

**PUBLIC DOCUMENTS COMMITTEE
MINUTES**

DATE: Friday, 19 January 2007
TIME: 2:30 pm
PLACE: 10th Floor Boardroom, Fannin Tower, Royal British Columbia Museum

PRESENT: Gary A. Mitchell (Chair)
Fiona Gow
Cheryl Wenezenki-Yolland

SECRETARY: Glen Isaac

**Administrative Records Classification System (ARCS): 2006 amendment - misc.
(190791)**

Joni Mitchell, Archivist, Corporate Information Management Branch (CIMB)

**Administrative Records Classification System (ARCS): non-OPR
retention amendment (190526)**

Marland Grove, Director, CIMB
John Stewart, Archivist, CIMB

**Administrative Records Classification System (ARCS): 2006 amendment-
Section 5 (190161)**

Debra Kirchner, Contractor
John Stewart, Archivist, CIMB

Public Service Personnel Management Services ORCS (181080)

Debra Kirchner, Contractor/
John Stewart, Archivist, CIMB
Barry Wilton, ADM Client Services, BC Public Service Agency
Blair Turner, Ministry Records Officer, Ministry of Finance

Payroll ORCS (190091)

Debra Kirchner, Contractor
John Stewart, Archivist, CIMB
Corrine Timmermann, Director, Business Integration, Provincial HRMS Partnership
Branch, Ministry of Labour and Citizen Services
Blair Turner, Ministry Records Officer, Ministry of Finance
Lisa Woods, Executive Administrative Assistant, Provincial HRMS Partnership
Branch, Ministry of Labour and Citizen Services

**Ministry of Forests ORCS - amendment 9 (standard non-OPR retention)
(190790)**

Ann Cummings,- Ministry Records Officer, Ministry of Forests and Range

1. **The Chair called the meeting to order at 1:40 p.m.**

Note: Cheryl Wenezenki-Yolland was not able to attend until the third ARCS amendment presentation and therefore the Committee reviewed the earlier ARCS amendments at the end of the meeting to confirm that the Committee approved the amendments.

The minutes of the 4 December 2006 meeting were approved.

2. **RECORDS RETENTION AND DISPOSITION AUTHORITIES**

APPROVED: Administrative Records Classification System: 2006 amendment - misc. (190791)

Staff in attendance to represent the ORCS were introduced.

Joni Mitchell, archivist, CIMB, gave the overview of the amendment, which includes miscellaneous updates to existing primaries and secondaries such as new cross-references, changes to retention periods, revised and new explanatory and scope notes, and revised primary and secondary titles.

Fiona Gow: No questions.

Gary Mitchell: Noted that the scope note for primary 127 (Legislation – First Nations) referred to “First Nations bands”. It would be more appropriate to use “First Nations” (e.g., because there are also First Nations councils).

Joni Mitchell: Agreed to make this change.

Gary Mitchell: Questioned whether the “and” in the scope note to secondary 127-04 (Post-treaty First Nations legislation) should be an “or”.

Joni Mitchell: Yes, this will be revised.

Gary Mitchell: Observed that the scope note for secondary 127-02 (Other jurisdictions) refers to laws enacted “in other jurisdictions”. Suggested that it would be more accurate and appropriate to say “within Canada”.

Joni Mitchell: Agreed to make this change.

APPROVED: Administrative Records Classification System: non-OPR retention amendment (190526)

John Stewart gave the overview of the amendment, which establishes a single non-OPR retention schedule (SO Nil DE), and sets more precise base active

retention periods for secondaries that lacked an explicit base (i.e., that simply gave a retention length without a CY, FY or SO starting point).

Fiona Gow: No questions.

Gary Mitchell: Assuming this amendment is approved by the Legislative Assembly, does Corporate Information Management Branch intend that the new rules will be implemented upon that approval?

Marland Grove: Yes.

Gary Mitchell: Stated that the Committee wished to reiterate its statements from the previous PDC meeting that an effective accountability structure must be in place for implementing and enforcing the new standard ARCS non-OPR schedule (e.g., for ensuring that non-OPR files are not retained longer than the OPR versions of the files).

APPROVED: Administrative Records Classification System: 2006 amendment - Section 5 (190161)

Deborah Kirchner, contractor, gave the overview of the amendment, which covers personnel management records that are maintained by BC Government ministries and agencies that use the central personnel management services provided by the BC Public Service Agency (BCPSA) and the payroll services provided by TELUS Sourcing Solutions-BC.

Fiona Gow: No questions.

Cheryl Wenezenki-Yolland: Noted that some of the records had a proposed final disposition of destruction. Questioned whether disputes or complaints regarding personnel matters might require longer retentions than those proposed in the amendment.

Deborah Kirchner: Responded that legal advice had been obtained regarding the proposed retentions and dispositions. Typically the records are retained for 7 years after a manager closes the file. BCPSA receives complaints and handles disputes. Most of the records covered by this amendment are copies.

Cheryl Wenezenki-Yolland: Most, but not all?

Deborah Kirchner: Yes, some of the ARCS records may not be in the BCPSA files. However, the risk assessment was that 7 years was a reasonable retention.

Gary Mitchell: Observed that if a legal decision resulted in an adverse judgement and penalties for Government, the responsible ministry/agency would carry the costs, not the BCPSA. Is it clear to all the parties involved that ministries will carry liabilities for judgements? Is it clear to human resources service providers that the changes to the management of personnel records bring a higher level of

expectation for proper maintenance of records by service providers to protect liabilities?

Cheryl Wenezenki-Yolland: Yes, are the accountabilities clear to all the staff involved in the new system of personnel services administration?

Gary Mitchell: There should be a full process established regarding implementation to ensure all accountabilities are in place. For example, what action will BCPSA take if a ministry fails to send the required records?

Gary Mitchell/ Cheryl Wenezenki-Yolland: Noted that committees such as the PDC are under an increasing expectation to identify accountabilities and responsibilities.

Cheryl Wenezenki-Yolland: There should be a formal communication strategy, either from the central records body or the ministry proposing major changes, that identifies the implications of the changes.

Gary Mitchell: Another question. A number of the secondaries are identified as being obsolete effective April 2006. What will be done with records created between April 2006 and the date this amendment is approved? Also, will the obsolete secondaries be deleted from ARCS Online upon approval of the amendment?

Discussion ensued. John Stewart confirmed that obsolete secondaries will be deleted from ARCS Online. It was agreed that obsolete secondaries in the ARCS amendment would not have a specified obsolete date – by default the secondaries would become obsolete upon approval of the amendment.

Gary Mitchell: Noted that the reference in secondary 1360-20 to the British Columbia civil service should be changed to British Columbia public service.

Deborah Kirchner: Agreed.

APPROVED: Public Service Personnel Management Services ORCS (181080)

Introductions were given.

Deborah Kirchner gave the overview of the ORCS, which covers records documenting the central personnel management services provided to BC Government ministries and offered to government agencies by the BC Public Service Agency.

Fiona Gow: No questions.

Cheryl Wenezenki-Yolland: Reiterated the need for clarity around accountabilities and responsibilities – e.g., clarity regarding the records that are

to be transferred to the BPSA and the corresponding expectations of the transferring bodies that BPSA will maintain them appropriately.

Barry Wilton: Agreed that there is a need to reinforce the efforts undertaken to communicate the new personnel records management system – e.g., where the official record is, and who is responsible for maintaining it.

Gary Mitchell: Stated that the required infrastructure must be in place upon the ORCS approval. The Committee feels that the changes proposed in this ORCS, in the ARCS Section 5 amendments and in the Payroll Services ORCS, are so significant that the implementation infrastructure must be in place before approval of the schedules. The shift of accountability needs to be well communicated and the implications need to be understood.

APPROVED: Payroll Services ORCS (190091)

Introductions were given.

Deborah Kirchner presented the overview of the ORCS, which covers records documenting central payroll and related pay and personnel management computer system services provided to BC Government ministries and offered to BC public sector organizations.

Fiona Gow: No questions.

Cheryl Wenezeki-Yolland: A number of the classifications cover records maintained by the payroll services vendor. Is records maintenance covered by the contract? Will the implementation of this ORCS require a change to the contract?

Corrine Timmermann: No. The contract requires adherence to the records management standards.

Gary Mitchell: Suggested that BC Ferries should be removed from the examples given in the scope note for primary 63520 (Payroll Operations – Benefit Services), since BC Ferries is not covered by the *Document Disposal Act*.

Deborah Kirchner: Agreed.

APPROVED: Ministry of Forests ORCS - amendment 9 (standard non-OPR retention) (190790)

Ann Cummings, Ministry Records Officer, presented the overview of the amendment, which establishes a single non-OPR retention schedule (SO Nil DE) for Ministry of Forests and Range records.

The presentation included a description of the implementation infrastructure established for records management within the Ministry (e.g., mandatory training,

records management web site, records management program reviews, the Government standard enterprise and document management system – TRIM).

Fiona Gow: No questions.

Cheryl Wenezenki-Yolland: Complimented Ann Cummings on her presentation and on the effort put into implementation of records policies by the Ministry of Forests and Range.

Gary Mitchell: Suggested that the Ministry of Forests and Range consider expanding the proposed amendment to include an update of the ORCS name to reflect the new ministry name. This could be requested via a letter from the responsible Assistant Deputy Minister or Deputy Minister to the PDC Chair.

The meeting concluded with a review of the first two presentations.

The Committee agreed to send two letters: a letter to the Ministry of Forests and Range complimenting Ann Cummings on her presentation, and a letter to the BC Public Service Agency commending the Agency on its support in developing its ORCS and amending ARCS Section 5, and encouraging the Agency to develop a strong implementation plan.

3. The meeting adjourned at 4:30 p.m.

Gary A. Mitchell, Chair

Glen Isaac, Secretary

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