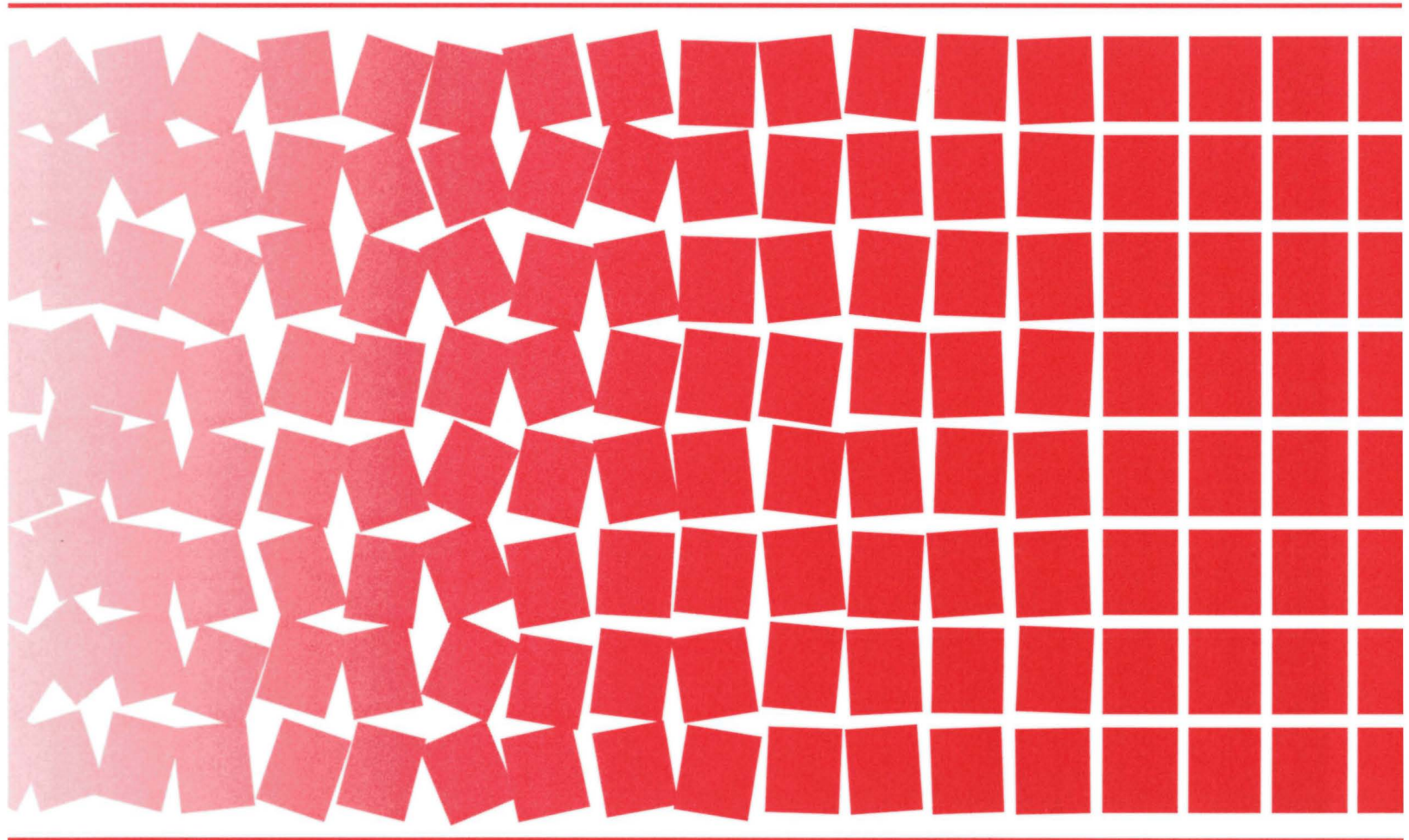


SECURITY PROGRAMS

OPERATIONAL RECORDS CLASSIFICATION SYSTEM



SECURITY PROGRAMS

OPERATIONAL

RECORDS

CLASSIFICATION

SYSTEM



**Province of
British Columbia**

**Corporate Information
Management Branch**

Library and Archives Canada Cataloguing in Publication Data

Main entry under title:

Security Programs operational records classification system

Loose-leaf for updating.

"This ORCS covers records created and received since 1979 when Security Programs Division was created"—Executive summary.

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1. British Columbia. Security Programs Division - Public records - Handbooks, manuals, etc. 2. Private security services - Government policy - British Columbia - Handbooks, manuals, etc. 3. Police, Private - Government policy - British Columbia - Handbooks, manuals, etc. 4. Classification - Public records - Handbooks, manuals, etc. 5. Records retention - British Columbia - Handbooks, manuals, etc.
I. British Columbia. Corporate Information Management Branch.

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C2006-960096-1

RECORDS RETENTION AND DISPOSITION AUTHORITY

This is a recommendation to authorize an operational records classification and scheduling system.	
Title: <i>Security Programs Operational Records Classification System</i>	
Ministry of Public Safety and Solicitor General Policing and Community Safety Branch Security Programs Division	
Description and Purpose: The <i>Security Programs Operational Records Classification System (ORCS)</i> covers all operational records created, received, and maintained by the Security Programs Division. These records document the regulation, licensing and investigation of security businesses and their employees in British Columbia including: research, stakeholder consultation, the development and enforcement of standards and policy for the industry, and the development of training modules for the industry. Also includes the regulation of firearms and weapons, and criminal record reviews of security industry employees. For further descriptive information about these records, please refer to the attached executive summary.	
Date range: 1979 ongoing	Physical format of records: see attached schedule
Annual accumulation: 3.3 cubic meters	
Recommended retention and disposition: scheduled in accord with attached ORCS.	

THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS: <table style="width:100%;"> <tr> <td style="width:80%;"><i>Donna McLeod Acting MRS</i></td> <td style="width:20%; text-align: right;">05/10/20</td> </tr> <tr> <td>Records Officer</td> <td style="text-align: right;">Date</td> </tr> <tr> <td><i>[Signature]</i></td> <td style="text-align: right;">05/10/20</td> </tr> <tr> <td>Executive Director/ADM</td> <td style="text-align: right;">Date</td> </tr> <tr> <td><i>[Signature]</i></td> <td style="text-align: right;">05/10/21</td> </tr> <tr> <td>Deputy Minister/Corporate Executive</td> <td style="text-align: right;">Date</td> </tr> </table> THE PUBLIC DOCUMENTS COMMITTEE CONCURS: <table style="width:100%;"> <tr> <td style="width:80%;"><i>[Signature]</i></td> <td style="width:20%; text-align: right;">28 Nov 2005</td> </tr> <tr> <td>Chair, PDC</td> <td style="text-align: right;">Date</td> </tr> </table>	<i>Donna McLeod Acting MRS</i>	05/10/20	Records Officer	Date	<i>[Signature]</i>	05/10/20	Executive Director/ADM	Date	<i>[Signature]</i>	05/10/21	Deputy Minister/Corporate Executive	Date	<i>[Signature]</i>	28 Nov 2005	Chair, PDC	Date	THE SELECT STANDING COMMITTEE ON PUBLIC ACCOUNTS APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE: <table style="width:100%;"> <tr> <td style="width:80%; text-align: center;"><i>[Signature]</i></td> <td style="width:20%; text-align: right;">Feb 8, 2006</td> </tr> <tr> <td></td> <td style="text-align: right;">Date</td> </tr> </table> APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY: <table style="width:100%;"> <tr> <td style="width:80%; text-align: center;"><i>[Signature]</i></td> <td style="width:20%; text-align: right;">March 1, 2006</td> </tr> <tr> <td></td> <td style="text-align: right;">Date</td> </tr> </table>	<i>[Signature]</i>	Feb 8, 2006		Date	<i>[Signature]</i>	March 1, 2006		Date
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	Date																								
<i>[Signature]</i>	March 1, 2006																								
	Date																								

OTHER STATUTORY APPROVALS:

Signature	Date	Signature	Date
Title:		Title:	

CONTACT: Kathy Cadwallader, A/Manager, Finance and Administration, 250-387-5136

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 *Criminal Code of Canada* (RSC 1985, c. C-46), the *Divorce Act* (RSC 1985, c. 3 (2nd Suppl.)), the *Firearm Act* (RSBC 1996, c. 145), the *Criminal Records Review Act* (RSBC 1996, c. 86), the *Family Relations Act* (RSBC 1996, c. 128), the *Child, Family and Community Service Act* (RSBC 1996, c. 46), the *Private Investigators and Security Agencies Act* (RSBC 1996, c. 374), and subsequent legislation governing the operational responsibilities and functions of the creating agency.

Functional duplicates and microfilmed records 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

2005/09/12
Date

ARCHIVAL APPRAISAL:

This appraisal documents the recommendation for final disposition.

The final disposition recommendations protect records considered to have significant evidential and historical values. The specific reasons for retaining certain records are stated within the *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

2005/09/12
Date

The undersigned endorses the appraisal recommendations:


Director, Corporate Information Management Branch

2005-09-12
Date

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.

A SA FD

Security Programs

Operational Records Classification System

Executive Summary

This *Operational Records Classification System (ORCS)* establishes a classification system and retention and disposition schedule for the operational records created by Security Programs Division under the *Criminal Code of Canada* (RSC 1985, c. C-46), *Divorce Act*, RSC 1985, c.3 (2nd Suppl.), *Firearms Act* (SC 1995, c. C-39), *Private Investigators and Security Agencies Act* (RSBC 1996, c. 374), *Firearm Act* (RSBC 1996, c. 145), *Criminal Records Review Act* (RSBC 1996, c. 86), *Family Relations Act* (RSBC 1996, c. 46) and the *Child, Family and Community Service Act* (RSBC 1996, c. 46).

These records document the licensing, inspections, investigations, complaints and appeals regarding security businesses and employees, mandatory record reviews, and registration of court and police protection orders. These records also document the regulation and licensing of firearms and other weapons until March 31, 2002.

The active and semi-active retention periods specified in the schedule meet all operational, administrative, legal, fiscal, and audit requirements. Corporate Records 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 1979 when Security Programs Division was created. Previous records relating to the functions documented in this ORCS have been appraised and scheduled under one-time records schedule(s) and transferred to the government archives or destroyed as appropriate.

The Office of Primary Responsibility (OPR) for all primaries is Security Programs Division, Victoria.

(continued on next page)

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

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A SA FD

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>
(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. Draft and duplicate materials which hold insufficient value to merit preservation may be purged and discarded.

- | | | | | |
|----|--|----|----|----|
| 2) | <u>Approved Security Industry Standards and Policy, Approved Mandatory Criminal Records Review Standards and Policies</u>
(secondaries 69600-02 and 70000-02) | SO | 7y | FR |
|----|--|----|----|----|

These records document standards and policy approved by Security Programs Division for security industries and mandatory criminal records review.

FR = The government archives will fully retain approved standards and policy because these records document government policy and standards for the security industry and mandatory criminal records review.

- | | | | | |
|----|---|----|-----|----|
| 3) | <u>Confirmed Criminal Record Case Files - Paper</u>
(secondary 70100-30) | SO | 30y | DE |
|----|---|----|-----|----|

These records document criminal records checks that contain registered offences.

The records are kept for 30 years because a confirmed criminal record may be referred to at any time during an individual's working career.

(continued on next page)

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	<u>A</u>	<u>SA</u>	<u>FD</u>
4) <u>Security Programs Other Jurisdictions - General, Security Programs Research - General, Security Industry - Other Jurisdictions, Security Industry Research, Security Industry Training Modules, Mandatory Criminal Records Review - Other Jurisdictions, Mandatory Criminal Records Review Research, Protection Order Registration - Other Jurisdictions and Protection Order Research</u> (secondaries 69000-04, 69000-05, 69600-05, 69600-06, 69600-40, 70000-05, 70000-06, 70300-04 and 70300-05)	SO	7y	DE

These records document other jurisdictions and research regarding general security programs, security industries, mandatory criminal records review and protection order registration and security industry training modules.

Records become semi-active when replaced by more current documents on the same topic.

5) <u>Licensed Security Business Case Files - Paper, Licensed Security Employee Case Files - Paper, Security Patrol Services School Case Files and Security Services Instructors Case Files</u> (secondaries 69720-25, 69740-25, 69800-20 and 69800-30)	SO	7y	DE
--	----	----	----

Records document application for security business and employee licenses, security patrol services schools and security services instructors.

Records can be destroyed when the seven-year retention period is over. If a business re-opens during this time period, its file is reactivated.

6) <u>Unlicensed Security Business Case Files</u> (69720-40)	SO	7y	DE
---	----	----	----

These records document unlicensed security business case files.

(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>
Records can be destroyed when the seven-year retention period is over. If a business re-opens during this time period, its file is reactivated.			
NOTE: When an unlicensed business applies for a security business licence, the file is reclassified under 69720-20.			
7) <u>Authorization Forms - Paper</u> (secondary 70100-20)	SO	5y	DE
These records document forms that authorize criminal records checks.			
8) <u>Security Industry Legal Issues and Mandatory Criminal Records Review Legal Issues</u> (secondaries 69600-04 and 70000-04)	SO	3y	DE
These records document legal issues in the security industry.			
9) <u>Security Programs Legal Issues - General</u> (secondary 69000-03)	SO	nil	DE
These records document legal issues related to security programs legislation.			
DE = Records can be destroyed because they document general questions regarding the application of legislation and do not document legal opinions or specific legal issues, which are documented on the case files. The questions do not concern substantial issues and do not justify retention in the government archives.			

(continued on next page)

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	<u>A</u>	<u>SA</u>	<u>FD</u>
10) <u>Licensed Security Business Appeals Case Files and Licensed Security Employee Appeals Case Files</u> (secondaries 69720-20 and 69740-20)	SO	nil	DE

These records document appeals on security business and employee license applications.

OPR = Police Services is OPR while the appeal case is open. Once the case is closed Security Programs becomes OPR.

DE = Appeals case files can be destroyed once a copy of the appeal decision is filed on the licensed security business case files - paper and licensed security employee case files - paper.

11) <u>Protection Orders - Paper</u> (secondary 70350-02)	SO	nil	DE
--	----	-----	----

These records document protection orders faxed to the Protection Order Registry. The records are imaged in a database. Electronic records are classified in secondary 70350-03.

DE = Protection orders can be destroyed because they are duplicates of court records that are fully retained from the Court Services ORCS (schedule 100152), secondaries 51100-30, 51200-40 and 51340-30.

12) <u>Protection Orders Logs - Paper and Protection Order Responses To Requests</u> (secondaries 70350-04 and 70350-20)	SO	nil	DE
---	----	-----	----

These records document logs of all protection orders sent to the Protection Order Registry and protection order information.

(continued on next page)

Records are destroyed when it has been confirmed that the

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- | | | | | |
|-----|--|----------|-----------|-----------|
| | | <u>A</u> | <u>SA</u> | <u>FD</u> |
| | information sent has been received. | | | |
| 13) | <u>Electronic Records</u>
(70000-20, 70100-40, 69720-35, 69600-20, 70350-03 and 70350-30) | | | DE |

The following electronic databases and web site are covered by this ORCS: Criminal Records Review Program web site, Film Investigators and Gaming Audit Regulatory System/Criminal Records Review Program, Film Investigators and Gaming Audit Regulatory System/Private Investigators and Security Agencies, Private Investigators and Security Agencies web site, Protection Order Registry and Protection Order Registry web site. The Information System Overview section provides information about the electronic system[s], inputs and outputs and routine back-ups. 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.

- | | | | | |
|-----|--|----|----|----|
| | | SO | NA | OD |
| 14) | <u>Section 5 - Regulation Of Firearms And Other Weapons</u>
(69050 – 69599) | | | |

Records document the regulation and licensing of firearms and other weapons until March 31, 2002, when the regulation and licensing and custody of the records was transferred to the Federal Government.

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

OD = transfer to Federal Government. This final disposition applies to all records in this section.

NOTE: Based on a legal opinion this transfer poses no risk to the Crown Provincial.

(continued on next page)

- | | | | | |
|-----|--------------------------|--|--|----|
| | | | | DE |
| 15) | <u>All Other Records</u> | | | |

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A SA FD

All other records are destroyed at the end of their semi-active retention periods. The retention of these records varies depending on the nature of the records and the function performed, but does not exceed 6 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 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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SECURITY PROGRAMS

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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ISO	CRRPWS FIGARO/CRRP	CRIMINAL RECORDS REVIEW PROGRAM WEB SITE FILM INVESTIGATORS AND GAMING AUDIT REGULATORY SYSTEM/CRIMINAL RECORDS REVIEW PROGRAM
	FIGARO/PISA	FILM INVESTIGATORS AND GAMING AUDIT REGULATORY SYSTEM/PRIVATE INVESTIGATORS AND SECURITIES AGENCIES
	PISAWS	PRIVATE INVESTIGATORS AND SECURITY AGENTS WEB SITE
	POR	PROTECTION ORDERS REGISTRY
	PORWS	PROTECTION ORDERS REGISTRY WEB SITE

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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HOW TO USE ORCS

For further information, call your Records Officer,
Terrence McKenny 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,

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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mandate, or policy. 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, paintings, prints, maps, plans, blueprints, architectural drawings, and other sound, film, video, photographic, and cartographic materials. Records exist in a number of different physical formats, such as paper, microfilm, and electronic records.

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 in hardcopy from your Records Officer, or 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
102908	Record Copies of Published Maps
102905	Special Media Records (photographs, motion pictures etc.)
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 Records

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.

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, in relevant primaries and/or in the Information System Overview (ISO).

Responsibility for *ORCS*

The Corporate Records Management Branch 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 Corporate Records Management Branch at 387-1321.

The 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 *SECURITY PROGRAM 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 provision of public safety and internal security program reporting, regulation of the private security industry, firearms

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.

control including licensing and training; mandatory criminal records reviews; and protection orders.

This ORCS covers all operational record series created or received by your Division since 1965. It does not cover files closed before that date. To obtain approval for disposition of such records, contact your Records Officer.

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:

Section Number	Primary Numbers	Section Title
Section 1	69000-69099	SECURITY PROGRAMS
	Section 1 covers records relating generally to the administration of security programs pursuant to the <i>Criminal Code of Canada</i> (RSC 1985, c. C-46), <i>Divorce Act</i> (RSC 1985, c. 3 (2nd Suppl.)), <i>Firearms Act</i> (SC 1995, c. C-39) and the <i>Private Investigators and Security Agencies Act</i> (RSBC 1996, c. 374), <i>Firearm Act</i> (RSBC 1996, c. 145), <i>Criminal Records Review Act</i> (RSBC 1996, c. 86), <i>Family Relations Act</i> (RSBC 1996, c. 128), and the <i>Child, Family and Community Service Act</i> (RSBC 1996, c. 46). Records relate generally to Security Programs Division complaints and inquiries, legal issues, other jurisdictions, research, stakeholder consultation and training.	
Section 2	69600-69999	SECURITY INDUSTRY
	Section 2 covers records relating to the licensing, inspections, investigations, complaints and appeals regarding security businesses and employees pursuant the <i>Private Investigators and Security Agencies Act</i> (RSBC 1996, c. 374). This includes records relating to the security industry services monitoring and regulation such as alarm services, armoured car services, bodyguards, security consultants, locksmiths, private investigators and security patrol services. Records also relate to regulation of security industry complaints and inquiries, legal issues, other jurisdictions, research, stakeholder consultation, standards, policy, development of training modules and tracking of training.	
Section 3	70000-70199	MANDATORY CRIMINAL RECORDS REVIEW PROGRAM
	Section 3 covers records relating to mandatory criminal records review undertaken in accordance with the <i>Criminal Records Review Act</i> (RSBC 1996, c. 86). Records relate to mandatory criminal records review complaints and inquiries, legal issues, other jurisdictions, research, stakeholder consultation and training.	

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.

Section 4	70300-70399	PROTECTION ORDER REGISTRATION
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Section 4 covers records relating to the registration of court and police protection orders issued under the *Family Relations Act* (RSBC 1996, c. 128), the *Criminal Code of Canada* (RSC 1985, c. C-46), the *Divorce Act* (RSC 1985, c. 3 (2nd Suppl.)), and the *Child, Family and Community Service Act* (RSBC 1996, c. 46). Protection order information is provided to authorized justice agencies and the public or community groups regarding high-risk, violent or sexual adult offenders.

Records also relate to protection order registration complaints and inquiries, legal issues, other jurisdictions, research, stakeholder consultation and training.

Section 5	69100-69599	REGULATION OF FIREARMS AND OTHER WEAPONS
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Section 5 covers records relating to the regulation and licensing of firearms and other weapons under the *Criminal Code of Canada* (RSC 1985, c. C-46), *Firearms Act* (SC 1995, c. C-39) and *Firearm Act* (RSBC 1996, c. 145). Records contain information relating to amnesty programs, death and injuries, weapon disposal, litigation, offences, safety training and the firearm industry licensing and registration. Licensing files include: business, personal firearms acquisition, personal investigations, personal permits and authorizations, and personal transfer of ownership. Records also relate to security programs complaints and inquiries, legal issues, other jurisdictions, research, stakeholder consultation and training.

As of March 31, 2002, the responsibility for this program transferred to the federal government. Federal legislation for firearms regulation is currently under review. Upon approval of this ORCS all records will be transferred to the federal government. Based on a legal opinion this transfer poses no risk to the Crown Provincial.

ISOW	CRRPWS	CRIMINAL RECORDS REVIEW PROGRAM WEB SITE
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Covers the Criminal Records Review Program (CRRP) web site. Contains information on the purpose of the program, what is needed to obtain a criminal records review, links to the Act and forms to complete. It also provides access to recent changes to the program, frequently asked questions, governing bodies, determining which consent schedule (consent form) to use, refund and return policy and contact information.

It also provides links to non-government web-sites like local police forces, RCMP and National Parole Board.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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ISO	FIGARO/CRRP	FILM INVESTIGATORS AND GAMING AUDIT REGULATORY SYSTEM/ CRIMINAL RECORDS REVIEW PROGRAM
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This application records authorization forms requesting criminal records checks pursuant to the *Criminal Records Review Act* (RSBC 1996, c. 86), and to track those requests through the steps in the criminal records checking process.

ISO	FIGARO/PISA	FILM INVESTIGATORS AND GAMING AUDIT REGULATORY SYSTEM/ PRIVATE INVESTIGATORS AND SECURITY AGENCIES
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This application provides licensing, for security guards, security agencies, alarm service, private investigators, security consultants and armoured car personnel. Branch office licences are also allowed.

ISOW	PISAWS	PRIVATE INVESTIGATORS AND SECURITIES AGENCIES WEB SITE
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Covers the Private Investigators and Securities Agencies web site.

Contains information on the six areas of private sector regulation and the latest news. It also provides access to updates, frequently asked questions, licensing requirements, fee schedule, application forms, status of applications, policies, associations, training, public complaints, enforcement, information request, regulation in other provinces, Criminal Records Review Program, Fire Inspectors, Industry Training and contact information.

ISO	POR	PROTECTION ORDERS REGISTRY
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Information from his database is supplied to police officers to assist them in domestic dispute calls and to Corrections Canada, Parole Canada, the provincial Corrections Branch and the Victim Safety Unit when inmates are entering or leaving custody. Only designated staff at Security Programs Division and the Provincial Emergency Preparedness office have access to the database. However, authorized fax numbers have been programmed to send the information to designated police communication centres where the officers will receive the information.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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ISOW

PORWS

PROTECTION ORDER
REGISTRY WEB SITE

Covers the Protection Order Registry web site. Contains information on victim notification for provincial and federal offenders and the registration of victim contact information. The site also provides links to Victim Services, Victim Services Directory and Family Justice.

It also provides links to non-government web sites like Canada Justice, National Parole Board, BC Institute Against Family Violence and Legal Services Society.

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 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)
- Glossary of Terms (provides useful definitions of records management terminology used throughout the *ORCS*)
- Index (aids in classifying and finding records - see 3.6 for further discussion)

This *ORCS* was reviewed by Corporate Records Management Branch 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, i.e. it has statutory authority.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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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 Physical Format 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 Records 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

23120 EXTRATERRESTRIAL REGISTRATION AND TRACKING

A SA FD

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.

2.3

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.

2.4

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:

2.6

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

SO nil DE
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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A SA FD

23120 EXTRATERRESTRIAL REGISTRATION AND TRACKING (continued)

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

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 (arrange by registration number) (includes textual records and photographs) SO+3y 300y SR

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) (electronic database) SO nil DE

2.10 SO = when the function supported by the database is no longer performed by government 2.11

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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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 will also give a general statement about the record types (memos, forms, reports, etc.) and media (photographs, video recordings, etc.) covered, in a paragraph beginning "Includes" or "Record types include". If this paragraph does not appear to be comprehensive, the information should appear in "includes" 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 used frequently and therefore are retained and maintained in the office space and equipment of the user.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Entries in the active column often use the designations of “CY” or “FY”, with an additional time period indicated. The following are examples of how to apply and interpret the active retention period using “CY” and “FY”.

CY+1y

Maintain all records created or received within the calendar year (1 January to 31 December) together until the end of the calendar year. Then retain them for an additional calendar year.

FY+1y

Maintain all records created or received within the fiscal year (1 April to 31 March) together until the end of the fiscal year. Then retain them for an additional fiscal year. When required by financial administration policy and procedures, place financial records relating to the prior fiscal year, but created or received after March 31, on the file for the prior fiscal year.

For information about Superseded or Obsolete (SO) and other terms and abbreviations used in the active retention period column, see 2.7.1. For file maintenance guidelines see 3.8.1.

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.

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.

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 having primary responsibility for a category of records (OPR) and all other offices which hold copies of the same records (non-OPRs). The OPR is the office that has been designated the holder of the official record for the ministry. 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.

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 Corporate Records Management Branch 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.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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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 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.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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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 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; acronyms, or alphanumeric codes developed within government. 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.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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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)

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.

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.

The most common form of delegated disposition authority is:

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

"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.

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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 Corporate Records Management Branch 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."

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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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 Corporate Records Management Branch. 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:

FOI = Freedom of Information/Privacy see 2.8

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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OPR =	Office of Primary Responsibility	see 2.5
PIB =	Personal Information Bank	see 2.8
PUR =	Public Use Record	see 2.8
VR =	Vital Record	see 2.11

2.8 Freedom of Information and Protection of Privacy Flags

All Personal Information Banks (PIB) and Public Use Records (PUR) must be flagged within BC Government records classification systems (see glossary for definitions). The flags are placed in the left-hand column, next to 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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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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.”
- Physical format qualifiers: see 2.10 for an explanation of this qualifier.

2.9.2 Other Notes

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 3.9.1(b).

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2.10 Physical Format Designations

All government records, regardless of physical format, must be classified under either an ARCS or an ORCS secondary number. Different physical format 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 physical formats each version is identified and scheduled under the same ORCS secondary, unless the versions do not contain identical information or retention schedules vary. In those cases, the physical formats have separate secondaries, with the format identified in the secondary title rather than in a qualifier. The physical format designation is expressed as a qualifier under the secondary title. Retention periods are specified for each physical format 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.

Some physical format designations used in ARCS and ORCS are: paper, microfiche, microfilm, computer output microfiche (COMfiche), computer output microfilm (COM), electronic database, electronic records, and optical disk.

A physical format designation is not used for the purpose of designating records in “special media” (sound recordings, audio-visual materials, maps, photographs, etc.). Information about special media is conveyed, instead, in an “(includes)” qualifier or in the paragraph of the scope note beginning “Includes” or “Record types include”. 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.

NOTE: ORCS approved prior to 2000 may contain secondaries with physical format qualifiers with different retention schedules.

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).

Corporate Records Management Branch 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, 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.

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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.

The *Document Disposal Act* establishes procedures for the approval of the records schedules and classification systems developed by Corporate Records Management Branch, government ministries, and other government agencies. This *ORCS* was reviewed by Corporate Records Management Branch 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.

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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.

A secondary may cover records created in various physical formats (such as paper, microfilm, microfiche, 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

Corporate Records Management Branch 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.

Corporate Records Management Branch 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.

Each staff member is encouraged to organize working papers according to *ORCS*.

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One individual within each filing area 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.

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.

Corporate Records Management Branch 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 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.

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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

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, Corporate Records Management Branch provides *ARCS Online* web site links to lists of standard codes compiled by various ministries and agencies of the British Columbia Government. For information about using coded series, see 2.6.4. For guidance in developing codes, see ARCS Appendix A.

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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, Corporate Records Management Branch (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 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

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- 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

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.

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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, Corporate Records Management Branch 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
- 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.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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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, Corporate Records Management Branch. 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.

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.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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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)

Corporate Records Management Branch 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 Division.

In this ORCS, ongoing accession numbers have been established for the following categories OPR records. The accession numbers are 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.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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OAN	Primary and Secondary No.	Primary and/or Secondary Title	SA	FD
91-0146	69170-25	CFSC student case files	NA	OD
91-0159	69330-20	Firearm acquisition license case files	NA	OD
91-0480	69720-25 and 69740-25	Licensed security business and employee case files - paper	7y	DE
91-0598	70100-20	Authorization forms	5y	DE
91-3859	69200-20	Business permit case files	NA	OD
91-3874	70100-30	Confirmed criminal records case files - paper	30y	DE
91-3962	69380-02	Personal transfer of ownership	NA	OD

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.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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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 records. 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.
 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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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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 Director/Manager 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 an Subsystem (ISOS). See the ISO section of this ORCS.

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.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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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 Corporate Records Management Branch 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. Designated offices of primary responsibility for types of operational records requiring multiple levels of retention.
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

Corporate Records Management Branch 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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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- 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

Corporate Records Management Branch maintains the master edition of this ORCS and is responsible for administering the amendment and review process. The Records Officer is responsible for advising Corporate Records Management Branch 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.

Offices should refer proposals for new primaries and secondaries or other suggested changes to their Records Officer, who will in turn refer them to Corporate Records Management Branch. Proposals will be jointly reviewed by Corporate Records Management Branch 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.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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- 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

SECURITY PROGRAMS

PRIMARY NUMBERS

69000 - 69049

Section 1 covers records relating generally to the administration of security programs pursuant to the *Criminal Code of Canada* (RSC 1985, c. C-46), *Divorce Act* (RSC 1985, c. 3 (2nd Suppl.)), *Firearms Act* (SC 1995, c. C-39) and the *Private Investigators and Security Agencies Act* (RSBC 1996, c. 374), *Firearm Act* (RSBC 1996, c. 145), *Criminal Records Review Act* (RSBC 1996, c. 86), *Family Relations Act* (RSBC 1996, c. 128), and the *Child, Family and Community Service Act* (RSBC 1996, c. 46). Records relate generally to Security Programs Division complaints and inquiries, legal issues, other jurisdictions, research, stakeholder consultation and training.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

SECTION 1

69000 - SECURITY PROGRAMS - 69099

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69000 SECURITY PROGRAMS - GENERAL

A = Active
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A SA FD

69000 SECURITY PROGRAMS - GENERAL

Records not shown elsewhere in this ORCS that relate generally to the security industry, and other safety and security-related programs. Records contain information on overall complaints and inquiries, legal issues, other jurisdictions, research, stakeholder consultation and training.

Record types include: press clippings, correspondence and memoranda.

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

Unless otherwise specified below, the ministry OPR (Security Programs Division, Victoria) 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

-00 Policy and procedures

- OPR

SO 5y FR

- non-OPR

SO nil DE

FR = Throughout this section the government archives will fully retain all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. These records have evidential value. Draft and duplicate materials which hold no evidential value may be purged and discarded.

-01 General

-02 Security programs complaints and inquiries - general
(arrange by subject then by date of complaint)

(continued on next page)

69000 SECURITY PROGRAMS - GENERAL (continued)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
-03	Security programs legal issues - general (arrange by issue)	SO	nil	DE
	SO = when legal issue has been dealt with			
	DE = These records can be destroyed because they document general questions regarding the application of legislation and do not document legal opinions or specific legal issues, which are documented on the case files. The questions do not concern substantial issues and do not justify retention in the government archives.			
-04	Security programs other jurisdictions - general (arrange by jurisdiction)	SO	7y	DE
	SO = when other jurisdiction information is replaced by more current information			
-05	Security programs research - general (contains research material submitted to and collected by the division) (arrange by subject of research)	SO	7y	DE
	SO = when research material is replaced by more current information			
-06	Security programs stakeholders consultation - general (arrange by name of stakeholder)			
-07	Security programs training - general (arrange by type of training)			

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A SA FD

SECTION 2

REGULATION OF SECURITY INDUSTRY

PRIMARY NUMBERS

69600 - 69999

Section 2 covers records relating to the licensing, inspections, investigations, complaints and appeals regarding security businesses and employees pursuant the *Private Investigators and Security Agencies Act* (RSBC 1996, c. 374). This includes records relating to the security industry services monitoring and regulation such as alarm services, armoured car services, bodyguards, security consultants, locksmiths, private investigators and security patrol services. Records also relate to regulation of security industry complaints and inquiries, legal issues, other jurisdictions, research, stakeholder consultation, standards, policy, development of training modules and tracking of training.

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

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A SA FD

SECTION 2

69600 – REGULATION OF SECURITY INDUSTRY - 69999

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SA = Semi-active
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A SA FD

69600 REGULATION OF SECURITY INDUSTRY - GENERAL

Records not shown elsewhere in this section that relate generally to licensing, inspections, investigations and complaints regarding security businesses and employees pursuant to the *Private Investigators and Security Agencies Act* (RSBC 1996, c. 374). Records also relate to general information on security industry training and the development of training modules. Records contain information on regulation of security industry complaints and inquiries, legal issues, other jurisdictions, research, stakeholder consultation and training modules.

Security industry training modules are developed by Security Programs Division (SPD) for presentation at the Justice Institute of British Columbia (JIBC). The Division does the module development and the JIBC handles the presentations. Training certificates are issued upon completion of courses.

Record types include: memoranda, correspondence, web site and press clippings.

For fee exemption requests and replies, see ARCS primary 1120.

For stakeholder consultation regarding new legislation, see ARCS primary 125.

For tracking of training certificates issued to schools and trainers, see primary 69800.

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

Unless otherwise specified below, the ministry OPR (Security Programs Division, Victoria) 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

(continued on next page)

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>
69600	<u>REGULATION OF SECURITY INDUSTRY - GENERAL</u> (continued)				
-00	Policy and procedures	- OPR - <u>non-OPR</u>	SO <u>SO</u>	5y <u>nil</u>	FR <u>DE</u>
	FR = Throughout this section the government archives will fully retain all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. These records have evidential value. Draft and duplicate materials which hold no evidential value may be purged and discarded.				
-01	General				
-02	Approved security industry standards and policy (arrange by approved standards and policy)		SO	7y	FR
	SO = when replaced by new standards and policies				
	FR = The government archives will fully retain approved security industry standards and policy because these records document government policy and standards for the security industry.				
-03	Security industry complaints and inquiries (arrange by subject then by date of complaint)				
-04	Security industry legal issues (arrange by issue)		SO	3y	DE
	SO = when legal issue has been dealt with				
-05	Security industry - other jurisdictions (arrange by jurisdiction)		SO	7y	DE
	SO = when other jurisdiction information is replaced by more current information				

(continued on next page)

69600 REGULATION OF SECURITY INDUSTRY - GENERAL (continued)

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
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		<u>A</u>	<u>SA</u>	<u>FD</u>
-06	Security industry research (contains research material submitted to and collected by the division) (arrange by subject of research)	SO	7y	DE
	SO = when research information is replaced by more current information			
-07	Security industry stakeholders consultation (arrange by name of stakeholders)			
-08	Security industry training (arrange by type of training)			
-20	Private Investigators and Security Agencies web site	SO	nil	DE
	SO = when the web site is altered, updated or redesigned			
	NOTE: Documents presented on the web site are classified under appropriate secondaries within this ORCS or in the <i>Administrative Records Classification System (ARCS)</i> . The address of the web site is http://www.pssg.gov.bc.ca/pisa/			
-30	Security industry standards and policy development case files (arrange by standards and policy)			
-40	Security industry training modules (arrange by name of module)	SO	7y	DE
	SO = when training module is replaced by a more current version			

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

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.

A SA FD

69720 SECURITY LICENCES - BUSINESS

Records relating to licensing, inspections, investigations and complaints regarding security businesses pursuant to the *Private Investigators and Security Agencies Act* (RSBC 1996, c. 374).

Records also contain case files of business appeals when an business appeals Security Programs Division decision not to grant or renew it's license.

Under the *Private Investigators and Security Agencies Act* (RSBC 1996, c. 374. s. 3(1)), a valid security business licence issued by the registrar is required before an individual, partnership or corporation may offer security services such as locksmithing, security patrol, armoured car service, alarm service, alarm service (sales only), alarm service (monitoring only), private investigation, or security consultation. Some businesses are required to submit training certificates before being granted a licence.

Security business licences are valid one year from date of issue.

Security businesses must submit original performance bonds as part of the application process. These bonds are filed with the business case files. Security employees are not required to be bonded.

Records also document unlicensed businesses that are in contravention of the *Act* and include records of fines levied.

Record types include: applications, bonds, certificates, notices, correspondence, reports, memoranda, press clippings, decisions and database.

For information on the Film Investigators and Gaming Audit Regulatory System/Private Investigators and Security Agencies, see the Information System Overview Section.

(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>
69720	<u>SECURITY LICENCES - BUSINESS</u> (continued)			
	Unless otherwise specified below, the ministry OPR (Security Programs Division, Victoria) will retain these records for:	CY+1y	3y	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	Business security licences bonding			
-20	Licensed security business appeals case files (arrange by appellant name)	SO	nil	DE
	OPR = Police Services is OPR while the appeal case is open. Once the case is closed Security Programs becomes OPR.			
	SO = when licence has been renewed or appeal period is over			
	DE = Licensed security business appeals case files can be destroyed once a copy of the appeal decision is filed on the licensed security employee case files - paper.			
PIB	-25 Licensed security business case files - paper (may include training certificates and copies of appeal decisions) (arrange numerically by licence number)	SO	7y	DE
	SO = when the business has closed or when the business licence has expired and has not been renewed			

(continued on next page)

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

69720 SECURITY LICENCES - BUSINESS (continued)

7y = The seven-year retention period is sufficient for operational purposes. If the business re-opens during this time period, its file is reactivated.

NOTE: The OPR will store licensed security business case files under ongoing RCS accession number 91-0480.

-30 Licensed security business case files - electronic SO nil DE

SO = when Security Program Division staff no longer require an electronic version of the information, and when all the information has been printed out on paper and filed in the corresponding file (69720-20)

PIB -35 Private Investigators and security agencies (electronic database) SO nil DE

SO = when the business has closed or when the business licence has expired and has not been renewed

NOTE: The Private Investigators and Security Agencies is a subsystem of the Film, Investigators and Gaming Audit Regulatory System.

PIB -40 Unlicensed security business case files (arrange by name of business) SO 7y DE

SO = when the business has closed and all inspections, investigations, and other actions taken are completed

(continued on next page)

A = 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
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

69720 SECURITY LICENCES - BUSINESS (continued)

7y = The seven-year retention period is sufficient for operational purposes. If the business re-opens during this time period, its file is reactivated.

DE = The records in these secondaries can be destroyed because they document routine licensing activities with no residual value.

NOTE: When an unlicensed business applies for a security business licence, the file is reclassified under 69720-25.

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

69740 SECURITY LICENCES - EMPLOYEE

Records relating to licensing security employees pursuant to the *Private Investigators and Security Agencies Act* (RSBC 1996 c. 374. s. 3(1)). Security employees must possess valid security licences before working in the security industry. Records also contain case files of employee appeals when an employee appeals Security Programs Division decision not to grant or renew the employee's license.

Types of licences that are issued include alarm service technician, alarm service technician under supervision, alarm service - sales only, alarm service - monitoring, alarm service - response, locksmith, locksmith under supervision, private investigator, private investigator under supervision, security consultant, and security patrol. Records may also contain copies of appeal decisions made by the Minister when a security business appeals a decision made by Security Programs Division.

Some employees are required to submit training or test certificates before being granted a licence.

All applicants for security employee licences undergo criminal record checks. This may also include fingerprinting. The registrar may refuse to grant an individual a security licence based on a record of past criminal activity.

Licences are valid for one year from the date of issue. Security employees who cease their employment with a particular company must surrender their licences and identification cards to their former employer for delivery to the registrar.

Record types include: applications, certificates, forms notices, license, correspondence, memoranda and press clippings.

(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>
69740	<u>SECURITY LICENCES - EMPLOYEE</u> (continued)			
For information on the Film Investigators and Gaming Audit Regulatory System/Private Investigators and Security Agencies, see the Information System Overview Section.				
Unless otherwise specified below, the ministry OPR (Security Programs Division, Victoria) will retain these records for:		CY+1y	3y	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	Applicant fingerprints received	SO	nil	DE
SO = when associated licensing application is received, reclassify under 69740-20				
-03	Fingerprinting			
-04	Temporary employee security licences			
-20	Licensed security employee appeals case files (arrange by appellant name)	SO	nil	DE
OPR = Police Services is OPR while the appeal case is open. Once the case is closed Security Programs becomes OPR.				
SO = when licence has been renewed or appeal period is over				

(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>
69740	<u>SECURITY LICENCES - EMPLOYEE</u> (continued)				
	DE = Licensed security employee appeals case files can be destroyed once a copy licensed security employee case files - paper (69740-25).				of the appeal dec
PIB	-25 Licensed security employee case files - paper (may include training certificates and CPIC reports) (arrange numerically by licence number)		SO	7y	DE
	SO = when an application is withdrawn, or when a licence is cancelled or not renewed				
	7y = The seven-year retention period is sufficient for operational purposes. Many employees return to the industry during this time period whereupon their files are reactivated.				
	DE = Routine licensing records have no residual value.				
	NOTE: The OPR will store security employee licence case files under ongoing RCS accession number 91-0480.				
	-30 Licensed security employee case files - electronic		SO	nil	DE
	SO = when Security Program staff no longer require an electronic version of the information, and when all the information has been printed out on paper and filed in the corresponding file (69740-20)				

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
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FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

69800 SECURITY SERVICES MONITORING AND REGULATION

Records relating to the monitoring and regulation of security services and the security industry including alarm services, armoured car services, bodyguards, locksmiths, private investigators, security consulting and security patrol services. All of these services and businesses are licensed and regulated under the *Private Investigators and Security Agencies Act* (RSBC 1996, c. 374). All employees that carry firearms must possess a firearms license and permits required by the Criminal Code of Canada (RSC 1985 c. C-46) and associated legislation.

Record types include: memoranda, correspondence and press clippings.

For records relating to a licensed security business, see primary 69720-20.

For records relating to a licensed security employee, see primary 69740-20.

For training modules on security industry training, see primary 69600.

Unless otherwise specified below, the ministry OPR (Security Programs Division, Victoria) 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

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	False alarms				
-03	Guard dogs				
-04	Importing locksmith equipment				
-05	Locksmith automobile master keys				
-06	Private investigator out-of-province authorizations				
-07	Restraining devices				
-08	Tow truck operators				

(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>
69800	<u>SECURITY SERVICES MONITORING AND REGULATION</u> (continued)			
-20	Security patrol services school case files (arrange by name of school)	SO	7y	DE
	SO = when school is no longer operating.			
-30	Security services instructors case files (arrange by name of instructor)	SO	7y	DE
	SO = when instructor is no longer presenting courses			

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

SECTION 3

MANDATORY CRIMINAL RECORDS REVIEW

PRIMARY NUMBERS

7 0 0 0 0 - 7 0 1 9 9

Section 3 covers records relating to mandatory criminal record reviews undertaken in accordance with the *Criminal Records Review Act* (RSBC 1996, c. 86). Records relate to mandatory criminal records review complaints and inquiries, legal issues, other jurisdictions, research, stakeholder consultation, standards, policy and training.

A = Active
SA = Semi-active
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

SECTION 3

70000 - MANDATORY CRIMINAL RECORDS REVIEW - 70199

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- 70100 MANDATORY CRIMINAL RECORD REVIEWS

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FD = Final Disposition
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PUR = Public Use Records
OPR = Office of Primary Responsibility

CY = Calendar Year
FY = Fiscal Year
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w = week m = month
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

70000 MANDATORY CRIMINAL RECORDS REVIEW - GENERAL

Records not shown elsewhere in this section that relate generally to mandatory criminal record checks for individuals who work directly with children pursuant to the *Criminal Records Review Act* (RSBC 1996, c. 86). Records contain information on records review complaints and inquiries, legal issues, other jurisdictions, research, stakeholder consultation, standards, policy and training. The program is designed to protect children from physical or sexual abuse by individuals who work with children.

Criminal record checks are performed for employers and governing bodies on current employees and registered members to determine if a relevant criminal record exists. This includes volunteers currently covered by the *Community Care Facility Act* (RSBC 1996, c. 60) and volunteers at license-not-required family child care facilities. If a relevant criminal record exists, the records will be presented to the Deputy Registrar to determine if the individual poses a risk of physical or sexual abuse to children. Professions covered include, but are not limited to, teachers, doctors, dentists, and child care workers.

Record types include applications, press clippings, correspondence and memoranda, web site.

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

Unless otherwise specified below, the ministry OPR (Security Programs Division, Victoria) 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

-00 Policy and procedures

- OPR

SO 5y FR

- non-OPR

SO nil DE

(continued on next page)

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A SA FD

70000 MANDATORY CRIMINAL RECORDS REVIEW - GENERAL
(continued)

FR = Throughout this section the government archives will fully retain all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. These records have evidential value. Draft and duplicate materials which hold no evidential value may be purged and discarded.

-01 General

-02 Approved mandatory criminal records review standards and policy (arrange by approved standards and policy) SO 7y FR

SO = when replaced by new standards and policies

FR = The government archives will fully retain approved mandatory criminal records review standards and policy because these records document policy and standards to be followed in obtaining a criminal records review.

-03 Mandatory criminal records review complaints and inquiries (arrange by subject then by date of complaint)

-04 Mandatory criminal records review legal issues (arrange by issue) SO 3y DE

SO = when legal issue has been dealt with

-05 Mandatory criminal records review - other jurisdictions (arrange by jurisdiction) SO 7y DE

(continued on next page)

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

70000 MANDATORY CRIMINAL RECORDS REVIEW - GENERAL
(continued)

All documents presented on the web site are classified under appropriate secondaries within this ORCS or in the *Administrative Records Classification System (ARCS)*. The address of the web site is <http://www.pssg.gov.bc.ca/criminal-records-review/index.htm>

- 30 Mandatory criminal records review policy development (arrange by standards and policy)

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

70100 MANDATORY CRIMINAL RECORD REVIEWS

Records relating to mandatory criminal record reviews pursuant to the *Criminal Records Review Act* (RSBC 1996, c. 86). Security Programs Division (SPD) is responsible for coordinating the receipt and processing of authorization forms for individuals working with children, including checks against the Corrections Network System (CORNET) and the Canadian Police Information Centre (CPIC) database.

An individual or organization may request an exemption from the criminal records review process. If SPD is satisfied that the individual or organization is subject to a criminal record check process that meets or exceeds the requirements of the *Act* the exemption may be granted.

SPD sends a letter requesting missing information for incomplete forms, destroys incomplete forms after 60 days if the letter has not been answered, enters form data into the Criminal Records Check (CRC) system, arranges for electronic record checks on CPIC and CORNET, sends confirmation letters to individual and his/her employer when no relevant record is found on the date searched and forwards matching records or criminal code "hits" to the Deputy Registrar if the individual has been convicted of a relevant offence.

SPD keeps copies of confirmation letters electronically only as approximately 50,000 letters are generated a year.

If the Deputy Registrar determines that the individual presents a risk, SPD notifies both the individual and the employer. The employer must ensure that the individual does not work with children or is not hired.

Individuals may appeal decisions made by either the employer or the Deputy Registrar. Appeals of the Deputy Registrar's decision will be to the Registrar. Following the appeal the findings and related material complete the original file.

(continued on next page)

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

70100 MANDATORY CRIMINAL RECORD REVIEWS (continued)

Record types include applications, authorizations, reports, fingerprint results, case file, database, correspondence, and adjudication packages.

For information on the Film Investigators and Gaming Audit Regulatory/Criminal Records Review Program, see the Information System Overview Section.
For information on the CORNET system, see Corrections ORCS, schedule 891849.

Unless otherwise specified below, the ministry OPR (Security Programs Division, Victoria) 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

-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	Incomplete authorization forms		2m	nil	DE
-03	List of mandatory criminal record review forms		SO	nil	DE

SO = when list is updated

-04 Requests for exemptions

-20	Authorization forms - paper (arrange in authorization number order)		SO	5y	DE
-----	--	--	----	----	----

SO = when data has been input into the Criminal Records Check System and verified as correct and no relevant record has been found on the databases searched

(continued on next page)

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A SA FD

70100 MANDATORY CRIMINAL RECORD REVIEWS (continued)

NOTE: The OPR will store mandatory criminal record check authorization forms under ongoing RCS accession number 91-0598.

-25 Authorized forms - electronic SO nil DE

SO = when Security Program staff no longer require an electronic version of the information, and when all the information has been printed out on paper and filed in the corresponding file (70100-20)

DE = This electronic system can 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.

PIB -30 Confirmed criminal record case files - paper (arrange by individual's surname) SO 30y DE

SO = upon completion of review and, if applicable, when notifications are sent, and all appeal periods have expired and appeals concluded

30y = Sufficient for operational and legal purposes pursuant to the *Limitation Act* (RSBC 1996, c. 266). A confirmed criminal record may be referred to at any time during an individual's working career.

NOTE: The OPR will store confirmed criminal record case files under ongoing RCS accession number 91-3874.

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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

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>
70100	<u>MANDATORY CRIMINAL RECORD REVIEWS</u> (continued)			
-35	Confirmed criminal record case files - electronic	SO	nil	DE
	SO = when Security Program staff no longer require an electronic version of the information, and when all the information has been printed out on paper and filed in the corresponding file (70100-30)			
PIB	-40 Criminal Records Review Program (electronic database)	SO	nil	DE
	SO = when the function supported by the database is no longer performed by government			
	DE = This electronic system can 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: The Criminal Records Review Program is a subsystem of the Film, Investigators and Gaming Audit regulatory System.			

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
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A SA FD

SECTION 4

PROTECTION ORDER REGISTRATION

PRIMARY NUMBERS

7 0 3 0 0 - 7 0 3 9 9

Section 4 covers records relating to the registration of court and police protection orders issued under the *Family Relations Act* (RSBC 1996, c. 128), the *Criminal Code of Canada* (RSC 1985, c. C-46), the *Divorce Act* (RSC 1985, c. 3 (2nd Suppl.)), and the *Child, Family and Community Service Act* (RSBC 1996, c. 46). Protection order information is provided to authorized justice agencies and the public or community groups regarding high-risk, violent offenders or adult sexual offenders.

Records also relate to protection order registration complaints and inquiries, legal issues, other jurisdictions, research development and collection, stakeholder consultation and training.

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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
DE = Destruction
SR = Selective Retention
FR = Full Retention
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VR = Vital Records

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

SECTION 4

70300 - PROTECTION ORDER REGISTRATION - 70399

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- 70300 PROTECTION ORDER REGISTRATION - GENERAL
- 70350 PROTECTION ORDER REGISTRATION - CASE FILES

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
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

70300 PROTECTION ORDER REGISTRATION - GENERAL

Records not shown elsewhere in this section that relate generally to the registration of court and police protection orders. Records contain information on protection order registration complaints and inquiries, legal issues, other jurisdictions, research, stakeholder consultation and training.

Record types include: correspondence, web site and memoranda.

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

Unless otherwise specified below, the ministry OPR (Security Programs Division, Victoria) 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

-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 all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. These records have evidential value. Draft and duplicate materials which hold no evidential value may be purged and discarded.

- 01 General
- 02 Protection order registration complaints and inquiries
 (arrange by subject then by date of complaint)

(continued on next page)

70300 PROTECTION ORDER REGISTRATION - GENERAL (continued)

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
-04	Protection order registration - other jurisdictions (arrange by jurisdiction)	SO	7y	DE
	SO = when other jurisdiction information is replaced by more current information			
-05	Protection order registration research (contains research material submitted to and collected by the division) (arrange by subject of research)	SO	7y	DE
	SO = when research information is replaced by more current information			
-06	Protection order registration stakeholders consultation (arrange by name of stakeholder)			
-07	Protection order registration training (arrange by type of training)			
-20	Protection Order Registry web site	SO	nil	DE
	SO = when the web site is altered, updated or redesigned			

NOTE: This web site provides general information about all civil and criminal protection orders in British Columbia.

All documents presented on the web site are classified under appropriate secondaries within this ORCS or in the *Administrative Records Classification System (ARCS)*. The address of the web site is

<http://www.pssg.gov.bc.ca/protection-order-registry/index.htm>

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OPR = Office of Primary Responsibility

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FY = Fiscal Year
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y = year

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

70350 PROTECTION ORDER REGISTRATION - CASE FILES

Records relating to the registration of all protection orders issued by British Columbia courts and police/Royal Canadian Mounted Police (RCMP) and sent to the Protection Order Registry (POR) pursuant to *the Family Relations Act* (RSBC 1996, c. 128), the *Criminal Code of Canada* (RSC 1985, c. C-46), the *Divorce Act* (RSC 1985, c. 3 [2nd Suppl.]), and the *Child, Family and Community Service Act* (RSBC 1996, c. 46).

Protection orders are sent to the POR either by fax or through electronic interface the same day they are issued. Batches of orders are accompanied by a log or "cover sheet" which lists all orders in the batch. POR checks to ensure that all orders have been received. If not, they request that the missing orders be sent.

Upon request, the POR provides police/RCMP, British Columbia (BC) Corrections, BC Parole, family justice centres, Corrections Canada, Parole Canada with 24 hour/per day, seven day/per week access to information about protection orders. Security Programs Division handles infrequent requests for information from Corrections Canada, Parole Canada and provincial Family Justice Centres. The Provincial Emergency Program (PEP) handles the bulk of requests from police and provincial correctional centres, community corrections and the Victim Safety Unit.

Record types include: protection orders, reports, memoranda, correspondence, press clippings, release orders and database.

For information on the Protection Order Registry (POR) database, see the Information System Overview Section.

Unless otherwise specified below, the ministry OPR (Security Programs Division, Victoria) will retain these records for:

CY+1y 3y DE

(continued on next page)

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
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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>
70350	<u>PROTECTION ORDER REGISTRATION - CASE FILES</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	-02 Protection orders - paper (contains court and police protection orders)		SO	nil	DE
	SO = when it has been confirmed that the orders have been satisfactorily imaged into protection order registry database				
	DE = Protection orders can be destroyed because they are duplicates of court records that are fully retained from the <i>Court Services ORCS</i> (schedule 100152), secondaries 51100-30, 51200-40 and 51340-30.				
PIB	-03 Protection orders - electronic		SO	nil	DE
	SO = when the Protection Order Registry database is no longer in use				
	-04 Protection order logs - paper		SO	nil	DE
	SO = when it has been confirmed that the orders have been satisfactorily imaged into protection order registry database				

(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>
70350	<u>PROTECTION ORDER REGISTRATION - CASE FILES</u> (continued)			
-20	Protection order responses to requests	SO	nil	DE
	SO = when it has been confirmed that the information has been received by requestor			
	DE = These records are transitory as they already exist on the POR.			
PIB	-30 Protection Order Registry (electronic database)	SO	nil	DE
	SO = when protection order registration supported by this database is no longer performed by the government			
	DE = This electronic system can 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.			

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

SECTION 5

REGULATION OF FIREARMS AND OTHER WEAPONS

PRIMARY NUMBERS

6 9 0 5 0 - 6 9 5 9 9

Section 5 covers records relating to the regulation and licensing of firearms and other weapons under the *Criminal Code of Canada* (RSC 1985, c. C-46), *Firearms Act* (SC 1995, c. C-39) and *Firearm Act* (RSBC 1996, c. 145). This includes records relating to amnesty programs, death and injuries, weapon disposal, litigation, offences, safety training and the firearm industry licensing and registration. Licensing files include: business, personal firearms acquisition, personal investigations, personal permits and authorizations, and personal transfer of ownership. Records also relate to security programs complaints and inquiries, legal issues, other jurisdictions, research, stakeholder consultation and training.

As of March 31, 2002, the responsibility for this program was transferred to the federal government. Federal legislation for firearms regulation is currently under review. Upon approval of this ORCS all records will be transferred to the federal government. Based on a legal opinion this transfer poses no risk to the Crown Provincial.

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SA = Semi-active
FD = Final Disposition
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OPR = Office of Primary Responsibility

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FY = Fiscal Year
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

SECTION 5

69050 - REGULATION OF FIREARMS AND OTHER WEAPONS - 69599

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69050 REGULATION OF FIREARMS AND OTHER WEAPONS - GENERAL

69100 FIREARMS AND OTHER WEAPONS - GENERAL

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69120 - DEATHS AND INJURIES

69130 - DISPOSAL

69140 - LITIGATION

69150 - OFFENCES

69170 - SAFETY COURSES

69200 LICENCES FOR BUSINESSES

69300 LICENCES FOR INDIVIDUALS - GENERAL

69330 - FIREARMS ACQUISITION

69345 - INVESTIGATIONS

69350 - PERMITS AND AUTHORIZATIONS

69380 - TRANSFER OF OWNERSHIP

A = Active
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

69050 REGULATION OF FIREARMS AND OTHER WEAPONS
 - GENERAL

Records not shown elsewhere in this section that relate generally to the regulation of firearms and other weapons pursuant to the *Criminal Code of Canada* (RSC 1985, c. C-46), *Firearms Act* (SC 1995, c. C-39) and *Firearm Act* (RSBC 1996, c. 145). Records contain information on firearms and other weapons complaints and inquiries, legal issues, other jurisdictions, research, stakeholder consultation and training.

The records covered by this primary will be transferred to the federal government upon approval of this ORCS.

Record types include: memoranda, correspondence and press clippings.

Unless otherwise specified below, the ministry OPR (Security Programs Division, Victoria) 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

-00 Policy and procedures

- OPR

SO

NA

OD

- non-OPR

SO

NA

OD

FR = Throughout this section the government archives will fully retain all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. These records have evidential value. Draft and duplicate materials which hold no evidential value may be purged and discarded.

-01 General

(continued on next page)

69050 REGULATION OF FIREARMS AND OTHER WEAPONS

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

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A SA FD

- GENERAL (continued)

- 02 Firearms and other weapons regulation complaints and inquiries
(arrange by subject then by date of complaint)
- 03 Firearms and other weapons regulation legal issues
(arrange by issue)
- 04 Firearms and other weapons regulation - other jurisdictions
(arrange by jurisdiction)
- 05 Firearms and other weapons regulation research
(contains research material submitted to and collected by the division)
(arrange by subject of research)
- 06 Firearms and other weapons regulation stakeholders consultation
(arrange by name of stakeholder)

SO = when the records are transferred to the Federal Government

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

OD = transfer to Federal Government. This final disposition applies to all records in this section.

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A SA FD

69100 FIREARMS AND OTHER WEAPONS - GENERAL

Records that relate generally to firearms and other weapons pursuant to the *Criminal Code of Canada* (RSC 1985, c. C-46), *Firearms Act* (SC 1995, c. C-39) and *Firearm Act* (RSBC 1996, c. 145) and not shown elsewhere in this primary block.

A weapon is anything used - or designed to be used - to threaten, intimidate, kill or injure another person. A firearm is a barrelled weapon which can discharge a shot, bullet or other projectile and is capable of causing serious bodily injury or death to a person. Non-firearm weapons include knives, crossbows, pepper spray and mace.

Weapons and firearms includes specific types of ammunition such as centre-fire and caseless cartridges, non-restricted rifles and shot guns. This primary also contains information about ammunition, weapons and firearms, antique firearms, deactivated and replica firearms, automatic firearms and prohibited weapons such as clubbing devices.

The records covered by this primary will be transferred to the federal government upon approval of this ORCS.

Record types include: memoranda, correspondence and press clippings.

Unless otherwise specified below, the ministry OPR (Security Programs Division, Victoria) 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

-00 Policy and procedures

- OPR

SO NA OD

- non-OPR

SO NA OD

-01 General

-02 Ammunition

-03 Firearms and weapons types

-04 Gun control issues

A = Active
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		<u>A</u>	<u>SA</u>	<u>FD</u>
69120	<u>FIREARMS AND OTHER WEAPONS - DEATHS AND INJURIES</u>			
	Records relating to deaths and injuries including those caused by firearms and other offensive weapons, including accidents, murders, and suicides. The records covered by this primary will be transferred to the federal government upon approval of this ORCS.			
	Record types include: memoranda, correspondence, coroner reports, and press clippings.			
	Unless otherwise specified below, the ministry OPR (Security Programs Division, Victoria) will retain these records for:	SO	NA	OD
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>NA</u>	<u>OD</u>
	-00 Policy and procedures	SO	NA	OD
	-01 General	<u>SO</u>	<u>NA</u>	<u>OD</u>
	-02 Domestic violence	<u>SO</u>	<u>NA</u>	<u>OD</u>
PIB	-20 Deaths and injuries case files (arrange by surname of victim or offender)	SO	NA	OD

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

69130 FIREARMS AND OTHER WEAPONS - DISPOSAL

Records relating to the disposal of seized and forfeited firearms and weapons. Police detachments send seized and forfeited firearms and weapons to the Chief Firearms Officer, Security Programs Division, for disposal. The firearm or weapon is then destroyed, donated to a museum, or reissued to a government agency. Firearms and weapons may also be disabled for use in the Canadian Firearms Safety Course (CFSC) or the Canadian Restricted Firearms Safety Course (CRFSC). Verification of disposal is sent to the originating agency and the Federal Firearms Registration Administration Section. The Royal Canadian Mounted Police may also send in letters requesting permission to destroy a firearm. Collectors of antique firearms must request that the firearms be deregistered in order to sell them.

The records covered by this primary will be transferred to the federal government upon approval of this ORCS.

Record types include: memoranda, inventory and destruction records, correspondence, and press clippings.

Unless otherwise specified below, the ministry OPR (Security Programs Division, Victoria) 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

-00	Policy and procedures	- OPR	SO	NA	OD
		- <u>non-OPR</u>	<u>SO</u>	<u>NA</u>	<u>OD</u>
-01	General				
-20	CFSC/CRFSC disabled firearms		SO	NA	OD
-25	Deactivation		SO	NA	OD

(continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
69130	<u>FIREARMS AND OTHER WEAPONS - DISPOSAL</u> (continued)			
-30	Deregistration	SO	NA	OD
-35	Destruction	SO	NA	OD
-40	Inventory – Chief Firearms Officer (CFO)	SO	NA	OD
-45	Inventory-protected firearms (pending destruction)	SO	NA	OD
-60	Museum donation	SO	NA	OD
-70	Receipt	SO	NA	OD
-75	Request for approval of destruction	SO	NA	OD
-80	Temporary issue	SO	NA	OD
-85	Transfer	SO	NA	OD

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A SA FD

69140 FIREARMS AND OTHER WEAPONS - LITIGATION

Records relating to research concerning the subject of firearms-related litigation cases. Litigation case files provide a record of judicial decisions regarding firearms. This information is used in the development of firearms policy and legislation. Litigation may also result from inspections and investigations conducted by Security Programs Division inspectors.

The Chief Firearms Officer (CFO) of British Columbia may be involved in these cases when a decision that he or she makes is challenged in court.

The records covered by this primary will be transferred to the federal government upon approval of this ORCS.

Record types include: affidavits, judgments, depositions, evidence, newsclippings, correspondence and memoranda.

Unless otherwise specified below, the ministry OPR (Security Programs Division, Victoria) 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

-00 Policy and procedures

- OPR

SO NA OD

- non-OPR

SO NA OD

-01 General

-20 Litigation case files

(arrange by name of defendant or accused)

SO NA OD

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

69150 FIREARMS AND OTHER WEAPONS - OFFENCES

Records relating to research concerning the subject of firearms and weapons-related offences under the *Criminal Code of Canada* (RSC 1985, c. C-46) and the *Firearms Act* (SC 1995, c. C-39). Offences fall into six categories: use, 'possession', 'trafficking', assembling, 'export and import-related', and, lost, destroyed or defaced weapons.

"Use offences" include using a firearms in the commission of an offence, careless use of a firearm, and pointing a firearm.

"Possession offences" include possession of a weapon for a dangerous purpose, carrying a weapon while attending a public meeting, and carrying a concealed weapon. "Trafficking offences" include weapons trafficking and transferring a weapon to another person without authority. "Assembling offences" include altering a firearm so as to make it into an automatic weapon. "Export and import-related offences", also known as "smuggling", include unauthorized weapon exporting or importing. "Lost, destroyed or defaced weapon offences" include tampering with a serial number and losing, finding, or destroying a firearm without notifying a firearms officer.

The records covered by this primary will be transferred to the federal government upon approval of this ORCS.

Record types include: memoranda, correspondence, and press clippings.

Unless otherwise specified below, the ministry OPR (Security Programs Division, Victoria) 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

-00 Policy and procedures

- OPR

SO NA OD

- non-OPR

SO NA OD

(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

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>
69150	<u>FIREARMS AND OTHER WEAPONS – OFFENCES</u> (continued)			
-01	General			
-20	Offences case files (arrange by <i>Criminal Code</i> section, then by issue or individual's surname)	SO	NA	OD

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A SA FD

69170 FIREARMS AND OTHER WEAPONS - SAFETY COURSES

Records relating to firearm safety courses. The *Firearms Act* (SC 1995, c. C-39) requires that all persons applying for a (firearm) possession and acquisition license (formerly firearms acquisition certificate) or firearm licence must take or challenge a designated firearm safety course.

In February 1999, the federal government established the Canadian Firearms Safety Course (CFSC) and the Canadian Restricted Firearms Safety Course (CRFSC) for firearm users.

The records covered by this primary will be transferred to the federal government upon approval of this ORCS.

Record types include: memoranda, correspondence, training materials, and test results.

Unless otherwise specified below, the ministry OPR (Security Programs Division, Victoria) 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

-00	Policy and procedures	- OPR	SO	NA	OD
		- <u>non-OPR</u>	<u>SO</u>	<u>NA</u>	<u>OD</u>
-01	General				
-02	Firearm officers course				
-03	Firearm safety course firearms				
-04	Firearm safety course material and handbooks				
-05	Firearm safety course planning and evaluation				
-06	Firearm safety instructor training				
-07	Firearm safety courses - other jurisdictions				
-08	Restricted firearm safety course				

(continued on next page)

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PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
69170	<u>FIREARMS AND OTHER WEAPONS - SAFETY COURSES</u> (continued)				
PIB	-20	CFSC (non-restricted) instructor case files (arrange by instructor name)	SO	NA	OD
PIB	-25	CFSC (non-restricted) student case files (arrange by student name)	SO	NA	OD
		NOTE: The OPR is storing CFSC student case files off-site under ongoing RCS accession number 91-0146.			
PIB	-30	CRFSC (restricted) instructor case files (arrange by instructor name)	SO	NA	OD
PIB	-40	CRFSC (restricted) student case files (arrange by student name)	SO	NA	OD

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A SA FD

69200 LICENCES FOR BUSINESSES

Records relating to the issuance of firearm business licences pursuant to the *Criminal Code of Canada* (RSC 1985, c. C-46) and the *Firearms Act* (SC 1995, c. C-39).

Firearm business licences are issued by the office of the Chief Firearms Officer (CFO) of British Columbia and are renewed each year. Types of businesses that are issued firearm business permits include manufacturers, wholesalers, retailers, and pawnbrokers, gunsmiths and licensed carriers. Businesses may also apply for licensing for secure storage for temporary and long-term firearm and ammunition storage, industrial purposes, museums, shooting clubs, shooting ranges and firearms trade shows.

Manufacturers, wholesalers, retailers and pawnbrokers are businesses which may sell firearms. Gunsmiths are licensed to maintain and repair firearms. They are not licensed to manufacture firearms. Licensed carriers are issued firearm business permits to transport restricted and prohibited firearms and weapons within the Province of B.C.

Industry sectors that may require industrial purpose permits include the movie industry, armoured car industry, law enforcement equipment distributors, and manufacturers of body armour and hard-body commercial vehicles. These businesses may apply for import and export authorizations and permits for other prescribed purposes, such as for industrial purposes.

Organizations that are licensed for firearms use include shooting clubs, shooting ranges, and museums. Licences are issued to recreational shooting associations for one year. Licences are issued to museums by the office of the CFO and are valid for three years from the date of issue.

Licences are issued to firearms tradeshows when they occur. Tradeshows are events or occasions that include the display,

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

69200 LICENCES FOR BUSINESSES (continued)

selling or offering for sale of firearms. Tradeshows may include displays and sales of firearms that are part of larger event, such as a sport show.

The records covered by this primary will be transferred to the federal government upon approval of this ORCS.

Record types include: copies of licences, applications for licensing, memoranda, correspondence, reports and press clippings.

For personal import or export licences and authorizations, see primary 69275.

Unless otherwise specified below, the ministry OPR (Security Programs Division, Victoria) 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

-00	Policy and procedures	- OPR	SO	NA	OD
		- <u>non-OPR</u>	<u>SO</u>	<u>NA</u>	<u>OD</u>
-01	General				
-02	Gun and ammunition retailers, wholesalers, manufacturers and pawbrokers				
-03	Gunsmiths				
-04	Industrial purposes				
-05	Licensed carriers				
-06	Museums				
-07	Safe storage				
-08	Secure storage facilities				
-09	Shooting clubs				
-10	Shooting ranges				

(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>
69200	<u>LICENCES FOR BUSINESSES</u> (continued)			
-20	Licences for businesses case files (includes inspection reports) (arrange by permit number)	SO	NA	OD
	NOTE: The OPR is storing business permit case files off-site under ongoing RCS accession number 91-3859.			
-30	Firearms trade show case files (arrange by date then by the location of the show)	SO	NA	OD

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

SO = Superseded or Obsolete
DE = Destruction
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

69300 LICENCES FOR INDIVIDUALS - GENERAL

Records relating to the issuance of licences for the personal use of firearms not shown elsewhere in this primary block. Individuals may use firearms for purposes such as hunting, farming, collecting and competitive shooting in the Province of British Columbia as provided under the *Criminal Code of Canada* (RSC 1985, c. C-46) and the *Firearms Act* (SC 1995, c. C-39).

The records covered by this primary will be transferred to the federal government upon approval of this ORCS.

Record types include: memoranda, correspondence, and press clippings.

For firearms acquisition certificates and firearms licences, see primary 69330.

For firearms registration certificates, see primary 69360.

Unless otherwise specified below, the ministry OPR (Security Programs Division, Victoria) 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

-00 Policy and procedures

- OPR

SO NA OD

- non-OPR

SO NA OD

-01 General

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PUR = Public Use Records
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w = week m = month
y = year

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DE = Destruction
SR = Selective Retention
FR = Full Retention
FOI = Freedom of Information/Privacy
VR = Vital Records

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

69330 LICENCES FOR INDIVIDUALS - FIREARMS ACQUISITION

Records relating to the issuance of licences for the acquisition, ownership, and use of firearms pursuant to the *Firearms Act* (SC 1995, c. C-39). Firearm licences include firearm acquisition certificates (FAC's) issued pursuant to *the Criminal Code of Canada* (RSC 1985, c. C-46, ss. 106 and 107) prior to January 1, 1996. This also contains records on firearms collectors.

Firearms collecting is regulated under the *Firearms Act* (SC 1995, c. C-39). Firearms collectors must (a) know the historical, technological and scientific characteristics of the restricted firearms they possess; (b) consent to having their firearms storage areas inspected periodically; and (c) comply with other prescribed requirements concerning knowledge, secure storage and accurate record-keeping in respect of restricted firearms and handguns. Inspections of collectors are kept in the personal firearm acquisition collectors case files.

The records covered by this primary will be transferred to the federal government upon approval of this ORCS.

Record types include: applications, copies of certificates and licences, activity reports, correspondence and memoranda.

For firearm training, see primary 69170.

Unless otherwise specified below, the ministry OPR (Security Programs Division, Victoria) 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

-00	Policy and procedures	- OPR	SO	NA	OD
		- <u>non-OPR</u>	<u>SO</u>	<u>NA</u>	<u>OD</u>
-01	General				
-02	Firearms collectors use				
-03	Licences refused or abandoned				

(continued on next page)

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			<u>A</u>	<u>SA</u>	<u>FD</u>
69330	<u>LICENCES FOR INDIVIDUALS - FIREARMS ACQUISITION</u> (continued)				
	-04 Licences returned				
	-05 Orders of prohibition				
PIB	-20 Firearm acquisition licence case files (arrange by city then by surname of applicant)	SO	NA	OD	
	NOTE: The OPR is storing firearm acquisition licence case files off-site under ongoing RCS accession number 91-0159.				
PIB	-30 Firearm acquisition collectors case files (includes inspection reports) (arrange by surname of applicant)	SO	NA	OD	
PIB	-40 Rejected firearm acquisition application case files (arrange by surname of applicant)	SO	NA	OD	
	NOTE: If application is later approved it is reclassified under secondary 69330-20.				
	-50 Firearm activity reports (includes monthly reports) (arrange by year/month, then by RCMP detachment)	SO	NA	OD	

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 PUR = Public Use Records
 OPR = Office of Primary Responsibility

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 FY = Fiscal Year
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 y = year

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A SA FD

69345 LICENCES FOR INDIVIDUALS - INVESTIGATIONS

Records relating to investigations conducted as a result of requests being refused for permits for the acquisition, ownership, and use of firearms pursuant to the *Firearms Act* (SC 1995, c. C-39). The refusal has been made because the applicant has appeared on the Canadian Police Information Centre (CPIC) and Corrections Network System (CORNET) when their name has been checked.

Police officers investigate those applicants that have been refused. Categories of investigation include prohibition, prevention, revocation, and, refusal of firearms licences. The records covered by this primary will be transferred to the federal government upon approval of this ORCS.

Record types include: forms, copies of investigation records, notes, reports, memorandums and correspondence.

For personal firearms acquisition, see primary 69225.
For firearms permits and authorizations, see primary 69275.

Unless otherwise specified below, the ministry OPR (Security Programs Division, Victoria) 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

-00	Policy and procedures	- OPR	SO	NA	OD
		- <u>non-OPR</u>	<u>SO</u>	<u>NA</u>	<u>OD</u>
-01	General				
-20	Investigations case files (arrange by city then by surname of applicant)		SO	NA	OD

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

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DE = Destruction
SR = Selective Retention
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

69350 LICENCES FOR INDIVIDUALS - PERMITS AND AUTHORIZATIONS (continued)

NOTE: As of December 31, 2000 permits no longer exist. Only authorizations remain.

PIB -30 Permits and authorizations to transport - long term case files
(arrange by name of individual) SO NA OD

NOTE: As of December 31, 2000 permits no longer exist. Only authorizations remain.

PIB -40 Permits and authorizations to transport - short term case files
(arrange by name of individual) SO NA OD

NOTE: As of December 31, 2000 permits no longer exist. Only authorizations remain.

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A SA FD

69380 LICENCES FOR INDIVIDUALS - TRANSFER OF OWNERSHIP

Records relating to the personal transfer of ownership and registration of firearms. An individual requesting a transfer of a firearm will be entered into the federal Canadian Firearms Registration System. The records covered by this primary will be transferred to the federal government upon approval of this ORCS.

Record types include investigative reports, memoranda, correspondence, and press clippings.

Unless otherwise specified below, the ministry OPR (Security Programs Division, Victoria) 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

-00	Policy and procedures	- OPR	SO	NA	OD
		- <u>non-OPR</u>	<u>SO</u>	<u>NA</u>	<u>OD</u>
-01	General				
-02	Personal transfers of ownership (arrange form number)		SO	NA	OD

NOTE: The OPR is storing transfers of ownership files off-site under ongoing RCS accession number 91-3962.

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
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INFORMATION SYSTEM OVERVIEW SECTION

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ISO TITLE

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FILM INVESTIGATORS AND GAMING AUDIT REGULATORY SYSTEM/ PRIVATE INVESTIGATORS AND SECURITY AGENCIES	FIGARO/ PISA
PRIVATE INVESTIGATORS AND SECURITY AGENCIES WEB SITE	PISAWS
PROTECTION ORDER REGISTRY	POR
PROTECTION ORDER REGISTRY WEB SITE	PORRWS

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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
Security Programs Division

Web site Title and URL

Criminal Records Review Program web site (CRRPWS)
<http://www.pssg.gov.bc.ca/criminal-records-review/index.htm>

Purpose

The Criminal Records Review Program (CRRP) 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 the Criminal Records Review Act and the CRRP in British Columbia.

Information Content

The CRRP web site contains information on the purpose of the program, what is needed to obtain a criminal records review, links to the Act and forms to complete. It also provides access to recent changes to the program, frequently asked questions, governing bodies, determining which consent schedule (consent form) to use, refund and return policy and contact information.

Web site Features

The CRRP submits updates to the Public Affairs Bureau for review and approval. Once the updates are reviewed and approved, the Information Technology and Services Division makes the changes. The Ministry Information Technology and Services Division carries out the technical maintenance of the web site. The site is updated on an ad hoc basis, whenever a change is required. It also provides links to non-government web sites like local police forces, RCMP and National Parole Board.

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

Web site

Secondary No.

70000-20

Secondary Title

Criminal Records Review Program web site

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.

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.

Web site Scheduling and Disposition

The web site will be disposed of when the provincial government no longer performs the function it supports, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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INFORMATION SYSTEM OVERVIEW **FOR A SUBSYSTEM**

Name of Creating Agency

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

System Title

Film, Investigators and Gaming Audit Regulatory System (FIGARO)

Subsystem Title

Criminal Records Review Program (CRRP)

Purpose

The Film, Investigators and Gaming Audit Regulatory System (FIGARO) is a licensing and regulatory system developed to support four separate regulatory programs:

Criminal Records Review Program (CRRP)
Film Classification Office (FCO)
Gaming Policy and Enforcement Branch (GPEB)
Private Investigators and Security Agencies (PISA)

The purpose of the CRRP application is to record authorization forms requesting criminal records checks pursuant to the *Criminal Records Review Act* (RSBC 1996, c. 86), and to track those requests through the steps in the criminal records checking process.

Information Content

The CRRP System includes information identifying the individual who is the subject of a criminal records check, the individual's employer(s) or governing body, a list of relevant offences found as a result of the check, a record of the procedural steps undertaken in the criminal record checking process, and any adjudication or appeal decisions made pursuant to the *Criminal Records Review Act*.

Inputs, Processes, and Outputs**Inputs:**

1. Authorization forms are submitted by employers or governing bodies (e.g., hospitals, school boards, etc.) requesting criminal records checks. Completed forms are entered into the CRRP System through keying, scanning, or electronic transfer.
2. Electronic authorization records can be submitted by a governing body using a secure client interface. A file containing records of individual search fields

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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(names, date of birth, alias names) are uploaded to the Ministry host and processed by CRRP.

Two interface files are produced daily to request any criminal charge or conviction information contained in the Corrections Network (CORNET) system of the Ministry of Public Safety and Solicitor General, and the Canadian Police Information Centre (CPIC) system of the Royal Canadian Mounted Police (RCMP). The results of these two searches are entered into the CRRP system through batch programs.

Ministry data entry clerks may enter a record of fingerprints received, fingerprints returned from Ottawa, received notices of intent to appeal, and appeal results.

Processes:

Main processes include:

A. Corrections Network (CORNET) System Search

A three-step process checks the authorization forms against the CORNET case files. The first step does a name (and "sounds like" name) check against the CORNET case file names. If a hit is found, any aliases are also retrieved. The CORNET case files identifier is used to search the CORNET case file offences to retrieve offences and charges.

B. CPIC Search

A file of authorization information is prepared, written to disk and delivered to the RCMP headquarters for processing against the CPIC program on the RCMP intranet site. The RCMP does not accept direct transmission of such data to its intranet site. The file will contain an identifying header record, detail records containing surnames, given names, gender and date of birth, driver's license number and a trailer record containing a record count.

C. Adjudication Preparation

A search is done on the conviction information for relevant offences. If a hit is found, a covering letter and detailed report of all information related to the authorization form is prepared for the Deputy Registrar.

Outputs:

Letters that are generated by the system include:

1.
 - Notice of no relevant record under the *Criminal Records Review Act*
 - Incomplete form notification
 - Request for fingerprinting
 - Second request for fingerprinting
 - Notice of adjudication
 - Adjudication package
2. An electronic file is sent to the governing body identifying those records that passed the

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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CPIC check. All personal identifying information is stripped from the record before being sent.

After all identifying information has been stripped from the record, statistical reports are produced to monitor compliance with the *Criminal Records Review Act* by employers and governing bodies, and to monitor the effectiveness of the legislation in retrieving information about relevant criminal charges and convictions.

Technical Maintenance

Electronic records are maintained and are not purged from the system.

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

Secondary No.	Secondary Title
70100-40	Criminal Records Review Program

Electronic Records

Secondary No.	Secondary Title
70100-25	Authorization forms – electronic
70100-35	Confirmed criminal records case files - electronic

Inputs

Secondary No.	Secondary Title
70100-20	Authorization forms - paper
70100-30	Confirmed criminal records case files - paper

Outputs

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Secondary No.	Secondary Title
70100-30	Confirmed criminal records case files - paper

Other Related Records

- For transitory electronic data processing (EDP) records, see special schedule 102902 in the *ARCS* manual.
- For computer system backup records, see special schedule 112910 in the *ARCS* manual.
- For administrative records relating to the system, see *ARCS* section 6 and other relevant primaries.
- For CORNET, see the Information System Overview for schedule 891849.

System Scheduling and Disposition

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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INFORMATION SYSTEM OVERVIEW **FOR A SUBSYSTEM**

Name of Creating Agency

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

System Title

Film, Investigators and Gaming Audit Regulatory System (FIGARO)

Subsystem Title

Private Investigators and Security Agencies (PISA)

Purpose

The Film, Investigators and Gaming Audit Regulatory System (FIGARO) is a licensing and regulatory system developed to support four separate regulatory programs:

Criminal Records Review Program (CRRP)
Film Classification Office (FCO)
Gaming Policy and Enforcement Branch (GPEB)
Private Investigators and Security Agencies (PISA)

The PISA application provides licensing for security guards, security agencies, alarm service, private investigators, security consultants and armoured car personnel.

Information Content

Data contained in this database includes: names, addresses, places of birth, citizenship status, birthdates, current employers, past employers, personal identifiers such as height, weight, hair colour, and eye colour, required courses, basic standards training (BST) certificate number and date course completed.

Several often-used reports have been created and reside in a report menu. Ad-hoc reports can be created when necessary. Reports can be used for administrative, managerial, operational or statistical purposes. Some examples are:

- business profile report
- revenue report
- employee and business renewal and late renewal notice
- business mailing label
- employees for a specific company report
- inspection report
- licensed security agencies in B.C. report
- employees with specific licence types/skills report

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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- employees and businesses with expired licences report

Inputs, Processes, and Outputs

Inputs:

Information for input is received on employee application forms or business application forms, either by mail or fax. Completed forms are entered into the PISA System through keying. Other information is received from CPIC (Canadian Police Information Centre), and from the fingerprint process.

Processes:

Types of correspondence received and entered into the database consist of business and employee application forms, fees, completed renewal or late renewal notices, fingerprint results, CPIC results, surrendered or expired licences and certificates.

The status of the information in the database determines what output is generated. For example, an employee certificate is automatically generated only if all pertinent information is entered and payment is received.

The database is designed to enable querying on specific fields in specific screens. Data entry is designated to specific screens. When data is entered, a system-generated file number is assigned to each employee and business. Once key fields have been entered (e.g., name and address) it is not possible to edit this information except through a special command.

Outputs:

Records that are not matched are ignored, and a list of unmatched records is presented to the user at the end of the process, and also emailed to the Ministry for their records. The list/report consists of a summary of how many records were uploaded, how many were not uploaded, and a list of all the records that were not uploaded. Each row in the list will show names, birthdates, basic standards training (BST) certificate number and date course completed of the record that was not uploaded.

Licences and certificates are generated by the system and sent to businesses and/or employees.

Various administrative and statistical reports are also generated from the database. The reports are mostly for Security Programs Division use, but occasionally for authorized outside agencies (see examples of reports under the heading Information Content).

Technical Maintenance

Electronic records are maintained and are not purged from the system.

The electronic system is routinely backed up in accordance with Ministry of Attorney General policy, as prescribed in CORE policy manual chapter 12 and in special schedule 112910 in the ARCS manual.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

Classification

Electronic System

Secondary No.	Secondary Title
69720-35	Private Investigators and Security Agencies

Electronic Records

Secondary No.	Secondary Title
69720-30	Licensed security business case files - electronic
69740-30	Licensed security employee case files - electronic

Inputs

Secondary No.	Secondary Title
69720-25	Licensed security business case files - paper
69740-25	Licensed security employee case files - paper

Outputs

Secondary No.	Secondary Title
69720-25	Licensed security business case files - paper
69740-25	Licensed security employee case files - paper

Other Related Records

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

System Scheduling and Disposition

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

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
Security Programs Division

Web site Title and URL

Private Investigators and Security Agencies web site (PISAWS)
<http://www.pssg.gov.bc.ca/pisa/>

Purpose

The Private Investigators and Security Agencies (PISA) 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 the Private Investigators and Securities Agencies Act and PISA in British Columbia.

Information Content

The PISA web site contains information on the six areas of private sector regulation and the latest news. It also provides access to updates, frequently asked questions, licensing requirements, fee schedule, application forms, status of applications and policies.

Web site Features

The PISA submits updates to the Public Affairs Bureau for review and approval. Once the updates are reviewed and approved, the Information Technology and Services Division makes the changes. The Ministry Information Technology and Services Division carries out the technical maintenance of the web site. The site is updated on an ad hoc basis, whenever a change is required. It also provides links to associations, training, public complaints, enforcement, information requests, regulation in other provinces, Criminal Records Review Program, fire inspectors, industry training and contact information.

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

Web site

Secondary No.

69600-20

Secondary Title

Private Investigators and Security Agencies web site

Other Related Records

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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- 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.

Web site Scheduling and Disposition

The web site will be disposed of when the provincial government no longer performs the function it supports, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

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

System Title

Protection Order Registry (POR)

Purpose

Information from this database is supplied to police officers to assist them in domestic dispute calls and to Corrections Canada, Parole Canada, the provincial Corrections Branch and the Victim Safety Unit when inmates are entering or leaving custody. The Federal Firearms Registry (FFR) also has electronic access to POR. Only designated staff at Security Programs Division and the Provincial Emergency Preparedness office have access to the database. However, authorized fax numbers have been programmed to send the information to designated police communication centres where the officers will receive the information.

Information Content

Data in this database consists of information contained in protection orders such as court locations, court dates, judges' names, applicants' names, respondents' names, protected childrens' names, conditions, and valid dates of the order.

Eventually, the application will have the ability to create reports (with identifying information stripped) for statistical, management and administrative purposes.

Inputs, Processes, and Outputs

Inputs:

Court, family and police protection orders are faxed or e-mailed to Security Programs Division (SPD). All orders are printed out and "scanned" into POR software. The database is structured to recognize the Winfax files. Manual data entry is required to capture "tombstone" data such as information contained in protection orders such as court locations, court dates, judges' names, applicants' names, respondents' names, protected childrens' names, conditions, and valid dates of the order.

The information is then moved from the holding area to the database and a record is created for each fax.

Processes:

Each day SPD does a Firearms Interest Persons (FIP) report download to the Canadian Police Information Centre (CPIC). If CPIC displays a name or names of interest then there

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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is an electronic transfer of information to POR. If people apply for a firearms licence the FFR flags them in their database as having a protection order.

Outputs:

When requested by a police officer or another corrections agency a copy of the protection order is generated (by a POR operator) by ORACLE/Winfax and electronically sent directly from the database via the Winfax software.

Technical Maintenance

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

The electronic system is routinely backed up in accordance with Ministry of Attorney General policy, as prescribed in 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

Secondary No.	Secondary Title
70350-30	Protection Order Registry

Electronic Records

Secondary No.	Secondary Title
70350-03	Protection orders - electronic

Inputs

Secondary No.	Secondary Title
70350-02	Protection orders - paper
70350-04	Protection order logs - paper

Outputs

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Secondary No.	Secondary Title
70350-20	Protection order responses to requests

Other Related Records

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

System Scheduling and Disposition

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

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
Security Programs Division

Web site Title and URL

Protection Order Registry web site
<http://www.pssg.gov.bc.ca/protection-order-registry/index.htm>

Purpose

The Protection Order Registry (POR) 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 on all civil and criminal protection orders in British Columbia.

Information Content

The POR web site provides information about protection orders, how to get a protection order or register one from another province. The site contains information on victim notification for provincial and federal offenders and the registration of victim contact information. The site also provides links to Victim Services, Victim Services Directory and Family Justice.

Web site Features

The POR submits updates to the Public Affairs Bureau for review and approval. Once the updates are reviewed and approved, the Information Technology and Services Division makes the changes. The Ministry Information Technology and Services Division carries out the technical maintenance of the web site. The site is updated on an ad hoc basis, whenever a change is required. It provides links to non-provincial government web sites like Canada Justice, National Parole Board, BC Institute Against Family Violence and Legal Services Society.

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

Web site

Secondary No.
70300-20

Secondary Title
Protection Order Registry web site

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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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.

Web site Scheduling and Disposition

The web site will be disposed of when the provincial government no longer performs the function it supports, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Security Programs

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.

(continued on next page)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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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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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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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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-provision of protection programs	70300
RESTRAINING DEVICES	69770
RESTRICTED FIREARMS	69100
-permit to carry	69350
-permit to convey	69350
-permit to transport	69350
-registration certificates	69350
-temporary storage	69350
RETAILERS	
-firearms	69200
RIFLES	69100
-antique	69100
RIM-FIRE AMMUNITION	69100

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SAFE STORAGE ISSUES	69200
SAFETY, FIREARMS	69170

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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SCHOOLS	
-firearms	69170
-security services	69800
SECURE STORAGE FACILITIES	69200
SECURITY	
-alarms	69800
-appeals	69720 and 69740
-bonding	69720
-businesses	69720
-dogs	69800
-employees	69740
-industry	69600-69999
-licences	69700-69740
-patrol	69680
SECURITY CONSULTANTS	69670
SECURITY LICENCES	69700-69740
-appeals	69720 and 69740
-business	69720
-employee	69740
-temporary employee	69740
SECURITY PATROL SERVICES	69800
SEIZED FIREARMS	69130
SERVICES	
-alarm	69800
-security patrol	69800
SHOOTING CLUBS	69200
SHOOTING RANGES	69200
SLIM JIMS	69800
SMUGGLING	69150
STAKEHOLDERS CONSULTATION	
-security programs	69000
-regulation of firearms and other weapons	69050
-regulation of security industry	69600
-mandatory criminal records review	70000
-provision of protection programs	70300
STORAGE	

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-secure facilities	69200
-temporary	69350
SUICIDES INVOLVING FIREARMS	69120
SUSTENANCE USE OF FIREARMS	69190
- T -	
TANKS	69100
TEMPORARY LICENCES	
-security employee	69740
-storage permits	69350
TOW TRUCK OPERATORS	69650
TRADE SHOW CASE FILES	
-firearms	69200
TRAINING	
-security programs	69000
-regulation of firearms and other weapons	69050
-regulation of security industry	69600
-mandatory criminal records review	70000
-provision of protection programs	70300
TRANSFER OF OWNERSHIP	69380
TRANSPORT AUTHORIZATIONS	69275
- U -	
UNDER 500 FEET-PER-SECOND FIREARMS	69100
UNLICENSED	
-security business	69720
- V -	
- W -	
WEAPONS	
-amnesty programs	69110
-deaths and injuries	69120
-disposal of	69130
-prohibited	69100

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-smuggling	69150
WHOLESALERS	
-ammunition	69200
-firearms	69200

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- Y -
- Z -