

**PUBLIC DOCUMENTS COMMITTEE
MINUTES**

DATE: Friday, 13 April 2007
TIME: 10:30 am
PLACE: 10th Floor Boardroom, Fannin Tower, Royal British Columbia Museum

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

SECRETARY: Glen Isaac

Liquor Distribution ORCS (190527)

Debra Kirchner, ORCS developer
Troy Vink, Information Resource Officer, Liquor Distribution Branch
Diane Fontaine, Manager, Information Programs, Liquor Distribution Branch
Catherine Sloan, Director, Legal Services, Liquor Distribution Branch
Susan Hart, Archivist, Corporate Information Management Branch (CIMB)

Liquor Distribution ARCS Supplement (190530)

Debra Kirchner, ORCS developer
Troy Vink, Information Resource Officer, Liquor Distribution Branch
Diane Fontaine, Manager, Information Programs, Liquor Distribution Branch
Catherine Sloan, Director, Legal Services, Liquor Distribution Branch
Susan Hart, Archivist, CIMB

Police Services ORCS (111540)

Donna McLeod, ORCS developer, Ministry of Public Safety and Solicitor General
Terrence McKenny, Ministry Records Officer, Ministry of Public Safety and Solicitor General
Sandra Sajko, Executive Director, Community Safety Policy and Programs Division, Ministry
of Public Safety and Solicitor General
Susan Hart, Archivist, CIMB

Emergency Health Services ORCS (123390)

Sarah Shea, ORCS developer, Ministry of Health
Mary McIntosh, Ministry Records Officer, Ministry of Health
Randy Slemko, Manager, Corporate Information and Performance, BC Ambulance Service
(BCAS)
Lynn Alsterlund, Manager, Administrative Services, BCAS
Maureen Adams, Executive Coordinator, BCAS (Observer)
John Stewart, Archivist, CIMB

Natural Resource Authorization Processing ORCS (187000)

Ken Oldenberger, ORCS developer
Jeff Barber, Manager, Recorded Information, Ministry of Agriculture and Lands
Nelson Grant, Project Director, FrontCounter BC Provincial Implementation Team,

1. The Chair called the meeting to order at 10:30 a.m.

The minutes of the 19 January 2007 meeting were approved.

2. RECORDS RETENTION AND DISPOSITION AUTHORITIES

APPROVED: Liquor Distribution Operational Records Classification System (190527)

Staff in attendance to represent the ORCS were introduced.

Catherine Sloan, Director, Legal Services, gave an overview of the mandate and functions of the Liquor Distribution Branch.

Cheryl Wenezenki-Yolland: Asked whether the Liquor Distribution Branch falls under the *Public Service Act (RSBC 1996, c. 385)*.

Catherine Sloan: Yes. However, the Branch maintains its own human resources and payroll functions. Consequently, the BC Public Service Agency does not maintain Liquor Distribution Branch personnel records. This is addressed by the next item on today's agenda.

Debra Kirchner, ORCS developer, gave the overview of the ORCS, which covers records relating to the importation, purchase, and distribution of beverage alcohol products by the BC Government since the establishment of the provincial liquor control board in 1921.

Fiona Gow: No questions.

Gary Mitchell: No questions. Noted that the ORCS was well-constructed.

Cheryl Wenezenki-Yolland: Made reference to the electronic systems and records described in the ORCS Information Systems Overviews. Are the financial records in these systems treated in the same manner as the paper financial records?

Debra Kirchner: Yes, the same retention periods are applied. All of the electronic financial records are kept for the standard 7 year period.

APPROVED: Liquor Distribution ARCS Supplement (190530)

Debra Kirchner, ORCS developer, gave the overview of the ARCS Supplement, which covers administrative records (e.g., human resource, payroll, facility and security records) that are unique to the Liquor Distribution Branch and therefore are not covered by ARCS or the ORCS of central shared services agencies.

Fiona Gow: No questions. Observed that the Supplement was comprehensive in scope.

Cheryl Wenezenki-Yolland: Question regarding the occupational health and safety records. These appear to have a retention period of 3 years? Is there any possibility that information from these records would be required in the event of a grievance?

Debra Kirchner: Provided clarification regarding the retention periods. Noted that there are two relevant record series. The Store occupational safety inspection records (secondary 9570-05) are retained until conclusion of the pertinent inspection and the implementation of any resulting corrective measures, plus an additional 2 years. The Client occupational safety advice/inspection files (secondary 9570-20) are retained until the relevant facility has permanently closed, plus an additional 3 years.

Gary Mitchell: Is it assumed that this schedule will come into effect at the same time as the Public Service Agency's new ORCS?

Susan Hart: Yes, assuming the Supplement is endorsed by the PDC, it is anticipated that both schedules will be presented to the Public Accounts Committee at the same time.

Gary Mitchell: Is there a fall-back position if this does not occur?

Susan Hart: Yes, disposition of the relevant Liquor Distribution Branch administrative records would need to be placed on hold. The Branch could continue to use ARCS for the many administrative records not covered by the Supplement.

Gary Mitchell: When this Supplement is approved, staff employment records that would have previously been filed under ARCS secondary primary 1385, will be filed under the Supplement primary 9540. Should an explicit note be made on this to provide guidance for line staff?

Troy Vink: Replied that the Liquor Disposition Branch would be providing training that will address this issue.

Diane Fontaine: Reported that the Branch has developed conversion tables documenting how records series covered by existing ARCS classifications will be converted to the new ARCS Supplement classifications.

Gary Mitchell: Question for investigation by the PDC Secretary regarding other corporate entities that do not use the full set of services offered by the Public Service Agency. Has thought been given to the development of a common ARCS Supplement for such entities?

Glen Isaac: Responded on behalf of the Corporate Information Management Branch that the possibility of developing a shared ARCS Supplement had been discussed with some of the relevant entities. However, the feedback received by the Corporate Information Management Branch was that a common standard supplement was not desired, due to differences among the entities in their administrative practices and requirements.

Susan Hart: Observed that the Liquor Distribution Branch ARCS Supplement will be used as a model by other corporate entities with similar needs, and CIMB will work to ensure consistency among any future supplements.

Note: Following the schedule presentations, discussion ensued within the Committee regarding the benefit of a communication from the Committee to the Crown Agencies Secretariat on the importance of implementing standard approaches to the scheduling and retention of agency records. The Chair agreed to draft such a communication for Committee review.

APPROVED: Police Services Operational Records Classification System (111540)

Introductions were given.

Terrence McKenny, Ministry Records Officer, requested the advice of the Chair on an administrative matter regarding references within the ORCS to the Community Safety Policy and Programs Division. The name of this body has recently reverted to "Policy Services Division". Would it be possible to reflect this name change through revisions to the draft ORCS prior to submission of the ORCS to the Public Accounts Committee?

Glen Isaac: Suggested that these revisions could be made through an administrative amendment.

Gary Mitchell: Agreed.

Note: It was subsequently determined that the formal "administrative amendment" process was not required. Within the regular ORCS development and approval process, revisions that are requested or authorized by the Public Documents Committee are documented by CIMB and incorporated into the draft ORCS submitted by PDC to the Public Documents Committee. This process was followed for the above revisions.

Donna McLeod, ORCS developer, gave the overview of the ORCS, which covers operational records created, received and maintained by Police Services Division

offices in Vancouver and Victoria, and Royal Canadian Mounted Police (RCMP) contract administration.

Fiona Gow: No questions.

Gary Mitchell: With respect to the records of the defunct “Co-ordinated Law Enforcement Unit (CLEU)” – British Columbia and Canada have entered into an agreement to transfer these records to the RCMP? And the only way to arrange this is through an approved records schedule?

Terrence McKenny: Yes, with the exception of the alternative of transferring custody through legislation.

Discussion ensued regarding the history of the CLEU functions and the current administration of these functions within the RCMP. It was noted that there is not a large volume of CLEU records to be transferred.

Gary Mitchell: Posed a question regarding the process for routing complaints to the appropriate police complaint authority.

Sandra Sajko: Outlined the process. Complaints regarding municipal police operations are referred to the individual police chiefs and the BC Office of the Police Complaint Commissioner. Complaints regarding RCMP officers or units are referred to the RCMP Public Complaints Commission.

Fiona Gow: Observed that the planned transfer of the CLEU records (primary 65940) to the RCMP is described in the ORCS as a transfer of legal custody. Suggested that it would be desirable to specify that this transfer is a transfer of ownership, to avoid any future potential questions in this regard.

Terrence McKenny: Agreed.

APPROVED: Emergency Health Services Operational Records Classification System (123390)

Introductions were given.

Sarah Shea, ORCS developer, gave the overview of the ORCS, which covers records created and maintained by the British Columbia Ambulance Service (BCAS) of the Ministry of Health.

The Committee had no questions and complimented the Ministry of Health on the high quality of the ORCS.

APPROVED: Natural Resource Authorization Processing Operational Records Classification System (187000)

Introductions were given.

Ken Oldenburger, ORCS developer, gave the overview of the ORCS, which covers operational records relating to the functions of the “FrontCounter BC” program within the Ministry of Agriculture and Lands.

Following the overview, Ken Oldenburger made some personal observations on improvements that could be made to the ORCS development process and the standard ORCS document format.

The Committee had no questions and complimented the Ministry of Agriculture and Lands on the high quality of the ORCS.

Note: Following the presentation, the Committee discussed the potential benefits of a comprehensive review of the ORCS development process. The Chair agreed to give consideration to a communication to the Corporate Information Management Branch on this matter.