

PUBLIC DOCUMENTS COMMITTEE
Meeting Questions, Answers and Decisions
Package 2: 2013

PACKAGE DATE: December 9, 2013

APPROVAL DATE: January 31, 2014

COMMITTEE: Gary A. Mitchell (Chair)
Fiona Gow
Stuart Newton

SECRETARY: Lynne Tibbitt

Questions raised by the Public Documents Committee on the 13 records schedules submitted on 9 December 2013, and the responses to those questions provided by the Government Records Service staff.

List of submitted records schedules:

1. Intellectual Property Management ORS
2. Business and Contract Management ORS
3. Commercial Vehicle Safety and Enforcement ORCS
4. Global Education Programs ORCS
5. Highway Constructors Limited ORS
6. Information Technology Services ORCS (amendment)
7. Medical Services Plan ORCS Section 5 (amendment)
8. Non-Emergency Health Information Services ORCS
9. Office of Protocol ORCS (amendment)
10. Procurement Project Services (PPSE) ORS
11. Provincial Health Services Authority ARCS Supplement
12. Riverview Hospital Historical Collection ORS
13. Support to Motion Picture Production ORS

1. Intellectual Property Management ORS – Status: APPROVED

Question 1: Overall, I think the name of the primary is misleading as I believe the agency does not strictly confine itself to policy.

Answer: Sarah Jensen, GRS ORCS Developer/Archivist

Decision options:

- Approval = PDC endorses the draft schedule
- Pending = PDC questions/comments must be addressed and draft schedule updated
- Denied = PDC does not endorse the draft schedule

The Intellectual Property Program is responsible for all aspects of the Naming Privileges Policy including its development and administration. In the scope note I clarify the fact the program area manages the naming opportunity request process which falls under the policy.

Would you like me to change the primary title to *Naming Privileges Policy Administration* or *Naming Privileges Policy Development and Administration*?

PDC Secretary: Do the proposed title changes address the committee's concerns? And if so, which title is preferred?

Gary Mitchell: Use *Naming Privileges Policy Administration*

Question 2: 12600 – Naming Privileges Policy. -20 are these files policy request files or are the files applications for naming?

Answer: Sarah Jensen, GRS ORCS Developer/Archivist

This is a good point. *Naming opportunity request files* would be a better title.

Gary Mitchell: Agreed.

Question 3: -30 Sponsorship Policy Development Files. Sponsorship is not mentioned in the scope note; at the RBCM sponsorship and donor contribution/recognition are two separate programs, i.e., sponsorship is a both parties receiving benefits whereas a contribution is not. How does this fit within the naming policy.

Answer: Sarah Jensen, GRS ORCS Developer/Archivist

Sponsorship is mentioned in the scope note, albeit briefly. It is a mirror policy to the Naming Privileges Policy and is owned by IPP. The program area does not view it as a separate program, rather as an aspect of the Naming Privileges Policy. It has not yet been approved by Cabinet but any sponsorship agreements would be submitted under the Naming Privileges Policy when naming a public asset is offered in recognition of a financial contribution.

Would you like me to include more information in the primary scope note about the relationship between the Sponsorship Policy and the Naming Privileges Policy and about the Sponsorship Policy itself?

PDC Secretary: Does the ORCS Developer need to enhance the scope note or is current note adequate?

Gary Mitchell: The scope note needs to be enhanced.

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Follow-up: PDC Secretary

Following new text has been added to the scope note:

Also includes records relating to the development of the draft sponsorship policy which provides guidance in managing sponsorship relationships between the Province and organizations such as companies and financial institutions. According to the draft policy, sponsorship agreements would be submitted under the naming privileges policy when naming a public asset is offered in recognition of a financial contribution.

Question 4: What is the relationship of the “Naming Policy committee” and this agency. Does Executive Council have a role in the decision making and if not, where are those decision documents held; is the agency the secretariat for the Naming Committee?

Answer: Sarah Jensen, GRS ORCS Developer/Archivist

The IPP liaises with the Naming Committee, creating all the documentation related to the naming opportunity application process including the preparation of materials for the Naming Committee and Cabinet Committee. If a naming opportunity request is 5 million dollars or lower the request goes to the Naming Committee for a decision and if above 5 million dollars, it goes first to the Naming Committee who make a recommendation and then to Cabinet Committee for a final decision. Both decisions are ultimately reviewed by Cabinet.

The Broader Public Sector completes the naming opportunity request form and submits it to IPP who maintain this documentation with the rest of the *Naming opportunity request files*. The decision documents are kept by Cabinet. Cabinet only receives a copy of the naming opportunity agreement if the naming request falls under section 4.5 in the Policy. IPP’s committee related records are governed by ARCS. Cabinet Committee decisions are documented in the PREM ORCS schedule 881099.

Would you like me to include a NOTE about IPP’s relationship with the Naming Committee?

PDC Secretary: Does the ORCS Developer need to add a NOTE explaining the relationship?

Gary Mitchell: Yes, this may become political sensitive and clarity on roles will focus folks on the process not the records.

Question 5: Do all the agencies listed in the scope note use this policy unit?

Answer: Sarah Jensen, GRS ORCS Developer/Archivist

I consulted the program area about this question and their response was yes. The Naming Privileges Policy applies to all government ministries and government bodies as defined in the Financial Administration Act. Specifically, government bodies include

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hospitals and health authorities, Crown corporations, colleges, university colleges, universities and institutions.

From the Naming Privileges Policy:

The Intellectual Property Program within the Ministry of Technology, Innovation and Citizens' Services is the point of contact for all naming recognition opportunities that fall within the scope of this policy. Government ministries and government bodies that become aware of an opportunity for naming recognition must contact the Intellectual Property Program.

http://www.cio.gov.bc.ca/local/cio/intellectualproperty/documents/naming_privileges_policy_nov2013.pdf

Gary Mitchell: Thanks.

2. Business and Contract Management ORS - Status: APPROVED

Question: Secondary 70280-05 – Confidentiality Covenants. Do you think the time frame is satisfactory if there is a breach of confidentiality? Or better still, is the timeframe sufficient for an audit to be conducted?

Answer: Mahia Frost, GRS ORCS Developer

While the Business Management Office (BMO) receives these records from HIBC (HIBC keeps a copy as well), the onus to prove that the staff signs and upholds the agreement is with HIBC. If there was an audit that involved these records, it would be of HIBC's practices, and HIBC would be the providers of covenants. If there is a breach and BMO still has the signed form, they would possibly copy the agreement into the investigation file, but HIBC will also keep their copy available. HIBC keeps personnel records for the duration of the contract plus another 7 years, and BMO may access those records at any time.

The program area has not gone back into these files beyond a year or two, (this is a 10 year old body of records) so they felt that the timeframe was sufficient for their operational purposes, and the lawyer was satisfied with it as well.

Stuart Newton: Based on my audit experience the answer is appropriate.

3. Commercial Vehicle Safety and Enforcement ORCS - Status: APPROVED

No questions.

4. Global Education Programs ORCS - Status: APPROVED

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Question: 24000 Global Education Programs -General in sub section 02, what does Financial administration material refer to? If it is financial records, that seems like a short retention period?

Answer: Sharon Larade, GRS ORCS Developer/Archivist

24000-02 Global education program administration includes records pertaining to both onshore and offshore school programs, including financial information related to coordinating inspectors and consultants to travel to offshore schools to conduct inspections and program evaluations. This includes fee rate sheets, travel estimates, travel advances and logistics for teams travelling to each school. These are program administration records distinct from the actual financial transactions such as accounts payable and accounts receivable, which are classified in the appropriate ARCS primary.

Stuart Newton: Thanks. That answers my question.

5. **Highway Constructors Limited ORS - Status: APPROVED**

No questions.

6. **Information Technology Services ORCS amendment - Status: APPROVED**

No questions.

7. **Medical Services Plan ORCS Section 5 amendment – Status: APPROVED**

No questions.

8. **Non-Emergency Health Information Services ORCS – Status: APPROVED**

No questions.

9. **Office of Protocol ORCS amendment – Status: APPROVED**

No questions.

Edits/Corrections: Executive Summary for Amendment 1 of Office of Protocol ORCS, under 9) Anniversary programs secondary 50100-20. The notes say that the retention period is **7 years**, whereas the figures to the right suggest that it is **9 years: CY+3y 5y DE**. This should be changed to **CY + 2yr 4y DE**.

PDC Secretary: Correction has been made to the Executive Summary.

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10. Procurement Project Services ORS – Status: APPROVED

No questions.

11. Provincial Health Services Authority ARCS supplement – Status: APPROVED

No questions.

12. Riverview Hospital Historical Collections ORS – Status: APPROVED

No questions.

13. Support to Motion Picture Production ORS – Status: APPROVED

No questions.

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