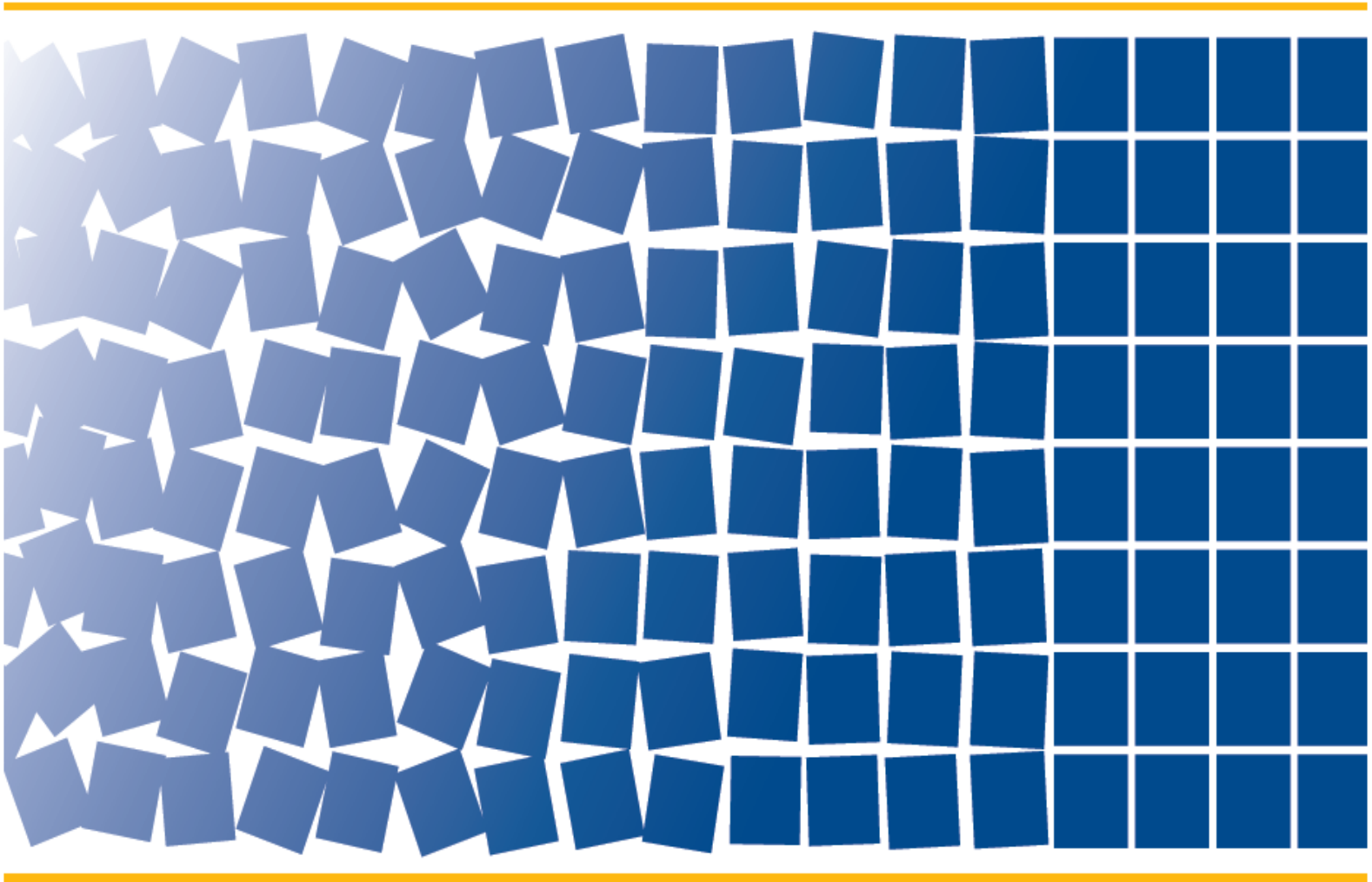


# **MEDICAL SERVICES PLAN REMITTANCE COUPONS**

## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**



**GOVERNMENT RECORDS SERVICE**

## ORCS REGISTER OF AMENDMENTS

This register lists all approved changes made to the *Medical Services Plan Remittance Coupon ORCS*, in ascending order (i.e., the most recent changes appear first). Each amendment is uniquely identified as follows:

- **Formal amendments:** Schedule application number assigned to the amendment and used during the review and approval process; e.g., 123456.
- **Administrative amendments:** ADAM plus a registration number issued by Government Records Service (GRS); e.g., ADministrative AMendment number thirty-eight is ADAM 38.

For more information about the changes listed here, see the relevant section, primary, and/or secondary; the *ORCS* may also have an appendix that provides a more detailed summary of changes

**Original schedule approval date: July 20, 1989**

Unique identifier (ADAM # or Schedule #)	Date Approved	Section/ Primary/ Secondary	Changes
164440	2017/05/03		Entire schedule updated to current standards, streamlined to simplify classification, and retention lengthened to meet ministry operational requirements.
120291	1996/08/13		Note added to exclude records of MSP payments made at Government Agent's offices

## USEFUL INFORMATION

### Key to Information Schedule Codes and Acronyms:

Information Schedule titles:	<b>ARCS</b> = <i>Administrative Records Classification System</i> <b>ORCS</b> = <i>Operational Records Classification System</i>
Office information:	<b>OPR</b> = Office of Primary Responsibility
Records life cycle:	<b>A</b> = Active <b>SA</b> = Semi-active <b>FD</b> = Final Disposition
Active and semi-active period codes:	<b>CY</b> = Calendar Year <b>FY</b> = Fiscal Year <b>NA</b> = Not Applicable <b>SO</b> = Superseded or Obsolete <b>w</b> = week <b>m</b> = month <b>y</b> = year
Final disposition categories:	<b>DE</b> = Destruction <b>FR</b> = Full Retention <b>SR</b> = Selective Retention <b>OD</b> = Other Disposition <b>NA</b> = Not Applicable
Special flags:	<b>FOI</b> = Freedom of Information/Protection of Privacy <b>PIB</b> = Personal Information Bank <b>VR</b> = Vital Records

The following links provide additional resources for managing your information:

- [ARCS and ORCS User Guide.](#)
- [Special schedules for records that are not covered by ARCS and ORCS.](#)
- [Legislation, policies, and standards for managing records in the BC Government.](#)
- [Tips, guides, and FAQs on related topics.](#)
- [Records Officer contact information.](#)

**INFORMATION SCHEDULE APPROVAL**

Title: *Medical Services Plan Remittance Coupons Operational Records Classification System (ORCS) – amendment 2*

Ministry of Finance  
Revenue Solutions Branch

Scope of Schedule:

The purpose of this amendment is to increase the retention period for MSP premium payment records and to reflect current business processes.


For more information, see the attached schedule.

Earliest date of records covered by this schedule: 1986


The government body endorses this schedule and its implementation.

See attached authorization authority August 4, 2015  
 David Sherwood, Executive Director, Revenue Solutions Branch Date

The Information Management Advisory Committee recommends this schedule for approval.

  
 David Curtis, Chair Date 2017/04/07

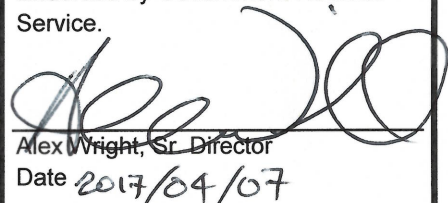
**APPROVED BY THE CHIEF RECORDS OFFICER:**

  
 Cheryl Wenezeki-Yolland Date 2017/05/03

*The attached schedule was developed in consultation with staff and managers who conduct the operational functions in the creating agency. It has also been reviewed by appropriate Government Records Service staff to ensure it meets scheduling and appraisal standards, and reflects sound recordkeeping practices.*

Archivist and Schedule Developers:  
Genevieve Weber & Mahia Frost

Endorsed by Government Records Service.

  
 Alex Wright, Sr. Director  
 Date 2017/04/07

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

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**56000 MEDICAL SERVICES PLAN REMITTANCE COUPONS**

Records relating to the payment of Medical Services Plan (MSP) insurance premiums by individuals and administrators of group plans.

Remittance coupons are the stubs attached to the bottom of the invoice for MSP premiums. Invoices for MSP premiums are generated from the Revenue Management System and mailed to the business partner (the individual/administrator who will make the payment). When a remittance coupon is returned to Revenue Services with payment, the received documents (cheque and coupon) are scanned, batched and sent offsite. Revenue Services also gets paper payment coupons from financial institutions (the actual bank payment is submitted electronically) and these are also scanned, batched, and sent offsite.

This schedule covers the paper documents related to this process. The associated images and Revenue Management System (RMS) data will be covered under a future schedule.

NOTE: The operations of MSP payment collection are performed by a service provider, but the records belong to the government. This schedule provides for the classification, as well as the retention and disposition of government records that are maintained by the service provider while providing collection services on behalf of the provincial government.

NOTE: Remittance coupons (invoice stubs) for payments received in Government Agents' offices are covered by the [Government Agent Services ORCS \(Schedule 117851\)](#). The data files received by Revenue Services from Government Agent's offices are scheduled under special schedule 102902 (*Transitory Electronic Data Processing (EDP) Records*).

For program planning, see [ARCS secondary 400-20](#).

The ministry OPR is the Revenue Solutions Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

<b>56000</b>	<b>MEDICAL SERVICES PLAN REMITTANCE COUPONS</b>	<b>A</b>	<b>SA</b>	<b>FD</b>
	All non-OPR offices will retain these records for:	SO	nil	DE
<b>-00</b>	<b>Policy and procedures</b>	SO	5y	DE
<b>-01</b>	<b>General</b>	CY+1y	nil	DE
<b>-20</b>	<b>superseded by -30 MSP payments</b>			

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[Key to ARCS/ORCS Codes and Acronyms](#)

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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<b>56000</b>	<b>MEDICAL SERVICES PLAN REMITTANCE COUPONS</b>	<b>A</b>	<b>SA</b>	<b>FD</b>
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<b>-30</b>	<b>MSP payments</b> (supersedes -20 Individual payments received by mail) (commonly called remittance coupons, or invoice stubs) (arrange by batch number)	SO	7y	DE
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SO: when the records have been batched

7y: The retention ensures that the records are available to meet operational and fiscal requirements, and supports the overpayment and refund process.

NOTE: MSP payments are stored under ongoing accession number 91-0250.

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END OF PRIMARY

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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**APPENDIX A: Summary of Amendments to the *Medical Services Plan Remittance Coupon ORCS***

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
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This concordance table is intended as a general guide for transition between the old and new versions of this *ORCS*. The new classifications and retentions are to be applied to all relevant operational records, both in the office and in storage.

Amendment 2			
Whole primary		Added primary number, description and notes to give context to the records and reflect current standards.	
-00	Policy and Procedures	Changed final disposition from FR to DE	SO 5y DE
-20	Individual payments received by mail	Superseded by -30 MSP payments  This change reflects the fact that all payments are now batched, and simplifies classification.  Retention changed from: Hardcopy: 3m 15m DE Microfilm: 18m nil DE	SO 7y DE
-30	Batched payments	Title changed to MSP payments  Retention changed from: 3m 15m DE  Retention extended to meet operational and fiscal requirements; specifically, to support the overpayment and refund process.	SO 7y DE

[Key to ARCS/ORCS Codes and Acronyms](#)

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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**APPENDIX A: Summary of Amendments to the *Medical Services Plan Remittance Coupon ORCS***

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Historical note: this function was originally with the Ministry of Health, who microfilmed the records, and sent the paper offsite. When the MSP payment function transferred to the Ministry of Finance, the records were no longer microfilmed, and the retention was deemed insufficient to support the audit and fiscal requirements in the ministry. Between 2002 and 2009, the information on the records was data entered into a system for processing, and the paper records were considered the audit copy. As of 2009 the records are imaged.