



Schedule No.	106037
Accession No.	See attached ongoing records schedule

RECORDS RETENTION AND DISPOSAL AUTHORITY

This is a recommendation to: Authorize a one-time disposal of the records described below
 Establish an ongoing Records Retention and Disposal Schedule
 Amend an existing Records Schedule with Schedule No. _____

Record Series, Subject Section, Records Classification System, or Application Title:
Residential tenancy dispute files

Ministry: **Labour and Consumer Services**
 Division: **Consumer Services and Administration**
 Branch: **Residential Tenancy Branch (Vancouver & Victoria)**

Description and Purpose: Administrative Operational Both
 These records were created and received by the Residential Tenancy Branch. They document landlord and tenant disputes processed in accordance with the Residential Tenancy Act (SBC 1984, c. 15).
 These records consist of correspondence, intake forms, application forms, termination notices, hearing notices, copies of receipts, etc.
 These records are filed numerically. Each case is assigned a file number. File numbers are assigned in numerical order. For more information, see attached schedule.

Dates: **1984 ongoing** Physical Format of Records: **records in paper files**

Extent: **2.1 m³/year** Cubic Metres No. of Pieces

Have documents been microfilmed? Yes No
 Is the information in this record series recorded in any other form besides microfilm? Yes (See Records Management Appraisal) No

Recommended Retention:
 Dispose immediately Dispose on _____ day of _____
 Dispose in accord with attached disposal instructions.
 Scheduled in accord with attached Records Retention and Disposal Schedule.

Recommended Disposition:
 Destruction Full Retention by Archives Selective Retention by Archives
 Scheduled in accord with attached Records Retention and Disposal Schedule.

THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:
 X *[Signature]* Director, Executive responsible for records Date **NOV. 15/91**
 X *[Signature]* Deputy Minister, Corporate Executive Date **NOV. 18/91**
 _____ Minister Date _____
 THE PUBLIC DOCUMENTS COMMITTEE CONCURS:
[Signature] Chairman PDC/Provincial Archivist Date **JAN 29 1992**

THE EXECUTIVE COUNCIL APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE:
 _____ O.I.C. Number _____ Date _____
 THE SELECT STANDING COMMITTEE ON PUBLIC ACCOUNTS APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE.
 APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY
 ON **JUN 29 1992**
 _____ Date

OTHER STATUTORY APPROVALS:
 _____ Signature _____ Date _____
 _____ Title _____
 _____ Signature _____ Date _____
 _____ Title _____

ONGOING RECORDS SCHEDULE

This ongoing records schedule is approved in accordance with the Document Disposal Act (RSBC 1979, c. 95). It constitutes authority for retention and disposition of the records described herein. For assistance in implementing this ongoing records schedule or in transferring records to the off-site records storage facilities provided by BCARS, contact your Records Officer.

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RESIDENTIAL TENANCY DISPUTE FILES (Continued)

NOTE: The OPR will store Landlord/Tenant Dispute Files under ongoing RCS accession:

<u>Number</u>	<u>Office</u>
91-0051	Vancouver Office
91-0921	Victoria Office

NOTE: Landlord/tenant disputes for Vancouver Island are handled through the Victoria office of the Residential Tenancy Branch. The Vancouver office of the Residential Tenancy Branch handles landlord/tenant disputes for the rest of the province.

A = Active CY = Calendar Year DE = Destroy
SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCARS
FD = Final Disposition NA = Not Applicable FR = Full Retention by BCARS
OPR = Office of Primary Responsibility w = week m = month y = year
BCARS = B.C. Archives and Records Service SO = Superseded or Obsolete