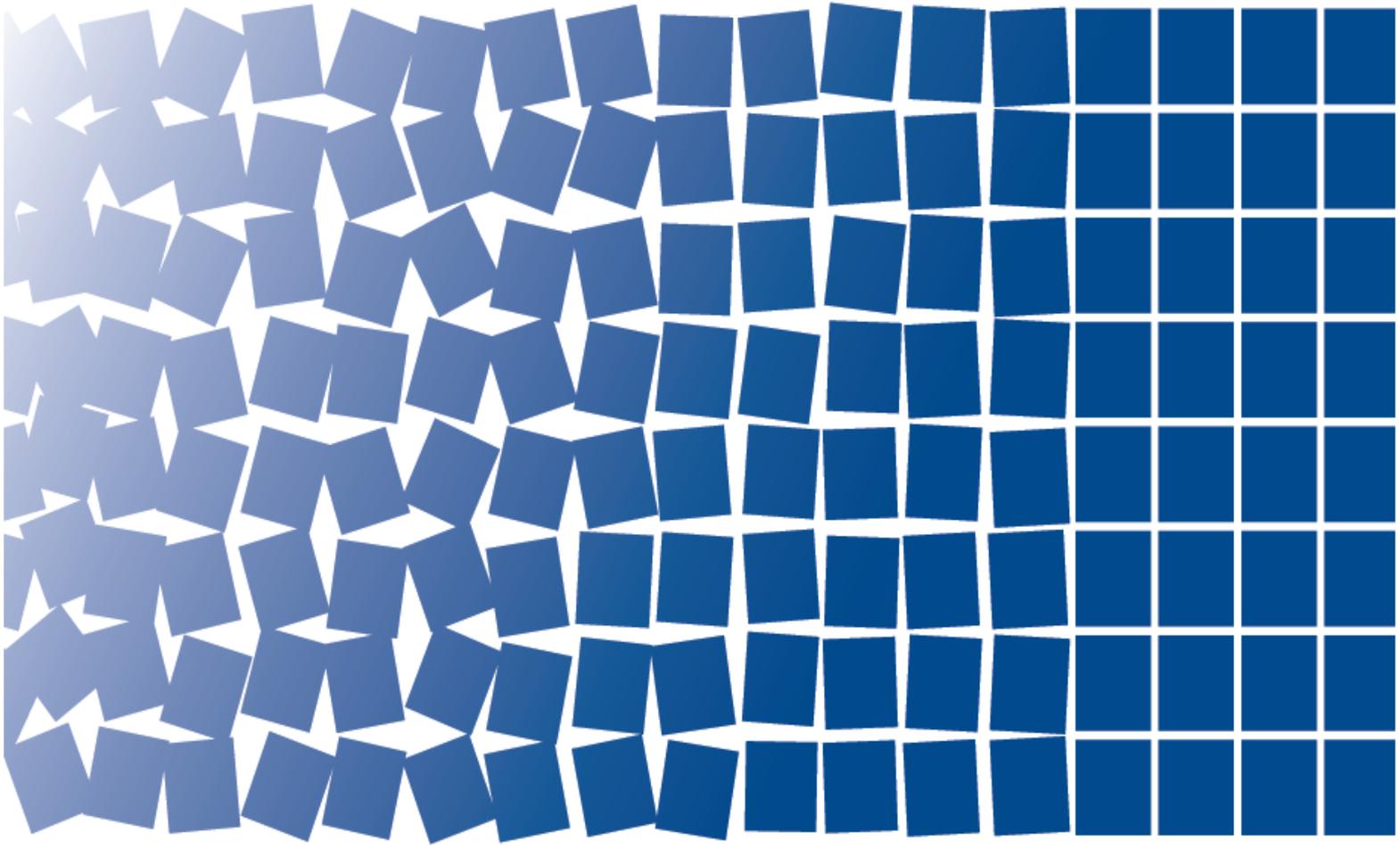


LIQUOR DISTRIBUTION BRANCH ADMINISTRATIVE RECORDS CLASSIFICATION SYSTEM



GOVERNMENT RECORDS SERVICE

LIQUOR DISTRIBUTION BRANCH

ADMINISTRATIVE

RECORDS

CLASSIFICATION

SYSTEM



**Corporate Information
Management Branch**

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- I. Title. II. Liquor Distribution Administrative Records Classification System supplement.

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C2007-960254-1

RECORDS RETENTION AND DISPOSITION AUTHORITY

This is a recommendation to authorize an organization-specific supplement to the *Administrative Records Classification System (ARCS)* used throughout government.

Title: *Liquor Distribution ARCS Supplement*

Liquor Distribution Branch

Description and Purpose:

The *Liquor Distribution ARCS Supplement* covers administrative records unique to the Liquor Distribution Branch (LDB) that are created, received, and maintained by offices and retail stores of the LDB throughout the province. It does not include the administrative records that are common to all government offices, as these are covered by *ARCS*.

These records document: facility and security management of government liquor stores and other LDB properties; auxiliary and seasonal employee recruitment for government liquor stores and distribution centres; LDB payroll processing; and LDB human resource management services, including employee personnel management, grievance resolution, position classification, and occupational safety support.

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

Date range: 1921 ongoing

Physical format of records: see attached schedule

Annual accumulation: 3.5 cubic meters

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

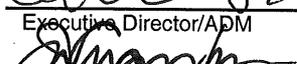
THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:


Records Officer

03/30/2007
Date


Executive Director/ADM

April 2/2007
Date


Deputy Minister/Corporate Executive

APRIL 2, 2007
Date

THE PUBLIC DOCUMENTS COMMITTEE CONCURS:


Chair, PDC

13 Apr 2007
Date

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

 April 4 2007
Date

APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY:

 Nov 22 2007
Date

OTHER STATUTORY APPROVALS:

Signature _____

Date _____

Signature _____

Date _____

Title: _____

Title: _____

CONTACT: Troy Vink, Records Officer, 604-252-3081

RECORDS MANAGEMENT APPRAISAL:

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

Functional duplicates are indicated under appropriate classification headings.

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

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



Records Analyst

 2007/03/28
Date
ARCHIVAL APPRAISAL:

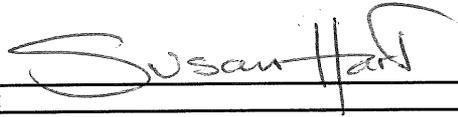
This appraisal documents the recommendation for final disposition.

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 *ARCS Supplement*, 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

 2007/03/28
Date

The undersigned endorses the appraisal recommendations:



Director, Corporate Information Management Branch

 2007-03-28
Date

LIQUOR DISTRIBUTION ARCS SUPPLEMENT

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

A SA FD

LIQUOR DISTRIBUTION ARCS SUPPLEMENT (LDAS)

EXECUTIVE SUMMARY

LDAS establishes a classification system and retention and disposition schedule for the administrative functions and activities that are unique to the Liquor Distribution Branch (LDB), and therefore not covered by the *Administrative Records Classification System (ARCS)* or *Operational Records Classification Systems (ORCS)* of central shared services agencies such as Payroll Services and the BC Public Service Agency (i.e., *Public Service Personnel Management ORCS*).

These records document the facility and security management of government liquor stores and other LDB properties, as well as central payroll and human resource management services performed under the *Public Service Act* (RSBC 1996, c. 385), *Public Service Benefit Plan Act* (RSBC 1996, c. 386), and *Public Service Labour Relations Act* (RSBC 1996, c. 388). This includes auxiliary and seasonal employee recruitment for government liquor stores and distribution centres, grievance resolution, position classification, occupational safety support, and employee personnel and pay file management.

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

LDAS covers records created and received since the establishment of the provincial liquor control board in 1921. Other records relating to the functions documented in *LDAS* have been disposed of under *ARCS* and appraised and scheduled under one-time records schedule(s) and/or under ongoing records schedule(s), and transferred to the government archives or destroyed as appropriate.

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

(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
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LIQUOR DISTRIBUTION ARCS SUPPLEMENT

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	<u>A</u>	<u>SA</u>	<u>FD</u>
1) <u>Policy and Procedures</u> (secondary -00 throughout LDAS)	SO	nil	FR

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.

2) <u>Store Building Specifications and As-Built Drawings</u> (secondary 9200-04)	SO	3y	FR
(secondary 9200-05)	SO	nil	FR

These records document the architectural, plumbing, electrical, heating, and ventilation specifications for all government liquor stores, as well as the actual design and layout of the stores.

SO = when store permanently closes and when no longer required for reference purposes

3y = The three-year retention period is consistent with the retention period for related store construction and renovation project files.

FR = The government archives will fully retain the store building specification manual because it documents government liquor store building requirements and how they have changed over time, as well as liquor store as-built drawings because they provide a history of the design and layout of government liquor stores over time.

3) <u>Position History Files</u> (secondary 9520-20)	SO	10y	SR
---	----	-----	----

These records document the classification of LDB positions.

SO = when the position is redundant

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

(continued on next page)

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A SA FD

SR = The government archives will retain sample position history files because they provide a history of Liquor Distribution Branch (LDB) jobs over time. This appraisal is consistent with past selection decisions about position history files covered by ARCS, and also with the decision to retain generic job descriptions held by the BC Public Service Agency (covered by *Public Service Personnel Management Services ORCS*, schedule 181080, under secondary 57360-40).

- 4) Employment and Training Records
 (paper and electronic records)
 (secondary 9540-20)
 (secondaries 9540-25 and -30)

SO 10y DE
 SO+10y nil DE

These records document the employment history and training of LDB employees.

SO = upon retirement, resignation, or employment termination

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

- 5) Grievance Resolution
 (secondary 9560-20)

SO 10y DE

These records document formal, written grievances (e.g., step 2 grievances) filed by bargaining unit employees under the collective agreement grievance process.

SO = when dispute is withdrawn, abandoned, granted or settled, and upon expiry of appeal periods and appeals

10y = The 10-year semi-active retention period provides a reasonable length of time for consultation.

(continued on next page)

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	<u>A</u>	<u>SA</u>	<u>FD</u>
6) <u>Employee Pay and Attendance Records</u>			
(paper and electronic records)			
(secondaries 9580-20 and -50)	SO	10y	DE
(secondaries 9580-30 and -40)	SO+10y	nil	DE
(secondary 9580-06)	CY+9y	nil	DE
(secondary 9580-07)	CY+4y	5y	DE

These records document LDB's biweekly payroll, employee work schedules and leave information, T4 production, and salary overpayment collections from terminated employees.

SO = upon employment termination as required under the *Employment Standards Act* (RSBC 1996, c. 113, s. 28 [2]), or in the case of salary overpayments, when paid, written off, or decision is made not to proceed with collections activity

10y = The 10-year retention period is consistent with the retention period for related personnel files and electronic data classified under primary 9540 (number 4 above). It also satisfies the two-year retention period under the *Employment Standards Act* (s.28 [2]) and ensures that the records are retained for the five years allowed for purchasing pensionable service and are available to taxation authorities which have the right under the *Income Tax Act*(RSC 1985, c. I-5, ss. 230(4) and 231.1) to investigate income tax returns filed for the previous six years.

7) <u>Payroll Accounting and Canada Revenue Agency Account Reconciliation</u>	CY+2y	5y	DE
(secondaries 9580-03 and -05)			

These records document payroll balancing and accounting, as well as the reconciliation and verification of employee earnings and deductions reported to the Canada Revenue Agency (CRA), including the reconciliation of Pensionable Insurable Earnings Reports (PIERs) received from CRA.

8y = The eight-year retention period is based on the six-year assessment period under the *Income Tax Act* (RSC 1985, c. I-5, s. 230[4]).

(continued on next page)

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A SA FD

8) Electronic Records DE

The following electronic databases are covered by *LDAS*: Incident Reporting and Information Management System (IRIMS), Lease Management Database, and Personnel Payroll Integrated Information Management System (PPIIMS). The Information System Overview section provides information about the electronic systems, inputs and outputs and routine back-ups. Notes under the relevant *LDAS* secondaries provide information about the classification and scheduling of the records. These records have no enduring value to government at the end of their scheduled retention period.

9) 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 five 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 *LDAS*, as well as in briefing notes to the ministry executive and annual reports. These records have no enduring value to government at the end of their scheduled retention periods.

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LIQUOR DISTRIBUTION ARCS SUPPLEMENT (LDAS)

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LIQUOR DISTRIBUTION ARCS SUPPLEMENT

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A SA FD

SECTION 1

LIQUOR DISTRIBUTION ARCS SUPPLEMENT

PRIMARY NUMBERS

9 0 0 0 - 9 9 9 9

Section 1 covers records relating to administrative functions and activities that are unique to the Liquor Distribution Branch (LDB), and therefore not covered by the *Administrative Records Classification System (ARCS)* or *Operational Records Classification Systems (ORCS)* of central shared services agencies such as Payroll Services and the BC Public Service Agency (i.e., *Public Service Personnel Management ORCS*).

This section includes records relating to the facility and security management of government liquor stores and other LDB properties, as well as central payroll and human resource management services performed under the *Public Service Act* (RSBC 1996, c. 385), *Public Service Benefit Plan Act* (RSBC 1996, c. 386), and *Public Service Labour Relations Act* (RSBC 1996, c. 388). This includes auxiliary and seasonal employee recruitment for government liquor stores and distribution centres, grievance resolution, position classification, occupational safety support, and employee personnel and pay file management.

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A SA FD

SECTION 1

9000 - LIQUOR DISTRIBUTION ARCS SUPPLEMENT - 9999

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9570	OCCUPATIONAL SAFETY SUPPORT
9580	PAYROLL SERVICES

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		<u>A</u>	<u>SA</u>	<u>FD</u>
9100	<u>BUILDING AND ASSET SECURITY MANAGEMENT</u> (continued)			
	NOTE: If a BIR results in an investigation or involves an injured child who in legal counsel's opinion may have a legal claim, the original is classified on the relevant investigation file under ARCS secondary 465-25 and a copy is retained in this record series.			
-03	Investigators' notebooks	SO	5y	DE
	SO = when notebook is closed and all investigations covered by the notebook are completed			
	5y = The five-year retention period is consistent with the retention period for the investigation files classified under ARCS secondary 465-25.			
-04	Liquor store intrusion detection records (electronic records) (currently on SIMS and PanelMan)	SO	nil	DE
	SO = when reviewed, and if relevant, when action is taken			
	NOTE: This secondary covers security information transmitted from liquor store alarm panels (currently by PanelMan software) to the Security Control Centre's alarm monitoring database. Because the electronic information is on a commercially available software package developed by Security Information Management System (SIMS), an information system overview has not been created.			
-05	Loss Prevention Bulletins	CY+2y	nil	DE
	NOTE: These bulletins are created for and distributed to government liquor stores to alert them about suspected criminal activity that has occurred in certain stores.			
-06	Security daily log sheets	1y	nil	DE
	1y = The one-year retention period is a rolling year (i.e., one full year of daily log sheets are retained).			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
9100	<u>BUILDING AND ASSET SECURITY MANAGEMENT</u> (continued)			
	NOTE: These records document incidents that occurred on LDB property during security officers' shifts. If the incident results in an investigation, the log sheet is reclassified on the relevant investigation file under ARCS secondary 465-25.			
-07	Weekly store apprehension reports	SO	nil	DE
	SO = when checked against relevant BIR and keyed to IRIMS			
	NOTE: These reports are received weekly from the company providing security services to government liquor stores. They document incidents involving the apprehension of individuals suspected of criminal activity.			
-20	Security incident and investigation data (electronic records) (currently on IRIMS)	SO+5y	nil	DE
	SO = when incident or investigation is concluded			
	5y = The five-year retention period provides sufficient information for review and analysis and is consistent with the retention period for the investigation files classified under ARCS secondary 465-25.			
-30	Security management project files (arrange by project)	SO	2y	DE
	SO = when project is completed, closed, or cancelled, and when no longer required for reference purposes			
	2y = The two-year retention period ensures these records are no longer required.			
	DE = These records can be destroyed when no longer needed because the projects result in policy documentation which is fully retained.			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
9100	<u>BUILDING AND ASSET SECURITY MANAGEMENT</u> (continued)			
	NOTE: This secondary covers non-information system (IS) projects (e.g., business continuity projects). IS projects are classified under <i>ARCS</i> secondary 6450-20.			
-40	Security risk assessment files (includes checklists) (arrange by property)	SO+1y	nil	DE
	SO = when replaced by checklist from the next assessment			
-50	Security system case files (includes drawings and plans) (arrange by store number, LDB department, distribution centre, or type of equipment, whichever is appropriate)	SO+1y	nil	DE
	SO = when liquor store permanently closes or when security system is replaced by new equipment and/or plans			
	NOTE: This secondary covers floor and wiring plans and inventory information on alarms, cameras, safes, drop boxes, keys, and other types of security equipment installed in individual stores, head office buildings, and distribution centres.			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
9200	<u>REAL ESTATE MANAGEMENT</u> (continued)			
-04	Store as-built drawings (includes architectural drawings, blueprints, floor plans, and final merchandise layout and placement plans)	SO	3y	FR
	SO = when store permanently closes and when no longer required for reference purposes			
	3y = The three-year retention period is consistent with the retention period for related store construction/ renovation project files.			
	FR = The government archives will fully retain liquor store as-built drawings because they provide a history of the design and layout of government liquor stores over time.			
-05	Store building specification manual (includes binders and bound volumes)	SO	nil	FR
	FR = The government archives will fully retain the store building specification manual because it documents government liquor store building requirements and how they have changed over time.			
	LDB staff will set aside one copy of the manual each time it is formally updated and distributed, and box it with other records for full retention.			
	NOTE: These records consist of architectural, plumbing, electrical, heating, and ventilation specifications for all government liquor stores.			
-06	Store opening/closing non-liquor inventory (includes correspondence and copies of invoices and bills of lading)	SO	nil	DE
	SO = when at least three years have passed, and when no longer needed for reference purposes, not to exceed 10 years			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
9200	<u>REAL ESTATE MANAGEMENT</u> (continued)			
	NOTE: This secondary covers leases negotiated with property owners or landlords, as well as the legal descriptions of LDB owned liquor store properties.			
-45	Store lease and LDB-owned property tracking (electronic records) (currently on the Lease Management Database)	SO	nil	DE
	SO = upon expiry of lease or when property is transferred pursuant to a memorandum of understanding to the agency authorized to dispose of government property			
-50	Store maintenance files (includes correspondence, work orders, and copies of invoices) (arrange by store number)	SO	3y	DE
	SO = when store permanently closes and upon expiry of lease or when property is transferred pursuant to a memorandum of understanding to the agency authorized to dispose of government property and upon conclusion of any litigation			
	3y = The retention period is consistent with the retention period for the store lease files because information in the store maintenance files may be required in the event of disputes with landlords.			
	NOTE: This secondary covers significant maintenance activities (e.g., new roofs, shatterproof glass in windows, heating and ventilation system repairs, interior and exterior painting, and air quality testing and the implementation of corrective measures). Routine repairs are documented in invoices held by the Finance Department under ARCS secondary 925-20.			

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LIQUOR DISTRIBUTION ARCS SUPPLEMENT

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		<u>A</u>	<u>SA</u>	<u>FD</u>
9510	<u>AUXILIARY/SEASONAL EMPLOYEE RECRUITMENT</u> (continued)			
-04	Pre-employment lifting tests (not hired) (includes forms)	1y	nil	DE
	1y = The one-year retention period is a rolling year (i.e., one full year of pre-employment lifting tests for applicants who were not hired are retained).			
	NOTE: These tests are conducted for seasonal and auxiliary positions in the distribution centres. Pre-employment lifting tests of individuals who are hired are filed on their employee personnel file.			
-05	Pre-employment medical test results (not hired) (includes correspondence)	1y	nil	DE
	1y = The one-year retention period is a rolling year (i.e., one full year of pre-employment medical tests for applicants who were not hired are retained).			
	NOTE: Pre-employment medical test results of individuals who are hired are filed on their employee personnel file.			
-20	Auxiliary/seasonal employee recruitment files (includes correspondence, applications or résumés, and interview notes) (arrange by position)	SO	1y	DE
	SO = when applicant is selected or when application or résumé is no longer under consideration			
	NOTE: These records are created by individual government liquor stores. They include unsolicited résumés and résumés that were considered and rejected. Résumés that have not been read or given any consideration are covered by ARCS secondary 1665-07.			
	NOTE: Original applications and résumés of selected applicants are filed on the relevant employee personnel file.			

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A SA FD

9520 CLASSIFICATION OF POSITIONS

Records relating to the classification of Liquor Distribution Branch (LDB) positions.

Program managers are responsible for defining their employees' duties and responsibilities in job descriptions and submitting approved job descriptions for classification. Classification is the formal evaluation of the relative value of different jobs within an organization. The relative value determines the appropriate salary.

Upon receipt of a classification or reclassification request from a manager, program staff analyze the position by assessing it against the appropriate provincial government job evaluation plan and benchmark, and if required conduct interviews with the incumbent employee. The new or reclassified position information is entered to the Personnel Payroll Integrated Information Management System (PPIIMS).

Employees who are not satisfied with the classification decision may appeal the decision. The first level of appeal is a request to the classification officer for a review of the decision. If the employee remains dissatisfied, the decision may be appealed to the BC Public Service Agency.

Record types include correspondence, job descriptions, and organization charts.

For classification appeals, see the records of the BC Public Service Agency.

For classification records maintained by line managers, see ARCS primary 1360.

For job evaluation plans, see ARCS secondary 1360-04.

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

Unless otherwise specified below, the LDB OPR (Human Resources) will retain these records for:

CY+1y nil DE

(continued on next page)

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			<u>A</u>	<u>SA</u>	<u>FD</u>
9520	<u>CLASSIFICATION OF POSITIONS</u> (continued)				
	Except where <u>non-OPR retention periods</u> are identified below, all other offices will retain these records for:				
			<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	SO	nil	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-20	Position history files (arrange by position number)		SO	10y	SR

SO = when the position is redundant

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

SR = The government archives will retain sample position history files because they provide a history of Liquor Distribution Branch (LDB) jobs over time. This appraisal is consistent with past selection decisions about position history files covered by ARCS, and also with the decision to retain generic job descriptions held by the BC Public Service Agency (covered by *Public Service Personnel Management Services ORCS*, schedule 181080, under secondary 57360-40).

Using the list of selected files provided in Appendix A, LDB staff will identify the files selected for retention by the archives, and ensure they are appropriately labelled and listed to ensure that, when they become inactive, those files will be boxed with other records for full retention.

(continued on next page)

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A SA FD

9520 CLASSIFICATION OF POSITIONS (continued)

NOTE: These files include approved signed job descriptions, organization charts, signed classification authorization documents, classification decision rationale, position exclusion agreements, on-site interview notes, work examples received from incumbent employees and their supervisors, comparative job descriptions and corresponding rationale, internal classification reviews, and BC Public Service Agency appeal decisions.

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			<u>A</u>	<u>SA</u>	<u>FD</u>
9540	<u>EMPLOYEE WORK HISTORY</u> (continued)				
PIB	-20	Employee personnel files (arrange by employee surname)	SO	10y	DE

SO = upon retirement, resignation, or employment termination

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

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

NOTE: At a minimum, an employee's personnel file must contain: a copy of their application and/or résumé, a copy of their offer/confirmation letter, OICs for executive and non-executive appointments, personal and emergency contact information, copies of any documents that will confirm job qualifications (e.g., degrees and licences) and which have been verified for authenticity, the oath of employment signed by the employee and a commissioner for taking affidavits for BC, signed standards of conduct acknowledgements, and signed computer access request forms.

(continued on next page)

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A SA FD

9540 EMPLOYEE WORK HISTORY (continued)

These files may also contain: formal performance evaluations, formal letters of recommendation, copies of social insurance cards, signed temporary assignment agreements, Canadian work visas or equivalent documentation, requests to process pay increases for managers, seniority reports/summaries, letters of resignation, separation reports, voluntary exit program forms, deferred leave application forms, paid absence prior to retirement forms, training certificates, letters of suspension, discipline records and employees' requests for their removal (if not removed as authorized under secondary -02), and letters advising employees of pay classification changes, assignments and reassignments, in/out of public service transfers, retroactive classification, and criminal record check consent forms.

NOTE: These files also contain health-related absence and employment rehabilitation information, but not disability case management information or medical details pertaining to an employee. Disability case management information and employee medical records are maintained by the BC Public Service Agency.

The health-related information in these files includes page 1 of the Doctor's Certificate Short Term Illness and Injury Plan (STO2), long term disability Claims Review Committee and provincial workers' compensation board (currently called WorkSafe BC) claim appeal decisions, Rehabilitative Committee information, and the following provincial workers' compensation board (WCB) forms: employer's report of injury or occupational disease (WCB form 7), first aid report (WCB form 7A), and worker's report of injury or occupational disease to employer (WCB form 6a).

PIB	-25	Employee personnel data (electronic records) (currently on PPIIMS)	SO+10y	nil	DE
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			<u>A</u>	<u>SA</u>	<u>FD</u>
9570	<u>OCCUPATIONAL SAFETY SUPPORT</u>				
	Records relating to the provision of occupational safety support to Liquor Distribution Branch (LDB) liquor stores, distribution centres, and head office departments.				
	Support activities include providing safety advice and assistance, performing safety inspections and safety program audits, developing safety management support tools and systems, and representing the LDB on occupational safety matters with stakeholders such as the BC Public Service Agency, provincial workers' compensation board (currently called WorkSafe BC), public service unions, and BC-based employer's forums.				
	Record types include correspondence, reports, and other types of records as indicated under relevant secondaries.				
	For ergonomic assessments, see ARCS secondary 1560-02. For first aid treatment books, see ARCS secondary 1560-04. For work-related incident reporting, see ARCS secondary 1560-20.				
	Unless otherwise specified below, the LDB OPR (Human Resources) will retain these records for:		CY+1y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	SO	nil	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	LDB representation on occupational safety matters (includes correspondence, position papers, and submissions)		SO	nil	DE
	SO = when concerns or issues are resolved, and when no longer required for reference purposes				

(continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
9570	<u>OCCUPATIONAL SAFETY SUPPORT</u> (continued)			
-03	First aid needs assessment forms SO = when replaced by new assessment NOTE: These forms are completed annually by liquor stores, distribution centres, and head office.	SO+3y	nil	DE
-04	Pre-operation equipment checks (includes books and forms) SO = upon completion of form or when book is completed and closed, whichever is appropriate NOTE: These records are created and maintained by individual government liquor stores and distribution centres.	SO+1y	nil	DE
-05	Store occupational safety inspection records SO = upon conclusion of inspection and if relevant, upon implementation of corrective measures 2y = The two-year retention period satisfies the provincial workers' compensation board requirements for these records. NOTE: These records are created and maintained by individual government liquor stores.	SO+2y	nil	DE
-20	Client occupational safety advice/inspection files (includes correspondence, forms, reports, and workers' compensation board orders) (arrange by store, distribution centre, or head office, whichever is appropriate) SO = when store, distribution centre or head office buildings permanently close	SO	3y	DE

(continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
9570	<u>OCCUPATIONAL SAFETY SUPPORT</u> (continued)			
	3y = The retention period is consistent with the retention period for building maintenance and repair files.			
	NOTE: These records document occupational safety advice and guidance, occupational safety inspections and program audits, and refusals to work because of unsafe conditions. They may also include air quality and noise testing records, although the master files for those records are the building maintenance and repair files covered by primary 9200.			
-30	Occupational safety project files (includes correspondence, discussion papers, reports, and draft guidelines and policies) (arrange by project)	SO	nil	DE
	SO = when project is completed, closed, or cancelled, and when no longer required for reference purposes			
	NOTE: Examples of projects are the development of first aid needs assessment reporting procedures and online ergonomic training and assessments.			

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			<u>A</u>	<u>SA</u>	<u>FD</u>
9580	<u>PAYROLL SERVICES</u>				
	Records relating to the production of the Liquor Distribution Branch (LDB) payroll.				
	This includes establishing and modifying employee work schedules, pay rules, and benefit enrollment information on the Personnel Payroll Integrated Information Management System (PPIIMS), entering benefit enrollment information directly to the appropriate carriers' computer systems, monitoring long term leave (e.g., deferred salary, parental, and educational), and resolving payroll problems.				
	Record types include correspondence, forms, reports, and other types of records as indicated under relevant secondaries.				
	For leave and time reporting records maintained by line managers, see ARCS primary 1550.				
	For the PPIIMS Information System Overview (ISO), see the ISO section.				
	Unless otherwise specified below, the LDB OPR (Payroll) will retain these records for:		SO	10y	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	- OPR	SO	nil	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General		CY+1y	nil	DE
	-02 Canada Payroll Saving Program forms		CY+1y	nil	DE
	NOTE: This record series covers paper forms received from employees wishing to contribute to the Canada Payroll Savings Program through automatic payroll deductions, or wish to cancel their contribution. The forms are keyed to PPIIMS.				
PIB	-03 CRA account reconciliation and required documents (CRA = Canada Revenue Agency) (includes correspondence, statements, reports, journal vouchers, and cheque requisitions) (arrange by calendar year, then by employee surname)		CY+2y	5y	DE

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		<u>A</u>	<u>SA</u>	<u>FD</u>
9580	<u>PAYROLL SERVICES</u> (continued)			
	8y = The eight-year retention period is based on the six-year assessment period under the <i>Income Tax Act</i> (RSC 1985, c. I-5, s. 230[4]).			
	NOTE: This secondary covers the reconciliation and verification of employee earnings and deductions reported to CRA, including the reconciliation of Pensionable Insurable Earnings Reports (PIERs) received from CRA. It also includes the issuance of CRA-required documentation for employees (e.g., statements of earnings and Short Term Illness and Injury Plan [STIIP] reimbursement letters).			
	-04 Pay run review reports (arrange chronologically by pay period)	CY+2y	nil	DE
	NOTE: These reports are generated just before each pay run in order to check for errors and anomalies.			
	-05 Payroll balancing and accounting reports	CY+2y	5y	DE
	8y = The eight-year retention period is based on the six-year assessment period under the <i>Income Tax Act</i> (RSC 1985, c. I-5, s. 230[4]).			
PIB	-06 T4 statements of remuneration paid data (electronic records) (currently on PPIIMS)	CY+9y	nil	DE
	10y = The 10-year retention period is consistent with the retention period for all other electronic personnel and payroll data.			
	-07 Year-end payroll review reports	CY+4y	5y	DE
	10y = The 10-year retention period is consistent with the retention period for the T4 statements classified under secondary -06.			

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			<u>A</u>	<u>SA</u>	<u>FD</u>
9580	<u>PAYROLL SERVICES</u> (continued)				
	NOTE: These reports are generated at calendar year end to check for errors or problems that may affect T4 production.				
PIB	-20	Employee pay files (arrange by employee surname)	SO	10y	DE
	SO = upon retirement, resignation, or employment termination				
	NOTE: These records consist of benefit enrollment forms, bus pass forms, personal tax credit returns (TD1 and TD1BC), direct deposit forms, CRA tax reduction at source authorization letters, worksheets, and records of employment (ROE) forms.				
PIB	-30	Employee time and leave data (electronic records) (currently on PPIIMS)	SO+10y	nil	DE
	SO = upon employment termination as required under the <i>Employment Standards Act</i> (RSBC 1996, c. 113, s. 28 [2])				
	NOTE: Although the paycheck advice data satisfies most of the records requirements of the <i>Employment Standards Act</i> (s. 28), it does not contain the detailed time and leave information required under (ss. 28 [1] d, i and j]. As long as that is the case, the time and leave reporting data must be retained for a minimum of two years after employment termination.				
PIB	-40	Paycheque advice data (electronic records) (currently on PPIIMS) (arrange by employee surname)	SO+10y	nil	DE
	SO = upon employment termination as required under the <i>Employment Standards Act</i> (RSBC 1996, c. 113, s. 28 [2])				

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			<u>A</u>	<u>SA</u>	<u>FD</u>
9580	<u>PAYROLL SERVICES</u> (continued)				
PIB	-50	Salary overpayment collections files (arrange by employee)	SO	10y	DE

SO = when paid, written off, or decision is made not to proceed with collections activity

NOTE: This record series covers the collection of salary overpayments from terminated employees. First level collections (e.g., letters requesting the reimbursement of overpayments) are performed by payroll staff. Failure to collect an overpayment after the issuance of a second letter results in the transfer of further collection activity to the Accounts Receivable department. Payroll staff are notified when collection activity is concluded.

10y = The 10-year retention period is consistent with the retention period for related personnel files and electronic data classified under primary 9540. It also satisfies the two-year retention period under the *Employment Standards Act* (s.28 [2]) and ensures that the records are retained for the five years allowed for purchasing pensionable service and are available to taxation authorities which have the right under the *Income Tax Act* (RSC 1985, c. I-5, ss. 230(4) and 231.1) to investigate income tax returns filed for the previous six years.

NOTE: Effective April 1, 2007, employees may only purchase pension non-contributory service that occurred within the previous five years.

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INFORMATION SYSTEM OVERVIEW SECTION

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INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Liquor Distribution Branch
Corporate Security

System Title

Incident Reporting and Information Management System (IRIMS)

Purpose

The purpose of IRIMS is to monitor and manage security violation incidents that occur in Liquor Distribution Branch (LDB) liquor stores, distribution centres, and head office buildings.

Information Content

IRIMS contains incident dates and descriptions, names and birthdates of complainants and witnesses, investigation results, and images of individuals suspected of criminal activities in government liquor stores.

Inputs, Processes, and Outputs**Inputs**

IRIMS inputs consist of branch incident reports, apprehension reports, information received by telephone, and images from video surveillance recordings.

Processes

IRIMS monitors and manages incidents and generates statistical reports.

Outputs

IRIMS outputs consist of reports.

Technical Maintenance

Electronic records are maintained on the system until their retention schedule is completed. (This usually parallels the schedule for related paper records.) The electronic records are then purged from the system. Any exceptions to this purge routine are noted under specific secondaries.

The electronic system is routinely backed up in accordance with ministry policy and with special schedule 112910 in the *ARCS* manual.

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

Classification**Electronic System**

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

Electronic Records

Secondary No.	Secondary Title
LDAS 9100-20	Security incident and investigation data

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Inputs

Secondary No.	Secondary Title
<i>ARCS</i> 470-10	Surveillance recordings
<i>LDAS</i> 9100-02	BIRs
<i>LDAS</i> 9100-07	Weekly store apprehension reports

Outputs

Secondary No.	Secondary Title
<i>ARCS</i> 465-20	Security investigations

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 *ARCS*.
- For administrative records relating to the system, see *ARCS* section 6 and other relevant primaries.

System Scheduling and Disposition

The system will be destroyed when all data has been migrated to a new system performing the same function, or when the function it supports is no longer performed by the provincial government, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere.

LIQUOR DISTRIBUTION ARCS SUPPLEMENT

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INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Liquor Distribution Branch (LDB)
Real Estate

System Title

Lease Management Database

Purpose

The purpose of the Lease Management Database is to track the status of government liquor store leases and to provide summary property information about all existing government liquor stores, including LDB-owned properties.

Information Content

The Lease Management Database contains liquor store numbers, addresses, LDB-owned property legal descriptions and property identification numbers, store square footage, landlord names, lease start and expiry dates, rent amounts, rent payment addresses, and property tax information.

Inputs, Processes, and Outputs**Inputs**

The Lease Management Database inputs consist of information keyed from store lease and LDB-owned property files.

Processes

The Lease Management Database summarizes current liquor store lease arrangements, as well as land title and property tax information about LDB-owned liquor stores, and generates rent payment notices and ad hoc reports.

Outputs

The Lease Management Database outputs consist of store lease profile reports (which are filed on the liquor store lease and LDB-owned property files), rent payment notices sent to the Finance Department, and transitory reports (e.g., lease expiry dates and store square footage), which can be regenerated by the database.

Technical Maintenance

Electronic records are maintained on the system until their retention schedule is completed. (This usually parallels the schedule for related paper records.) The electronic records are then purged from the system. Any exceptions to this purge routine are noted under specific secondaries.

The electronic system is routinely backed up in accordance with ministry policy and with special schedule 112910 in the *ARCS* manual.

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

LIQUOR DISTRIBUTION ARCS SUPPLEMENT

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Classification

Electronic System

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

Electronic Records

Secondary No.	Secondary Title
<i>LDAS</i> 9200-45	Store lease and LDB-owned property tracking

Inputs

Secondary No.	Secondary Title
<i>LDAS</i> 9200-40	Store lease and LDB-owned property files

Outputs

Secondary No.	Secondary Title
<i>LDAS</i> 9200-40	Store lease and LDB-owned property files
<i>ARCS</i> 925-20	Accounts payable

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 *ARCS*.
- For administrative records relating to the system, see *ARCS* section 6 and other relevant primaries.

System Scheduling and Disposition

The system will be destroyed when all data has been migrated to a new system performing the same function, or when the function it supports is no longer performed by the provincial government, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere.

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INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Liquor Distribution Branch (LDB)
Human Resources and Payroll

System Title

Personnel Payroll Integrated Information Management System (PPIIMS)

Purpose

The purpose of PPIIMS is to produce the LDB's payroll and provide human resource (HR) information (e.g., employee work history, benefits, training, health-related absences, discipline, grievances, and position information).

Information Content

PPIIMS contains employee work schedules, attendance, pay, expenses, benefits, employment history, training, long-term disability and workers' compensation claims, and position information.

Inputs, Processes, and Outputs

Inputs

PPIIMS inputs consist of employment, payroll, benefit, training, grievance, discipline, and long-term disability and workers' compensation claim information entered from personnel and payroll files; biweekly time and leave reporting information entered by time reporters, time keepers, or time approvers; and position information entered from position history files.

Processes

PPIIMS maintains time and leave, pay advice, and HR information on LDB employees, produces the biweekly payroll, and provides position history information.

PPIIMS transmits paycheque advice information to the Electronic Funds Transfer (EFT) system and time and leave information to the LDB Data Warehouse, and sends data files to BC Pension Corporation, the BC Government Employees' Union, and BC Statistics.

Outputs

PPIIMS outputs consist of employee pay advices, T4 statements of remuneration paid, reports, and data transmitted to the Data Warehouse, EFT, and external agencies.

Technical Maintenance

Electronic records are maintained on the system until their retention schedule is completed. (This usually parallels the schedule for related paper records.) The electronic records are then purged from the system. Any exceptions to this purge routine are noted under specific secondaries.

The electronic system is routinely backed up in accordance with ministry policy and with special schedule 112910 in the *ARCS* manual.

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

LIQUOR DISTRIBUTION ARCS SUPPLEMENT

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

Classification

Electronic System

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

Electronic Records

Secondary No.	Secondary Title
LDAS 9540-25	Employee personnel data
LDAS 9540-30	Employee training records
LDAS 9580-06	T4 statements of remuneration paid data
LDAS 9580-30	Employee time and leave data
LDAS 9580-40	Paycheck advice data

Inputs

Secondary No.	Secondary Title
ARCS 1735-30	Training session attendance files
LDAS 9520-20	Position history files
LDAS 9540-20	Employee personnel files
LDAS 9540-40	Employee tuition fee reimbursement files
LDAS 9580-20	Employee pay files

Outputs

Secondary No.	Secondary Title
LDAS 9540-20	Employee personnel files
LDAS 9580-04	Pay run review reports
LDAS 9580-05	Payroll balancing and accounting reports
LDAS 9580-07	Year-end payroll review reports

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 ARCS.
- For administrative records relating to the system, see ARCS section 6 and other relevant primaries.
- For the LDB Data Warehouse Information System Overview (ISO), see the *Liquor Distribution ORCS*.
- For the EFT ISO, see the *Provincial Treasury ORCS*.

System Scheduling and Disposition

The system will be destroyed when all data has been migrated to a new system performing the same function, or when the function it supports is no longer performed by the provincial government, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere.

LIQUOR DISTRIBUTION ARCS SUPPLEMENT

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LIQUOR DISTRIBUTION ARCS SUPPLEMENT

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

Appendix A List of Position History Files Selected for Archives Under Secondary 9520-20

The Selective Retention provisions for secondary 9520-20 specify that designated position history files will be transferred to the government archives when no longer needed. Those files are listed below.

Using the following list of selected files, LDB staff will identify the files selected for retention by the archives, and ensure they are appropriately labelled and listed to ensure that, when they become inactive, those files will be boxed with other records for full retention.

FA2110	Direct delivery report analyst
FA6110	Supervisor excise and customs
FA6111	Customs special clearance clerk
FA6112	Duty free sales coordinator
FA6210	Inspector liquor products
SO5112	Senior buyer
FA2100	Licensed operations data supervisor
FA6130	Manager costing and pricing
SO5700	Manager retail business
SO4100	Retail market manager
SO4300	Visual pres & event manager
SO4460	Product knowledge and event coordinator
SO5130	Special orders manager
SO4200	Manager retail space planning
SO5200	Market analyst
SO5410	Replenishment coordinator
LP2200	Loss prevention investigator

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SUBJECT HEADINGS

PRIMARY NUMBERS

LIQUOR DISTRIBUTION ARCS SUPPLEMENT (LDAS)

INDEX

This index provides an alphabetical guide to *LDAS* 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 *LDAS*. Once they have located what appear to be relevant index entries for a given subject, they should refer to the primary or primaries listed in order to determine which is the correct classification and also to determine the correct secondary. Often, the primary scope notes will clarify whether or not a document should be classified in a given primary. Primary scope notes should be read carefully as they delineate a primary's subject and content.

This index contains an alphabetical listing of:

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

Cross-references:

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

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

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LIQUOR DISTRIBUTION ARCS SUPPLEMENT

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LIQUOR DISTRIBUTION ARCS SUPPLEMENT

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LIQUOR DISTRIBUTION ARCS SUPPLEMENT

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LIQUOR DISTRIBUTION ARCS SUPPLEMENT

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