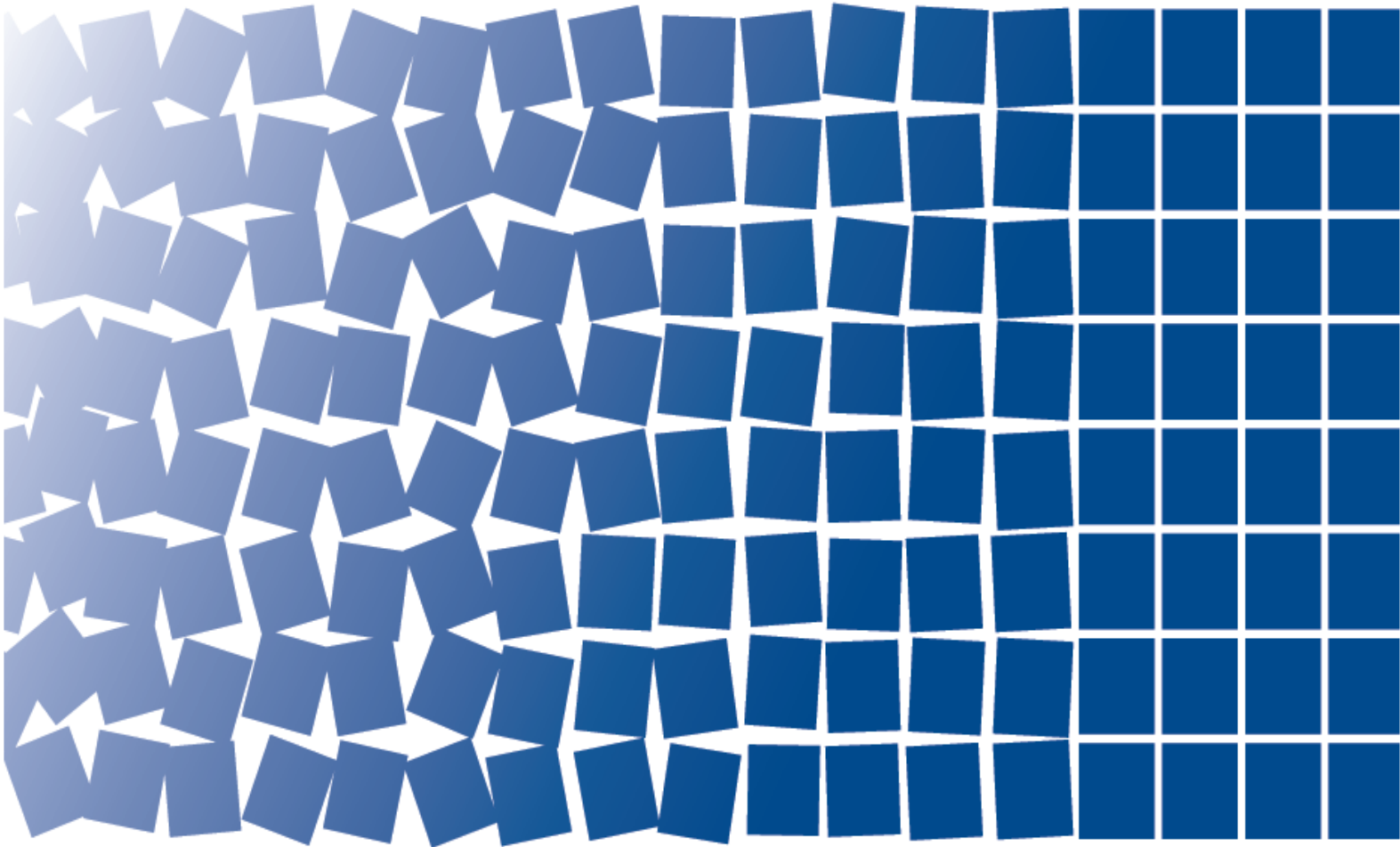


# **POLICE SERVICES OPERATIONAL RECORDS CLASSIFICATION SYSTEM**



**GOVERNMENT RECORDS SERVICE**



**POLICE SERVICES  
OPERATIONAL  
RECORDS  
CLASSIFICATION  
SYSTEM**



Ministry of  
Labour and  
Citizens' Services

Corporate Information  
Management Branch

**Library and Archives Canada Cataloguing in Publication Data**

British Columbia. Corporate Information Management Branch.

Police services operational records classification system

"This ORCS also covers the records of the defunct office known as Co-ordinated Law Enforcement Unit (CLEU), which from 1974/04/01 to 1999/03/23 was responsible for investigating and collecting evidence on organized and major crime in British Columbia"—Cf. Description and Purpose.

ISBN 978-0-7726-5906-4

1. British Columbia. Community Safety Policy and Programs Division - Public records - Handbooks, manuals, etc.
2. British Columbia. Co-ordinated Law Enforcement Unit - Public records - Handbooks, manuals, etc.
3. Police administration - British Columbia - Handbooks, manuals, etc.
4. Police - Contracting out - British Columbia - Handbooks, manuals, etc.
5. Records retention - British Columbia - Handbooks, manuals, etc.
6. Classification - Public records - Handbooks, manuals, etc.
- I. Title.

JL429.5.P37B74 2008      353.3'76238709711      C2008-960009-6

**RECORDS RETENTION AND DISPOSITION AUTHORITY**

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

**Title:** *Police Services Operational Records Classification System*

Ministry of Public Safety and Solicitor General  
Policing and Community Safety Branch  
Community Safety Policy and Programs Division

**Description and Purpose:**

The *Police Services Operational Records Classification System (ORCS)* covers all operational records created, received, and maintained by Community Safety Policy and Programs Division offices in Vancouver and Victoria, and Royal Canadian Mounted Police (RCMP) contract administration. It does not include the records of the Witness Protection Program.

These records document the following functions: developing and monitoring external policy for police boards and police units; negotiating police funding and agreements; appointing police agencies and constables; developing and monitoring police information systems; developing and monitoring crime prevention and reduction programs; and developing and reviewing training standards, materials and programs.

This *ORCS* also covers the records of the defunct office known as Co-ordinated Law Enforcement Unit (CLEU), which from 1974 /04/01 to 1999/03/23 was responsible for investigating and collecting evidence on organized and major crime in British Columbia. Under authority of the *Police Services Act* (RSBC 1996, c. 367, ss. 4.1 and 18.1) CLEU was subsequently replaced by the Organized Crime Agency of British Columbia (OCABC), an agency of the Royal Canadian Mounted Police (RCMP); this agency is now known as the Combined Forces Special Unit. Upon approval of this *ORCS*, all former CLEU records will be transferred to the legal custody of the RCMP.

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




**Date range:** 1950 ongoing

**Physical format of records:** see attached schedule

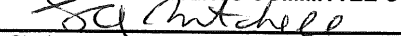
**Annual accumulation:** 1 cubic meter

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

**THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:**

	<u>07-03-13</u>
Records Officer	Date
	<u>07-03-14</u>
Executive Director/ADM	Date
	<u>07 03 19</u>
Deputy Minister/Corporate Executive	Date


**THE PUBLIC DOCUMENTS COMMITTEE CONCURS:**

	<u>13 Apr 2007</u>
Chair, PDC	Date

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

	<u>April 4 2007</u>
	Date

**APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY:**

	<u>Nov 22 2007</u>
	Date

**OTHER STATUTORY APPROVALS:**

_____ Signature	_____ Date	_____ Signature	_____ Date
Title:		Title:	

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

**RECORDS MANAGEMENT APPRAISAL:**

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

These records are created and received under the authority of the *Police Act* (RSBC 1996, c. 367), the *Rules Regarding Training, Certification of Municipal Constables* (BC Reg., 109/81) the *Workers Compensation Act* (RSBC 1996, c. 492) the *Limitation Act* (RSBC 1996, c. 266), the *Criminal Code of Canada* (RSC 1985, C-46), the *Royal Canadian Mounted Police Act* (RSC 2005, R10), and subsequent legislation governing the operational responsibilities and functions of the creating agency.

Functional duplicates are indicated under appropriate classification headings.

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

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

\_\_\_\_\_  
Records Analyst

Susan Hart

\_\_\_\_\_  
Date  
2007/01/15

**ARCHIVAL APPRAISAL:**

This appraisal documents the recommendation for final disposition.

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

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

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

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

\_\_\_\_\_  
Archivist

Susan Hart

\_\_\_\_\_  
Date  
2007/01/15

The undersigned endorses the appraisal recommendations:

\_\_\_\_\_  
Director, Corporate Information Management Branch

\_\_\_\_\_  
Date  
2007-03-12

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

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A      SA      FD

### *POLICE SERVICES*

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

#### EXECUTIVE SUMMARY

This *Operational Records Classification System (ORCS)* establishes a classification system and retention and disposition schedule for the operational records created by Police Services Division (PSD) of the province of British Columbia under the *Police Act* (RSBC 1996, c. 367), the *Limitation Act* (RSBC 1996), the *Rules Regarding Training, Certification of Municipal Constables* (British Columbia Regulation, 109/81), the *Workers Compensation Act* (RSBC 1996, c. 492), the *Criminal Code of Canada* (R. S. C. 1985, C-46) and the *Royal Canadian Mounted Police Act* (R. S. C. 1985, R10).

These records document the developing and monitoring of police information systems, developing external policy for police units and police boards, negotiating police funding and organization agreements; appointing police constables and agencies; preparing responses and referrals regarding complaints and inquiries; preventing and reducing crime; collecting information on police department/detachment management; developing and reviewing training standards; and, developing and reviewing training material and programs.

Records also document bylaw enforcement, police honours night, policing priorities, general police issues, crime prevention and reduction programs, provincial crime and police data, municipal police board governance, development and administration of policing policy, and the Coordinated Law Enforcement Unit.

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

This *ORCS* covers records created and received since 1950. Previous records relating to functions documented in this *ORCS* have been appraised and scheduled under one-time records schedules and transferred to the government archives or destroyed as appropriate.

(continued on next page)

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A      SA      FD

The office of primary responsibility (OPR) for the Information System Development primary is Security Programs and Police Technology Division. For the remainder of this ORCS, the OPR is Police Services Division.

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

- |    |   |    |    |    |
|----|---|----|----|----|
| 1) | <u>Policy and Procedures</u><br>(secondary -00 throughout ORCS) | SO | 5y | FR |
|----|---|----|----|----|

Throughout this ORCS, 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.

- |    |  |    |     |    |
|----|--|----|-----|----|
| 2) | <u>Approved external police policy and municipal police board governance handbook</u><br>(secondaries 65060-02 and 65060-03) | SO | nil | FR |
|----|--|----|-----|----|

The government archives will fully retain approved external police policy files and each edition of the municipal board governance handbook because these records document policies, procedures, standards and guidelines developed by the provincial government for use by policing organizations.

- |    |   |       |    |    |
|----|---|-------|----|----|
| 3) | <u>Executive communication and decision-making documentation</u><br>(secondaries 65000-20, 65060-35, 65350-35, 65380-25, 65420-20, 65420-25, 65420-30, 65500-20, 65500-30, 65500-35, 65520-20, 65520-25, 65560-20, 65560-25, 65580-20, 65580-25, 65590-20, 65590-25, 65600-30 and 65600-45) | CY+2y | 7y | FR |
|----|---|-------|----|----|

The government archives will fully retain all operational files containing original executive correspondence and executive-level policy development documentation, as these records contain evidence of executive communications and decision-making.

(continued on next page)

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- |    |   | <u>A</u> | <u>SA</u> | <u>FD</u> |
|----|---|----------|-----------|-----------|
| 4) | <u>Police information system and police board case files</u><br>(secondaries 65020-20 and 65340-30) | CY+2y    | 7y        | FR        |

The government archives will fully retain police information system board case files because they document participation by the Division executive in high-level decision-making about electronic systems developed and used province and nation-wide, involving significant expenditures.

The government archives will fully retain police board case files because they document the actions and decisions of policing authorities; in fact, rulings made by police boards are only enforceable after they have been filed with Police Services Division (PSD) Director. These records also document board interactions with PSD and the police.

- |    |   |    |    |    |
|----|---|----|----|----|
| 5) | <u>First Nations community tripartite agreement steering committee case files</u><br>(secondary 65220-25) | SO | 7y | FR |
|----|---|----|----|----|

The government archives will fully retain First Nation community tripartite agreement steering committee case files because these document the development of multi-year province-wide policing agreements among the Province, the RCMP, and First Nations communities.

- |    |  |    |    |    |
|----|--|----|----|----|
| 6) | <u>Municipal policing audit and review final reports</u><br>(secondary 65620-25) | SO | 7y | FR |
|----|--|----|----|----|

The government archives will fully retain audit and review final reports because they provide an in-depth profile of the functioning of individual police departments, as well as recommendations for change by the provincial government policing authority.

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		<u>A</u>	<u>SA</u>	<u>FD</u>
7)	<u>Policing reports</u> (secondary 65000-04) (secondaries 65000-40 and 65670-02)	SO CY+1y	5y 5y	FR FR

The government archives will fully retain reports relating to policing priorities for specific police forces, policing and crime statistics and reportable incidents (i.e., high speed pursuits, cell deaths, and deadly use of force). These reports provide a comprehensive overview of crime, policing, and controversial police actions in British Columbia over time.

8)	<u>Amalgamation and integration case files</u> (secondary 65600-20)	CY+1y	5y	FR
----	--	-------	----	----

The government archives will fully retain amalgamation and integration case files because they document the merging of existing policing jurisdictions, which is significant to the history of policing in the province.

9)	<u>Constable badges and uniforms</u> (secondaries 65320-02 and 65380-02)	SO+2y	nil	SR
----	---	-------	-----	----

The government archives will retain all badge and uniform files containing documentation of original designs, as these are the intellectual property of the Province.

10)	<u>Police services web site</u> (secondary 65000-35)	SO	nil	SR
-----	---	----	-----	----

The government archives will selectively retain the records on the web site because they provide a good overview of police services programs, and document the manner in which the branch presents itself to clients, partners, and the public.

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	<u>A</u>	<u>SA</u>	<u>FD</u>
11) <u>Training exemptions accepted/refused</u> (secondary 65900-03)	CY+1y	35y	DE
Training exemptions information is retained for the entire career of the constable, to ensure that the correct exemption procedure was followed.			
12) <u>DE case files relating to the development of agreements</u> (secondaries, 65220-20, 65220-30, 65230-25, 65280-25, 65290-20, 65290-25 and 65290-30).	SO	7y	DE
Case files relating to the development of agreements are retained for 7 years in case the old agreement is used as text for parts of the new agreement.			
13) <u>Police information system committee case files</u> (secondary 65020-25)	SO	7y	DE
Case files relating to police information system committee case files are kept for 7 years in case the information system needs to be audited.			
14) <u>Police-related appointment case files</u> (secondaries 65320-20, 65340-25, 65350-20, 65370-20, 65380-20 and 65390-20 and 65390-25)	SO	7y	DE
Records of appointments of police board members, constables, and blood, breath and fingerprint technicians are retained for 7 years after the appointment is concluded or terminated in order to fulfill audit and monitoring purposes.			
15) <u>Insurance files</u> (secondaries 65320-03 and 65370-03)	SO	7y	DE
Records of insurance for auxiliary RCMP and municipal reserve constables may be destroyed 7 years after expiry date of coverage statement. (continued on next page)			

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A      SA      FD

- 16)      Electronic Records      DE  
            (secondaries 65300-20, 65580-03, 65580-04 and  
            65660-40)

The following electronic databases are covered by this ORCS: Police Services Appointment Registry, Drinking and Driving CounterAttack database, Targeted Traffic Enforcement database and Police Management Information System (PMIS). The first three databases are simple systems and do not have Information System Overviews. The Information System Overview section provides information about the electronic systems, inputs and outputs and routine back-ups for PMIS. Notes under the relevant ORCS secondaries provide information about the classification and scheduling of the records. These records have no enduring value to government at the end of their scheduled retention periods.

- 17)      CLEU records      SO      NA      OD  
            (primary 65940)

These records were created and received by the former Coordinated Law Enforcement Unit (CLEU), which operated from April 1, 1974 to March 23, 1999.

CLEU was replaced on March 24, 1999 with the Organized Crime Agency of British Columbia (OCABC) which derived its authority from the *Police Act* (ss. 4.1 and 18.1). At that time the physical custody of the records was transferred to OCABC. The responsibilities of OCABC have now been transferred to the Royal Canadian Mounted Police, Combined Forces Special Unit (CFSEU).

Upon approval of this ORCS, all records will be transferred to the legal custody (ownership) of the Government of Canada, RCMP.

SO = when the ORCS is approved by the Legislative Assembly (continued on next page)

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A      SA      FD

NA = not applicable because physical custody of the records has been transferred to the Government of Canada

OD = (Other Disposition) The records covered by this primary will be transferred to the Government of Canada, Royal Canadian Mounted Police, which is the body now responsible for the function of coordinated law enforcement.

18) All Other Records

DE

All other records are destroyed at the end of their semi-active retention periods. The retention of records varies depending on the nature of the records and the function performed, but does not exceed 7 years. The information these records contain is summarized elsewhere, or reflects policies and procedures adequately documented in records covered by the -00 Policy and procedures secondaries.

Significant issues are documented in records which will be retained under the provisions of this *ORCS*, as well as in briefing notes to the ministry executive (*ARCS* secondary 280-03) and Police Services Division annual reports (*ARCS* secondary 442-20). These records have no enduring value to government at the end of their scheduled retention periods.

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### *POLICE SERVICES*

## *OPERATIONAL RECORDS CLASSIFICATION SYSTEM*

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## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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## **HOW TO USE *ORCS***

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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### **PART 1**

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

### **1.1 General Introduction**

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

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

### **1.2 What is an ORCS?**

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

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

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

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

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

#### **What are Operational Records?**

Operational records relate to the operations and services provided by a ministry or agency in carrying out the functions for which it is responsible according to statute, mandate, or policy.

## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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Operational records are distinct from administrative records and are unique to each government organization.

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

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

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

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

### **Schedule No.    Schedule Title**

112907	Commission of Inquiry Records
112910	Computer System Electronic Backup Records
102903	Electronic Mail
102906	Executive Records
112910	Computer System Electronic Backup Records
102903	Electronic Mail
102906	Executive Records
112909	Government House Records
102908	Record Copies of Published Maps
102905	Special Media Records
102902	Transitory Electronic Records
102901	Transitory Records
112913	Unsolicited Records
112914	Voice Mail Records
102904	Word Processing Records
112916	Year 2000 (Y2K) Project Documentation and Test Data

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

## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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

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### **The Purpose of ORCS**

*ORCS* facilitates the efficient management of operational information by:

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

### **Responsibility for ORCS**

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

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

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

### **1.3 Introduction to the Police Services ORCS**

The operational records in this *ORCS* relate to the operations and services provided by your division in carrying out the functions for which it is responsible according to statute, mandate, or policy. These records document the monitoring and oversight of policing services in British Columbia, including: appointments, complaints responses and referrals, preventing and reducing crime, department/detachment management, training and critical incidents.

This *ORCS* covers all operational record series created or received by your division since April 1993 and by the Police Services Branch from 1950 to 1993. It does not cover files closed before that date. To obtain approval for disposition of such records, contact your Records Officer.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

<b>Section Number</b>	<b>Primary Numbers</b>	<b>Section Title</b>
Section 1	65000-65099	POLICE SERVICES

Covers records relating to police services provided by the Government of British Columbia pursuant to the *Police Act* (RSBC 1996, c. 367), the *Limitation Act* (RSBC 1996, c. 266) the *Rules Regarding Training, Certification of Municipal Constables* (British Columbia Regulation, 109/81), the *Workers Compensation Act* (RSBC 1996, c. 492), the *Criminal Code of Canada* (R. S. C. 1985, C-46) and the *Royal Canadian Mounted Police Act* (R. S. C. 1985, R10). Records relate to developing and monitoring police information systems; developing external policy for police units and police boards; negotiating police funding and organization agreements; appointing police agencies and/or constables; preparing responses and referrals regarding complaints and inquiries; preventing and reducing crime; collecting information on police department/detachment management; developing and reviewing training standards; and, developing training material and programs.

Records also document by-law enforcement, police honours night, policing priorities, general police issues case files, crime prevention and reduction issue case files, provincial crime and police data reports, municipal police board governance, development and administration of policing policy, crime statistics, investigating and collecting evidence on organized and major crime in British Columbia, and records received by the government of British Columbia from the Coordinated Law Enforcement Unit (CLEU).

ISO	PMIS	POLICE MANAGEMENT INFORMATION SYSTEM
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Covers statistical data on crime trends, police administration, and policing costs in British Columbia. Six main goals have been identified by the Police Services Division (Vancouver) in support of this mission:

- 1) Provide quick and easy access to relevant data on policing;
- 2) Generate statistics for management information purposes;
- 3) Rationalize the allocation of police resources;
- 4) Respond to issues, and develop policies on topics such as regional policing;
- 5) Maintain an historical database for research purposes; and,
- 6) Provide data, upon request, to other branches and ministries, municipal and federal governments, the policing community, the media, and to the general public.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### ISOW

### POLICE SERVICES WEB SITE

Covers the Police Services web site. Contains links to government information on the Integrated Justice system (JUSTIN) and municipal police boards. It provides access to various statistics about police services in British Columbia. Examples include Summary Crime Statistics in British Columbia and 2001 Municipal Crime Rates and Case Burdens.

It also provides links to relevant web sites such as Statistics Canada: Crime Prevention Centre, Department of Justice: RCMP and BC Provincial Hate Team.

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

- First, there is a section default primary, which provides general information relating to the whole section and to records repeated in other primaries throughout the section (“reserved secondaries” - see 2.6.1).
- The section default primary is followed by all the other primaries, arranged in alphabetical order.
- Groups of related primaries, called “primary blocks”, appear together, indicated by two-part titles and an initial “general” primary (for example, “Client Group Issues - General” and “Client Group Issues - Families”).

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

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

This *ORCS* was reviewed by CIMB staff, your executive, the Public Documents Committee, and the Select Standing Committee on Public Accounts (commonly called the Public Accounts Committee). It was then approved by resolution of the Legislative Assembly. That resolution established this *ORCS* as the retention and disposition schedule for the operational records of the Division. This means that this *ORCS* is a legally binding document.

## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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

### **PART 2**

### **HOW TO READ A PRIMARY**

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

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

- 2.1 Primary Number and Title
- 2.2 Scope Note
- 2.3 Cross References
- 2.4 Records Retention and Disposition Schedule
  - 2.4.1 Active retention period column
  - 2.4.2 Semi-active retention period column
  - 2.4.3 Final disposition column
- 2.5 Office of Primary Responsibility (OPR)
- 2.6 Secondary Number and Title
  - 2.6.1 Reserved secondaries
  - 2.6.2 Secondaries -02 to -19 (subject secondaries)
  - 2.6.3 Case file secondaries (-20 and higher)
  - 2.6.4 Coded series
- 2.7 Key of Terms (Abbreviations in Footer)
  - 2.7.1 Terms used in the active and semi-active disposition columns
  - 2.7.2 Terms used in the final disposition column
  - 2.7.3 Other terms
- 2.8 Freedom of Information and Protection of Privacy Flags
- 2.9 Explanatory Notes
  - 2.9.1 Qualifiers
  - 2.9.2 Other notes
- 2.10 Media Designations
- 2.11 Vital Records Flags

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

2.1

A SA FD

23120 EXTRATERRESTRIAL REGISTRATION AND TRACKING

Records relating to the registration of extraterrestrial visitors to the province. An extraterrestrial is any sentient being originating from another planet, regardless of appearance or ancestry.

2.2

Extraterrestrials are registered and tracked to ensure they do not contravene federal and provincial legislation by attempting world domination, body-snatching, or other anti-democratic activities. Registrants must provide identifying information and report regularly to the ministry liaison assigned.

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

For a description of the Extraterrestrial Registration System (ERS), see Information System Overview (ISO) section. For records relating to diplomatic etiquette and protocol used in communication with representatives of foreign governments, see ARCS primary 415.

2.3

2.4

2.5

Unless otherwise specified below, the ministry OPR (Unidentified Flying Objects Branch) will retain these records for:

CY+1y 3y DE

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

SO nil DE

2.6

- 00 Policy and procedures - OPR
- 01 General - non-OPR
- 02 Complaints and inquiries
- 03 Extraterrestrial reports and statistics

SO 5y FR

SO nil DE

CY+1y 3y FR

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

2.7

(continued on next page)

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

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

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



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23120 EXTRATERRESTRIAL REGISTRATION AND TRACKING (continued) A    SA    FD

-04    Visits by unidentified extraterrestrials SO    NA    NA  
(includes reference materials relating to visits and visitors as yet unconfirmed and unidentified)

NA = Reclassify records to appropriate case file under secondary 23120-20 when visitor is identified.

2.8 — FOI: As extraterrestrials may present a threat to provincial security, access to these records is restricted under the *Freedom of Information and Protection of Privacy Act* (RSBC 1996, c. 165, s. 15(1)(b)).

PIB    -20    Extraterrestrial registrant case files SO+3y    300y    SR  
(arrange by registration number)  
(includes textual records and photographs)

2.9 — SO = when extraterrestrial visitor leaves the province

NOTE: The OPR will store extraterrestrial registrant case files under ongoing RCS accession number 99-9111.

303y = This ensures that the file can be reopened if the extraterrestrial returns later in its lifetime.

SR = The government archives will selectively retain these records because they document the effect of extraterrestrial visitors on the province. All files relating to green extraterrestrials will be retained. All other files will be boxed separately and destroyed.

VR    -30    Extraterrestrial Registration System (ERS) SO    nil    DE  
(electronic database)

2.10 — SO = when the function supported by the database is no longer performed by government

2.11

A = Active  
SA = Semi-active  
FD = Final Disposition  
PIB = Personal Information Bank  
PUR = Public Use Records  
OPR = Office of Primary Responsibility  
I:\430-30\ufo\_orcs.doc:2001/07/01

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

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

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## **2.1 Primary Number and Title**

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

## **2.2 Scope Note**

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

## **2.3 Cross References**

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

## **2.4 Records Retention and Disposition Schedule**

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

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

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

### **2.4.1 Active Retention Period Column**

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

Active records are those that are used frequently and therefore need to be retained and maintained in the office space and equipment of the user.

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

#### **2.4.2 Semi-active Retention Period Column**

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

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

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

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

#### **2.4.3 Final Disposition Column**

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

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

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

#### **2.5 Office of Primary Responsibility (OPR)**

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

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

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

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

### **2.6 Secondary Number and Title**

Secondary numbers and titles designate specific series or groupings of records relating to the function covered by the primary. Secondary titles describe specific types of records and secondary numbers link them to the records retention and disposition schedule. The two-digit secondary number is added to the five-digit primary number to form a complete file number, for example, 23120-04.

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

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

#### **2.6.1 Reserved Secondaries**

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

There are two kinds of reserved secondaries: those reserved throughout the specific *ORCS* or a section of it, and those reserved throughout all government records schedules (in *ARCS* and every *ORCS*).

Secondaries reserved within a specific *ORCS* are given generic titles and are listed in the section default primaries. Section default primaries contain all relevant notes (qualifiers, final disposition statements, etc.) for the reserved secondaries; these notes may also appear in relevant primaries. To find out whether a secondary included in a particular primary is reserved, check the section default primary.

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

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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other records relating to draft and approved policies on a specific subject including actual policy statements, interpretations of policy, development and discussion of policy, and policy decisions.

Secondary number -01 is always reserved for “general” records that cannot be classified in the specified subject or case file secondaries. Within each primary, the standardized secondary -01 is reserved as a general file. Records which meet one or more of the following criteria may be filed in the general file:

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

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

If a document relates to two or more secondaries, you should be more precise and file the original or a photocopy of the record in each specific file. It is not appropriate to file such documents under “General” because this will cause access and scheduling problems.

### **2.6.2 Secondaries -02 to -19 (subject secondaries)**

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

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

### **2.6.3 Case File Secondaries (-20 and higher)**

Case file series consist of many different files relating to a common function or activity. Each case file contains records pertaining to a specific time-limited entity, such as a person, event, project, transaction, product, organization, etc. The component records within each file in a case file series are generally consistent; that is, a file may contain a variety of documents (such as forms, correspondence, reports, and photographs), but this variety will be consistent with

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other files in the same series (for example, the same form may appear in every file). Case file series are assigned secondary numbers -20 and higher (-30, -40, -50, etc.). In the sample primary, secondaries -20 (extraterrestrial registrant case files) and -30 (the Extraterrestrial Registration System) are case file secondaries.

#### **2.6.4 Coded Series**

Case file secondaries are usually subdivided through the use of codes. A code identifies the specific person, event, project, or other entity covered by the file. Codes can take the following forms: proper names; alphanumeric codes developed by CIMB or alphanumeric codes developed by the ministry or agency using the *ORCS*. For CIMB codes see *ARCS* Appendices A-H; ministry codes, if there are any, can be found in *ORCS* appendices I on. Consult your Records Officer if you wish to develop an appendix for your own set of codes.

In special cases, subject files may also be coded to facilitate retrieval (e.g., studies on different aspects of one interprovincial agreement). Coded subject files usually consist of many different files, each dealing with a different aspect of the same subject. Codes may take the form of names, titles, abbreviations, or other alphabetic codes.

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

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

#### **2.7 Key of Terms (Abbreviations in Footer)**

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

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

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

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

**w** = week

**m** = month

**y** = year

**CY** = Calendar Year (1 January to 31 December)

**FY** = Fiscal Year (1 April to 31 March)

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### **SO = Superseded or Obsolete**

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

#### **i) Routine Records**

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

The most common form of delegated disposition authority is:

<u>Active</u>	<u>Semi-Active</u>	<u>Final Disposition</u>
SO	nil	DE

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

For information on destruction services, contact your Records Officer.

#### **ii) Specific Definition of SO**

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

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

### **NA = Not Applicable**

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

### **nil = no semi-active retention period**

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

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

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

### **2.7.2 Terms Used in the Final Disposition Column**

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

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

#### **FR = Full Retention**

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



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### **SR = Selective Retention**

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

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

**Do not destroy records scheduled for selective or full retention.** For instructions on how to box and transfer archival records to off-site storage, see 3.9.

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

### **DE = Destruction**

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

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

### **NA = Not Applicable**

See explanation of NA in 2.7.1.

### **2.7.3 Other Terms**

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

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

## **2.8 Freedom of Information and Protection of Privacy Flags**

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

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

For further information about FOI issues, see 3.10.

## **2.9 Explanatory Notes**

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

### **2.9.1 Qualifiers**

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

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

### **2.9.2 Other Notes**

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

- OPR =** This note provides the name of the office of primary responsibility if it is different from the primary default OPR. See discussion of OPR in section 2.5.
- SO =** This note explains when a file designated SO should be closed. See discussion of SO in section 2.7.1.
- ##y =** This note gives reasons for active and/or semi-active retention periods which are longer than seven years. In the sample primary, there is a "303y =" note under secondary -20.
- NA =** This note explains why the usual active, semi-active, or final disposition designation does not apply, usually because records have been reclassified or transferred to another agency. See discussion of NA in section 2.7.1.
- SR/FR/DE =** These notes explain why records are being selectively or fully retained, or (if not self-evident) why they are being destroyed. See discussion of these notes in section 2.7.2.
- FOI:** This note explains issues of confidentiality relating to the records. See discussion of the FOI note in section 2.8.
- NOTE:** This note provides any other useful information related to the scope of the secondary, such as history of the records, volume of the records, filing procedures, whether there is an ongoing accession number, or location of copies. In the sample primary, secondary -20 has a note specifying that when the files go offsite, they will be stored "under ongoing RCS accession number 99-9111." For discussion of ongoing accession numbers, see section 3.8.1.

### **2.10 Media Designations**

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

When records are held in several different media formats each media version must be identified and scheduled under the same *ORCS* secondary, unless the versions do not contain identical information. The media designation is expressed as a qualifier under the secondary title. Retention periods are specified for each media designation, unless the primary's default retention periods apply. In the sample primary, the Extraterrestrial Registration System (secondary -30) is identified in a qualifier as an electronic database.

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Some media designations used in ORCS are: hardcopy, microfilm, microfiche, mylar-based, COM, COMfiche, optical disk, electronic database, electronic image, and electronic record.

A media designation is not required for a secondary covering a series which includes records of different media in the same file, for example photographs, plans, and textual records. This information is conveyed, instead, in an "(includes ...)" qualifier or in the "Includes ..." sentence of the scope note. All the records in a file are covered by the same retention schedule, regardless of media. Related information in an electronic database is subject to the same schedule; for example, in the sample primary, registration information in the ERS (secondary -30) concerning a specific extraterrestrial can be purged when the relevant extraterrestrial registrant case file (under secondary -20) becomes inactive.

## **2.11 Vital Records Flags**

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

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

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## **PART 3**

### **ORCS AND AN EFFECTIVE RECORDS MANAGEMENT SYSTEM**

#### **3.1 The Purpose of ORCS**

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

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

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

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

#### **3.2 Records and Recorded Information**

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

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

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

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

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The *Document Disposal Act* establishes procedures for the approval of the records schedules and classification systems developed by CIMB, government ministries, and other government agencies. This *ORCS* was reviewed by CIMB staff, your executive, the Public Documents Committee, and the Select Standing Committee on Public Accounts (commonly called the Public Accounts Committee). It was then approved by resolution of the Legislative Assembly. That resolution established this *ORCS* as the retention and disposition schedule for the operational records of the Division. This means that this *ORCS* is a legally binding document.

### **3.3 An Effective Records Management System**

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

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

### **3.4 The Classification System**

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

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

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

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

Primaries are arranged in alphabetical order by title, except for the first primary within a section or primary block. The first primary is the general or "section default" primary and contains records of a general nature relevant to the entire section or primary block. The numerical arrangement of the section or primary block is sufficient to permit expansion and amendment.

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

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

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

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

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

### **3.4.1 Staff Responsibilities and Procedures**

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

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

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

Other than draft and duplicate copies, all working papers should be classified according to *ORCS* and filed in the correct *ORCS* file. This will ensure central control of all records and will reduce filing backlogs. Files can then be borrowed from the central filing system when required.

### **3.4.2 Classifying Records**

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

CIMB recommends that a memo deal with only one subject. Occasionally, it may be necessary to photocopy a document which deals with more than one subject, place it on two or more files

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and cross-reference it appropriately. If the document has more than one page, only photocopy the first page and cross-reference it to the location of the complete document.

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

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

a) Alphabetic Subject Index

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

b) Broad Subject Approach

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

### **3.5 The File List**

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

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

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

### **3.6 Other Finding Aids**



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

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

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

As a further aid in the retrieval and classification of administrative and operational records, CIMB has compiled lists of standard codes currently used by various ministries and agencies of the British Columbia Government. These codes are included in appendices to the *Administrative Records Classification System (ARCS)* manual. For information about using coded series, see 2.6.4.

See 2.6.4 for further information about coded series.

### **3.7 The Scheduling System**

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

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

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

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

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

The three stages of the records schedule are expressed in three columns on the right-hand side of the primary page, beside the relevant classification information (primary numbers, titles, and

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notes). These columns are labelled “A” for active, “SA” for semi-active, and “FD” for final disposition. Appropriate numbers and abbreviations appear in these columns beside the relevant secondaries, indicating what should be done with the records during each stage of the schedule. Notes below the secondaries give any needed explanation and instructions about implementing the schedule.

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

### **3.8 Filing and Maintenance Procedures**

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

The basic activities involved in filing and maintenance are:

- mail management
- sorting
- registration
- classification
- indexing and cross-reference
- location control
- filing
- charge-out
- distribution
- recall and search
- re-filing
- physical maintenance
- purging
- retention and disposition

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

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

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

#### **3.8.1 File Maintenance**

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

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

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

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

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

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

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

Monitor the files for bulk and when the paper thickness exceeds the scoring on the bottom of the folder, close the full folder and start a new one labelled volume 2, 3, 4, etc. Place a coloured paper as the top document in order to indicate that a file is closed. Indicate on that coloured sheet the date range and where future information will be filed. Related volumes are stored together while they are active, and older ones are placed in semi-active storage when their active retention period expires. If multi-volume sets are frequently opened under a single classification, this may indicate the need to create new, more specific classifications.

Where possible, sheets should be fastened in the file folder. When this is not possible or for ease in culling files at the end of the year, CIMB recommends attaching documents to a file back sheet. The file back should be labelled with the fiscal or calendar year and classification number. Use a closed file notice for each file back when the file is closed and mark on it the method and date of final disposition (e.g., "for DE on 1 April 1999"; "for SR on 1 January 2010"; "for FR on 1 April 2001").

Minimize misfiling in the following ways:

- keep file labels legible and simple
- maintain 3-4 inches of free space on each file shelf or drawer

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- place papers in folders so they do not go beyond the scoring on the folder or cover the file label
- write the correct file number or heading on each document or underline it if it appears in the text

### **3.8.2 File Circulation**

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

When photocopies are made for use as working papers, mark them clearly as a "copy" with a stamp which uses a colour of ink other than black.

### **3.9 Boxing and Transfer Instructions**

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

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

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

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

#### **3.9.1 Accession Numbers**

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

Box Number: 91-0123-01

91-0123 = the accession number issued by Records Centre Services  
-01= the first consecutive box number in accession 91-0123

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

a) One-time Accession Numbers

A one-time accession number is used by a single office for a one-time transfer of records to Records Centre Services. For further information about one-time accession numbers, contact your Records Officer.

b) Ongoing Accession Numbers (OANs)

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

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

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

If 91-0123 were a real OAN, the office to which it was issued would use it for a specific record series or category of records. Accession number 91-0123 is reserved for use by the same office for the same record series until box number 9999 is reached. Then, please ask your Records Officer to obtain a new OAN from Records Centre Services.

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

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

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

c) Ongoing Accession Numbers for Police Services Division

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

OAN	Primary and Secondary No.	Primary and/or Secondary Title	SA	FD
91-0470	65580-30	Annual police statistical summary reports	nil	FR
	65580-40	Quarterly police statistical reports	nil	FR

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

### **3.9.2 Transfer of Records to Off-Site Storage**

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

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

#### a) Arranging Boxes

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

1. Do not put files covered by different retention and disposition schedules (ARCS - 100001 or ORCS) in the same box.
2. Box records scheduled for destruction (DE) separately from records scheduled for selective retention (SR) or full retention (FR).
3. Box SR records separately from FR. Contact your Records Officer if your office does not generate a sufficient volume of records to allow for full separate boxes.
4. If records have no scheduled semi-active retention period and a scheduled final disposition of SR or FR (e.g., SO, nil, SR), box them separately from all other records. Arrange the files within the box by primary and secondary number. Contact your Records Officer if your office does not generate a sufficient volume of records to allow for full separate boxes.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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5. Place records of the same or similar retention periods and date ranges in the same box.
  6. Whenever possible, box records of the same type together (e.g., case file series or large subject file series should be boxed together).
  7. If records have different semi-active retention periods, box first by retention period and then within retention period by primary and secondary numbers.
- b) Box Numbering
- Arrange and number boxes that have similar classifications, date ranges, retention periods and final dispositions consecutively according to the date range of the records (e.g., accounts payable, fiscal year 1994/95 in boxes 1 & 2; accounts payable, fiscal year 1995/96 in boxes 3 & 4; accounts payable, fiscal year 1996/97 in boxes 5 & 6).
- c) Boxes With Varied Classifications, Retention Periods And Date Ranges

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

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

### **3.10 Freedom of Information and Protection of Privacy**

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

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

### **3.11 Electronic Records and the Information System Overview**

Information that has been created, collected, maintained and/or retained by a government ministry or agency is classified and scheduled within *ORCS*, regardless of media or physical format. The additional technical information required for the scheduling of electronic records is documented using the standard format for the Information System Overview (ISO) and Information System Overview for a Subsystem (ISOS). See the ISO section of this *ORCS*.

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

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

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

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

### **3.12 Implementation of ORCS**

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

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

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

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



## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

### **3.13 Advisory Services**

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

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

### **3.14 Amendment and Update of *ORCS***

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

Effective maintenance depends upon:

- trained records staff
- documented policies and procedures
- coordination and review by the Records Officer
- designated responsibilities for:
  - records classification
  - maintenance of indexes and file lists
  - other record and file operations

CIMB maintains the master edition of this *ORCS* and is responsible for administering the amendment and review process. The Records Officer is responsible for advising CIMB of proposed amendments. Amendments take effect upon the approval of the Legislative Assembly. Distribution of amendment pages and implementation of amendments is a responsibility of the ministry or agency.

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

## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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Offices should refer proposals for new primaries and secondaries or other suggested changes to their Records Officer, who will in turn refer them to CIMB. Proposals will be jointly reviewed by CIMB staff and the Records Officer. While awaiting formal approval, "interim secondaries" may be established. These must be different from any existing secondary numbers and titles. Include records covered by interim secondaries in file lists, and highlight them on the Records Officer's copy of each file list. Once interim secondaries are approved, they will be included in future editions of the ORCS.

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

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

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A      SA      FD

### SECTION 1

#### POLICE SERVICES

#### PRIMARY NUMBERS

65000 - 65950

Section 1 covers records relating to police services provided by the Government of British Columbia pursuant to the *Police Act* (RSBC 1996, c. 367), the *Limitation Act* (RSBC 1996, c. 266), the *Rules Regarding Training, Certification and Registration of Municipal Constables* (British Columbia Regulation, 109/81), the *Workers Compensation Act* (RSBC 1996, c. 492), the *Criminal Code of Canada* (R. S. C. 1985, C-46) and the *Royal Canadian Mounted Police Act* (R. S. C. 1985, R10). Records relate to developing and monitoring police information systems; developing external policy for police units and police boards; negotiating police funding and organization agreements; appointing police agencies and constables; preparing responses and referrals regarding complaints and inquiries; preventing and reducing crime; collecting information on police department/detachment management; developing and reviewing training standards; and, developing training material and programs.

Records also document bylaw enforcement, police honours night, policing priorities, general police issues case files, crime prevention and reduction issue case files, provincial crime and police data reports, municipal police board governance, development and administration of policing policy, crime statistics, and records received by the Government of British Columbia from the Coordinated Law Enforcement Unit (CLEU).

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### SECTION 1

65000 - POLICE SERVICES - 65950

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A      SA      FD

### 65000    POLICE SERVICES - GENERAL

Records not shown elsewhere in this ORCS that relate generally to police services provided by the Government of British Columbia pursuant to the *Police Act*, the *Workers Compensation Act*, the *Criminal Code of Canada*, and the *Royal Canadian Mounted Police Act*. Records also relate to bylaw enforcement, police honours night, policing priorities, general police issues case files, crime prevention and reduction, provincial police and crime statistical reports (also know as summary crime statistics for BC), and the Police Services web site.

Police Services Division (PSD) advises the Solicitor General on any issues or initiatives that should be developed into policing priorities in a fiscal year. The Solicitor General approves these priorities, documents them in the Ministry's annual service plan, and provides the information to the Royal Canadian Mounted Police to direct its role in provincial policing pursuant to the *Police Act* (s. 14). Policing priorities information may also be required for the government estimates for a fiscal year and for the legislature.

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

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

For ad hoc reports or reports on specific subjects, see primary 65660 or relevant primary.

For annual reports of PSD, see ministry annual reports classified under ARCS primary 442.

For information on the Police Services web site (PSW), see the Information System Overview Section.

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		<u>A</u>	<u>SA</u>	<u>FD</u>
65000	<u>POLICE SERVICES - GENERAL</u> (continued)			
	For policy decisions, see primary 65060.			
	Unless otherwise specified below, the ministry OPR (Police Services Division [Victoria]) will retain these records:	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>
FR =	Throughout this section, the government archives will fully retain policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. These records have evidential value.			
-01	General			
-02	Bylaw enforcement reference files (includes memoranda on bylaws) (arrange by bylaw)	SO	nil	DE
	SO = when replaced by a more current bylaw			
-03	Police honours night (includes nominations, committee minutes, guest list, list of recipients, yearly program, task list and photographs) (arrange by year)	SO	nil	DE
	SO = when no longer of use preparing the current police honours night			

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	<u>A</u>	<u>SA</u>	<u>FD</u>
65000	<u>POLICE SERVICES - GENERAL</u> (continued)		
-40	Provincial police and crime statistical reports (arrange by final year of report and topic) (covers road safety database reports and summary crime statistics for BC)	CY+1y 5y	FR

FR = The government archives will fully retain provincial police and crime statistical reports because these provide comprehensive summary documentation of crime, crime trends, police strengths, and policing costs over time for British Columbia. The reports also represent Division communication with clients and the public, as they are published on its web site.

NOTE: This secondary covers high-level statistical reports relating to one or several years.

NOTE: Starting January 2007, executive correspondence of an operational nature may only be classified under the following primaries and secondaries: 65000-20, 65020-20, 65420 case file secondaries, and 65500 - 65590 FR case file secondaries. Other classifications in the ORCS cannot be used for this correspondence. Pre-2007 files under other classifications which contain executive correspondence must be closed at the end of 2006.

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A      SA      FD

### 65020    POLICE SERVICES - INFORMATION SYSTEM DEVELOPMENT

Records relating to the Security Programs and Police Technology (SPPT) Division participating in and developing police information systems in British Columbia in conjunction with other branches, ministries, municipalities, national police organizations and independent agencies and corporations.

SPPT observes, supplies funding, develops policy and legislation and/or participates in boards, committees and subcommittees relating to police information systems. SPPT participates in these committees on a permanent basis, as once a system is operational modifications are made periodically.

SPPT is currently involved with the following systems: RCMP Operational Command Centre (OCC), Justice Information System (JUSTIN), Capital Region Emergency Services Telecommunication (CREST), Canadian Police Information Centre (CPIC), Emergency Communication System (E-COMM), Violent Crime Linkage Analysis (VICLAS), National Sexual Offender Registry, and Police Records Information Management Environment (PRIME).

PRIME is the responsibility of the Emergency Communications Corporation established under the *Emergency Communications Corporation Act* (SBC 1997, c. 47). The Corporation is run by a committee of city government representatives.

Record types include: minutes, reports, news clippings and correspondence.

For committees, see ARCS primaries 200 to 206.  
For department/detachment management, see primaries 65600 to 65660.

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		<u>A</u>	<u>SA</u>	<u>FD</u>
65020	<u>POLICE SERVICES - INFORMATION SYSTEM DEVELOPMENT</u> (continued)			
	For information on JUSTIN, see records of the Ministry of Attorney General. For Police Management Information System (PMIS), see primary 65660.			
	Unless otherwise specified below, the ministry OPR (Security Programs and Police Technology) 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	Police information system development - background materials (includes reports, news clippings and reference material) (arrange by jurisdiction and information system)	SO	nil	DE
	SO = when replaced by more current information			
-20	Police information system board case files (includes decisions made by board) (arrange by information system)	CY+2y	7y	FR
	10y = This retention period is consistent with the retention period in the special schedule for executive records (102906).			

(continued on next page)

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A      SA      FD

65020    POLICE SERVICES - INFORMATION SYSTEM DEVELOPMENT  
(continued)

FR = The government archives will fully retain police information system board case files because they document participation by the Division executive in high-level decision-making about electronic systems developed and used province- and nation-wide, involving significant expenditures.

-25      Police information system committee case files      SO      7y      DE  
(includes minutes of committee meetings and change requests)  
(arrange by committee and then date)

SO = when board or committee is no longer active and/or file/volume has been closed for one year

7y = sufficient for monitoring and audit purposes

-30      Police information system development case files      CY+1y    5y      DE  
(arrange by information system)

DE = Police information system committee and development case files can be destroyed because they document lower-level decisions and technical development issues; significant decisions and issues are adequately documented in board case files classified under 65020-20.

NOTE: Starting January 2007, executive correspondence of an operational nature may only be classified under the following primaries and secondaries: 65000-20, 65020-20, 65420 case file secondaries, and 65500 -

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A      SA      FD

65020    POLICE SERVICES - INFORMATION SYSTEM DEVELOPMENT  
(continued)

65590 FR case file secondaries. Other classifications in the ORCS cannot be used for this correspondence. Pre-2007 files under other classifications which contain executive correspondence must be closed at the end of 2006.

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OPR = Office of Primary Responsibility		VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

65060    POLICE SERVICES - POLICY DEVELOPMENT

Records relating to developing external policies, procedures and standards to insure that police services are adequately provided by police units in British Columbia pursuant to the *Police Act* (s. 2). External policy is developed for municipal police, Royal Canadian Mounted Police (RCMP) acting as provincial police, designated/supplemental police, special provincial police, First Nations police, police boards (e.g., the Police Board Handbook), auxiliary RCMP, municipal reserve police, and blood and breath and fingerprint technicians.

Record types include: correspondence, policies, procedures and standards.

For the development of external policy related to crime prevention and reduction, see primaries 65500 - 65590.

Unless otherwise specified below, the ministry OPR (Police Services Division [Victoria] and [Vancouver]) 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				
-02	Approved external police policy (includes policy, procedures and standards) (arrange by name of police policy)		SO	nil	FR

NOTE: File draft police policy under secondary 65060-20 or 65060-25. File police policy not developed by Police Services Division

(continued on next page)

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A            SA            FD

65060    POLICE SERVICES - POLICY DEVELOPMENT (continued)

-35      External police policy development case files, pre-2007  
          (includes notes, correspondence, policy drafts  
          and background material)  
          (arrange by topic)

CY+2y    7y            FR

10y = This retention period is consistent with the retention period in the special schedule for executive records (102906).

FR = The government archives will fully retain pre-2007 external police policy development files. These files contain original executive correspondence which provides evidence of executive communications with clients and the public.

NOTE: Starting January 2007, executive correspondence of an operational nature may only be classified under the following primaries and secondaries: 65000-20, 65020-20, 65420 case file secondaries, and 65500 - 65590 FR case file secondaries. Other classifications in the ORCS cannot be used for this correspondence. Pre-2007 files under other classifications which contain executive correspondence must be closed at the end of 2006.

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A      SA      FD

65200    AGREEMENT NEGOTIATION - GENERAL

Records not shown elsewhere in the agreement negotiation primary block that relate to negotiating funding and organization agreements for provincial, municipal, Royal Canadian Mounted Police, and First Nations police forces. The Vancouver airport agreement is an example of a general agreement. It involved negotiations between the Government of British Columbia and the Greater Vancouver Regional District.

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

For funding committees for crime prevention and reduction, see primary 65280.

For specialized crime prevention and reduction committees, see primaries 65500 to 65590.

Unless otherwise specified below, the ministry OPR (Police Services Division [Victoria]) will retain these records for:

CY+2y    nil      DE

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

SO      nil      DE

-00    Policy and procedures

- OPR

SO      5y      FR

- non-OPR

SO      nil      DE

-01    General

-20    Agreement negotiation case files - general  
           (includes general information on agreement  
           negotiation topics)  
           (arrange by topic)

CY+1y    5y      DE

(continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
65200	<u>AGREEMENT NEGOTIATION - GENERAL</u> (continued)			

-25	General police agreement development (background) case files (includes reports, studies, and draft agreements) (arrange by agreement name)	SO	7y	DE
-----	--	----	----	----

7y = Records are kept in case the old agreement is used as text for parts of the new agreement.

-30	General police agreement final agreement (includes signed agreements) (arrange by agreement name)	SO	nil	DE
-----	---	----	-----	----

SO = upon expiry of the agreement, records covered by secondaries 65200-25 and 65200-30 become obsolete

NOTE: A copy of each agreement is also filed with Order in Council (OIC) office. OIC indexes the name of the agreement and which ministry originated the agreement.

NOTE: Starting January 2007, executive correspondence of an operational nature may only be classified under the following primaries and secondaries: 65000-20, 65020-20, 65420 case file secondaries, and 65500 - 65590 FR case file secondaries. Other classifications in the ORCS cannot be used for this correspondence. Pre-2007 files under other classifications which contain executive correspondence must be closed at the end of 2006.

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A      SA      FD

65220      AGREEMENT NEGOTIATION - FIRST NATIONS COMMUNITY  
TRIPARTITE

Records relating to negotiating community tripartite cost-sharing agreements between the provincial and federal governments for self-governed First Nations policing units. These units, known as the First Nations Administered Police Services (FNAPS), are established pursuant to the *Police Act* (s. 4.1). FNAPS agreements are also signed by the Royal Canadian Mounted Police.

The Police Services Division participates in committee meetings and develops or collects background information for the meetings.

Record types include: agreements, minutes, reports, working papers, and correspondence.

For FNAPS appointments, see primary 65350.  
For FNAPS boards, see primary 65340.

Unless otherwise specified below, the ministry OPR (Police Services Division [Victoria]) will retain these records for:

CY+2y    nil      DE

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

SO      nil      DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				

(continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
65220	<u>AGREEMENT NEGOTIATION - FIRST NATIONS COMMUNITY TRIPARTITE</u> (continued)			
-20	First Nations community tripartite agreement - other committee case files (includes minutes and notes) (arrange by First Nation)	SO	7y	DE
	DE = Files relating to lower-level communities and community-specific agreements will be destroyed.			
-25	First Nations community tripartite agreement steering committee case files (includes minutes and notes) (arrange by First Nation)	SO	7y	FR
	SO = when committee is no longer active and/or file/volume has been closed for one year			
	7y = sufficient for monitoring and audit purposes			
	FR = The government archives will fully retain First Nations community tripartite agreement steering committee case files because these document the development of multi-year province-wide policing agreements among the Province, the RCMP, and First Nations communities.			
-30	First Nations community tripartite agreement development (background) case files (includes working notes, correspondence, and draft agreements) (arrange by First Nation)	SO	7y	DE

(continued on next page)

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A      SA      FD

65220    AGREEMENT NEGOTIATION - FIRST NATIONS COMMUNITY  
TRIPARTITE (continued)

7y =    Records are kept in case the old agreement is used as text for parts of the new agreement.

DE =    These records may be destroyed when no longer needed because the information in them is adequately documented in executive records and in the final agreements.

-35      First Nations community tripartite final agreement      SO      nil      DE  
            (includes signed agreements)  
            (arrange by First Nation)

SO =    upon expiry of the agreement, records covered by secondaries 65220-30 and 65220-35 become obsolete

DE =    Division copies of First Nations community tripartite agreements can be destroyed because they are registered as orders in council and fully retained at the Order in Council Office.

NOTE: Starting January 2007, executive correspondence of an operational nature may only be classified under the following primaries and secondaries: 65000-20, 65020-20, 65420 case file secondaries, and 65500 - 65590 FR case file secondaries. Other classifications in the ORCS cannot be used for this correspondence. Pre-2007 files under other classifications which contain executive correspondence must be closed at the end of 2006.

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			<u>A</u>	<u>SA</u>	<u>FD</u>
65230	<u>AGREEMENT NEGOTIATION - FIRST NATIONS FEDERAL/PROVINCIAL</u>				
	Records relating to negotiating cost-sharing agreements between the federal and provincial governments for RCMP services to First Nations in British Columbia. The Police Services Division also develops or collects background information for the meetings.				
	Record types include: agreements, minutes, reports, working papers and correspondence.				
	Unless otherwise specified below, the ministry OPR (Police Services Division [Victoria]) 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				
-25	First Nations federal/provincial agreement development (background) case files (includes reports, studies, correspondence, and draft agreements) (arrange by First Nation)	SO	7y		DE
	7y = Records are kept in case the old agreement is used as text for parts of the new agreement.				
	DE = These records may be destroyed when no longer needed because the information in them				

(continued on next page)

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A            SA            FD

65230    AGREEMENT NEGOTIATION - FIRST NATIONS  
FEDERAL/PROVINCIAL (continued)

is adequately documented in executive records  
and in the final agreements.

-30    First Nations federal/provincial final agreement    SO    nil    DE  
(includes signed agreements)  
(arrange by First Nation)

SO =    upon expiry of the agreement, records covered by  
secondaries 65230-25 and 65230-30 become obsolete

DE =    Division copies of First Nations federal/provincial  
final agreements can be destroyed because they  
are registered as orders in council and fully  
retained at the Order In Council Office.

NOTE: Starting January 2007, executive correspondence of an operational nature may only be classified under the following primaries and secondaries: 65000-20, 65020-20, 65420 case file secondaries, and 65500 - 65590 FR case file secondaries. Other classifications in the ORCS cannot be used for this correspondence. Pre-2007 files under other classifications which contain executive correspondence must be closed at the end of 2006.

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A      SA      FD

65280    AGREEMENT NEGOTIATION - PROGRAM FUNDING

Records relating to negotiating on behalf of the province with federal and municipal governments for the funding of programs, either jointly or not, that prevent and reduce crime (e.g., Integrated Traffic Management Program). Meetings are conducted as part of funding agreement development.

Record types include: draft and signed agreements, minutes, notes, reports, working papers and correspondence.

For crime prevention and reduction programs, see primaries 65500 - 65590.

Unless otherwise specified below, the ministry OPR (Police Services Division [Victoria]) will retain these records for:

CY+2y    nil      DE

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

SO      nil      DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

-01    General

-25	Crime program funding agreement development (background) case files (includes notes, informal minutes, reports, studies and draft agreements) (arrange by project/initiative)		SO	7y	DE
-----	---	--	----	----	----

7y =    Records are kept in case the old agreement is used as text for parts of the new agreement.

(continued on next page)

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A      SA      FD

65290    AGREEMENT NEGOTIATION - PROVINCIAL/RCMP

Records relating to negotiating policing agreements, contracts and memoranda of understanding (MOU) between the provincial government and the Royal Canadian Mounted Police (RCMP) for services provided by the RCMP to small communities in British Columbia.

The Police Services Division (PSD) also performs the sub-contracting role when agreements are negotiated between the RCMP and large municipalities that have opted for RCMP services.

The PSD participates in committee meetings and develops or collects background information for the meetings. Agreements, contracts and memoranda of understanding with the RCMP are reviewed every two to five years. PSD prepares issue papers and the agenda for the federal/provincial/territorial review committee meetings.

Record types include: agreements, minutes, reports, working papers and correspondence.

Unless otherwise specified below, the ministry OPR (Police Services Division [Vancouver]) will retain these records for:

CY+2y    nil      DE

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

SO      nil      DE

-00      Policy and procedures

- OPR

SO      5y      FR

- non-OPR

SO      nil      DE

-01      General

(continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
65290	<u>AGREEMENT NEGOTIATION - PROVINCIAL/RCMP</u> (continued)			
-20	Provincial/municipal/RCMP sub-contract agreement case files (includes signed sub-contract agreements) (arrange by jurisdiction)  SO = upon the expiry date of the agreement	SO	7y	DE
-25	Provincial/RCMP agreement committee case files (includes minutes and notes) (arrange by committee name and then by year)  SO = when committee is no longer active and/or file/volume has been closed for one year	SO	7y	DE
-30	Provincial/RCMP agreement development (background) case files (includes reports, studies, correspondence, and draft agreements) (arrange by jurisdiction)  7y = Records are kept in case the old agreement is used as text for parts of the new agreement.	SO	7y	DE
-35	Provincial/RCMP final agreement (includes signed agreements) (arrange by jurisdiction)  SO = upon expiry of the agreement, records covered by secondaries 65290-30 and 65290-35 become obsolete  DE = Provincial/RCMP agreement negotiation case files will be destroyed when no longer needed because they are	SO	nil	DE

(continued on next page)

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A      SA      FD

65290    AGREEMENT NEGOTIATION - PROVINCIAL/RCMP  
(continued)

adequately documented in final agreements registered as orders in council and fully retained at the Order in Council Office as well as in executive records.

NOTE: Starting January 2007, executive correspondence of an operational nature may only be classified under the following primaries and secondaries: 65000-20, 65020-20, 65420 case file secondaries, and 65500 - 65590 FR case file secondaries. Other classifications in the ORCS cannot be used for this correspondence. Pre-2007 files under other classifications which contain executive correspondence must be closed at the end of 2006.

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A      SA      FD

65300    APPOINTMENT - GENERAL

Records not shown elsewhere in the appointment primary block that relate generally to ensuring that appointments of police-related positions in British Columbia are properly approved and documented pursuant to the *Police Act* (s. 6) and the *Royal Canadian Mounted Police Act* (s. 5). Regular appointments to Royal Canadian Mounted Police detachments and municipal police departments are not documented in this primary.

Police Services Division maintains a database recording all police appointments. The appointment certificates are backup paperwork for the database. The database produces statistical reports on appointee counts.

Appointment information is not used for audit purposes. Rather, it is maintained as legal evidence that an appointment has been made, for the purposes of court testimony or revocation of the appointment.

Record types include: correspondence, reports and electronic database.

For complaint and inquiry response and referral, see primary 65420.

For inputs and outputs to the Police services appointment registry, see secondaries 65300-02, 65320-20, 65340-20, 65350-20, 65370-20, 65380-20, 65390-20 and 65390-25.

For police and police board training, see primary 65900.

Unless otherwise specified below, the ministry OPR (Police Services Division [Victoria]) will retain these records for:

CY+2y    nil      DE

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			<u>A</u>	<u>SA</u>	<u>FD</u>
65300	<u>APPOINTMENT - GENERAL</u> (continued)				
	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			
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01	General			
	-02	Appointee statistical reports (arrange by date of report) (contains appointee counts)			
PIB	-20	Police services appointment registry (electronic database)	SO	nil	DE

SO = when police appointments are no longer tracked by government

DE = This electronic system can only be destroyed when the approved retention schedules covering the information on it have elapsed, or when the information on it has been made accessible elsewhere.

NOTE: This in-house system created on Access tracks police unit appointments. Because it is a simple system, an information system overview has not been developed.

The following data elements are documented on the system: appointee name, photograph, personal traits, home address, organization

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A      SA      FD

65300    APPOINTMENT - GENERAL (continued)

name, organization address and inventory of badges issued, stolen and destroyed.

The inputs and outputs for the system are covered by secondaries 65300-02, 65320-20, 65340-20 65350-20, 65370-20, 65380-20, 65390-20 and 65390-25.

NOTE: Starting January 2007, executive correspondence of an operational nature may only be classified under the following primaries and secondaries: 65000-20, 65020-20, 65420 case file secondaries, and 65500 - 65590 FR case file secondaries. Other classifications in the ORCS cannot be used for this correspondence. Pre-2007 files under other classifications which contain executive correspondence must be closed at the end of 2006.

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A      SA      FD

### 65320    APPOINTMENT - AUXILIARY RCMP CONSTABLES

Records relating to ensuring that auxiliary Royal Canadian Mounted Police (RCMP) constable appointments in British Columbia are properly approved by the Deputy Minister (DM) pursuant to the *Police Act* (s. 8) and the *Workers Compensation Act* (s. 2).

Auxiliary RCMP constables are unpaid volunteers who assist the RCMP in provincial policing services. Individual appointments are requested by RCMP detachments and are recommended by the RCMP Commissioner. Regular insurance and Work Safe BC insurance are paid for volunteers by the provincial government. Individual regular insurance and Work Safe BC insurance claims are filed on the individual volunteer constable case file.

The original certificate of appointment is kept at Police Services Division (PSD). A copy of the certificate is sent to the appointee and to the detachment involved. PSD also issues identification and badges to the appointees.

The RCMP assigns the badge numbers. PSD arranges for the badge numbers to be pressed onto the blank badges. A list of badge number assignments is maintained in case a theft of these items takes place. The RCMP detachment can then specify the details of theft to other police authorities.

Upon written request of the RCMP unit, PSD will issue 5, 10, 15 or 20 year service pins to these volunteers and certificates of service when the appointee leaves the program.

Record types include: notes, reports, correspondence, certificates and appointment documents.

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PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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

		<u>A</u>	<u>SA</u>	<u>FD</u>
65320	<u>APPOINTMENT - AUXILIARY RCMP CONSTABLES</u> (continued)			
	For complaint and inquiry response and referral, see primary 65420.			
	For the police services appointment registry, see primary 65300.			
	For police training, see primary 65900.			
	Unless otherwise specified below, the ministry OPR (Police Services Division [Victoria]) 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	<u>SO</u>	<u>nil</u>	<u>DE</u>
	- <u>non-OPR</u>			
-01	General			
-02	Auxiliary RCMP badges and uniforms (includes badge list numbers, requests for long services pins and notification memoranda) (arrange by date of issue)	SO+2y	nil	SR

SO = when badges or uniforms have been updated

SR = The provincial archives will retain all badge and uniform files containing documentation of original designs, as these are the intellectual property of the Province. All other files relating to badges and uniforms (i.e., to their administration) will be boxed separately and destroyed when longer needed.

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A = Active	CY = Calendar Year	SO = Superseded or Obsolete
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		<u>A</u>	<u>SA</u>	<u>FD</u>
65320	<u>APPOINTMENT - AUXILIARY RCMP CONSTABLES</u> (continued)			
-03	Auxiliary RCMP insurance (arrange by name of insurance broker) (contains correspondence with insurance brokers and insurance coverage policy)	SO	7y	DE
	SO = upon the expiry date of coverage statement			
	7y = satisfies reference and legal requirements			
PIB	-20 Auxiliary RCMP constable appointment case files (includes correspondence, copies of certificates of service, service awards letters and notes) (arrange by RCMP unit and then by constable name)	SO	7y	DE
	SO = when appointment is concluded or terminated			
	7y = sufficient for monitoring and audit purposes			

NOTE: Starting January 2007, executive correspondence of an operational nature may only be classified under the following primaries and secondaries: 65000-20, 65020-20, 65420 case file secondaries, and 65500 - 65590 FR case file secondaries. Other classifications in the ORCS cannot be used for this correspondence. Pre-2007 files under other classifications which contain executive correspondence must be closed at the end of 2006.

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			<u>A</u>	<u>SA</u>	<u>FD</u>
65340	<u>APPOINTMENT - BOARDS</u> (continued)				
	-00	Policy and procedures			
			SO	5y	FR
			<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01	General			
PIB	-20	Board member application case files (includes applications, records checks, advertisements, correspondence, agreements, and resumes) (arrange by type of board, then by board name and member name)	SO	5y	DE
		SO = when application is approved or rejected			
		NOTE: Reclassify approved applications to secondary 65340-25.			
PIB	-25	Board member case files (includes applications, records checks, advertisements, correspondence, agreements, letters of appointment, resumes, and oaths of office) (arrange by type of board, then by board name and member name)	SO	7y	DE
		SO = when no longer a board member			
		7y = sufficient for monitoring and audit purposes			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
65340	<u>APPOINTMENT - BOARDS</u> (continued)			
-30	Police board case files (includes board meeting minutes, reports, rules and correspondence) (arrange by type of board and then by board name)	CY+2y	7y	FR

10y = This retention period is consistent with the retention period in the special schedule for executive records (102906).

FR = The government archives will fully retain police board case files because they document the actions and decisions of policing authorities; in fact, rulings made by police boards are only enforceable after they have been filed with the Police Services Division (PSD) Director. These records also document board interactions with PSD and the police.

NOTE: Starting January 2007, executive correspondence of an operational nature may only be classified under the following primaries and secondaries: 65000-20, 65020-20, 65420 case file secondaries, and 65500 - 65590 FR case file secondaries. Other classifications in the ORCS cannot be used for this correspondence. Pre-2007 files under other classifications which contain executive correspondence must be closed at the end of 2006.

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65350    APPOINTMENT - DESIGNATED/SUPPLEMENTAL  
CONSTABLES AND UNITS

Records relating to reviewing applications for appointments of designated/supplemental police constables and units. Appointment requests, job descriptions and resumes for proposed designated/supplemental constables are reviewed.

Police Services Division (PSD) prepares three certificates of appointment for approval by the Deputy Minister (DM) pursuant to the *Police Act* (ss. 4.1 and 18.2). All three certificates are forwarded to the board for approval. Once signed, one is kept by the appointee, one is kept by the unit and the third is returned to PSD.

This primary also documents special appointments of designated/supplemental units to perform supplemental duties such as ticketing, First Nation policing, or combined police and law enforcement projects. PSD develops job descriptions for these units.

Record types include: notes, orders in council, reports, job descriptions, resumes, certificates and correspondence.

For audits of designated supplemental units, see primary 65620.  
For board appointments, see primary 65340.  
For complaint and inquiry response and referral, see primary 65420.  
For the police services appointment registry, see primary 65300.  
For police training, see primary 65900.

Unless otherwise specified below, the ministry OPR (Police Services Division [Victoria]) will retain these records for:

CY+2y    nil      DE

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			<u>A</u>	<u>SA</u>	<u>FD</u>
65350	<u>APPOINTMENT - DESIGNATED/SUPPLEMENTAL CONSTABLES AND UNITS</u> (continued)				
	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			
PIB	-20	Designated/supplemental constable appointment case files (includes job descriptions, applications, resumes and certificates) (arrange by unit type, then by unit name and constable name)	SO	7y	DE
		SO = when appointment is concluded or terminated			
		7y = sufficient for monitoring and audit purposes			
	-30	Designated/supplemental enforcement unit case files, post-2006 (includes job descriptions, notes, orders in council and reports) (arrange by unit type and then by unit name)	CY+1y	5y	DE
		DE = All post-2006 external police policy development files will be destroyed when no longer needed, as these units are adequately documented in executive records, policy records, and elsewhere.			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
65350	<u>APPOINTMENT - DESIGNATED/SUPPLEMENTAL CONSTABLES AND UNITS</u> (continued)			
-35	Designated/supplemental enforcement unit case files, pre-2007 (includes job descriptions, notes, orders in council and reports) (arrange by unit type and then by unit name)	CY+2y	7y	FR
	10y = The retention period is consistent with the retention period in the special schedule for executive records (102906).			
	FR = The government archives will fully retain all pre-2007 designated/supplemental enforcement unit case files. These files contain original executive correspondence which provides evidence of executive communications with clients and the public.			
-40	First Nations police unit case files (includes job descriptions, notes, orders in council and reports) (arrange by FNAPS unit name)	CY+2y	7y	FR
	10y = The retention period is consistent with the retention period in the special schedule for executive records (102906).			
	FR = The government archives will fully retain first nations police unit case files because they document the establishment and monitoring of ground-breaking First Nations police units.			

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A      SA      FD

65350    APPOINTMENT - DESIGNATED/SUPPLEMENTAL  
CONSTABLES AND UNITS (continued)

NOTE: Starting January 2007, executive correspondence of an operational nature may only be classified under the following primaries and secondaries: 65000-20, 65020-20, 65420 case file secondaries, and 65500 - 65590 FR case file secondaries. Other classifications in the ORCS cannot be used for this correspondence. Pre-2007 files under other classifications which contain executive correspondence must be closed at the end of 2006.

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A      SA      FD

### 65370    APPOINTMENT - MUNICIPAL RESERVE CONSTABLES

Records relating to ensuring that municipal reserve constable appointments for British Columbia are made pursuant to the *Police Act* (s. 35) and the *Workers Compensation Act* (s. 2).

Municipal reserve constables are unpaid volunteers who assist the municipal police services. Work Safe BC insurance and other insurance are paid for volunteers by the provincial government. Work Safe BC and other insurance claims are filed on the individual constable case file.

The original training certificates from the Justice Institute of British Columbia are forwarded to the Director of Police Services Division (PSD) for signature. The signed original training certificates are sent to the appointees via police department. A copy of each certificate is kept on file at PSD as backup information to the database regarding training completion date and certificate number.

PSD provides municipal police departments with an annual grant supplement in support of an approved and established municipal reserve program. The amount of the supplement is based on the number of new recruits being trained by the department in a fiscal year.

Record types include: notes, reports and correspondence and certificates.

For complaint and inquiry response and referral, see primary 65420.

For the police services appointment registry, see primary 65300.

For police training, see primary 65900.

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			<u>A</u>	<u>SA</u>	<u>FD</u>
65370	<u>APPOINTMENT - MUNICIPAL RESERVE CONSTABLES</u> (continued)				
	Unless otherwise specified below, the ministry OPR (Police Services Division [Victoria]) 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	Municipal reserve grant supplements				
-03	Municipal reserve insurance (contains correspondence with insurance brokers and insurance coverage policy)		SO	7y	DE
	SO = upon expiry of coverage statement				
	7y = satisfies reference and legal requirements				
PIB	-20 Municipal reserve constable appointment case files (includes correspondence, copies of certificates of service, service awards letters and notes) (arrange by municipality and then by constable name)		SO	7y	DE
	SO = when appointment is concluded or terminated				
	7y = sufficient for monitoring and audit purposes				
	NOTE: Starting January 2007, executive correspondence of an operational nature may only be classified under the				

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A      SA      FD

65370    APPOINTMENT - MUNICIPAL RESERVE CONSTABLES  
(continued)

following primaries and secondaries: 65000-20, 65020-20, 65420 case file secondaries, and 65500 - 65590 FR case file secondaries. Other classifications in the ORCS cannot be used for this correspondence. Pre-2007 files under other classifications which contain executive correspondence must be closed at the end of 2006.

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A      SA      FD

65380    APPOINTMENT - SPECIAL PROVINCIAL CONSTABLES AND UNITS

Records relating to reviewing applications for appointments of special provincial constables and units for the purpose of serving in statutory or regulatory enforcement and investigative roles. Appointment requests, job descriptions, resumes and criminal records checks for the proposed special provincial constables (SPC) are reviewed. Police Services Division (PSD) ensures the applicant has the necessary skills, abilities and knowledge to perform as an SPC for their specific agency.

PSD prepares certificates of appointment for approval by the Deputy Minister (DM) pursuant to the *Police Act* (s. 9). The original certificate of appointment is kept at PSD. A copy of the certificate is sent to the appointee and to the unit involved. PSD also issues identification and badges to appointees.

SPC units may be employed by government or non-government agencies. Enforcement officers and investigators for the Insurance Corporation of British Columbia and the Ministry of Forests and Range are examples of government agency SPCs. Enforcement officers for the Society for Prevention of Cruelty to Animals and the Business Practices and Consumer Protection Authority are examples of non-government agency SPCs.

PSD assigns engraved badges to SPCs. A list of badge number assignments is maintained in case a theft of these items takes place. The SPC unit can then specify the details of the theft to other police authorities.

Upon written request of the SPC unit, PSD will issue 5, 10, 15 or 20 year service pins to these volunteers and certificates of service when the appointee leaves the program.

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A            SA            FD

65380    APPOINTMENT - SPECIAL PROVINCIAL CONSTABLES AND UNITS (continued)

Record types include: notes, reports, job descriptions, resumes, certificates and correspondence.

For audits of special provincial constables units, see primary 65620.

For complaint and inquiry response and referral, see primary 65420.

For the police services appointment registry, see primary 65300.  
For police training, see primary 65900.

Unless otherwise specified below, the ministry OPR (Police Services Division [Victoria]) will retain these records for:            CY+2y    nil            DE

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

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

-01    General

-02	Special provincial constable badges and uniforms (includes badge list numbers, requests for long services pins and notification memoranda) (arrange by date of issue)		SO+2y	nil	SR
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SO = when badge or uniform designs have been updated

SR = The provincial archives will retain all badge and uniform files containing documentation of original designs, as these are the intellectual property of the Province. All other files relating to badges

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			<u>A</u>	<u>SA</u>	<u>FD</u>
65380	<u>APPOINTMENT - SPECIAL PROVINCIAL CONSTABLES AND UNITS</u> (continued)				
	and uniforms (i.e., to their administration) will be boxed separately and destroyed when longer needed.				
PIB	-20 Special provincial constable appointment case files (includes job descriptions, resumes, certificates, notes, orders in council and reports) (arrange by constable type and then constable name)		SO	7y	DE
	SO = when constable appointment has been concluded or terminated				
	7y = sufficient for monitoring and audit purposes				
	-25 Special provincial unit case files (includes job descriptions, notes, orders in council and reports) (arrange by unit name)		CY+2y	7y	FR
	10y = This retention period is consistent with the retention period in the special schedule for executive records (102906).				
	FR = The government archives will fully retain special provincial unit case files because they document decision-making about circumstances under which non-police can be designated special constables.				

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A      SA      FD

65380    APPOINTMENT - SPECIAL PROVINCIAL CONSTABLES AND UNITS (continued)

NOTE: Starting January 2007, executive correspondence of an operational nature may only be classified under the following primaries and secondaries: 65000-20, 65020-20, 65420 case file secondaries, and 65500 - 65590 FR case file secondaries. Other classifications in the ORCS cannot be used for this correspondence. Pre-2007 files under other classifications which contain executive correspondence must be closed at the end of 2006.

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### 65390    APPOINTMENT - TECHNICIANS

Records relating to certifying appointments of blood and fingerprint analysts and breath technicians to Municipal Police departments.

Police Services Division (PSD) prepares blood and breath technician appointment certificates for approval by the Deputy Attorney General (DAG) pursuant to the *Criminal Code of Canada*. The original certificate of appointment is forwarded to the appointee for use in the event of being called upon to give testimony in court. A copy of the certificate of appointment is kept at PSD. If the original certificate is lost a new one is issued by the DAG. This new original and a copy of the original certificate is forwarded to the appointee to provide both documents in court.

PSD ensures that qualification letters for fingerprint technicians are forwarded from the municipal police department to the Solicitor General of Canada (SGC) with recommendation for approval pursuant to the *Criminal Code of Canada* (s. 254). Once the qualifications are approved a certificate is provided and published in *Canada Gazette*. PSD keeps a copy of the certificate for backup information to the Police Services Appointment Registry and ensures that copies of the *Gazette* publication and the original certificate from the SGC are forwarded to the appointee.

Technicians are required to surrender the certificates to PSD when no longer employed as blood, fingerprint or breath technicians in B.C.

Record types include: notes, reports, certificates, news clippings and correspondence.

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PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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			<u>A</u>	<u>SA</u>	<u>FD</u>
65390	<u>APPOINTMENT - TECHNICIANS</u> (continued)				
	For complaint and inquiry response and referral, see primary 65420.				
	For the police services appointment registry, see primary 65300.				
	Unless otherwise specified below, the ministry OPR (Police Services Division [Victoria]) 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
					- <u>non-OPR</u>
			<u>SO</u>	5y	FR
			<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01	General			
PIB	-20	Blood and breath technician appointment case files (includes certificates, qualification letters and background documents) (arrange by technician name)	SO	7y	DE
PIB	-25	Fingerprint technician appointment case files (includes certificates, qualification letters, background documents and a copy of the <i>Canadian Gazette</i> announcement) (arrange by technician name)	SO	7y	DE
	SO =	when technician's appointment is concluded or terminated			
	7y =	sufficient for monitoring and audit purposes			

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A      SA      FD

65390    APPOINTMENT - TECHNICIANS (continued)

NOTE: Starting January 2007, executive correspondence of an operational nature may only be classified under the following primaries and secondaries: 65000-20, 65020-20, 65420 case file secondaries, and 65500 -65590 FR case file secondaries. Other classifications in the ORCS cannot be used for this correspondence. Pre-2007 files under other classifications which contain executive correspondence must be closed at the end of 2006.

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A      SA      FD

65420    COMPLAINT AND INQUIRY RESPONSE AND REFERRAL

Records relating to preparing Minister's letters referring complaints against police constables and police units to the appropriate police complaint authority. Complaints about individual municipal constables or units are referred to the individual police chiefs and the Office of the Police Complaint Commissioner pursuant to the *Police Act* (s. 52). Complaints about individual Royal Canadian Mounted Police (RCMP) constables or units are referred to individual detachment commanders and the RCMP Public Complaints Commission pursuant to the *Royal Canadian Mounted Police Act* (s. 51).

Police Services Division (PSD) maintains the referrals in the event that further enquiries are received.

PSD also prepares Minister's letters responding to crime prevention agencies, policing bodies and the public (e.g., Mothers Against Drunk Driving) covering a variety of topics (e.g., drunk driving or photo radar). Agency inquiries may be requests and/or the result of resolutions (e.g., from the Union of British Columbia Municipalities about policing requests).

Record types include: resolutions, motions, reports and correspondence.

For general minister correspondence, see ARCS primary 280.  
For information on specific police detachments and departments, see primary 65600.  
For reportable incident surveys, see primary 65640.

Unless otherwise specified below, the ministry OPR (Police Services Division [Victoria]) will retain these records for:

CY+2y    nil      DE

(continued on next page)

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			<u>A</u>	<u>SA</u>	<u>FD</u>
65420	<u>COMPLAINT AND INQUIRY RESPONSE AND REFERRAL</u> (continued)				
	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				
-20	Agency/public inquiries case files - police services (arrange by topic) (contains inquiries from agencies or the public, minister's letters and record of actions taken)		CY+2y	7y	FR
-25	Police constable complaint case files (arrange by police unit and constable name) (contains complaints addressed to the Solicitor General, replies and correspondence transferring complaints to the appropriate agency)		CY+2y	7y	FR
-30	Police unit complaint case files (arrange by name of police unit) (contains complaints addressed to the Solicitor General, replies and correspondence transferring complaints to the appropriate agency)		CY+2y	7y	FR
10y =	All complaint and inquiry response and referral case files will be retained for a minimum combined active and semi-active retention period of ten years from the date of file closure to be consistent with the special schedule for executive records (102906).				

(continued on next page)

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A      SA      FD

65420    COMPLAINT AND INQUIRY RESPONSE AND REFERRAL  
          (continued)

FR =    The government archives will fully retain all types of public inquiries and complaint case files because they contain original correspondence providing evidence of executive communications with clients and the public. Many significant and recurrent policing issues are documented here.

NOTE: Starting January 2007, executive correspondence of an operational nature may only be classified under the following primaries and secondaries: 65000-20, 65020-20, 65420 case file secondaries, and 65500 - 65590 FR case file secondaries. Other classifications in the ORCS cannot be used for this correspondence. Pre-2007 files under other classifications which contain executive correspondence must be closed at the end of 2006.

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A      SA      FD

65500    CRIME PREVENTION AND REDUCTION - GENERAL

Records not shown elsewhere in the crime prevention and reduction primary block that relate to documentation and response of crime prevention and reduction issues, consulting in committees and task forces at the municipal, provincial, national and international level and evaluating programs currently operating. The issues responded to include arson, corruption, commercial crime, counterfeiting, creating a disturbance, environmental crime, immigration crime, organized crime, pornography, prostitution, vandalism and weapons crime.

Record types include: notes, minutes, reports, proposals and correspondence.

For approved external crime prevention and reduction police policy files, see secondary 65060-02.

For funding agreements, see primary 65280.

Unless otherwise specified below, the ministry OPR (Police Services Division [Vancouver]) 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				
-02	Crime prevention/reduction - background materials (includes reports and reference material) (arrange by jurisdiction)		SO	nil	DE

SO = when replaced by more current information

(continued on next page)

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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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		<u>A</u>	<u>SA</u>	<u>FD</u>
65500	<u>CRIME PREVENTION AND REDUCTION - GENERAL</u> (continued)			
-20	Crime prevention/reduction issues documentation and response case files (includes correspondence, briefing notes, reports, press releases, working materials, research data, working material, policy, performance measures, action plans, program evaluations, minutes, notes and proposals) (arrange by topic)	CY+2y	7y	FR
	FR = The government archives will fully retain crime prevention/reduction issues case files because they document provincial-level monitoring and response to such major crime issues as illegal migrants, money laundering and drug-related crime. These files contain original executive correspondence as well as some policy development documentation.			
-30	Crime prevention/reduction program committee case files (includes minutes, notes and proposals) (arrange by committee)	CY+2y	7y	FR
-35	Crime prevention/reduction program task force case files (includes reports from/to task forces at the municipal, provincial, national and international levels) (arrange by task force)	CY+2y	7y	FR

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A      SA      FD

65500    CRIME PREVENTION AND REDUCTION - GENERAL  
          (continued)

10y = This retention period is consistent with the retention period in the special schedule for executive records (102906).

FR = The government archives will fully retain crime prevention/reduction program committee and task force case files. These document decision-making by senior officials about high-level crime prevention policies, programs and strategies in partnership with federal and municipal policing authorities, as well as with other provincial government bodies.

NOTE: Starting January 2007, executive correspondence of an operational nature may only be classified under the following primaries and secondaries: 65000-20, 65020-20, 65420 case file secondaries, and 65500 - 65590 FR case file secondaries. Other classifications in the ORCS cannot be used for this correspondence. Pre-2007 files under other classifications which contain executive correspondence must be closed at the end of 2006.

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A      SA      FD

**65520      CRIME PREVENTION AND REDUCTION - DRUG CRIME**

Records relating to responding to drug crime via committees and task forces at the municipal, provincial, national and international level. The goal of these committees and task forces is to prevent and reduce drug crime, including manufacturing, importing, cultivating, trafficking and possessing drugs as well as organized crime.

Record types include: notes, minutes, reports and reference material.

For approved drug crime prevention and reduction policy files, see secondary 65060-02.  
 For crime prevention issues documentation and response, see secondary 65500-20.  
 For funding agreements, see primary 65280.  
 For sharing of forfeited drug crime proceeds issues, see secondary 65000-20.

Unless otherwise specified below, the ministry OPR (Police Services Division [Vancouver]) 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				
-02	Drug crime prevention/reduction - background material (includes reports and reference material) (arrange by jurisdiction)		SO	nil	DE

SO = when replaced by more current information

(continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
65520	<u>CRIME PREVENTION AND REDUCTION - DRUG CRIME</u> (continued)			
-20	Drug crime prevention/reduction program committee case files (includes minutes, notes and proposals) (arrange by committee)	CY+2y	7y	FR
-25	Drug crime prevention/reduction program task force case files (includes reports from/to task forces at the municipal, provincial, national and international levels) (arrange by task force)	CY+2y	7y	FR

10y = This retention period is consistent with the retention period in the special schedule for executive records (102906).

FR = The government archives will fully retain crime prevention/reduction program committee and task force case files. These document decision-making by senior officials about high-level crime prevention policies, programs and strategies in partnership with federal and municipal policing authorities, as well as with other provincial government bodies.

NOTE: Starting January 2007, executive correspondence of an operational nature may only be classified under the following primaries and secondaries: 65000-20, 65020-20, 65420 case file secondaries, and 65500 - 65590 FR case file secondaries. Other classifications in the ORCS cannot be used for this correspondence. Pre-2007 files under other classifications which contain executive correspondence must be closed at the end of 2006.

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	<u>A</u>	<u>SA</u>	<u>FD</u>
<b>65560</b> <b><u>CRIME PREVENTION AND REDUCTION - PROPERTY CRIME</u></b>			
Records relating to responding to property crime via committees or task forces at the municipal, provincial, national and international level. The goal of the committees and task forces is to prevent and reduce property crimes, including breaking and entering, theft, motor vehicle theft, fraud and possession of stolen goods.			
Record types include: notes, minutes, reports and reference material.			
For approved external property crime prevention and reduction police files, see secondary 65060-02.			
For crime prevention issues documentation and response, see secondary 65500-20.			
For funding agreements, see primary 65280.			
Unless otherwise specified below, the ministry OPR (Police Services Division [Vancouver]) 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
	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01    General			
-02    Property crime prevention/reduction - background material (includes reports and reference material) (arrange by jurisdiction)	SO	nil	DE

SO = when replaced by more current information

(continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
65560	<u>CRIME PREVENTION AND REDUCTION - PROPERTY CRIME</u> (continued)			
-20	Property crime prevention/reduction program committee case files (includes minutes, notes and proposals) (arrange by committee)	CY+2y	7y	FR
-25	Property crime prevention/reduction program task force case files (includes reports from/to task forces at the municipal, provincial, national and international levels) (arrange by task force)	CY+2y	7y	FR

10y = This retention period is consistent with the retention period in the special schedule for executive records (102906).

FR = The government archives will fully retain crime prevention/reduction program committee and task force case files. These document decision-making by senior officials about high-level crime prevention policies, programs and strategies in partnership with federal and municipal policing authorities, as well as with other provincial government bodies.

NOTE: Starting January 2007, executive correspondence of an operational nature may only be classified under the following primaries and secondaries: 65000-20, 65020-20, 65420 case file secondaries, and 65500 - 65590 FR case file secondaries. Other classifications in the ORCS cannot be used for this correspondence. Pre-2007 files under other classifications which contain executive correspondence must be closed at the end of 2006.

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A      SA      FD

### 65580    CRIME PREVENTION AND REDUCTION - TRAFFIC CRIME

Records relating to responding to traffic crime via committees and task forces at the municipal, provincial, national and international level. The goal of the committees and task forces is to prevent and reduce traffic crimes, including such activities as the prevention and reduction of impaired or dangerous operation of a vehicle, failure to stop at the scene of an accident, driving when prohibited, and failing to provide either a blood or breath sample upon demand by police.

Police Services Division (PSD) provides some funding for Drinking and Driving CounterAttack and Targeted Traffic Enforcement task forces. Two databases are used to track the details of each road check or shift. The statistics generated by the databases provide PSD with information on whether the task forces are effectively using the funding provided. This information is forwarded to the Insurance Corporation of British Columbia (ICBC) on a quarterly basis.

Record types include: notes, minutes, reports, electronic databases and reference material.

For approved external traffic crime prevention and reduction police policy files, see secondary 65060-02.

For crime prevention issues documentation and response, see secondary 65500-20.

For funding agreements, see primary 65280.

For motor vehicle theft, see primary 65560.

For police reports based partly on information from the Drinking and Driving CounterAttack database, see secondary 65500-40.

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	<u>A</u>	<u>SA</u>	<u>FD</u>
65580 <u>CRIME PREVENTION AND REDUCTION - TRAFFIC CRIME</u> (continued)			

Unless otherwise specified below, the ministry OPR (Police Services Division [Vancouver]) 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				
-02	Traffic crime prevention/reduction - background material (includes reports and reference material) (arrange by jurisdiction)		SO	nil	DE

SO = when replaced by more current information

-03	Drinking and Driving CounterAttack database (electronic database)		SO	nil	DE
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SO = when drinking and driving statistics are no longer tracked by government

NOTE: This in-house database, created on Excel, tracks Drinking and Driving CounterAttack activities by police. Because it is a simple system, an information system overview has not been developed.

Paper inputs are received from the police departments involved. The following data elements are extracted from the reports and

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A      SA      FD

65580    CRIME PREVENTION AND REDUCTION - TRAFFIC CRIME  
(continued)

documented on the system: date of each counter attack road check; hours worked; number of CounterAttack road checks; number of people who work each road check; number of roadside screening devices used/ tests given; and, number of citations (code offences).

-04      Targeted Traffic enforcement database      SO      nil      DE  
(electronic spreadsheet)

SO = when targeted traffic enforcement statistics are no longer tracked by government

NOTE: This in-house database, created on Access, tracks the Targeted Traffic enforcement activities by police. Because it is a simple system, an information system overview has not been developed.

Paper inputs are received from the police departments involved. The following data elements are documented on the system: date of each targeted traffic enforcement road check; hours worked; number of road checks; number of people who work each road check; number of people stopped; citations (code offences); tickets given for offences such as aggressive driving; and, seat belt non-compliance.

NOTE: The input forms for the Drinking and Driving CounterAttack and Targeted Traffic databases are kept

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A      SA      FD

65580    CRIME PREVENTION AND REDUCTION - TRAFFIC CRIME  
(continued)

in a binder for easy reference classified under secondary 65580-05. One copy of the summary report generated is sent to ICBC on a quarterly basis and another is analyzed by PSD and used as part of the annual report posted on the Police Services web site. They are also used to inform the Road Safety annual report, as well as other relevant reports and briefing notes.

DE =    The Drinking and Driving CounterAttack database and the Targeted Traffic enforcement database can be destroyed when no longer needed. The information on them is adequately documented in statistical reports fully retained under secondary 65000-40, as well as in other relevant reports and briefing notes.

-05    Traffic database source documents  
(includes source data for Drinking and Driving CounterAttack and Targeted Traffic databases)  
(arrange by name of database and then by date)

-20    Traffic crime prevention/reduction program committee case files      CY+2y    7y      FR  
(includes minutes, notes and proposals)  
(arrange by committee)

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PIB = Personal Information Bank	w = week    m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A            SA            FD

65580    CRIME PREVENTION AND REDUCTION - TRAFFIC CRIME  
          (continued)

-25      Traffic crime prevention/reduction program task force  
          case files  
          (includes reports from/to task forces at the  
          municipal, provincial, national and international  
          levels)  
          (arrange by task force)

CY+2y    7y            FR

10y =    This retention period is consistent with the retention  
          period in the special schedule for executive records  
          (102906).

FR =      The government archives will fully retain crime  
          prevention/reduction program committee and task force  
          case files. These document decision-making by senior  
          officials about high-level crime prevention policies,  
          programs and strategies in partnership with federal and  
          municipal policing authorities, as well as with other  
          provincial government bodies.

NOTE: Starting January 2007, executive correspondence of an  
operational nature may only be classified under the  
following primaries and secondaries: 65000-20,  
65020-20, 65420 case file secondaries, and 65500 -  
65590 FR case file secondaries. Other classifications in  
the ORCS cannot be used for this correspondence.  
Pre-2007 files under other classifications which contain  
executive correspondence must be closed at the end of  
2006.

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	<u>A</u>	<u>SA</u>	<u>FD</u>
<b>65590</b>			
<b><u>CRIME PREVENTION AND REDUCTION - VIOLENT CRIME</u></b>			
Records relating to responding to violent crime via committees and task forces at the municipal, provincial, national and international level. The goal of the committees and task forces is to prevent and reduce violent crimes, including homicide, attempted murder, sexual and non-sexual assault, robbery and abduction.			
Record types include: notes, minutes, reports, and reference material.			
For approved external violent crime prevention and reduction files, see secondary 65060-02.			
For crime prevention issues documentation and response, see secondary 65500-20.			
For funding agreements, see primary 65280.			
Unless otherwise specified below, the ministry OPR (Police Services Division [Vancouver]) 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	<u>SO</u>	<u>nil</u>	<u>DE</u>
- <u>non-OPR</u>			
-01 General			
-02 Violent crime prevention/reduction - background material (includes reports and reference material) (arrange by jurisdiction)	SO	nil	DE

SO = when replaced by more current information

(continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
65590	<u>CRIME PREVENTION AND REDUCTION - VIOLENT CRIME</u> (continued)			
-20	Violent crime prevention/reduction program committee case files (includes minutes, notes and proposals) (arrange by committee)	CY+2y	7y	FR
-25	Violent crime prevention/reduction program task force case files (includes reports from/to task forces at the municipal, provincial, national and international levels) (arrange by task force)	CY+2y	7y	FR

10y = This retention period is consistent with the retention period in the special schedule for executive records (102906).

FR = The government archives will fully retain crime prevention/reduction program committee and task force case files. These document decision-making by senior officials about high-level crime prevention policies, programs and strategies in partnership with federal and municipal policing authorities, as well as with other provincial government bodies.

NOTE: Starting January 2007, executive correspondence of an operational nature may only be classified under the following primaries and secondaries: 65000-20, 65020-20, 65420 case file secondaries, and 65500 - 65590 FR case file secondaries. Other classifications in the ORCS cannot be used for this correspondence. Pre-2007 files under other classifications which contain executive correspondence must be closed at the end of 2006.

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A      SA      FD

65600    DEPARTMENT/DETACHMENT MONITORING - GENERAL

Records relating to collecting information on staffing levels, policies and procedures and background information for each municipal department and each Royal Canadian Mounted Police (RCMP) detachment located in British Columbia pursuant to the *Police Act* (ss. 23 - 30) and the *Royal Canadian Mounted Police Act* (s. 20). This information is collected to ensure that each department and detachment is adequately maintaining law and order.

Records also relate to the amalgamation and integration of police departments and RCMP detachments, drafts of revised funding formulas, methods of working together and setting of priorities in a region, and recruitment issues such as diversity and human rights.

Record types include: reports, questionnaires, agreements and correspondence.

For board appointments, see primary 65340.

For the Police Management Information System (PMIS), see primary 65660 and the Information Systems Overview Section.

Unless otherwise specified below, the ministry OPR (Police Services Division [Victoria]) will retain these records for:

CY+2y    nil      DE

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

SO      nil      DE

-00    Policy and procedures

- OPR

SO      5y      FR

- non-OPR

SO      nil      DE

-01    General

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		<u>A</u>	<u>SA</u>	<u>FD</u>
65600	<u>DEPARTMENT/DETACHMENT MONITORING - GENERAL</u> (continued)			
-02	Recruitment issues - background material (includes news clippings, reports and other reference material) (arrange by type of issue)	SO	nil	DE
	SO = when replaced by more current information			
-20	Amalgamation and integration case files (arrange by department or detachment name) (contains agreements to combine two or more police departments or detachments and background information)	CY+1y	5y	FR
	FR = The government archives will fully retain amalgamation and integration case files because they document the merging of existing policing jurisdictions, which is significant to the history of policing in the province.			
-30	Municipal police department case files, post-2006 (arrange by department name) (contains policies and procedures and background information)	CY+1y	5y	DE
-35	Municipal police department case files, pre-2007 (arrange by department name) (contains correspondence, policies and procedures, background information and staffing levels)	CY+2y	7y	FR

(continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
65600	<u>DEPARTMENT/DETACHMENT MONITORING - GENERAL</u> (continued)			
-40	RCMP detachment case files, post-2006 (arrange by detachment name) (contains policies and procedures and background information)	CY+1y	5y	DE
DE =	All post-2006 municipal police department and RCMP detachment case files will be destroyed when no longer needed, as significant issues are adequately documented in executive correspondence.			
-45	RCMP detachment case files, pre-2007 (arrange by detachment name) (contains replies to correspondence, policies and procedures, background information and staffing levels)	CY+2y	7y	FR
10y =	This retention period is consistent with the retention period in the special schedule for executive records (102906).			
FR =	The government archives will fully retain pre-2007 municipal police department and RCMP detachment case files. These files contain original executive correspondence which provides evidence of executive communications with clients and the public.			
-50	Regional district case files (arrange by regional district) (contains memoranda of understanding, suggested changes to structure of funding for a region and discussion on how to work together to set priorities)	CY+1y	5y	DE

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A      SA      FD

65600    DEPARTMENT/DETACHMENT MONITORING - GENERAL  
          (continued)

DE = Regional district case files will be destroyed when no longer needed, as significant issues are adequately documented in executive correspondence.

NOTE: Starting January 2007, executive correspondence of an operational nature may only be classified under the following primaries and secondaries: 65000-20, 65020-20, 65420 case file secondaries, and 65500 - 65590 FR case file secondaries. Other classifications in the ORCS cannot be used for this correspondence. Pre-2007 files under other classifications which contain executive correspondence must be closed at the end of 2006.

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A      SA      FD

65620    DEPARTMENT/DETACHMENT MONITORING - AUDITS

Records relating to auditing municipal policing in British Columbia pursuant to the *Police Act* (s. 42) and the *Limitation Act* for the purpose of ensuring professional policing in the province. There are three categories of audits: (1) inspections of police department operations and procedures, (2) evaluations on certain aspects of policing programs (e.g., training), and (3) reviews done of specific issues (e.g., standards) for all police units in British Columbia. Inspections are regularly scheduled events. Evaluations and reviews are generally triggered by an incident or a concern.

The audits are performed by external consultants. A procedures manual, known as a duty and responsibility manual, is submitted by each department being audited.

Audits of special provincial constable and other non-standard units are also conducted.

Questionnaires, or community surveys, are used to determine public satisfaction with the policing in the relevant community.

Record types include: reports, questionnaires, interviews on cassette tapes, working notes, manuals, and correspondence.

For contracts, see ARCS primary 1070.

For Police Management Information System (PMIS), see primary 65660 and the Information Systems Overview Section.

Unless otherwise specified below, the ministry OPR (Police Services Division [Vancouver]) will retain these records for:

CY+2y    nil      DE

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		<u>A</u>	<u>SA</u>	<u>FD</u>
65620	<u>DEPARTMENT/DETACHMENT MONITORING - AUDITS</u> (continued)			
	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			
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General			
-02	Audits in other jurisdictions - background material (includes reports and reference material) (arrange by jurisdiction)	SO	nil	DE
	SO = when replaced by more current information			
-03	Audit questionnaire templates (includes forms) (arrange by questionnaire name)	SO	nil	DE
	SO = when replaced by a new template			
-20	Audit and review case files (includes interview tapes, questionnaires, working notes, correspondence and draft reports) (arrange by audit type and name of organization)	SO+2y	nil	DE
	FOI = These files may contain very sensitive personal information, which is not included in final reports.			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
65620	<u>DEPARTMENT/DETACHMENT MONITORING - AUDITS</u> (continued)			
-25	Municipal policing audit and review final reports (includes final report) (arrange by department)	SO	7y	FR
SO =	upon completion of next inspection, review or evaluation report from the same department			
7y =	This retention period ensures that audit reports are maintained long enough for any operational or legal issues arising to be addressed under the <i>Limitation Act</i> .			
FR =	The government archives will fully retain municipal policing audit and review final reports because these provide an in-depth profile of the functioning of individual police departments, as well as recommendations for change by the provincial government policing authority.			
-30	Department duty and responsibility manuals (arrange by name of department or by issue name) (contains details on duties and functions the department is mandated to provide)	SO	nil	DE
SO =	when replaced by a more current manual			

NOTE: Starting January 2007, executive correspondence of an operational nature may only be classified under the following primaries and secondaries: 65000-20, 65020-20, 65420 case file secondaries, and 65500 - 65590 FR case file secondaries. Other classifications in

(continued on next page)

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A      SA      FD

65620    DEPARTMENT/DETACHMENT MONITORING - AUDITS  
(continued)

the ORCS cannot be used for this correspondence.  
Pre-2007 files under other classifications which contain executive correspondence must be closed at the end of 2006.

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A      SA      FD

65660    DEPARTMENT/DETACHMENT MONITORING - PMIS  
COLLECTION AND REPORTING

Records relating to collecting, monitoring, reporting and analyzing data in the Police Management Information System (PMIS).

PMIS is an umbrella framework which brings together several databases for a unified purpose. These databases are: Homicide Data, Justice Data, Municipal Expenditures, Police Administration Data, Police Information Retrieval System, Uniform Crime Reporting, Vancouver Police Department, High Speed Pursuits, Shots Fired by Police, and Deaths in Police Cells. The technical nature of the databases varies.

British Columbia municipal police departments and the Royal Canadian Mounted Police (RCMP) headquarters for British Columbia electronically transfer statistical data regarding population, police strength and police costs to Police Services Division.

Annual and special reports on crime statistics and police administration are produced from PMIS, analyzed and posted to the Police Services web site.

Ad hoc reports are produced as needed, (e.g., report to the Vancouver Board of Trade on property crime in Vancouver).

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

For audits of police departments, see primary 65620.  
For the Drinking and Driving CounterAttack and the Targeted Traffic databases, see primary 65580.

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	<u>A</u>	<u>SA</u>	<u>FD</u>
65660	<u>DEPARTMENT/DETACHMENT MONITORING - PMIS</u>		
	<u>COLLECTION AND REPORTING</u> (continued)		
For information on the PMIS database, see the Information System Overview Section.			
For information on reportable incidents, see primary 65670.			
For information on specific police departments and detachments, see primary 65600.			
For reports posted to the Police Services web site, see secondary 65000-40.			
For traffic databases, see primary 65580.			
Unless otherwise specified below, the ministry OPR (Police Services Division [Vancouver]) 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		
-20	Ad hoc police reports (arrange by topic of report) (contains statistical reports requested on specific topics)		SO nil DE
	SO =	when report is filed under the appropriate secondary, or when no longer needed for reference purposes	

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	<u>A</u>	<u>SA</u>	<u>FD</u>
65660	<u>DEPARTMENT/DETACHMENT MONITORING - PMIS</u> <u>COLLECTION AND REPORTING</u> (continued)		
	DE = These records can be destroyed because any ad hoc reports of value will be classified under appropriate secondaries.		
	NOTE: If appropriate, file report under crime prevention and reduction case file secondaries 65500-20 or in other relevant classifications.		
-25			Communications with RCMP headquarters (includes correspondence and statistical reports) (arrange by year)
-30	SO	nil	DE
			Data transfer and collection case files (contains input documents) (arrange by month)
			SO = when it has been confirmed data has been satisfactorily transferred into Police Management Information System
-40	SO	nil	DE
			Police Management Information System (electronic database)
			SO = when the function supported by the database is no longer performed by government
			DE = The various databases which comprise the Police Management Information System can only be destroyed when the approved retention schedules covering the information on them have elapsed, or when the information on them has been made accessible elsewhere.

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A      SA      FD

65660    DEPARTMENT/DETACHMENT MONITORING - PMIS  
          COLLECTION AND REPORTING (continued)

NOTE: Starting January 2007, executive correspondence of an operational nature may only be classified under the following primaries and secondaries: 65000-20, 65020-20, 65420 case file secondaries, and 65500 - 65590 FR case file secondaries. Other classifications in the ORCS cannot be used for this correspondence. Pre-2007 files under other classifications which contain executive correspondence must be closed at the end of 2006.

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A      SA      FD

65670      DEPARTMENT/DETACHMENT MONITORING - REPORTABLE INCIDENTS

Records relating to collecting and maintaining information concerning reportable incidents that occur in British Columbia pursuant to the *Police Act* (ss. 40, 42 and 43), the *Use of Force Regulation* (British Columbia Regulation 203/98), and the *Emergency Vehicle Driving Regulation* (British Columbia Regulation 133/98). Reportable incidents include incidents such as high speed pursuits, cell deaths and deadly use of force.

Each year police departments and detachments are required to complete surveys on reportable incidents. The information is entered into the Police Management Information System (PMIS). The information is not normally released to the public. Information on a particular incident (e.g., a death in police custody) may be released on request via the Public Affairs Bureau - Attorney General office to the media.

Record types include: reports, surveys and correspondence.

For information on the PMIS database, see the Information System Overview Section.

Unless otherwise specified below, the ministry OPR (Police Services Division [Vancouver]) 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				

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A      SA      FD

### 65900    POLICE AND POLICE BOARD TRAINING

Records relating to developing training material and training standards for municipal and provincial police board members and reviewing municipal police departments training standards to determine compliance with the *Rules Regarding Training, Certification of Municipal Constables* (British Columbia Regulation, 109/81). Once reviewed, the municipal police training standards are submitted to the British Columbia Association of Police Chiefs for approval.

Training topics prepared for board members include best practices, risk responsibility, general governance and the use of statistics in forecasting policing priorities.

Police Services Division (PSD) also oversees the development of training material for auxiliary/ reserve police and other police-related appointments by the Justice Institute of British Columbia (JIBC). JIBC administers and presents the training. The Government of British Columbia owns the rights to the training material for auxiliary/reserve police. The training is specific to British Columbia and is not offered elsewhere.

Records also relate to training issues, training exemption requests, acceptances and refusals. When joining a municipal police department from another police force, a constable may apply for a training exemption. He/she is tested by the JIBC. A copy of the results are sent to PSD. PSD either accepts or refuses the exemption.

Record types include: lists, applications, reports, working papers, training material and correspondence.

(continued on next page)

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

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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			<u>A</u>	<u>SA</u>	<u>FD</u>
65900	<u>POLICE AND POLICE BOARD TRAINING</u> (continued)				
	For appointments related to police-related positions, see primaries 65300 to 65380.				
	For approved external policy, see secondary 65060-02.				
	Unless otherwise specified below, the ministry OPR (Police Services Division [Victoria]) 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	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Municipal policing and police board training standards (arrange by municipality) (contains municipal police and police board standards)				
	DE = These records can be destroyed because the legislation, policy and standards they are based on are fully retained.				
PIB	-03 Training exemptions accepted/refused (includes request letter, test results and acceptance or refusal letter) (arrange by municipality and then by constable)		CY+1y	35y	DE
	37y = Information is retained the entire career of a police constable to ensure that the correct exemption process was followed.				

(continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
65900	<u>POLICE AND POLICE BOARD TRAINING</u> (continued)			
-04	Training issues reference material (arrange by issue [e.g., exemption testing])	SO	nil	DE
-05	Police and police board training - background material (includes reports and reference material) (arrange by jurisdiction)	SO	nil	DE

SO = when replaced by more current information

-20	Training module case files (includes training material) (arrange by training module name)	SO	5y	DE
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SO = when training module is retired or is replaced by a more current version

DE = These records can be destroyed because the training module contents are adequately documented in policy and standards, as well as in records of the Justice Institute.

NOTE: Starting January 2007, executive correspondence of an operational nature may only be classified under the following primaries and secondaries: 65000-20, 65020-20, 65420 case file secondaries, and 65500 - 65590 FR case file secondaries. Other classifications in the ORCS cannot be used for this correspondence. Pre-2007 files under other classifications which contain executive correspondence must be closed at the end of 2006.

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A      SA      FD

65940    COORDINATED LAW ENFORCEMENT

Records relating to combating and reducing organized and major crime in British Columbia through investigation and evidence gathering. The records were created and received by the former Coordinated Law Enforcement Unit (CLEU) which operated from April 1, 1974 to March 23, 1999.

CLEU was replaced on March 24, 1999 with the Organized Crime Agency of British Columbia (OCABC) which derived its authority from the *Police Act* (ss. 4.1 and 18.1). At that time the physical custody of the records was transferred to OCABC.

The responsibilities of OCABC have now been transferred to the Royal Canadian Mounted Police, Combined Forces Special Unit (CFSEU).

Upon approval of this ORCS, all records will be transferred to the legal custody (ownership) of the Government of Canada, RCMP.

Record types include correspondence, evidence, lists and notes.

For appointments to CFSEU, see primary 65350.

Unless otherwise specified below, the ministry OPR (Police Services Division [Vancouver]) will retain these records for:

SO      NA      OD

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

SO      NA      OD

(continued on next page)

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SA = Semi-active  
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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  
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SR = Selective Retention  
FR = Full Retention  
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## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
65940	<u>COORDINATED LAW ENFORCEMENT</u> (continued)			
-20	CLEU investigation and evidence-gathering case files (includes evidence, notes and notes) (arrange by investigation number)	SO	NA	OD

SO = when the ORCS is approved by the Legislative Assembly

NA = not applicable because the records have been transferred to the Government of Canada

OD = (Other Disposition) The records covered by this primary will be transferred to the Government of Canada, Royal Canadian Mounted Police, which is the body now responsible for the function of coordinated law enforcement.

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PIB = Personal Information Bank  
PUR = Public Use Records  
OPR = Office of Primary Responsibility

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FY = Fiscal Year  
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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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**INFORMATION SYSTEM OVERVIEW SECTION**

**TABLE OF CONTENTS**

ISO TITLE

POLICE MANAGEMENT INFORMATION SYSTEM PMIS

POLICE SERVICES WEB SITE PSW

## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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

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## **INFORMATION SYSTEM OVERVIEW**

### **Name of Creating Agency**

Ministry of Public Safety and Solicitor General  
Policing and Community Safety Branch  
Police Services Division

### **System Title**

Police Management Information System (PMIS)

### **Purpose**

To collect and disseminate statistical data on crime trends, police administration, and policing costs in British Columbia. Six main goals have been identified by Police Services Division (PSD) in support of this mission:

- 1) Provide quick and easy access to relevant data on policing;
- 2) Generate statistics for management information purposes;
- 3) Rationalize the allocation of police resources;
- 4) Respond to issues, and develop policies on topics such as regional policing;
- 5) Maintain an historical database of thirty years for research purposes; and,
- 6) Provide data, upon request, to other branches and ministries, municipal and federal governments, the policing community, the media, and the general public.

### **Information Content**

PMIS is an umbrella framework which brings together the following databases for a unified purpose:

PMIS - Homicide Data  
PMIS - Justice Data  
PMIS - Municipal Expenditures  
PMIS - Police Administration Data  
PMIS - Police Information Retrieval System  
PMIS - Uniform Crime Reporting  
PMIS - Vancouver Police Department  
PMIS - High Speed Pursuits, Shots Fired by Police, and Deaths in Police Cells

The technical nature of the databases varies, e.g., Oracle, Word, Access and Excel.

PMIS contains data dating back to 1977 for some but not all reporting topics. Data is collected on homicide and other criminal activities and on expenditures for municipal police

## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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departments and Royal Canadian Mounted Police detachments. Statistics such as crime rates, criminal code caseload per member and population-to-police ratios are generated from this data.

### **Inputs, Processes, and Outputs**

#### **Inputs**

Inputs consist of data contained in five major databases:

- 1) Uniform Crime Reporting (UCR) information is collected monthly from each police agency in British Columbia. Departments and detachments record the number and types of offences, the number of offences cleared by charge or otherwise cleared, and the number of persons charged (adults male/female and young offenders male/female). This data is sent to PSD electronically via file transfer protocols (FTP).
- 2) Population. Annual population data (census year and between census estimates) are available for each policing jurisdiction from Statistics Canada (SC). Population data for the 71 municipalities with independent or RCMP municipal forces has been gathered since 1977. Population data for provincial force detachments has been recorded since 1981. SC sends this information to PSD via FTP.
- 3) Police Strength. The total authorized police strength (i.e., staffing levels) at December 31st is available from 1977 onwards. The authorized strength by rank and by function is available from 1985 only for the original 11 municipal forces, and from 1977 for all RCMP municipal and provincial detachments. RCMP "E" Division (i.e., British Columbia) and the 11 municipalities send this data to PSD via FTP.
- 4) Municipal Policing Costs. PSD has been collecting detailed itemized annual police costs from the municipal forces and from the RCMP municipal forces since 1985 and 1980 respectively. All municipalities submit a completed PSD form each year, and the data from these forms is entered into PMIS.
- 5) Reportable incidents such as high speed pursuits, deaths of individuals in custody and deadly use of force. Annual data is collected from municipal police. Similar data is collected from RCMP "E" Division. This data is entered into the PMIS.

#### **Processes**

Each jurisdiction is assigned a 3 digit identifier or police code (POLCD). Data is retrieved or selected for specified jurisdictions from PMIS, and this data is used to generate the desired reports.

#### **Outputs**

There are three major outputs:

## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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- 1) Provincial police and crime statistical reports (also know as summary crime statistics for BC), an annual publication for the public and the police.
- 2) Ad hoc police reports prepared as needed at the request of other ministries, municipalities, the federal government, insurance companies, security firms, news media, students, and the public, as well as for PSD internal purposes.
- 3) Reportable incident survey reports.

### **Technical Maintenance**

PMIS may be regularly revised or adjusted based on updated data received from either Statistics Canada or any BC police agency but never purged.

The electronic system is routinely backed up in accordance with Ministry of Public Safety and Solicitor General policy, as prescribed in the CORE policy manual chapter 12 and in 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**

<b>Secondary No.</b>	<b>Secondary Title</b>
65660-40	Police Management Information System

#### **Inputs**

<b>Secondary No.</b>	<b>Secondary Title</b>
65660-30	Data transfer and collection case files
65670-02	Reportable incident survey reports

#### **Outputs**

<b>Secondary No.</b>	<b>Secondary Title</b>
ARCS 442-20	Annual reports
65000-40	Provincial police and crime statistical reports
65660-20	Ad hoc police reports
65670-02	Reportable incident survey reports

#### **Other Related Records**

## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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

## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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### **INFORMATION SYSTEM OVERVIEW FOR A WEB SITE**

#### **Name of Creating Agency**

Ministry of Public Safety and Solicitor General  
Policing and Community Safety Branch  
Police Services Division

#### **Web Site Title and URL**

Police Services web site (PSW) [http://www.pssg.gov.bc.ca/police\\_services/index.htm](http://www.pssg.gov.bc.ca/police_services/index.htm)

#### **Purpose**

The Police Services web site is a part of the Ministry of Public Safety and Solicitor General web site. Its purpose is to provide Internet access to information about police services in British Columbia.

#### **Information Content**

The Police Services web site contains pages regarding diversity and policing, police forces, municipal police boards, events (i.e., police honours nights) and publications (e.g., crime reports and statistics, policies and guidelines). It provides access to various statistics about police services in British Columbia. Examples include Summary Crime Statistics in British Columbia and 2001 Municipal Crime Rates and Case Burdens.

The PSW also provides links to relevant web sites such as the Royal Canadian Mounted Police (RCMP), Law Enforcement Aboriginal Diversity (LEAD), Justice Institute of BC, Statistics Canada and Integrated Justice System (JUSTIN).

#### **Web Site Features**

Once significant updates to the Police Services web site are approved by the Assistant Deputy Minister, Policing and Community Safety Branch, the updates are submitted to the Public Affairs Bureau - Attorney General office (PAB - AG). PAB - AG reviews and approves all new releases of information. The ministry web master prepares and tests the information before posting to a live web site. When the web site is finalized the ministry Information and Technology Services Division (ITSD - AG) of the Ministry of Attorney General posts the new information. ITSD - AG ensures the technical accuracy of the web site. The site is updated on an ad hoc basis, whenever a change is required.

#### **Technical Maintenance**

Records are maintained on the web site until their retention schedule is completed. The records are then removed from the web site. Any exceptions to this purge routine are noted under relevant secondaries.

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

#### **Classification**

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### Web site

<b>Secondary No.</b>	<b>Secondary Title</b>
65000-35	Police services web site

### Records on the web site

<b>Secondary No.</b>	<b>Secondary Title</b>
65000-04	Police honours night
65000-40	Provincial police and crime data reports
65060-02	Approved external policy
65060-03	Municipal police board governance handbook
65660-20	Ad hoc police reports

### Other Related Records

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

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### SUBJECT HEADINGS

### PRIMARY NUMBERS

## POLICE SERVICES

### *Operational Records Classification System (ORCS)*

## I N D E X

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

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

This index contains an alphabetical listing of:

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

### Cross-references:

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

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



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<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
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APPLICATIONS FOR TRAINING EXEMPTIONS	65900
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<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
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## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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MUNICIPAL POLICE BOARD GOVERNANCE HANDBOOK	65060
MUNICIPAL POLICE COMPLAINTS REFERRALS	65420
MUNICIPAL POLICE AMALGAMATIONS	65600
MUNICIPAL (RESERVE) CONSTABLES	65370
- constable appointment case files	65370
- insurance	65370
- N -	
NATIONAL DISASTER PLAN	65500
NATIONAL SECURITY PLAN	65500

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
- O -	
OCC (RCMP Operational Command Centre)	65020
OFFENDER-TRACKING SYSTEMS - GENERAL	65020
ORGANIZED CRIME	65500
- P -	
PIRS (Police Information Retrieval System)	65020
PMIS (Police Management Information System)	65660
- ad hoc reports	65660
- electronic records	65660
POLICE AGREEMENT NEGOTIATION	65200 - 65290
- first nations community tripartite	65220
- first nations federal/provincial	65230
- provincial/RCMP	65280
- task force funding	65280
POLICE BOARDS	65320
POLICE COMMUNICATION AND INFORMATION SYSTEMS	65020
POLICE FOUNDATIONS (see police issues case files – general)	65000
POLICE HIGHWAY PATROLS	65580
POLICE HONOURS NIGHT	65000
POLICE INFORMATION SYSTEM	65020
- background materials	65020
- committee case files	65020
- development case files	65020
POLICE INFORMATION RETRIEVAL SYSTEM (PIRS)	65020
POLICE MANAGEMENT INFORMATION SYSTEM (PMIS)	65020
POLICE RECORDS INFORMATION MANAGEMENT ENVIRONMENT (PRIME)	65020

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<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
POLICE SERVICES APPOINTMENT REGISTRY	65300
POLICE SERVICES CASE FILES - GENERAL	65000
POLICE SERVICES WEB SITE	65000
POLICE STATISTICAL REPORTING	65000
POLICING APPOINTMENTS	65300 - 65390
POLICING PRIORITIES	65000
POLICY DEVELOPMENT	65060
- approved external police policy	65060
- external police policy development case files	65060
- municipal police board governance handbook	65060
PROCEEDS OF CRIME (see police issues case files - general)	65000
PROPERTY CRIME	65560
- break and enter	65560
- fraud	65560
- motor vehicle theft	65560
- possession of stolen goods	65560
PROVINCIAL POLICE AND CRIME STATISTICAL REPORTS (also known as summary crime statistics for BC)	65000
PRIME (Police Records Information Management Environment)	65020
PROVINCIAL/ROYAL CANADIAN MOUNTED POLICE AGREEMENTS	65280
- Q -	
- R -	
RECRUITMENT	65600
REGIONAL DISTRICT CASE FILES	65600
REGISTRY (see Police Services appointment registry)	



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<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
REPORTABLE INCIDENTS	65670
- cell deaths	65670
- guns discharged	65670
- high speed pursuits	65670
RESTRUCTURING AND STREAMLINING	65600
ROAD RAGE	65580
ROAD SAFETY	65580
ROYAL CANADIAN MOUNTED POLICE OPERATIONAL COMMAND CENTRE (OCC)	65020
ROYAL CANADIAN MOUNTED POLICE COMPLAINTS REFERRAL	65420
- S -	
SHARING OF FORFEITED DRUG CRIME PROCEEDS (see police issues case files - general)	65000
SPECIAL CONSTABLES APPOINTMENTS	65380
- badges and uniforms	65380
- constable appointment case files	65380
- unit case files	65380
STATISTICAL REPORTS	
- appointee	65300
- provincial police and crime	65000
- reportable incident survey reports	65670
STREET RACING	65580
SUMMARY CRIME STATISTICS OF BRITISH COLUMBIA (also known as provincial and crime statistical reports)	65000
- T -	
TARGETED TRAFFICE ENFORCEMENT DATABASE	65580
TASK FORCE CASE FILES	
- crime prevention/reduction	65500
- drug crime prevention/reduction	65520

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<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
- property crime prevention/reduction	65560
- traffic crime prevention/reduction	65580
- violent crime prevention/reduction	65590
TECHNICIANS	65390
- blood and breath	65390
- fingerprint	65390
TERRORISM OFFENCES	65590
TRAFFIC CRIME	65580
- drinking and driving counter attack database	65580
- driving when prohibited	65580
- failing to provide either or a breath sample	65580
- failure to stop at the scene of an accident	65580
- impaired or dangerous operation of a vehicle	65580
- source documents for databases	65580
- targeted traffic enforcement database	65580
TRAINING	65900
- exemptions accepted/refused	65900
- issues	65900
- lists	65900
- municipal policing training standards	65900
- other jurisdictions	65900
- unit case files	65900
- U -	
UNIFORMS AND EQUIPMENT (auxiliary)	65320
- V -	
VEHICLE IMPOUNDMENT	65580
VEHICLE INSPECTION	65580
VICLAS (Violent Crime Linkage analysis system)	65020
VIOLENT CRIME	65590
- abduction	65590
- attempted murder	65590
- homicide	65590
- robbery	65590
- sexual and non-sexual assault	65590

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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SUBJECT HEADINGS

PRIMARY NUMBERS

VIOLENT CRIME LINKAGE ANALYSIS SYSTEM (VICLAS)

65020

- W -

WEAPONS AND EXPLOSIVES OFFENCES

65590

- X -

- Y -

- Z -