

Submissions to Public Accounts Committee & Approvals by Legislative Assembly 2008

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Submissions

Submissions for Records Retention and Disposal Authorities Tabled on 27 May 2008 Before the Public Accounts Committee

In accordance with Section 3 of the *Document Disposal Act* (RSBC 1996, c. 99), the Public Documents Committee (PDC) submits each year for consideration and approval by the members of the Select Standing Committee on Public Accounts (PAC) a copy of each of the records retention and disposal authorities it has recommended for approval by the Legislative Assembly. Once approved, those authorities govern the retention and final disposition of the government records described therein.

The Public Documents Committee established under the *Document Disposal Act* (RSBC 1996, c. 99, s. 3(1)) is comprised of the Provincial Archivist representing the Royal British Columbia Museum (Chair), the Comptroller General, and up to three other persons appointed by order in council. No government record may be destroyed except upon the written recommendations of the PDC and the approval of the Executive Council or the Legislative Assembly.

The Corporate Information Management Branch, Ministry of Labour and Citizens' Services, and the British Columbia Archives, Royal British Columbia Museum, are responsible for administration of the *Document Disposal Act* and provide administrative services to the PDC. Under the Office of the Comptroller General's *Core Policy Manual* (c. 12), the Corporate Information Management Branch is responsible for ensuring that the recorded information of government is properly managed, including its classification, retention and disposition. The British Columbia Archives is responsible for preserving and making accessible government records which have ongoing archival value to the Province.

RESOLUTION NUMBER 1:

That the management of the retention and final disposition of the operational records of the Base Mapping and Geomatic Services Branch, Ministry of Agriculture and Lands, be in accordance with the records schedules, standards, and guidelines described in the *Base Mapping and Geomatic Services Operational Records Classification System*.

RESOLUTION NUMBER 2:

That the management of the retention and final disposition of the operational records of the Women's, Seniors' and Community Services program, Ministry of Community Services, be in accordance with the records schedules, standards, and guidelines described in the *Women's Equality Operational Records Classification System*, as amended.

RESOLUTION NUMBER 3:

That the management of the retention and final disposition of the operational records of the Ministry of Employment and Income Assistance, be in accordance with the records schedules, standards, and guidelines described in the *Social Services Operational Records Classification System*, as amended.

RESOLUTION NUMBER 4:

That the management of the retention and final disposition of the operational records of the Crown Agencies Secretariat, Ministry of Finance, be in accordance with the records schedules, standards, and guidelines described in the *Crown Agency Services Operational Records Classification System*.

RESOLUTION NUMBER 5:

That the management of the retention and final disposition of the operational records of the Health Authorities Division, Ministry of Health, be in accordance with the records schedules, standards, and guidelines described in the *Community Health Programs Operational Records Classification System*, as amended.

RESOLUTION NUMBER 6:

That the management of the retention and final disposition of the operational records of the Nursing Directorate, Ministry of Health, be in accordance with the records schedules, standards, and guidelines described in the *Nursing Directorate Operational Records Classification System*.

RESOLUTION NUMBER 7:

That the management of the retention and final disposition of the operational records of the Pharmaceutical Services program, Ministry of Health, be in accordance with the records schedules, standards, and guidelines described in the *Pharmaceutical Services Operational Records Classification System*, as amended.

RESOLUTION NUMBER 8:

That the management of the retention and final disposition of the operational records of the IM/IT Privacy and Legislation Branch, Ministry of Labour and Citizens' Services, be in accordance with the records schedules, standards, and guidelines described in the *Information and Privacy Operational Records Classification System*.

RESOLUTION NUMBER 9:

That the retention and final disposition of Health Facilities Association of British Columbia records be managed in accordance with the one-time records retention and disposal authority for those records.

Legislative Approvals for 28 May 2008

On 28 May 2008, the Legislative Assembly approved by resolution the recommendations of the Public Accounts Committee regarding the retention and disposition of the records included in the Public Documents Committee's 27 May 2008 submission to the Public Accounts Committee.

The following records retention and disposition authorities were approved:

- *Base Mapping and Geomatic Services ORCS*
- *Community Health Programs ORCS: Amendment*
- *Crown Agency Services ORCS*
- *Health Facilities Association of British Columbia records: One-time schedule*
- *Information and Privacy ORCS*
- *Nursing Directorate ORCS*
- *Pharmaceutical Services ORCS: Amendment*
- *Social Services ORCS: Amendment*
- *Women's Equality ORCS: Amendment*