

PUBLIC DOCUMENTS COMMITTEE
Meeting Questions, Answers and Decisions
Package 1: March 2014

PACKAGE DATE: March 13, 2014

APPROVAL DATE: April 3, 2014

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

SECRETARY: Lynne Tibbitt

Questions raised by the Public Documents Committee on the four records schedules submitted on 13 March 2014, and the responses to those questions provided by the Government Records Service staff.

List of submitted records schedules:

1. Administrative Records Classification System (ARCS) Amendment
2. Human Resources ARCS Supplement
3. Records Management Services ORCS
4. Revenue and Student Loan Contract Management ORCS

1. **Administrative Records Classification System (ARCS) Amendment - Status: APPROVED**

No questions.

2. **Human Resources ARCS Supplement (HRAS) - Status: APPROVED**

QUESTION: Relating to wording of agency name used in secondary 7560-04 NOTE. Since 2005, WorkSafe BC has been used as the operating name of the Workers' Compensation Board of BC, the WCB is still its legal name.

Answer: Sarah Shea, GRS Archivist:

Proposed changing wording in NOTE to use phrasing taken from the 2012 Annual Report of WorkSafeBC as follows:

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

NOTE: These records document work-related incidents that result in first aid treatment. Serious injuries, including exposure to contaminants, are reported to WorkSafe BC (the Workers' Compensation Board of British Columbia) on incident investigation reports classified under secondary -20

Follow-up: PDC Secretary:

NOTE has been amended with correct citation.

3. Revenue And Student Loan Contract Management ORCS - Status: APPROVED

Question: Relating to (p. 1-15) Secondary 72500 – 20: Would the legal opinions offered and held within this primary ever be used as a precedent? If so, how to separate them out of the primary? Send them to ARCS Legal Matters?

Answer: Sarah Shea, GRS ORCS Developer/Archivist:

I (Sarah Shea) proposed at the ORCS development phase that the legal opinions be retained separately. However, the client did not want to retain the records separately or undertake the effort required to retain two sets of files. In practice, the client will retain any files that are precedent worthy indefinitely in their office (a wide interpretation of the SO period). However, if it pleases the committee, I can make this explicit by amending the SO statement as follows: "when compliance and oversight actions is complete; legal action is resolved; project complete; or when no longer required to document precedents and protect the legal interests, rights, and obligations of the government."

The records have been appraised for destruction because they primarily relate to routine collection activities. Those that result in court orders and judgements are reflected and fully retained under the *Court Services ORCS*.

Follow-up: PDC Secretary:

SO note amended to include text suggested by GRS ORCS Developer/Archivist.

4. Records Management Services (REMS) ORCS - Status: APPROVED

Comment: The Chair (Gary Mitchell, Provincial Archivist) noted that there were concerns amongst the line archivists at BC Archives/Royal BC Museum that changing the retention periods/dispositions for the case file series to SR or DE might see a loss of accountability. The Chair recognizes these concerns and suggests that once the schedule is passed, the Archives and Government Records Service will need to set up either a transfer program or copying program for information needed on the archival side of the ledger.

Decision options:

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PDC Secretary: This suggestion was forwarded to GRS Manager and Director. GRS staff are ready to address any concerns raised by RBCM archivists and discuss procedures around these files.

Edits/Corrections: Executive Summary p. 3, 5th line. Ministry name needs to be updated to Ministry of Technology, Innovation and Citizens' Services.

Done: The Ministry name has been updated throughout the ORCS.

Decision options:

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