y	25y	FR
(arrange by sequential number)			
28y = sufficient time for legislation drafts to be used for reference purposes			
NOTE: The OPR will store drafting of legislation case files under ongoing RCS accession number 91-0187.			

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34200 DRAFTING OF LEGISLATION (Continued)

FR = The government archives will fully retain drafting of legislation case files because they document the reasoning, issues and concerns affecting decisions made in the course of drafting legislation.

NOTE: Requests for legislation are classified under secondary 34200-50, and are submitted to Cabinet for approval. If approved, Legislative Counsel will draft the legislation, and the request for legislation will be reclassified under secondary 34200-20. If the request for legislation is not approved, it is reclassified under secondary 34200-60 and may be resubmitted to Cabinet for approval the following year.

-30 Editing of acts case files SO nil DE
 (includes copies of working notes)
 (arrange alphabetically by statute name
 and draft number)

SO = when no longer required for reference purposes

NOTE: Legislation editors receive statute drafts for editing. When editing is completed, drafts are returned to the legislation drafters and reclassified under secondary 34200-20. Editors retain only copies of their working notes.

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		<u>A</u>	<u>SA</u>	<u>FD</u>
34200	<u>DRAFTING OF LEGISLATION</u> (Continued)			
-31	Editing log (includes name of drafter, name of editor, date received by editor, date returned to drafter) (arrange chronologically) SO = when legislation draft is returned to drafter	SO	nil	DE
-40	Editing of regulations case files (includes copies of editing suggestions) (arrange first alphabetically by regulation name, then by draft number) SO = when no longer required for reference purposes NOTE: Legislation editors receive regulation drafts for editing. When editing is completed, drafts are returned to the legislation drafters and classified under secondary 34200-20. Editors retain only copies of their working notes.	SO	nil	DE
-50	Request for legislation case files (includes request forms, legal opinions, correspondence, and background material) (arrange first by year, then alphabetically by statute name) SO = when the request for legislation is accepted, or when the deadline is reached for the next year's Cabinet submissions. This deadline is determined every year by the Premier's Office.	SO	NA	NA

(Continued on next page)

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34200 DRAFTING OF LEGISLATION (Continued)

NA = When the request for legislation is accepted, it is reclassified under secondary 34200-20. Requests for legislation that have not been accepted by the deadline for the next year's requests for legislation are reclassified under secondary 34200-60.

-60 Request for legislation case files - not approved CY+2y 25y FR
(includes request forms, legal opinions, correspondence, and background material)
(arrange first by year, then alphabetically by statute name)

28y = sufficient time for legislation drafts to be used for reference purposes

FR = The government archives will fully retain these case files because they document the reasons why certain pieces of legislation were never approved.

NOTE: The OPR will store drafting of legislation case files under ongoing RCS accession number 91-0187.

NOTE: If the request for legislation is repeated and accepted, the file will be reclassified under the new legislative file number.

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34400 PUBLISHING OF LEGISLATION - GENERAL

Records relating to publishing legislation which are not shown elsewhere in this primary block.

The *Queen's Printer Act* (RSEC 1996, c. 394) requires that acts, journals, sessional papers and other documents placed before the Legislature during the session be printed as soon as is practicable after the close of each session.

Legislative Counsel prepares publications for the Queen's Printer including *Third Reading Bills of British Columbia, Statutes of British Columbia, Revised Statutes of British Columbia, and British Columbia Rules of Court and Related Enactments*.

Includes lists, drafts and copies of current legislation.

Unless otherwise specified below, the ministry OPR (Legislative Counsel) 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 | Act repeals and title changes list | | SO | nil | DE |
| | (updated after the end of each session of the Legislative Assembly) | | | | |
| | (arrange alphabetically by statute name) | | | | |

SO = when list has been updated

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		<u>A</u>	<u>SA</u>	<u>FD</u>
34400	<u>PUBLISHING OF LEGISLATION - GENERAL</u> (Continued)			
-03	Blue clerical change cards (includes statute name, regulation number, order in council number, date regulation effective, looseleaf issue number, looseleaf issue cut-off date and general information) (arrange alphabetically by statute name)	SO	nil	DE
	SO = when statute is repealed			
	NOTE: These cards provide information about amendments that come into force by regulation. In case amendments have come into force since previous publications, the cards are checked when preparing the <i>Revised Statutes of British Columbia</i> status sheets and <i>Statutes of British Columbia</i> table of statutes for publication.			
-04	Comprehensive Order in Council act and provisions list (permanent updated record of statutes and statute sections that are not in force; includes names of statutes and statute sections that are not yet in force) (arrange alphabetically by statute name)	SO	nil	DE
	SO = when statutes are revised and consolidated			
-05	Order in Council act and provisions list (used to check legislative publications before publication; includes names of statutes and statute sections passed in the most recent session that are not yet in force) (arrange alphabetically by statute name)	SO	nil	DE
	SO = when next annual list has been prepared			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
34400	<u>PUBLISHING OF LEGISLATION - GENERAL</u> (Continued)			
-06	Publication checklist (used to verify that specific tasks are completed for the publication of each looseleaf installment; includes checklists) (arrange by project number)	SO	nil	DE
	SO = when <i>Revised Statutes of British Columbia</i> are published			
-07	Subject index chapter numbers list (includes name of statute consolidated in <i>Revised Statutes of British Columbia</i> and assigned chapter number) (arrange alphabetically by statute name)	SO	nil	DE
	SO = when list has been updated			
	NOTE: This list is updated after the end of each session in the Legislative Assembly. It is used to assign chapter numbers to new acts that will be consolidated in the <i>Revised Statutes of British Columbia</i> .			
-08	White clerical change cards (used to prepare the <i>Revised Statutes of British Columbia</i> status sheets and <i>Statutes of British Columbia</i> table of statutes for publication; includes statute name, regulation number, order in council number, date regulation in force, looseleaf issue number, looseleaf issue cut-off date and editorial suggestions) (arrange alphabetically by statute name)	SO	nil	DE
	SO = when <i>Revised Statutes of British Columbia</i> and <i>Statutes of British Columbia</i> are published			

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			<u>A</u>	<u>SA</u>	<u>FD</u>
34420	<u>PUBLISHING OF LEGISLATION - BRITISH COLUMBIA RULES OF COURT AND RELATED ENACTMENTS</u>				
	Records relating to preparing <i>British Columbia Rules of Court and Related Enactments</i> for publication. This is an annual publication of current court rules and related enactments.				
	Includes publication drafts, copies of current acts, rules of court and drafts, correspondence and memoranda.				
	Unless otherwise specified below, the ministry OPR (Legislative Counsel) 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:	<u>SO</u>	<u>nil</u>		<u>DE</u>
-00	Policy and procedures	- OPR	SO	5y	FR
-01	General	- <u>non-OPR</u>	SO	<u>nil</u>	<u>DE</u>
-20	<i>British Columbia Rules of Court and Related Enactments</i> drafts (includes preface material drafts and copies of current rules, and federal acts and regulations) (arrange first by installment number, then by sequential book order)		SO	nil	DE
	SO = when no longer required for reference purposes				
-25	<i>British Columbia Rules of Court and Related Enactments</i> (includes preface material, copies of current rules, and federal acts and regulations) (arrange by sequential book order)		SO	nil	DE
	SO = when updated looseleaf is inserted				

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34440	<u>PUBLISHING OF LEGISLATION - REVISED STATUTES OF BRITISH COLUMBIA</u>			
	Records relating to preparing the looseleaf <i>Revised Statutes of British Columbia</i> for publication. The <i>Revised Statutes of British Columbia</i> is a collection of consolidated acts.			
	Includes <i>Revised Statute of British Columbia</i> drafts, checklists, logs, status sheets, correspondence and memoranda.			
	Unless otherwise specified below, the ministry OPR (Legislative Counsel) will retain these records for:	CY+2y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures			
	- OPR	SO	5y	FR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General			
-02	Instruction sheet/checklist (used to produce the "Instructions and checklist" for the <i>Revised Statutes of British Columbia</i> looseleaf; indicates pages to be inserted and withdrawn (arrange by draft number)	SO	nil	DE
	SO = when no longer used for reference purposes			
-03	Looseleaf camera ready acts converted to the Queen's Printer database system (includes statute publication drafts ready to be printed) (arrange alphabetically by statute name)	SO	nil	DE
	SO = when no longer required for reference purposes			

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34440	<u>PUBLISHING OF LEGISLATION - REVISED STATUTES OF BRITISH COLUMBIA (Continued)</u>			
-04	Looseleaf logs (used to verify that specific tasks are completed for the publication of each looseleaf installment; includes checklists) (arrange by project number)	SO	nil	DE
	SO = when looseleaf <i>Revised Statutes of British Columbia</i> is published			
-05	Looseleaf page proofs (includes statute publication drafts with corrections) (arrange alphabetically by statute name)	SO	nil	DE
	SO = when statutes are revised and consolidated			
-06	Looseleaf proclamation list (includes list of amendments brought into force since the last <i>Third Reading Bills of British Columbia</i> was published)	SO	nil	DE
	SO = when <i>Revised Statutes</i> is published			
-07	Preface material (includes drafts of the users' guide to statutes, table of contents, letter to subscribers, and table of acts) (arrange alphabetically first by name of book section, and then by draft number)	SO	nil	DE
	SO = when no longer required for reference purposes			
-08	Status sheets (indicates whether or not an act, or part of an act, is in force; includes status sheet drafts) (arrange alphabetically by statute name)	SO	nil	DE
	SO = when statutes are in force			

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34440	<u>PUBLISHING OF LEGISLATION - REVISED STATUTES OF BRITISH COLUMBIA (Continued)</u>			
-09	<i>Third Reading Bills of British Columbia</i> markup (includes the most recent copy of the <i>Third Reading Bills of British Columbia</i> with legislation crossed out that will not be consolidated in the <i>Revised Statutes</i>)	SO	nil	DE
	SO = when <i>Revised Statutes</i> are published			
-20	<i>Revised Statutes of British Columbia</i> (includes preface material and copies of statutes) (arrange in sequential book order)	SO	nil	DE
	SO = when updated looseleaf <i>Revised Statutes</i> are inserted.			
	DE = <i>Revised Statutes</i> files can be destroyed because published copies of these are fully retained by the Legislative Library and the B.C. Archives Library.			

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34460 PUBLISHING OF LEGISLATION - STATUTES OF BRITISH COLUMBIA

Records relating to preparing the annual bound *Statutes of British Columbia* for publication. The *Statutes of British Columbia* is an annual edition of acts passed each year by the Legislative Assembly.

Includes *Statutes of British Columbia* drafts, tables, correspondence and memoranda.

Unless otherwise specified below, the ministry OPR (Legislative Counsel) 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 |
| -01 | General | - <u>non-OPR</u> | SO | <u>nil</u> | <u>DE</u> |
| -02 | Table of statutes markup
(includes table of statutes from previous <i>Statutes of British Columbia</i> publications, table of statutes markup and checklist)
(arrange alphabetically by act) | | SO | nil | DE |

SO = when no longer required for reference purposes

NOTE: This is a table of statutes found at the end of *Statutes of British Columbia*. It lists titles, current citations of acts, and amendments to acts.

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
34480	<u>PUBLISHING OF LEGISLATION - THIRD READING BILLS OF BRITISH COLUMBIA</u>			
	Records relating to preparing the <i>Third Reading Bills of British Columbia</i> for publication. The <i>Third Reading Bills of B.C.</i> includes all third reading bills passed in the previous session of the Legislative Assembly. Includes <i>Third Reading Bills of British Columbia</i> drafts, tables, logs, correspondence and memoranda.			
	Unless otherwise specified below, the ministry OPR (Legislative Counsel) will retain these records for:	CY+2y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
	- OPR	SO	nil	DE
	- non-OPR			
-01	General			
-02	Bill binder (includes copies of first reading bills) (arrange numerically by government bills, by members' bills, and then by private bills)	SO	nil	DE
	SO = when <i>third reading bills</i> are received			
-03	Chapter numbers log (includes alphabetical list of bills assented to, date of assent, bill number, and assigned chapter numbers) (arrange alphabetically by name of Bill)	SO	nil	DE
	SO = when no longer required for reference purposes			
-04	Record of third reading bills borrowed (includes date taken, initials of borrower, statute name, date returned) (arrange chronologically)	SO	nil	DE
	SO = when bill returned			

(Continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
34480	<u>PUBLISHING OF LEGISLATION - THIRD READING BILLS OF BRITISH COLUMBIA (Continued)</u>			
-05	Table of enacted bills (includes list of bills enacted in the previous session) (arrange by bill number)	SO	nil	DE
	SO = when <i>Statutes of British Columbia</i> is published			
-06	Bill/act concordance table (includes table showing bill numbers and corresponding chapter number of acts as they will appear in the <i>Statutes of British Columbia</i>) (arrange sequentially by chapter number)	SO	nil	DE
	SO = when <i>Statutes of British Columbia</i> is published			
-07	Third reading bill Queen's Printer instruction copies (includes copies of third bill readings with instructions to Queen's Printer staff)	SO	nil	DE
	SO = when <i>Third Bill Readings of British Columbia</i> is published			
-20	Annotated bills (provides a record of editing concerns during legislative drafting; includes copies of certified third reading bills with editorial comments) (arrange first chronologically by year, and then numerically by chapter number)	SO	nil	DE
	SO = when statutes are revised			

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A SA FD

34600 REGULATION REGISTRY SERVICES

Records relating to depositing, distributing, indexing, annotating, filing and publishing regulations of the Province of British Columbia as required by the *Regulations Act* (RSEC 1996, c. 402).

A regulation is subordinate legislation that carries out administrative details of general powers set out in an act. For example, if an act provides the power to impose a fee by regulation, a regulation may be created to set the specific fee. Other examples include: prescribing forms for insurance claims, establishing the boundaries of a mineral reserve, and bringing an act into force.

Regulations were not assigned numbers until 1958. Before this, regulations were identified only by their order in council number (if they had one) and deposited in Order in Council Administration.

Includes regulations, lists, cards, indexes, maps, electronic records, correspondence, and memoranda.

For ALLACTS, REGSEARCH, SUPP, and 1997/98 Information System Overviews (ISOs), see ISO Section.

For records relating to the drafting of regulations, see secondary 34200-20.

For regulations before 1952, see Order in Council Administration ORCS secondary 93500-20.

Unless otherwise specified below, the ministry OPR (Legislative Counsel) 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
		- <u>non-OPR</u>	SO	<u>nil</u>	<u>DE</u>
-01	General				

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		<u>A</u>	<u>SA</u>	<u>FD</u>
34600	<u>REGULATION REGISTRY SERVICES (Continued)</u>			
-03	Annotated <i>Gazette Part II</i> (provides a history of changes to regulations; includes a copy of the published <i>Gazette Part II</i> with regulations and annotations) (arrange chronologically by year)	SO	nil	FR
	SO = when no longer required for reference purposes			
	FR = The government archives will fully retain the Annotated <i>Gazette Part II</i> files because they comprehensively document provincial regulations, and are therefore vital to the legal history of British Columbia.			
-04	Annual act list (provides a quick and convenient reference to acts passed every year; includes statute name, statute citation, chapter number, bill number, date that bill is proclaimed) (arrange first chronologically by year, then alphabetically by statute name)	SO	nil	DE
	SO = when list is no longer required for reference purposes			
-05	Erratum notice (includes corrections to regulation errors published in the <i>Gazette Part II</i>) (arrange chronologically)	SO	nil	DE
	SO = when erratum notice is published in the <i>Gazette Part II</i>			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
34600	<u>REGULATION REGISTRY SERVICES</u> (Continued)			
-06	Future spent notes (indicates the date that regulations will no longer be in force; includes statute name and citation, regulation number, and date when the statute or statute section will no longer be in force) (arrange alphabetically by statute name)	SO	nil	DE
	SO = when statute or statute section is no longer in force			
-07	Ministries/statutes binder (provides a history of B.C. Government organization by listing the names of all ministries and the legislation they administered; includes statute name, ministry responsible for statute, history of ministry and notes) (arrange section 1 alphabetically by ministry name, and section 2 alphabetically by statute name)	SO	nil	DE
	SO = when no longer required for reference purposes			
	DE = The Ministries/statute binder can be destroyed because the information it contains is also available in Orders in Council, annual reports, and on the Legislative Assembly and the Queen's Printer website.			
-08	Regulations artwork (includes copies of artwork) (arrange alphabetically by statute name)	SO	nil	DE
	SO = when artwork is replaced			

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A SA FD

34600 REGULATION REGISTRY SERVICES (Continued)

-09 Regulation card index
 (provides a record of all regulations;
 includes regulation number, date
 deposited, *Gazette Part II* publication
 date, subject, statute name and
 citation, original statute authority and
 currency)
 (arrange alphabetically by statute name)

 (hardcopy) SO nil FR

SO = when no longer required for reference purposes

FR = The government archives will fully retain Regulation Card Index (hardcopy) files because they comprehensively document provincial regulations, and are therefore vital to the legal history of British Columbia.

(electronic records) SO nil DE

(includes regulation number, date deposited, *Gazette Part II* publication date, subject, statute name, citation and section number, original statute authority and regulation currency)

-10 Unproclaimed file SO nil DE
 (provides a quick reference to acts which have not yet been proclaimed; includes a list of statutes, or sections of statutes, that have not yet been proclaimed)
 (arrange alphabetically by statute name)

SO = when unproclaimed file is updated

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		<u>A</u>	<u>SA</u>	<u>FD</u>
34600	<u>REGULATION REGISTRY SERVICES</u> (Continued)			
-20	<p><i>Consolidated Regulations of British Columbia Electronic log</i> (includes records of new and repealed regulations, amendments and corrections to existing regulations)</p> <p>(arrange alphabetically by act title, then by regulation title)</p> <p>SO = when no longer required for reference purposes</p> <p>NOTE: The logbook is used to produce "Instructions and checklist" for the <i>Consolidated Regulations</i> looseleaf. It indicates pages to be inserted and withdrawn.</p>	SO	nil	DE
-30	<p>Filed regulations case files (includes regulations, distribution forms, exemption notices, exempted material, and maps) (arrange alphabetically by statute name)</p> <p>SO = when no longer required for reference purposes</p> <p>FR = The government archives will fully retain filed regulations case files because they comprehensively document provincial legislation and are therefore vital to the legal history of British Columbia</p> <p>NOTE: Maps related to and/or referred to in regulations are included in these files but stored separately from the textual records.</p>	SO	nil	FR

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34600	<u>REGULATION REGISTRY SERVICES</u> (Continued)			
-40	<i>Gazette Part II</i> weekly index (includes order in council number, regulation number, statute name, regulation subject and deposit date) (arrange alphabetically by statute name)	SO	nil	DE
	SO = when no longer required for reference purposes			
-50	REGSEARCH database (includes act name, order in council number, regulation number, deposit date, date published in <i>Gazette Part II</i> , and regulation text) (electronic records)	SO	nil	DE
	SO = when regulations are amended or repealed			
-60	ALLACTS database (includes statute name changes, ministry responsible for statute, previous name of ministry, order in council number, date bill passed, date bill effective, list of amendments, list of repeals and notes) (electronic records)	SO	nil	DE
	SO = when no longer required for reference purposes			
	NOTE: The database is used as a quick reference guide to identify changes to statutes. Pre-1990 information in the database is incomplete. Current statute changes are entered on a regular basis.			

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34600	<u>REGULATION REGISTRY SERVICES</u> (Continued)			
-70	SUPP database (includes chapter number and name of each act in the <i>Revised Statutes of British Columbia, 1996.</i>) (electronic records)	SO	nil	DE
	SO = when provisions of the supplements have been brought into force or repealed			
-80	1997/1998 ACTS database (includes act title; year Act title; year legislation enacted; chapter number and corresponding bill number; date of assent; whether item is a new act, an amendment to previous legislation, a repeal of previous legislation, or an amendment to one act consequential on the enactment of or amendment of another act; date of assent; whether the legislation comes into force on assent or by regulation; effective date(s) of the act or provisions; and which ministry introduced the bill or is responsible for the legislation being amended or repealed. (electronic records)	SO	nil	DE
	SO = when no longer required for reference purposes			
	NOTE: The title will change as data from future sessions is added.			

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A SA FD

34800 STATUTE REVISION

Records relating to revising and consolidating the statutes of British Columbia, in accordance with the *Statute Revision Act* (RSBC 1996, c. 440).

The revisions involve updating language (e.g., plain language, gender neutral language) and numbering (including re-numbering to account for repealed sections and updating cross-references). This process is undertaken every ten to twenty years for all existing legislation.

The consolidations relate to updating records of the status of statutes. A statute is passed when it is approved by the legislature, but still requires the Lieutenant Governor to give Royal Assent. It may come into force on the day of Royal Assent, or may require a regulation to bring it into force.

Includes correspondence, lists, and draft copies of statutes.

Unless otherwise specified below, the ministry OPR (Legislative Counsel) 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	Plain language list (includes list of words and expressions currently used in statutes that are to be replaced by plain language) (arrange alphabetically)		SO	nil	DE

SO = when statutes are revised and consolidated

(Continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
34800	<u>STATUTE REVISION</u> (Continued)			
-03	Gender inclusive language list (includes language to be deleted from statutes) (arrange alphabetically) SO = when statutes are revised and consolidated	SO	nil	DE
-04	Obsolete statutes list (arrange alphabetically by statute name) SO = when list is updated NOTE: This is a list of obsolete statutes. It will be used in the preparation of bills that will repeal obsolete statutes. Obsolete statutes will be repealed so that they will not be included in the next revised statutes edition.	SO	nil	DE
-05	Statute schedule list (arrange first alphabetically by ministry name, then by statute name) SO = when statute schedule is removed from statute responsibility NOTE: A statute schedule is a section of a statute that outlines statute details or items. The statute schedule list is a list of schedules that will be removed from the authority of a statute and placed under regulation authority. They will be removed since many statute schedules are best dealt with under regulation authority.	SO	nil	DE

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		<u>A</u>	<u>SA</u>	<u>FD</u>
34800	<u>STATUTE REVISION</u> (Continued)			
-06	Unproclaimed acts and amendments lists (includes list of statutes and statute sections that have not yet been proclaimed) (arrange alphabetically by statute name)	SO	nil	DE
	SO = when statute or statute section is in force			
-07	Bills - not enacted (includes list of bills passed that have not been enacted) (arrange first chronologically by year, then alphabetically by bill name)	SO	nil	DE
	SO = when bills are enacted			
	NOTE: This is a list of statute revision and miscellaneous amendment bills compiled for the purpose of statute revision and consolidation.			
-08	Bills - not passed (includes list of bills that have not yet been passed) (arrange first chronologically by year, then alphabetically by bill name)	SO	nil	DE
	SO = when bills are passed			
-09	Old/new statute citation concordance (includes statute name, old and new statute citation, and editing notes) (arrange alphabetically by statute name)	SO	nil	DE
	SO = when concordance is updated			

(Continued on next page)

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34800	<u>STATUTE REVISION</u> (Continued)			
-20	Statute case files (includes copies of original statutes, revised drafts and cross-references) (arrange alphabetically first by statute name, then by draft number)	SO	nil	SR

SO = when *Revised Statutes* are published, and the files are no longer required for reference purposes

SR = The government archives will selectively retain statute case files because they document legislation drafting issues.

The government archives will retain files which reflect significant changes to legislation, as well as a representative sample, which will consist of keeping every tenth file. This selection will ensure that significant and representative issues and revisions are documented. Ministry staff will identify which records are to be retained and which destroyed, in consultation with the Ministry Records Officer and an archivist, and box them separately.

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