Report Date: 2017-08-04

Report Key:

Report showing operational records for COS id 80468 and regional offices

Accession	irstBox	astBox	Box (MU) Status	Schedule	Classification	RecordsDescription	FromDate	ToDate	Current Legal Custodian
967524	1	1	Active		-	Various ORCS	1985-01-01	2006-03-31	Fort St. John
967545	1	3	Active		31040-20	Enforcement files	1982-01-01	2003-12-31	Fort St. John
967546	1	25	Active		78225-20	78225-20 and various others	1954-01-01	2014-03-31	Fort St. John
967546	26	39	Active		78000-1	General wildlife, general wildlife eport/import permits 2003	1984-01-01	2011-12-31	Fort St. John
967546	40	66	Active		78225-20	Fish and wild life records	1980-01-01	2014-12-31	Fort St. John
968017	1	17	Active		31040-10	31040-10, 31040-20, 31010-20	1990-01-01	2010-03-31	Clearwater
944260	1	10	Active		-	Operational Records: pesticides exams passed/failed / waste - general / referrals	1980-09-01	2001-12-31	Regional Operations
957309	1	28	Active		-	Various environmented related records	1984-01-01	2002-12-31	Regional Operations
957332	1	5	Active		-	Wildlife records	1961-01-01	2002-12-31	Regional Operations
963717	1	1	Active		-	Assorted ORCS files	2000-11-01	2010-12-31	Regional Operations
957589	1	5	Returned to Client		85700-40	85700-40 Park use permits	1972-01-01	2007-08-31	West Coast - Vancouver Island (Nanaimo)
957897	1	4	Returned to Client		85700-40	Permits - 10 year or less	1990-01-01	2004-09-30	West Coast - Vancouver Island (Nanaimo)
967712	1	4	Active		-	Operational records for environmental protection - 32936 hazardous meterial spill incidents	2000-08-01	2003-12-31	Omineca
967791	1	33	Active		56065-	Pest management plans, various ORCS	1999-10-01	2013-12-31	Omineca
965070	1	8	Active		31010-20	Investigation case files	1999-01-01	2010-11-30	Cranbrook
966468	1	5	Active		-	Enforcement - problem wildlife - problem wildlife occurence reports case files	1993-01-01	2011-12-31	Cranbrook
969005	1	3	Active	100701	-	Various 31030, 31040, 31050 enforcement/wildlife records	1985-08-01	2011-11-30	Cranbrook
963897	1	8	Active		31010-20	Investigation case files - routine and problem wildfire occurence report case files	1994-01-01	2007-12-31	Merritt
959012	1	5	Active		31050-20	Occurence reports (31050-20)	1991-04-01	2007-10-31	West Coast Region
959238	1	24	Active		31010-40	Investigation case files and various other (31010-40) enforcement activity report enforcement files (31010-30)	1963-11-01	2007-12-31	West Coast Region
965384	1	11	Active		-	Enforcement - public reports - observe, record, and report (ORR) reports/victoria - cos	1991-01-01	2012-10-31	West Coast Region
966704	1	3	Active		31010-20	31010-20 Enforcement - Investigation Case files, 31040-20 Enforcement - Problem Wildlife Occurrence Report Case files	2008-01-01	2012-03-31	Nelson
967677	1	7	Active		31010-20	COS case files, problem wildlife occurance report, policy and procedures	1996-01-01	2012-11-30	Nelson

967805	1	2	Active		-	Investigation case files 31010-20	2007-11-01	2013-01-31	Nelson
966498	1	4	Active		-	Enforcement - investigations - investigation case files - routine	1995-01-01	2011-12-31	Invermere
965441	1	7	Active		-	enforecement: investigation - investigation case files: routine	1995-01-01	2009-02-28	South Island
969443	1	38	Active		31010-20	Compliance and enforcement - minor investigation cases	1994-05-01	2006-12-31	Smithers
970878	1	2	Active		78420-20	Guide outfitter licence files	2006-01-01	2016-12-31	Smithers
968725	1	2	Active		31010-20	Investigation case files	1993-01-01	2010-12-31	Thompson Fraser
968467	1	8	Active		20500-1	Draft ORCS	1976-10-01	2012-12-31	Kamloops
968355	1	4	Active		31010-20	Investigation case files - routine	1990-09-01	2009-12-31	Lillooet
966893	1	10	Active		31010-	31010 Enforcement - Investigations	1979-01-01	2012-12-31	100 Mile House
965266	1	7	Active		31010-20	ORCS 31010-20 coors investigation files	1999-01-01	2010-12-31	Cultus Lake
966856	1	9	Active		31040-20	31040-20 - Problem Wildlife Occurrence Reports Case Files	1993-01-01	2008-12-31	Cultus Lake
966782	1	4	Active		-	31010-20 - Investigation Case Files COORS Enforcement infestigation case files	2007-02-07	2011-12-31	Powell River
966783	1	5	Active		31010-20	Enforcement investigation case files	2001-01-01	2011-12-31	Sechelt
965443	1	10	Active		31010-20	31010-20 Investigation case files - routin	1999-01-01	2009-02-28	Haida Gwaii
931554	1	8	Active		-	Enforcement banch ORCS	1956-01-01	1996-12-31	Conservation Officer Service
931831	1	7	Active		-	Judgements and precedents(31020-10); investigation case files(31010-20);Emergencies ORCS(32900)	1983-01-01	1996-12-31	Conservation Officer Service
932791	1	5	Active		-	ORCS 31010-31030 enforcement; 20525 aboriginal affairs; 22850 bio-diversity; 32900-32910 enviromental emergencies	1984-10-01	1997-04-30	Conservation Officer Service
932793	1	4	Active		-	Investigative status reports (31010-35)	1985-12-01	1997-07-30	Conservation Officer Service
940712	1	7	Active		-	31010-25 Enforcement investigation-charges and penalties summary reports; 31010-30 Enforcement activity report-monthly; 31025-15 Forest practices code-implementation - general	1990-05-01	2000-02-28	Conservation Officer Service
948808	1	4	Active		-		1989-01-01	2001-12-31	Conservation Officer Service
963158	1	3	Active		-	Various enforcement related records	1989-01-01	2011-10-31	Conservation Officer Service
971126	1	11	Active		31008-20	Conservation office complaint files	1979-06-01	2014-12-31	Conservation Officer Service
919925	1	2	Active		-	Operational records	1990-04-01	1992-03-31	Okanagan Region
928051	1	2	Active	100701	-	Enforcement records (ORCS)	1990-04-01	1992-03-31	Okanagan Region
944732	1	41	Active		-	Kamlooops conservation files	1951-01-01	1997-12-31	Okanagan Region
944733	1	18	Active		-		1962-01-01	1996-12-31	Okanagan Region
944734	1	4	Active		-	Clearwater conservation files	1927-01-01	1987-12-31	Okanagan Region
944735	1	3	Active		-	Lilloett conservation files	1935-01-01	1995-12-31	Okanagan Region

944736	1	15	Active		-	Investigation case files	1960-01-01	2002-12-31	Okanagan Region
945014	1	2	Active		-	Penticton conservation files	1987-01-01	1991-12-31	Okanagan Region
945015	1	19	Active		-	Clinton conservation files	1932-01-01	2002-12-31	Okanagan Region
901190	1	2	Destroyed	112909	-	General administrative records	1981-01-01	1987-12-31	East Kootenay
935540	1	9	Active		-	ORCS	1961-01-01	1997-12-31	East Kootenay
944708	1	12	Active		-	ORCS	1926-01-01	1997-09-30	East Kootenay
948072	1	12	Active		-	31000-01, 31010-20, 31050-30, 78470-40	1987-01-01	2002-12-31	East Kootenay
949780	1	3	Active		31000-1	31000-01, 31010-01, -06, -07, -10, & -30, 31020-00, -01, & -07, 31030-00, -01 & -07, 31040-00, -01, -06, -07. -09. & -10. Etc	1976-01-01	2000-10-31	East Kootenay
949934	1	2	Active		-	ORCS - enforcement, fish, wildlife, habitat ans waste files	1975-01-01	2004-03-31	East Kootenay
950744	1	38	Active	100701	31010-20	31010-20, 31050-20, 31040-20, 78410-20 and 78420-21	1983-01-01	2000-12-31	East Kootenay
950825	1	8	Active		-	Conservation officer service operational records	1967-01-01	2002-10-31	East Kootenay
954560	1	8	Active		31010-20	Investigation case files (31010-20)	1991-05-01	2004-12-31	East Kootenay
956079	1	10	Active		-	Investigation case files	1997-10-01	2003-12-31	East Kootenay
956569	1	8	Active		78420-45	78420-45 and other wildlif and enforcement, 78470-45 related records	1976-01-01	2007-12-31	East Kootenay
958780	1	8	Active		31010-20	Investigation case files	1993-08-01	2006-04-30	East Kootenay
960331	1	11	Active		31010-20		1995-11-21	2008-02-28	East Kootenay
960805	1	9	Active		31010-20	Investigation case files (31010-20)	1961-01-01	1985-12-31	East Kootenay
962019	1	6	Active	100701	31010-20	Investigative files	2006-08-08	2009-01-30	East Kootenay
962233	1	2	Active	100701	31010-20	31010-20 Investigation case diles (from Invermere COS office)	2005-12-29	2009-02-23	East Kootenay
962582	1	28	Active		31010-20	31010-20 Investigation case files and various others	1970-01-01	2009-02-19	East Kootenay
962906	1	4	Active	100701	31010-20	31010-20(Investigation case files), 31010-10(Occurance reports), 31040-20(Problem wildlife), 78160-30(Meatcutters records)	1989-02-20	2010-12-31	East Kootenay
922243	1	9	Active		-	ORCS 31010-20; Enforcement investigation case files	1982-01-01	1987-12-31	South Okanagan
933396	1	4	Active		-	31010-20 investigation case files - routine	1985-05-01	2002-11-30	South Okanagan
944046	1	13	Active		31010-20	Investigation case files - routine	1993-01-01	1998-12-31	South Okanagan
946701	1	1	Active		-	31010-20 Investigations case files - routine	1986-02-01	1990-03-31	South Okanagan
948247	1	43	Active		-	31010-20 investigation case files/routine; 31020-20 precedent cases/prosecution highlights	1976-05-01	2000-12-31	South Okanagan
948809	1	19	Active		31010-20	Investigation case files - Kelowna	1976-01-01	2000-12-31	South Okanagan
948810	1	12	Active		31010-	Investigation case files - Penticton	1991-01-01	1999-12-31	South Okanagan

948811	1	13	Active		31010-	Investigation case files - Merritt	1989-01-01	2001-12-31	South Okanagan
950598	1	9	Active		-	Various enforcement, fish and wildlife and habitat files	1964-01-01	1995-12-31	South Okanagan
954559	1	7	Active		31010-20	Investigation case files (31010-20)	1971-01-01	2003-12-31	South Okanagan
954567	1	6	Active		31010-20	Investigation case files	1982-01-01	1997-12-31	South Okanagan
954752	1	11	Active		31010-20	Investigation case files	2000-01-01	2004-12-31	South Okanagan
962174	1	24	Active		-	31010-20 enforcement - investigations (COORS files), 31040-20 Enforcement - problem wildlife	1994-01-01	2008-12-31	South Okanagan
962196	1	7	Active		-	31010-20 Investigation case files (COORS) and 31040-20 Problem wildlife	1995-01-01	2008-12-31	South Okanagan
962206	1	1	Active		-	31010-20 Investigation case files	1995-01-01	2002-12-31	South Okanagan
962207	1	9	Active		-	31010-20 Investigation case files (COORS) and 31040-20 problem wildlife files	2001-01-01	2008-12-31	South Okanagan
962264	1	14	Active		-	31010-20 Investigation case files (COORS) and 31040-20 Problem wildlife files,	1994-01-01	2008-12-31	South Okanagan
901920	59	70	Active		-	Conservation Officer Service	1974-01-01	1984-12-31	North Okanagan
932352	1	24	Active		-	Investigation case files; sundry permits; endangered species permits; problem wildlife case files and deer orchard permits	1975-01-01	1997-12-31	North Okanagan
941608	1	1	Active		-	Regional operational files	1999-04-01	2000-03-31	North Okanagan
942058	1	24	Active		-	31010-12 exhibit ledger; 31010-20 investigation case files - routine	1979-02-01	1999-01-31	North Okanagan
942369	2	2	Not Used		-	Box number not used			North Okanagan
942370	1	2	Active		-	Environment ORCS	1994-01-01	1999-12-31	North Okanagan
950285	1	3	Active		31010-20	31010-20 Investigation case files	1995-01-01	1997-12-31	North Okanagan
950307	1	13	Active		31010-20	31010-20 Investigation case files	1990-03-01	2002-12-31	North Okanagan
950359	1	16	Active		31010-10	31010-10, -20, 78225-20, 78420-60, 78430-40 and 78560-25	1982-01-01	1999-12-31	North Okanagan
951462	1	5	Active		31010-10	Enforcement files, 31010-10 & -20, 31050-30	1987-01-01	2002-12-31	North Okanagan
952957	1	3	Active		-	Various enforcement files	1980-08-01	2005-05-31	North Okanagan
956211	1	7	Active		31010-20	Investigation case files and other enforcement and wildlife files	1937-01-01	2005-12-31	North Okanagan
956352	1	5	Active		-	Concluded COORS files	1994-01-01	2007-02-23	North Okanagan
962904	1	13	Active		31010-20	Investigation case files	1987-01-01	2009-09-16	North Okanagan
910866	1	10	Active	100701	-	Conservation service operational and administrative	1959-01-01	1990-03-31	West Kootenay
944729	1	18	Active		-	31010--20 enforcement case files; 31050-30 occurrence reports	1961-01-01	1993-12-31	West Kootenay
945679	1	15	Active		31010-20	Investigation case files	1987-01-01	1997-12-31	West Kootenay
945680	1	16	Active		-	Reports	1984-01-01	2002-12-31	West Kootenay

946520	1	14	Active		-	31010-20 Ivestigation case files; 31050-20 Occurrence reports	1987-01-01	1999-12-31	West Kootenay
946789	1	3	Active		-	ORCS	1989-01-01	2002-06-30	West Kootenay
947182	1	6	Active		-	31010-20 investigation case files - routine, 31050-30 public complaints	1984-01-01	1997-12-31	West Kootenay
947451	1	2	Active		-	ORCS	1988-01-01	2001-12-31	West Kootenay
947754	1	9	Active		31000-0	Operational paper files	1984-01-01	2002-12-31	West Kootenay
950283	1	3	Active		-	Enforcement files	1996-01-01	1999-12-31	West Kootenay
950674	1	11	Active		31010-20	31010-20,31050-20,78470-45	1987-01-01	2000-12-31	West Kootenay
951460	1	1	Active		-	ORCS - investigation case files 31010-20 (Nelson records)	1999-01-01	1999-12-31	West Kootenay
951461	1	3	Active		-	Investigation cae files 31010-20 (Grand Forks) and public complaint files 31050-30	1988-09-01	2001-12-31	West Kootenay
953263	1	3	Active		31010-20	Files (ORCS 31010-20)	1995-01-01	2004-01-31	West Kootenay
953372	1	1	Active		31010-20	Investigation case files (31010-20)	1997-01-01	2001-12-31	West Kootenay
953373	1	1	Active		31010-20	Investigation case files (31010-20)	2001-01-01	2001-12-31	West Kootenay
955079	1	2	Active		31010-20	Investigation case files and COS complaint files	1993-01-01	2002-12-31	West Kootenay
957300	1	1	Active		31010-20	Investigation case files	2000-01-01	2000-12-31	West Kootenay
960058	1	1	Active		31010-20	COORS investigation files (31010-20)	1997-09-12	2002-12-31	West Kootenay
961805	1	4	Active	100701	-	Investigation case files and problem occurrence wildlife reports	2000-01-01	2007-12-31	West Kootenay
962313	1	8	Active		-	31010-20 Castlegar case files	1998-01-01	2008-12-31	West Kootenay
962456	1	8	Active		-	Grand forks files: enforcement - problem wildlife; wildlife - licences and permits; enforcement - investigations	1991-01-01	2008-12-31	West Kootenay
962713	1	3	Active		31010-20	Enforcement routing sheet 31010-20 and problem wildlife occurence reports 31040-20	2000-01-01	2007-12-31	West Kootenay
962947	1	8	Active		-	Case files and occurence reports	1982-01-01	1995-12-31	West Kootenay
907937	1	4	Active	100701	31010-20	Investigation case files	2004-01-01	2004-12-31	Williams Lake
907937	5	18	Active	100701	31010-20	Investigation case files	2006-01-01	2009-12-31	Williams Lake
907937	19	23	Active	100701	31010-20	Investigation case files	2005-01-01	2005-12-31	Williams Lake
938929	1	13	Active		-	Miscellaneous enforcement files	1976-05-01	2005-12-31	Williams Lake
948571	1	20	Active		-	ORCS	1962-01-01	1993-12-31	Williams Lake
948572	1	22	Active		31010-20	31010-20	1950-01-01	2001-12-31	Williams Lake
949878	1	4	Active		31000-0	ORCS - enforcement program: 31000-00, 31010-20, -30, & -32, 31015-20 & 31025-30	1975-01-01	2000-03-31	Williams Lake
950468	1	18	Active		31010-20	31010-20 Investigation case files	1989-01-01	1999-12-31	Williams Lake
950483	1	20	Active		31010-20	31010-20 files	1929-01-01	1999-12-31	Williams Lake
951308	1	10	Active		31010-20	31010-20 Investigation case files	1968-01-01	1999-12-31	Williams Lake

951603	1	2	Active		-	31040-20 and -30 problem wildlife occurrence reports	1986-01-01	1999-12-31	Williams Lake
951604	1	1	Active		-	31040-20 problem wildlife cocurrence reports	1985-01-01	1999-12-31	Williams Lake
951606	1	1	Active		-	31040-20 problem wildlife occurrence reports	1992-01-01	1999-12-01	Williams Lake
951783	1	23	Active	100701	-	ORCS - enforcement, fish, habitat and wildlife files	1943-01-01	2004-12-31	Williams Lake
952448	1	3	Active		-	Various enforcement records from district office	1985-01-01	2005-12-31	Williams Lake
953529	1	2	Active		31010-1	Enforcement records	1989-08-01	2002-04-30	Williams Lake
955192	1	5	Active		31010-20	Investigation case files	2000-01-01	2002-03-31	Williams Lake
955202	1	10	Active		31010-20	Investigation case files	2000-01-01	2001-12-31	Williams Lake
956415	1	4	Active		31010-	Occurance log (31010-10) and investigation case files and activity report (31010-20 & 30)	2002-01-01	2002-12-31	Williams Lake
958620	1	1	Active		31010-20	31010-20, 31010-20 & 31010-30	1995-04-01	2003-12-31	Williams Lake
958620	2	6	Active		31010-20	31010-20, 31010-20 & 31010-30	1995-04-01	2003-12-31	Williams Lake
959076	1	5	Active		31010-20	Investigation case files (31010-20) and guide outfitter licence files (78240-20)	1989-01-01	2003-12-31	Williams Lake
959980	1	5	Active		31010-20	COS files - investigation files - routine	2000-01-01	2006-12-31	Williams Lake
963119	1	8	Active		31010-20	Investigation case files	2002-01-01	2006-12-31	Williams Lake
964280	1	3	Active		31010-	Problem wildlife reports and monthly enforcement activity reports - COS Cariboo (31010-30; 31040-20 and -30)	1986-01-01	2007-12-31	Williams Lake
964391	1	1	Active		31040-10	Problem wildlife complaint ledgers, 1995-2001, Cariboo Region - Alexis Creek (31040-10)	1995-01-01	2001-12-31	Williams Lake
964392	1	2	Active		-	Problem wildlife & monthly enfocement activity reports - Bella Coola	2000-01-01	2008-12-31	Williams Lake
967243	1	4	Active		-	Various enforcement & wildlife records	1976-11-01	2012-12-31	Williams Lake
968023	1	8	Active		-	Hunting licences/permits.declarations	1970-04-01	2013-03-31	Williams Lake
924175	1	12	Active		78540-30	Compulsory inspection forms	1975-01-01	1989-12-31	Peace Region
926864	1	22	Active		58000-99	Operational records	1994-01-01	1994-12-31	Peace Region
940062	1	12	Active		-	31010-20 enforcement investigations - case files - routine	1971-01-01	1990-12-31	Peace Region
942381	1	1	Waiting Inquiry		-	Operational records	1984-01-01	1991-12-31	Peace Region
946543	1	37	Active		-	31010-20/Investigation case files, 78420-45 Harvest/Hunter declarations	1961-01-01	2001-12-31	Peace Region
952671	1	9	Active		-	Various enforcement records	1976-08-01	2003-12-31	Peace Region
953265	1	9	Active		-	Various enforcement records	1970-01-01	2005-03-31	Peace Region
954054	1	3	Active		31010-20	31010-20 investigations, 78450-20 wildlife lic and permit, various other enforcement orcs	1985-10-01	2004-05-30	Peace Region
955774	1	2	Active		31010-20	Enforcement case files and wildlife files	1985-01-01	1999-12-31	Peace Region
956691	1	5	Active		31010-20	Investigation case files, some other enforcement related records	1971-01-01	2006-03-31	Peace Region

959146	1	5	Active		-	31010-20 investigations cae files. variou s78000 (wildlife)	1950-10-01	2004-02-28	Peace Region
959147	1	3	Active		78020-25	78140-25 Guide outfitter summary reports, 78420-20 Guide outfitter licence files (records from fort nelson district office)	1984-04-01	2006-12-31	Peace Region
959217	1	4	Active		31010-10	Various wildlife records and enforcement investigations (31010-10)	1943-05-01	2008-07-31	Peace Region
959898	1	2	Active		-	Various files related to wildlife licneses and permits	1994-02-14	2008-12-31	Peace Region
961061	1	15	Active		-	Atlin office (enforcement and wildlife records)	1960-01-01	2005-12-31	Peace Region
961070	1	13	Active		-	Investigation case files	1970-01-01	2005-12-31	Peace Region
961530	1	16	Active	100701	31010-20	31010-20 Investigation case files	1982-01-01	1998-12-31	Peace Region
962751	1	3	Active		31040-	Various enforcement files	1976-01-06	1998-12-31	Peace Region
962752	1	9	Active		31010-	Various enforcement records	1981-01-01	2004-06-22	Peace Region
921270	1	4	Active		-	ORCS	1977-01-01	1992-12-31	Prince George
921453	1	9	Active		-	Conservation officer operational records	1973-01-01	1992-12-31	Prince George
921621	1	6	Active		-	Conservation office - administrative records (ARCS)	1981-05-01	1993-02-28	Prince George
923746	1	33	Active	100701	-	ORCS	1966-01-01	1992-12-31	Prince George
929826	1	1	Active	100701	-	Operational records	1988-01-01	1995-12-31	Prince George
943913	1	7	Active		-	Investigation case files - routine (31010-20)	1962-05-01	1997-03-31	Prince George
943914	1	9	Active		-	Investigation case files - routine (31010-20)	1982-07-01	2001-06-30	Prince George
944717	1	2	Active		31040-20	Problem wildlife occurrence reports case files	2000-01-01	2001-12-31	Prince George
948230	1	9	Active		-		1974-01-01	2003-12-31	Prince George
948253	1	14	Active		-		1952-01-01	2002-12-31	Prince George
948512	1	6	Active		31010-20	Enforcement investigation files.	1991-03-01	1996-05-31	Prince George
948625	1	12	Active		31010-20	Operational records	1993-07-01	2003-05-31	Prince George
948713	1	20	Active		31010-20	Donna Creek investigation	1988-10-01	2003-12-31	Prince George
950131	1	4	Active		-	Enforcement files	1980-06-01	2003-10-31	Prince George
950601	1	13	Active	100701	-	Problem wildlife	1966-12-01	2003-12-31	Prince George
950822	1	7	Active		-	Conservation officer service operational records	1974-01-01	2002-12-31	Prince George
951826	1	25	Active		-	CO office enforcement (31010-20, 31000-01 and 78120-01) and wildlife files	1981-01-01	1999-12-31	Prince George
953600	1	3	Active		31010-20	Investigation case files	1991-01-01	1999-12-31	Prince George
955138	1	12	Active		31010-20	Investigation case files	2000-01-01	2003-12-31	Prince George
956954	1	3	Active	100701	31020-5	Variety of ORCS records	1987-10-01	2004-12-31	Prince George
957396	1	4	Active		31040-10	Enforcement records and disposition of dead wildlife	1986-10-01	2005-12-31	Prince George

958080	1	6	Active		-	78150-30; 78420-20; 78430-40; 78420-45; 78470-60 and wildfire related ORCS	1926-01-01	2003-12-31	Prince George
959124	1	5	Active		31010-20	Investigation case files (31010-20) and operational audits (31035-20)	1991-04-01	2006-12-31	Prince George
960165	1	4	Active		-	Investigation case files	1995-01-21	2004-12-31	Prince George
961289	1	6	Active		31010-20	Investigation case files	2003-09-07	2008-08-20	Prince George
961609	1	1	Active		-	31010-20 Enforcement - investigations - investigation case files	2001-01-01	2005-12-31	Prince George
964930	1	15	Active		-	Program area misc operational records for enforcement	1960-01-01	2011-12-31	Prince George
942523	1	5	Active		-	Environment ORCS - see attached list	1976-10-01	1997-06-30	North Coast
943249	1	2	Active		-	ORCS	1985-08-01	2002-07-19	North Coast
952077	1	24	Active		31010-20	31010-20 Investigation case files	1953-01-01	1995-12-31	North Coast
952185	1	5	Active		-	Orcs, various enforcement, fish, wildlife, habitat and forest practices code files	1978-08-01	2004-02-28	North Coast
952676	1	1	Active		31040-10	31040-10 problem wildfire complaint ledger	1996-01-01	1996-12-31	North Coast
960991	1	11	Active		78650-25	Environment ORCS: Problem wildlife complaints (78650-25); investigaion case files (31010-20) and special investigation case files (31010-40)	1987-01-01	2000-02-28	North Coast
915506	1	11	Active		-	Conservation Officer Service	1970-01-01	1990-12-31	Skeena Region
940084	1	4	Active		-	31000/enforcement; 34700/fish; 76600/waste and 78000/wildlife	1976-01-01	1997-12-31	Skeena Region
941855	1	21	Active		-	Enforcement files: 31000-01, 31010-10, -20 & -40, 31040-10 and 78120-01	1975-01-01	1997-12-31	Skeena Region
943450	1	2	Active		-	Environment ORCS	1989-11-01	2002-05-31	Skeena Region
944086	1	1	Active		-	Operational records	1996-06-01	2001-03-31	Skeena Region
947312	1	5	Active		-	ORCS	1977-12-01	2003-01-31	Skeena Region
947640	1	1	Active		-	Operational records	1987-07-01	1995-03-31	Skeena Region
948504	1	1	Active		-	Operational records	2000-10-01	2001-12-31	Skeena Region
948505	1	1	Active		-		1992-02-01	2002-09-30	Skeena Region
948548	1	9	Active		-				Skeena Region
949757	1	1	Active		-	ORCS	1985-03-01	2002-12-31	Skeena Region
951607	1	7	Active		-	78420-45 Harvest / hunter declarations Dease Lake	1985-01-01	2002-12-31	Skeena Region
951784	1	9	Active	100701	31010-20	Enforcement files	1995-01-01	1998-12-31	Skeena Region
951787	1	19	Active		31002-25	Enforcement files, license files	1975-01-01	1997-12-31	Skeena Region
951841	1	28	Active		-	Enforcement files 31010-20 and -40	1982-01-01	1998-12-31	Skeena Region
951851	1	4	Active		-	ORCS Enforcement and wildlife files	1982-01-01	2000-12-31	Skeena Region
952210	1	23	Active		31010-20	Conservation officers investigation case files and problem wildlife files (31010-20 & 31040-20)	1966-01-01	1998-12-31	Skeena Region

955817	1	5	Active	31010-20	Investigation case files (31010-20)	1997-01-01	2000-12-31	Skeena Region
956103	1	8	Active	34750-20	Angling guide licences and variety of other wildlife, enforcement and licensing records (34750-20) and guide outfitter licence files (78420-20)	1973-08-01	2006-12-31	Skeena Region
957824	1	6	Active	31010-20	Investigation case files (31010-20)	1999-06-01	2005-08-31	Skeena Region
967683	1	1	Active	31010-20	Investigation case files	1994-10-01	2003-11-30	Skeena Region
940283	1	2	Active	-	31010-20/cos(investigation case files - routine), 31020-09, 31040-20, 34720-20, 78470-20	1969-01-01	1996-12-31	North Island
947613	1	16	Active	-	31010-20 investigation case files	1989-01-01	2001-11-30	North Island
947886	1	6	Active	-	Investigation case files	1990-01-01	2001-11-30	North Island
947887	1	9	Active	-	Investigation case files	1971-01-01	2001-11-30	North Island
948245	1	15	Active	31010-20	31010-20 Investigation case files/routine.	1991-01-01	2001-11-30	North Island
948246	1	10	Active	31010-20	31010-20 Investigation case files/routine.	1987-01-01	2001-11-30	North Island
957733	1	20	Active	31010-20	Investigation case files	1995-01-01	2006-10-31	North Island
962322	1	8	Active	-	ORCS 31010-20 Enforcement investigations - COORS investigation case files	2000-01-01	2006-12-31	North Island
965442	1	14	Active	-	Enforcement: investigations - investigation case files: routine	1994-01-01	2009-02-28	North Island
926339	1	6	Active	-	Subdivision files; water approvals	1992-01-01	1992-12-31	Surrey
940281	1	9	Active	-	31010-20 investigation case files (COS)	1977-01-01	1998-12-31	Surrey
944935	1	53	Active	31010-20	Enforcement - investigation	1982-01-01	2001-12-31	Surrey
948523	1	21	Active	31010-20	31010-20 Investigation case files.	1987-01-01	2001-12-31	Surrey
948524	1	10	Active	-	Investigation case files.	1978-01-01	2001-12-31	Surrey
950964	1	18	Active	-	31000 Series enforcement files; 20560-20 aboriginal affairs; 78470-45 wildlife licenses and permits	1977-01-01	2004-12-31	Surrey
950965	1	17	Active	31010-20	Investigative case files, problem wildlife reports	1997-01-01	2005-12-31	Surrey
956110	1	9	Active	31010-20	Investigation case files	1997-01-01	2005-12-31	Surrey
959642	1	31	Active	31010-20	Enforcement investigations - COORS investigation case files (31010-20)	1993-03-20	2006-12-31	Surrey
959755	1	5	Active	31010-20	31010-20 Investigation case files	2003-01-01	2007-03-31	Surrey
960304	1	8	Active	31010-20	Enforcement investigations - COORS investigation case files	1998-01-01	2007-03-31	Surrey
960461	1	3	Active	31040-20	ORCS 31040-20 enforcement problem wildlife - problem wildlife occurrence reports	2001-01-01	2005-12-31	Surrey
962319	1	5	Active	-	ORCS 31010-20 enforcement investigations; COORS investigation case files: ORCS 31010-01 Investigation routing slips and investigation review forms	2004-01-01	2008-12-31	Surrey

962321	1	4	Active		-	ORCS 31010-20 Enforcement investigations - COORS investigation case files	2001-12-06	2008-04-01	Surrey
963999	1	2	Active		31010-20	Investigation files	1995-01-01	2005-12-31	Surrey
964000	1	7	Active		31010-20	COORS investigation files	1993-07-05	2009-12-31	Surrey
965126	1	16	Active		31010-20	Investigation files and various other	1997-01-01	2011-12-31	Surrey
968266	1	2	Active		31010-20	COORS investigation case files	1996-02-01	2013-05-31	Surrey
922628	1	5	Active		31010-20	Conservation Officer Service investigation case files	1989-01-01	1991-12-31	Central Island
924063	1	3	Active		31010-30	ORCS	1979-01-01	1991-12-31	Central Island
924085	1	6	Active		31010-20	ORCS	1976-01-01	1989-12-31	Central Island
924380	1	28	Active		-	31010-20 investigation case files	1971-01-01	2001-11-30	Central Island
927337	1	4	Active	100701	-	Conservation office enforcement files	1976-09-01	1993-12-31	Central Island
927338	1	1	Missing	100701	-	Investigation case files	1986-10-01	1994-08-30	Central Island
927338	2	14	Active	100701	-	Investigation case files	1986-10-01	1994-08-30	Central Island
947776	1	5	Active		31010-20	31010-20 Investigation case files	1990-01-01	2001-11-30	Central Island
957734	1	17	Active		31010-20	Investigation case files	2000-01-01	2006-10-31	Central Island
957735	1	20	Active		31010-20	Investigation case files	1996-01-01	2006-10-31	Central Island
965440	1	9	Active		31010-20	31010-20 Investigation case files	1990-01-01	2010-09-30	Central Island
907767	1	2	Active	100701	31010-20	Investigation case files	2002-01-01	2002-12-31	Quesnel
907767	3	6	Active	100701	31010-20	Investigation case files	2003-01-01	2005-12-31	Quesnel
907767	7	10	Active	100701	31010-20	Investigation case files 31010-20	2006-01-01	2009-12-31	Quesnel
967521	1	3	Active		-	Various enforcement & wildlife related records	1987-01-01	2012-12-31	Quesnel
949862	1	24	Active		11000-0	Various ORCS	1984-02-01	2004-06-30	Provincial Services Branch
957418	1	16	Active		-	In house materials - master files	1960-01-01	2008-09-30	Provincial Services Branch

SAMPLE QUESTIONS FOR IMAC

IMAC questions are likely to flow from the expertise of specific members, and may be focused on the following concerns relating to the government information covered by the information schedules under review:

- Have fiscal, historical, or other values that the IMAC member is concerned about been adequately addressed in the information schedule?

s.14

- Are particular risks and security requirements that the IMAC member is aware of adequately addressed?
- Does the information schedule align with broader information management strategies and goals?
    - Yes, reflects our appraisal principles to retain best evidence of government actions and decisions and the retention periods are consistent with similar records found within the Parks and Protected Areas ORCS. Clearly defines retention triggers for data so that databases can be scheduled, not just their paper.

EXAMPLES OF SPECIFIC QUESTIONS ASKED BY THE PUBLIC DOCUMENTS COMMITTEE

Question about major/minor investigations:

Building on what Aaron said, the major investigations cases are being fully retained because they provide evidence of serious wildlife and environmental contraventions that have occurred throughout the province and document the resulting enforcement actions taken by the Conservation Officer Service. The records also have value in demonstrating the evolution of specialized investigation techniques, such as undercover operations designed to infiltrate illegal, commercialized activities (e.g., trafficking in wildlife parts) and in documenting *Environmental Management Act* (SBC 2003, c. 53) infractions that have a potential long-term impact to the environment and may involve threats to human health and safety, such as lumber company chlorine dioxide spills and the Mount Polley Mine tailings pond spill.

This is consistent with our appraisal principles that we retain records that ensure government can be held accountable for actions it has taken that have, or are likely to have, a significant impact on people or the environment or in the case of the major cases, investigations of infractions by others by the government. The more profound, long term, and widespread the impact, the more comprehensive the records will need to be in order to provide a full account of what happened and why. The major cases are a

perfect example of a key source of this type of information, as are policy records and summary final reports that are also being fully retained in this ORCS.

Sources may include executive and policy records, precedent- setting records of regulatory decision makers, and summary records produced by the office responsible for a particular function.

The minor investigations, on the other hand, do not warrant full retention as they do not document significant actions with long-term consequences or impact on people or the environment.

Ensuring schedules are media neutral and consistent:

Are the financial records in these systems treated in the same manner as the paper financial records?

I can speak to the retention of their investigation records in paper and electronic format. In some case they are the same retention period (major cases)and in other cases (minor investigations), given the enhanced functionality of the systems, the retention triggers for the systems can be more precise and involve complex logic that cannot be applied retroactively to the paper records. Not administratively possible and risk is low.

Appropriate retention periods:

Might these records be needed longer than the schedule currently allows, if questions arise about the origins of the agencies they relate to?

The retentions periods have been thoroughly vetted by COS and by a thorough legal review. The records that provide the best evidence of the organizations origins and evolution of practices over time (policies, procedures, annual reports, final reports, and legislation (ARCS) are being fully retained.

Government approach to managing records:

For a central agency schedule: are the recordkeeping accountabilities for the central agency vs. the client ministries sufficiently clear in both relevant schedules (the central agency's ORCS and related ARCS primaries)?

Not applicable in this case.

Final disposition:

What is the risk if these records are destroyed, as recommended, and subsequent legislative requirements change?

The risk is low. When the COS Executive met with me to determine the retention periods for the records we talked about the risks and likelihood of a record being

required after the 10 year retention period for minor investigations and wildlife attacks not involving serious injury/fatalities. For example, the 10 year retention period exceed the current 2 year automatic licence suspension actions that incur when a second or subsequent offence takes place within a 2 year period as prescribed in Section 24 of the Wildlife Act.

And lastly, if there is a major change, we would amend the ORCS. Typically, I've found that changes are not retroactive and factor in the legislation that was in place at the time of the action and that there are bridging periods introduced to allow for changes to retention periods.

Legal requirements:

s.14

Implementation:

What will ministries need to do in order to comply with the schedule? Do ministries have the required tools and skills to do this?

SAMPLE QUESTIONS FOR IMAC

COS will need to initiate an implementation project to implement the ORCS. This will involve representatives from GRS and from COS. Develop a plan for implementation – GRS will provide training and guidance; identify roles and responsibilities to deal with backlog of records in off-site storage; LAN re-organization; possible EDRMs implementations. I will let Aaron speak to the tools and skills to do this.

(2)

general records in BC Archives from 70's.
Game management records.

- looking for 2 things
Game Management Records need to start there for a historical overview.
70's on → problem wildlife
today - Human wildlife reporting.

- How Do we classify / Store them if at all.

- Doing research in Human wildlife conflict. Narrative where were looking.

Missing 70s to Today

"Problem Wildlife Reporting"

Human Wildlife Conflict Report.

30,000 calls a/r. IDs generating a report. Where are these reports?

Should be thousands.

- where do the original reports go?
- RAPP line: Ask where records

- ERS - enforcement reporting system
- where are your reports stored. On what program how are they classified
- whats the retention period.

ROPP - 1877-852-7277.

Sgt 73 / Compliance Staff 20,000 2013 schedule

ENVI - 31040 (1997)

ENVI - 31040 - 20 - problem wildlife occurrence reports case files.

50 10Y DE Days.

- includes problem wildlife assessment form, wildlife translocation form

Only found 485 records.

- Senior Compliance - Min For. Peace Officer under the Act. Min of Envir Does the 31040's. Research for Royal Roads. Research projects. BC Archives has this info then it stops.
- records went to police force then went to ministry. Prov. archives don't have the files can't find them. Trying to track the files from the 40's to today.

- Some are found in forestry. Some in environment.
- Some in conservation in the 80's.
- Take 100 yrs of records of all ministry records for the narrative. To do "Discourse Analysis"
  - To look at legislative reform.
  - To look at wildlife policy.
-

- How to ask for it?
- Doesn't know what to ask for?
- Where located? Trying to narrow it down.
- Where does he find out where the other records are?

250. 956-5040 Bryce.

Senior Compliance enforcement specialist - compliance & enforcement Branch.

- looking for: Historical Records & recent records. Does know what they're classified or where they are.

- Public complaint information on "conflict wildlife"

- ex" public calls in for wildlife issues

- Human wildlife conflict report "HWCR" generates reports.

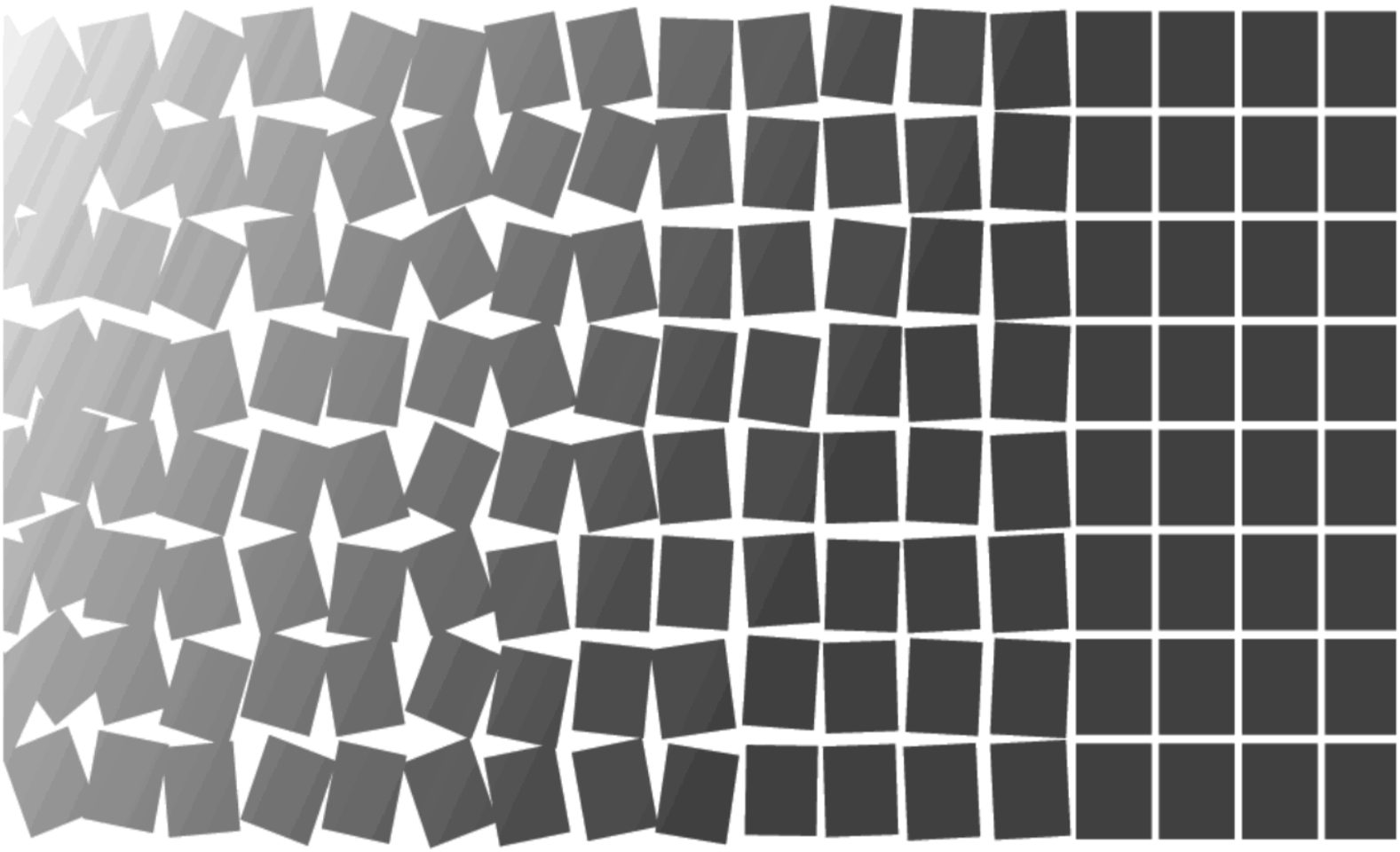
- General description info gets sent to officer who actions it goes into a program form emailed to officer.

- He Takes the (HWCR) file + closes + file. System archives it by year + location.

Where Does the HWCR live?
Fax record or earlier times.

- ~~Records Keep~~
- where they are / classification?
- Research purposes?
- Contacted BC Archives - To's it charged

CONSERVATION OFFICER SERVICES
OPERATIONAL RECORDS
CLASSIFICATION SYSTEM



BRITISH COLUMBIA

GOVERNMENT RECORDS SERVICE

BRITISH COLUMBIA Ministry of Finance

Schedule No: 201311

INFORMATION SCHEDULE APPROVAL

Title: *Conservation Officer Services Operational Records Classification System (ORCS)*

Ministry of Environment
BC Parks and Conservation Officer Service Division
Conservation Officer Service (COS)

Scope of Schedule:

The *Conservation Officer Services ORCS* establishes a classification system and retention and disposition schedule for records relating to the human-wildlife conflict management, compliance and enforcement functions performed by COS. This includes records relating to investigating and enforcing suspected cases of non-compliance with acts and legislation which fall under the mandate of COS, and responding to human wildlife conflicts.

For more information, see the attached schedule.

Earliest date of records covered by this schedule: 1905

The government body endorses this schedule and its implementation.

See signed authorization authority — 2015/06/18
Jim Standen, Assistant Deputy Minister — Date

The Information Management Advisory Committee recommends this schedule for approval.

David Curtis, Chair — 2017/04/07 Date

APPROVED BY THE CHIEF RECORDS OFFICER:

Cheryl Wenezenki-Yolland — 2017/05/03 Date

The attached schedule was developed in consultation with staff and managers who conduct the operational functions in the creating agency. It has also been reviewed by appropriate Government Records Service staff to ensure it meets scheduling and appraisal standards, and reflects sound recordkeeping practices.

Schedule Developer: Sarah Shea

Endorsed by Government Records Service.

Alex Wright, Sr. Director
Date

2017-72616-S2

USEFUL INFORMATION

Key to Information Schedule Codes and Acronyms:

Information Schedule titles:	***ARCS*** = *Administrative Records Classification System* ***ORCS*** = *Operational Records Classification System*
Office information:	**OPR** = Office of Primary Responsibility
Records life cycle:	**A** = Active **SA** = Semi-active **FD** = Final Disposition
Active and semi-active period codes:	**CY** = Calendar Year **FY** = Fiscal Year **NA** = Not Applicable **SO** = Superseded or Obsolete **w** = week **m** = month **y** = year
Final disposition categories:	**DE** = Destruction **FR** = Full Retention **SR** = Selective Retention **OD** = Other Disposition **NA** = Not Applicable
Special flags:	**FOI** = Freedom of Information/Protection of Privacy **PIB** = Personal Information Bank **VR** = Vital Records

The following links provide additional resources for managing your information:

- *ARCS and ORCS User Guide*.
- Special schedules for records that are not covered by *ARCS* and *ORCS*.
- Legislation, policies, and standards for managing records in the BC Government.
- Tips, guides, and FAQs on related topics.
- Records Officer contact information.

SECTION 1

CONSERVATION OFFICER SERVICES

PRIMARY NUMBERS

31000 – 31060

Section 1 covers records relating to the compliance, enforcement, and human-wildlife conflict management activities performed by the Conservation Officer Service (COS), established under the *Environmental Management Act* (SBC 2003, c. 53). This includes records relating to investigating and enforcing suspected cases of non-compliance with acts and legislation which fall under the mandate of COS, and responding to human-wildlife conflicts.

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CONSERVATION OFFICER SERVICES

31000 - 31060

31000 CONSERVATION OFFICER SERVICES - GENERAL

31010 COMPLIANCE AND ENFORCEMENT

31040 HUMAN-WILDLIFE CONFLICTS

This is an approved information schedule, as defined by the *Information Management Act* (SBC 2015, c. 27). For more information consult your Records Officer.

31000 CONSERVATION OFFICER SERVICES - GENERAL

Records not shown elsewhere in the Conservation Officer Services schedule that relate generally to compliance and enforcement activities and human-wildlife conflict management. This primary covers the development of operational policies and procedures; issues management; and statistical analysis and reporting.

For briefing notes, see *ARCS* secondary 280-20.
For committee files, see *ARCS* secondary 200-20.
For final internal strategic and business plans, see *ARCS* secondary 400-10.
For freedom of information requests, see *ARCS* primary 292.
For legislation development and approval files pertaining to COS, see *ARCS* primary 140.
For policy records from external sources, see *ARCS* secondary 195-40.
For policy registration and tracking records, see *ARCS* secondary 100-05.
For program planning and performance files, see *ARCS* secondary 400-20.
For reference material/topical files, see *ARCS* secondary 358-20.
For routine complaints not pertaining to a specific violation or human-wildlife conflict, see *ARCS* secondary 155-05.
For routine inquiries not pertaining to a specific violation or human-wildlife conflict, see *ARCS* primary 320.

The ministry OPR is Conservation Officer Service unless otherwise noted below. See specific secondaries for OPR retention schedules.

31000	CONSERVATION OFFICER SERVICES - GENERAL	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE

This is an approved information schedule, as defined by the *Information Management Act* (SBC 2015, c. 27). For more information consult your Records Officer.

31000	CONSERVATION OFFICER SERVICES - GENERAL	A	SA	FD
-00	**Policy - final** (arrange by category if necessary, and then by policy name) (covers final/approved policies, procedures, standards, and guidelines pertaining to the functions and activities documented in this schedule) OPR: Program Support SO: when the policy is replaced or becomes irrelevant FR: The government archives will fully retain final versions of operational policy documentation because they provide significant evidence of the governance of the functions and programs covered by this schedule. NOTE: Examples of current policy and procedures include the *Conservation Officer Service Policy and Procedure Manual* and Part I general orders. Historical examples include enforcement circulars, operational directives, and the *Field Orientation Manual*, which was the first in-service manual introduced by COS in 1985. NOTE: Lookout circulars, information bulletins, Part II and III general orders, messages from the Chief Conservation Officer, and similar records are classified under *ARCS* secondary 195-20. Policy development files are classified under secondary 31000-40.	SO	5y	FR
-01	**General** NOTE: Throughout this section, this secondary covers miscellaneous records that relate to the primary but do not document decisions and actions, and do not relate to topics that warrant specific classifications.	CY+1y	nil	DE

This is an approved information schedule, as defined by the *Information Management Act* (SBC 2015, c. 27). For more information consult your Records Officer.

31000	CONSERVATION OFFICER SERVICES - GENERAL	A	SA	FD
-10	**Final reports, statistics and reviews**	SO	5y	FR

SO: when no longer required for statistical, reporting, or research and analysis purposes

FR: The government archives will fully retain Conservation Officer Service final reports, statistics and reviews because they:

- document original research and analysis pertaining to human-wildlife conflict management and compliance and enforcement activities;
- have evidential and informational value in documenting the effectiveness of specific control method techniques; and
- document the types and severity of human-wildlife conflicts, including attacks on humans.

NOTE: Examples of reports and reviews covered under this secondary include annual reports (e.g., the Wild Predator-Livestock Protection Program Annual Report), wildlife attack executive summary reports, and original research reports prepared by COS or external researchers. Examples of statistics covered under this secondary include annual summary of bear conflicts, annual summary of bear attacks, a summary of all predator attacks, and a summary of cougar attacks (from early 1800s to present).

NOTE: The following reports types are not covered under this secondary:

- wildlife attack final reports, prepared in response to a specific wildlife attack (see secondary 31040-14);
- investigation reports, prepared in the course of minor and major investigations (see secondaries 31010-20, 31010-22, 31010-26 and 31010-40); and
- compliance monitoring project final reports, prepared in the course of compliance monitoring projects (see secondary 31010-60).

This is an approved information schedule, as defined by the *Information Management Act* (SBC 2015, c. 27). For more information consult your Records Officer.

31000	CONSERVATION OFFICER SERVICES - GENERAL	A	SA	FD
-15	**Statistics and reports (not covered elsewhere)** (covers statistics and reports that are maintained in the COS recordkeeping system but are not appraised for full retention by the government archives under secondary 31000-10; and report working files) SO: when no longer required for operational or reference purposes NOTE: Routine reports and statistics of temporary usefulness may be destroyed under the authority of special schedule 102901 *(Transitory Records Schedule)*. NOTE: The following report types are not covered under this secondary: • wildlife attack final reports, prepared in response to a specific wildlife attack (see secondary 31040-14); • investigation reports, prepared in the course of minor and major investigations (see secondaries 31010-20, 31010-22, 31010-26 and 31010-40); and • compliance monitoring project final reports, prepared in the course of compliance monitoring projects (see secondary 31010-60).	SO	nil	DE

This is an approved information schedule, as defined by the *Information Management Act* (SBC 2015, c. 27). For more information consult your Records Officer.

31000		CONSERVATION OFFICER SERVICES - GENERAL	A	SA	FD
	-17	**Tracking logs** (covers logs and ledgers summarizing compliance and enforcement activities and human-wildlife conflicts) SO: when no longer required for tracking purposes NOTE: Since 2011, the majority of human-wildlife conflict tracking is done via the PEP database, which records wildlife conflicts and outcomes, including translocation information (see System Overview for more details). Compliance and enforcement activity tracking is done via PEP and the Conservation Officer Online Reporting system (COORS). NOTE: Historically, logs were often interfiled with the reports to which they relate. For administrative convenience, logs interfiled with Human-Wildlife Conflict Reports (HWCRs) and equivalents are classified under secondary 31040-20. Logs interfiled with reports relating to compliance and enforcement activities (e.g., occurrence reports) are classified under secondary 31010-20.	SO	nil	DE
	-30	**Issues management files** (includes copies of briefing notes) (arrange by issue) (covers issues management activities not covered under a more specific secondary in this schedule) SO: when issue is resolved or no longer required for operational purposes 7y: The retention period meets the branch's needs as issues that have not re-emerged within seven years are unlikely to do so. NOTE: Original briefing notes should be classified under *ARCS* secondary 280-20. Issues pertaining to a specific investigation or human-wildlife conflict should be filed on the applicable case file within this schedule. Issues pertaining to a specific species or control method, should be classified under secondary 31040-30.	SO	7y	DE

This is an approved information schedule, as defined by the *Information Management Act* (SBC 2015, c. 27). For more information consult your Records Officer.

31000	CONSERVATION OFFICER SERVICES - GENERAL	A	SA	FD
-40	**Policy development files** (includes copies of briefing notes, correspondence, drafts and working materials) (arrange by policy name) SO: when the policy is approved and distributed or abandoned DE: Policy development files may be destroyed because final policies are fully retained under secondary 31000-00. NOTE: Original briefing notes should be classified under *ARCS* secondary 280-20.	SO	5y	DE

END OF PRIMARY

This is an approved information schedule, as defined by the *Information Management Act* (SBC 2015, c. 27). For more information consult your Records Officer.

31010 COMPLIANCE AND ENFORCEMENT

Records relating to investigating and enforcing suspected cases of non-compliance with the following federal acts and related regulations, which currently fall under the Conservation Officer Service (COS) mandate: *Canada Shipping Act, 2001 (SC 2001, c. 26)*, *Criminal Code (RSC 1985, c. C-46), Fisheries Act (RSC 1985, c. F-14), Migratory Birds Convention Act, 1994 (SC 1994, c. 22), Species at Risk Act (SC 2002, c. 29), Wild Animal and Plant Protection and Regulation of International and Interprovincial Trade Act (SC 1992, c. 52)* and the following provincial acts and related regulations: *Creston Valley Wildlife Act* (RSBC 1996, c. 84), *Dike Maintenance Act* (RSBC 1996, c. 95), *Ecological Reserve Act* (RSBC 1996, c.103), *Environmental Assessment Act* (SBC 2002, c. 43), *Environmental Management Act* (SBC 2003, c. 53), *Firearm Act* (RSBC 1996, c. 145), *Fish Inspection Act* (RSBC 1996, c. 148), *Fisheries Act* (RSBC 1996, c. 149), *Forest Act* (RSBC 1996, c. 157), *Forest and Range Practices Act* (SBC 2002, c. 69), *Forest Practices Code of British Columbia Act* (RSBC 1996, c. 159), *Integrated Pest Management Act* (SBC 2003, c. 58), *Land Act* (RSBC 1996, c. 245), *Liquor Control and Licensing Act* (RSBC 1996, c. 267), *Motor Vehicle Act* (RSBC 1996, c. 318), *Offence Act* (RSBC 1996, c. 338), *Off-Road Vehicle Act* (SBC 2014, c. 5), *Park Act* (RSBC 1996, c. 344), *Transport of Dangerous Goods Act* (RSBC 1996, c. 458), *Riparian Areas Protection Act* (SBC 1997, c. 21), *Trespass Act* (RSBC 1996, c. 462), *Water Protection Act* (RSBC 1996, c. 484), *Water Users' Communities Act* (RSBC 1996, c. 483), *portions of the Wildfire Act* (SBC 2004, c. 31), and the *Wildlife Act* (RSBC 1996, c. 488).

Known or suspected breaches (contraventions) of the above acts/regulations are reported by calling the Report All Poacher and Polluters (RAPP) tipline, completing and submitting an online form, contacting COS directly, or may be uncovered directly by COS (e.g., in the course of special investigations and undercover operations). Reported contravention details are entered into the COS Logging Application, referred to by COS as the PEP Database, with the exception of those that are uncovered directly by COS. Conservation Officer actions and outcomes are recorded in the Conservation Officer Online Reporting System (COORS).

Contraventions enforced by COS may result in enforcement actions (e.g., warnings, tickets, and licence actions). Multiple enforcement actions can be taken for individual contraventions. Examples of the most common contraventions enforced by COS are as follows:

- *Wildlife Act* (RSBC 1996, c. 488) - kill wildlife not within open season – section 26(1)(c)
- Federal *Fisheries Act* (RSC 1985, c. F-14) – fish by/with prohibited method, gear or bait – section 63 [SFR]
- *Environmental Management Act* (SBC 2003, c. 53) – discharge litter – section 12(2)
- *Wildlife Act* (RSBC 1996, c. 488) – attract dangerous wildlife to land or premises – section 33.1(2)

- *Environmental Management Act* (SBC 2003, c. 53) – introduce waste by prescribed industry trade or business – section 6(2)
- Federal *Fisheries Act* (RSC 1985, c. F-14) – angle with more than one fishing line – section 6(1)(a)[SFR]
- Federal *Canada Shipping Act* (SC 2001, c. 26)– operating non-human powered pleasure craft without prescribed vessel safety equipment on board – sections 3 and 206 (a) [SVR]

Conservation Officers, who are Special Provincial Constables under the *Police Act* (RSBC 1996, c. 367), are trained and authorized to investigate complaints and incidents and to charge offenders. COS categorizes investigations as minor or major, as defined in business rules, policy and procedures. Major cases are serious in nature and address complex issues. Examples include those that:

- are high profile in nature, and may draw intense media and political attention
- are multi-jurisdictional and may involve other levels of government and/or other jurisdictions
- may involve elements of organized crime, and violations that fall outside the mandate of the COS
- require specialized investigation techniques such as: surveillance, canvassing, covert operations, and the use of Judicial Applications such as search warrants, tracking warrants, and Part 6 warrants
- require the systematic collection, organization, and evaluation of large amount of information and electronic data
- relate to serious forest crimes including arson, mischief, fraud and theft of natural resources.

This primary also covers compliance monitoring projects, also known as industry probes, conducted solely by COS, or in conjunction with operational staff from other Ministry or government agencies. These projects are typically undertaken to assess the compliance of a specific industry or group with legislation/regulation enforced by COS. Outcomes include final reports and recommendations.

For annual plans and performance reporting, see *ARCS* primary 400.
For court case files and judgments maintained by Court Services, see the *Court Services ORCS*, Schedule 100152.
For executive briefing notes, executive correspondence referral replies, and executive issues records, see *ARCS* primary 280.
For human-wildlife conflict records, see primary 31040.
For policies and procedures, see primary 31000.
For reference material/topical files, see *ARCS* secondary 358-20.
For system descriptions, see the System Section.

The ministry OPR is Conservation Officer Service unless otherwise noted below. See specific secondaries for OPR retention schedules.

This is an approved information schedule, as defined by the *Information Management Act* (SBC 2015, c. 27). For more information consult your Records Officer.

			A	SA	FD
31010	**COMPLIANCE AND ENFORCEMENT**				
	All non-OPR offices will retain these records for:		SO	nil	DE
	-01	**General**	CY+1y	nil	DE
PIB	**-11**	**Conservation Officer notebooks** (arrange by officer name and then by date) SO: when Conservation Officer retires, resigns or employment is terminated from COS 15y: The retention period ensures that the notebooks are available for reference purposes for the duration of the officer's employment with COS. The additional 15 years provides a reasonable period of time to ensure that the original notebook is available for litigation purposes. NOTE: Conservation Officers maintain notebooks that document their daily work, including patrols, inspections, human-wildlife conflict response, investigations, interviews, relevant meetings, etc. Because they are organized by date rather than by case (with the exception of some major cases, which may have a dedicated notebook), it is not possible to file the hard copy notebooks with the relevant case. Currently, copies of relevant pages are scanned and added to the appropriate case. Prior to scanning, relevant pages were photocopied to the applicable physical case file. NOTE: Notes created in electronic format are filed on the applicable case. Dedicated hardcopy notebooks for major cases are classified under secondary 31010-40.	SO+2y	13y	DE

This is an approved information schedule, as defined by the *Information Management Act* (SBC 2015, c. 27). For more information consult your Records Officer.

31010	COMPLIANCE AND ENFORCEMENT	A	SA	FD
-12	**Exhibit ledgers** (arrange by zone and then by calendar year) SO: when all exhibits listed on the ledger have been disposed and all processes related to the exhibits have been resolved NOTE: This secondary covers ledgers summarizing items seized during investigations (e.g., python snakes, grizzly bear hides, and weapons). The ledgers consist of inventory of items maintained in the various exhibit rooms located across the province and serve as a reminder of exhibits that have not been disposed. A case cannot be closed until all related exhibits have been disposed. Information tracked includes the COORS case file number, item seized, date seized, description, and date disposed. NOTE: Exhibit reports and ledgers pertaining to only one investigation are filed on the applicable case file under secondaries 31010-20, 31010-22, 31010-26 or 31010-40. NOTE: Retention requirements for the actual exhibits are not outlined in this schedule. Instead, they are governed by legal requirements for exhibit disposal, outlined in federal and provincial legislation.	SO+2y	nil	DE
-15	**Investigations records - scanned and batched** (includes tickets, notices, investigation records and supporting documentation) (covers paper records that have been scanned, verified and batched) 5y: The five year retention period ensures that the original paper records are available for a reasonable period of time should they be required for litigation purposes. The scanned images are retained for a minimum of 10 years on the corresponding major or minor case. NOTE: This secondary does not cover hardcopy notebooks, which are classified under secondary 31010-11 or secondary 31010-40.	CY+4y	nil	DE

This is an approved information schedule, as defined by the *Information Management Act* (SBC 2015, c. 27). For more information consult your Records Officer.

31010		COMPLIANCE AND ENFORCEMENT	A	SA	FD
PIB	-20	**Minor investigation cases** (a minor case will include a variety of record types, examples of which include routing sheets, investigative documents, notes, court documents (e.g., search warrants, subpoenas, arrest warrants and Crown Counsel disclosure packages), reports (e.g., final, subject, exhibit, expert, briefing, etc.), enforcement action records (e.g., tickets, warnings and orders), photographs, audio-visual records, ledgers, logs, statements, plans, approvals, correspondence, and supporting documentation) (arrange by case) (covers hard copy files and unscanned batched occurrence reports and logs (e.g., hard copy reports and logs maintained in binders prior to scanning)) SO: when case is closed 10y: The semi-active retention period provides a reasonable period of time to review past violations, support statistical reporting, and enable trend analysis. NOTE: For administrative convenience, this secondary covers both hard copy files and batched occurrence reports and logs. When applying the SO criteria to the batched occurrence reports and logs, the most recent report in the box will determine the SO date. NOTE: Case closure procedures are defined in business rules, policy and procedures. Examples of actions that must be concluded prior to case closure include completion of investigation; exhibit disposal; contraventions assigned an enforcement action(s); expiration of appeal periods; and conclusion of legal actions. NOTE: Hard copy notebooks are retained under secondaries 31010-11 or 31010-40. Minor investigation data is classified under secondaries 31010-22 and 31010-26.	SO	10y	DE

This is an approved information schedule, as defined by the *Information Management Act* (SBC 2015, c. 27). For more information consult your Records Officer.

31010		COMPLIANCE AND ENFORCEMENT	A	SA	FD
PIB	-22	**Minor investigation case data** (covers minor investigation data in COORS and related electronic records not captured in COORS (e.g., large audio or video files)) SO: when case is closed and all enforcement actions, where applicable, have reached their end date (e.g., in the case of a licence cancellation, that the cancellation end data has been reached) 10y: The 10 year retention period, combined with the deletion exclusion criteria (see note below), allows Conservation Officers adequate time to research past violations if warranted by a future violation, supports statistical reporting, and enables trend analysis. It also satisfies the reference requirements of other areas (e.g., Front Counter BC) responsible for permit and licence issuance, as unpaid tickets or licence suspensions are considerations for approval/denial; ensures records are available to support automatic licence actions that incur when a second or subsequent offence takes place within a 2 year period as prescribed in section 24 of the *Wildlife Act* (RSBC 1996, c. 488); and lastly, meets the needs of the Licence Action Officer, who relies on the data to inform licence cancellation and suspension. NOTE: Prior to data deletion, the system will check whether there are any other cases related to the suspect(s) identified in the case eligible for deletion. If there are none, the case may be deleted. However, if there are other related cases, they may only be deleted when 10 years has elapsed since the most recent violation/contravention. This ensures that data relating to repeat offenders is available to establish patterns of behaviour and for tracking purposes. NOTE: Case closure procedures are defined in business rules, policy and procedures. Examples of actions that must be concluded prior to case closure include completion of investigation; exhibit disposal; contraventions assigned an enforcement action(s); expiration of appeal periods; and conclusion of legal actions. NOTE: Minor case data closed as unfounded, unsolved, or unattended are classified under secondary 31010-26. Major case data is classified under secondary secondary 31010-40.	SO+10y	nil	DE

This is an approved information schedule, as defined by the *Information Management Act* (SBC 2015, c. 27). For more information consult your Records Officer.

31010		COMPLIANCE AND ENFORCEMENT	A	SA	FD
PIB	**-26**	**Minor investigation case data - closed as unfounded, unsolved or unattended** (covers minor investigation data in COORS closed with a result of unfounded, unsolved or unattended) SO: when case is closed with designation of unfounded, unsolved or unattended 5y: The five year retention period, combined with the deletion exclusion criteria (see note below), provides a reasonable period of time for additional information to emerge that would assist with unsolved cases, and to identify patterns that warrant revisiting unfounded cases. NOTE: Prior to data deletion, the system will check whether there are any other cases related to the suspect(s) identified in the case eligible for deletion. If there are none, the case may be deleted. However, if there are other related cases, they may only be deleted when 5 years has elapsed since the most recent violation/contravention. This ensures that data relating to repeat offenders is available to establish patterns of behaviour and for tracking purposes. NOTE: Minor Investigations covered under this secondary are defined as follows: • Unfounded - Reported offence was investigated but the allegations are not founded or grounds do not exist to support the alleged offence • Unsolved - An investigation has been conducted but to date the case has not been solved • Unattended - Reported offence was not attended or investigated by the officer NOTE: Hardcopy minor investigations closed as unfounded, unsolved or unattended are classified under secondary 31010-20. Major cases closed with a result of unfounded, unsolved or unattended are classified under secondary 31010-40. Minor case data closed with other results are classified under secondary 31010-22.	SO+5y	nil	DE
PIB/FOI	**-40**	**Major investigation cases** (a major case will include a variety of record types, examples of which include routing sheets, investigation documents, notes, dedicated major case notebooks, court documents (e.g., search warrants, subpoenas, arrest warrants and Crown	SO	10y	FR

31010	COMPLIANCE AND ENFORCEMENT	A	SA	FD

Counsel disclosure packages), reports (e.g., final, subject, exhibit, expert, briefing, etc.), enforcement action records (e.g., tickets, warnings and orders), photographs, audio-visual records, ledgers, logs, statements, plans, approvals, correspondence, and supporting documentation)

(arrange by case number, and in the case of special investigations, by project name)

(covers hard copy files; data stored in COORS (including COORS attachments); and electronic records not captured in COORS (e.g., large video or audio files))

SO: when case is closed and all enforcement actions, where applicable, have reached their end date (e.g., in the case of a licence cancellation, that the cancellation end data has been reached)

10y: The 10 year retention period, combined with the transfer exclusion criteria (see note below), allows Conservation Officers adequate time to research past violations if warranted by a future violation, supports statistical reporting, and enables trend analysis. It also satisfies the reference requirements of other areas (e.g., Front Counter BC) responsible for permit and licence issuance, as unpaid tickets or licence suspensions are considerations for approval/denial; ensures records are available to support automatic licence actions that incur when a second or subsequent offence takes place within a 2 year period as prescribed in section 24 of the *Wildlife Act* (RSBC 1996, c. 488); and lastly, meets the needs of the Licence Action Officer, who relies on the data to inform licence cancellation and suspension.

FR: The government archives will fully retain major cases because they provide evidence of serious wildlife and environmental contraventions that have occurred throughout the province and document the resulting enforcement actions taken by the Conservation Officer Service. The records also have value in demonstrating the evolution of specialized investigation techniques, such as undercover operations designed to infiltrate illegal, commercialized activities (e.g., trafficking in wildlife parts) and in documenting *Environmental Management Act* (SBC 2003, c. 53) infractions that have a potential long-term impact to the environment and may involve threats to human health and safety, such as lumber company chlorine dioxide spills and the Mount Polley Mine tailings pond spill.

This is an approved information schedule, as defined by the *Information Management Act* (SBC 2015, c. 27). For more information consult your Records Officer.

31010	COMPLIANCE AND ENFORCEMENT	A	SA	FD

NOTE: This secondary covers records primarily dating from the early 1990s when major case file management was formalized as a result of the creation of the Commercial Environmental Investigations Unit (CEU).

NOTE: Prior to transfer to the government archives, the system will check whether there are any other cases related to the suspect(s) identified in the case eligible for transfer. If there are none, the case may be transferred to the government archives. However, if there are other related cases, they may only be transferred when 10 years has elapsed since the most recent violation/contravention. This ensures that records relating to repeat offenders is available to COS to establish patterns of behaviour and for tracking purposes.

NOTE: Case closure procedures are defined in business rules, policy and procedures. Examples of actions that must be concluded prior to case closure include completion of investigation; exhibit disposal; contraventions assigned an enforcement action(s); expiration of appeal periods; and conclusion of legal actions.

NOTE: Access to records transferred to the government archives will be restricted according to the provisions of the *Freedom of Information and Protection of Privacy Act* (RSBC 1996, c. 165).

This is an approved information schedule, as defined by the *Information Management Act* (SBC 2015, c. 27). For more information consult your Records Officer.

31010	COMPLIANCE AND ENFORCEMENT	A	SA	FD
-60	**Compliance monitoring projects** (arrange by project) (includes project plans, working materials, and final reports) SO: when project is completed, abandoned or cancelled 10y: The semi-active retention period provides a reasonable period of time for the operational and reference values of the records to be extinguished. FR: The government archives will fully retain compliance monitoring projects because they provide a unique, in-depth view of a specific industry or group's compliance with legislation and regulation which has a potential to cause environmental damage. Findings and recommendations have value in identifying government actions in relation to environmental protection. NOTE: In the course of a compliance monitoring project, individual minor or major investigations cases may be opened under secondaries 31010-20, 31010-26, and 31010-40. Examples of projects covered under this secondary include the Aquaculture Non-Compliance Project.	SO	10y	FR

This is an approved information schedule, as defined by the *Information Management Act* (SBC 2015, c. 27). For more information consult your Records Officer.

31010		COMPLIANCE AND ENFORCEMENT	A	SA	FD
PIB	-65	**Confidential informants** (includes carding document, debriefing reports, receipts, and background information) (arrange by confidential informant number) OPR: Provincial Investigations Unit SO: when informant is no longer active and informant file is closed 15y: The fifteen year retention period provides a reasonable period of time should the information pertaining to the informant be required for litigation purposes. NOTE: These records have been appraised for destruction because any useful intelligence provided by the informant is captured on the applicable major case, which is fully retained under secondary 31010-40. NOTE: Registers used to link the informant number and name are classified under *ARCS* secondary 100-05.	SO+15y	nil	DE
	-70	**Intelligence investigations** (arrange by project) (covers pro-active intelligence gathering (e.g., for the purposes of developing intelligence bulletins)) OPR: Provincial Investigations Unit SO: when intelligence bulletin is prepared or when no longer required for reference NOTE: Intelligence gathered in support of a major case is filed on the applicable major case under secondary 31010-40. Final intelligence bulletins are classified under *ARCS* secondary 195-20.	SO	5y	DE

This is an approved information schedule, as defined by the *Information Management Act* (SBC 2015, c. 27). For more information consult your Records Officer.

31010		COMPLIANCE AND ENFORCEMENT	A	SA	FD
PIB	**-80**	**Violation reporting data** (covers violation reporting data in the PEP Database) DE: These records have been appraised for destruction because the information is duplicated in COORS, which is considered the official repository for violation investigations (see the COS Logging System Overview for more details). Information required for statistical purposes is copied from the PEP database and retained in spreadsheets classified under secondaries 31000-10 Final reports, statistics and reviews and 31000-15 Statistics and reports (not covered elsewhere).	FY+4y	nil	DE

END OF PRIMARY

This is an approved information schedule, as defined by the *Information Management Act* (SBC 2015, c. 27). For more information consult your Records Officer.

31040 HUMAN-WILDLIFE CONFLICTS

Records relating to human-wildlife conflicts. Conservation Officer Services (COS) responds primarily to human-wildlife conflicts that pose a threat to public safety (e.g., wildlife attacks, repeated dangerous wildlife encounters at or near public locations, situations where dangerous wildlife has become habituated or food conditioned and now represents a risk to public safety, and livestock-large predator conflicts). COS also responds to certain cases of injured or dead wildlife (e.g., large carnivores or ungulates).

The Report All Poacher and Polluters (RAPP) 24 hour hotline, maintained by the Provincial Emergency Program Call Centre, a third party service provider, receives the majority of conflict reports. However, COS may also directly receive a conflict report. Call details are logged in the COS Logging database, referred to by COS as the Provincial Emergency Program (PEP) database, and ensuing Conservation Officer actions are also recorded within the PEP database. If the conflict involves a wildlife attack on a human, COS completes a wildlife attack report. Staff will also create a case in the Conservation Officer Online Reporting System (COORS) System if the wildlife conflict involves a suspected violation of federal or provincial environmental laws and regulations which fall under the jurisdiction of COS.

For accounts payable records, see *ARCS* secondary 925-20.
For briefing notes, see *ARCS* secondary 280-20.
For freedom of information requests, see *ARCS* primary 292.
For media relations records, see *ARCS* secondary 330-25.
For operational policy (e.g., translocation policies), see primary 31000.
For strategies (e.g., managing human-widlife conflicts strategy), see *ARCS* primary 400.
For system descriptions, see the System Section.
For wildlife attack statistics and summaries, maintained by the Wildlife-Conflict Manager, see secondary 31000-10.
For work plans, see *ARCS* primary 400.

The ministry OPR is Conservation Officer Service unless otherwise noted below. See specific secondaries for OPR retention schedules.

31040	HUMAN-WILDLIFE CONFLICTS	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
	-01 General	CY+1y	nil	DE

This is an approved information schedule, as defined by the *Information Management Act* (SBC 2015, c. 27). For more information consult your Records Officer.

31040		HUMAN-WILDLIFE CONFLICTS	A	SA	FD
PIB	**-14**	**Wildlife attack final reports** (covers reports summarizing wildlife attacks on humans) OPR: Program Support SO: when report is finalized 10y: The semi-active retention period provides a reasonable period of time to review past attacks, to support statistical reporting, and to enable trend analysis. FR: The government archives will fully retain wildlife attack final reports because these unique records document the investigation and outcome of wildlife attacks that threaten human safety and may result in human fatality or serious injury. Records have evidential and informational value because they illustrate the evolution of the following: wildlife attack investigative techniques; causes of wildlife attacks; and methods used to dispatch wildlife. The records also have contextual value because they may be used to inform wildlife conflict reduction strategies, policies and procedures, and educational materials developed by COS. NOTE: Related records pertaining to wildlife attacks are classified under secondaries 31040-20 and 31040-25. If the wildlife attack also involves a contravention, a separate minor or major case will also be opened.	SO	10y	FR

This is an approved information schedule, as defined by the *Information Management Act* (SBC 2015, c. 27). For more information consult your Records Officer.

31040	HUMAN-WILDLIFE CONFLICTS	A	SA	FD
-20	**Human-wildlife conflict files** (arrange by report number or case) (includes Human-Wildlife Conflict Reports (HWCR), Problem Wildlife Occurrence Reports (PWOR) (predecessor to the HWCR) Occurrence Reports, Incident Reports, logs, Asset Transfer and Disposal Reports, Outcome Reports, compensation request forms, photographs, audio-visual records, plans, copies of briefing notes, copies of medical releases, and supporting documentation) (covers batched conflict reports and associated logs, wildlife attack investigation records, and records not captured in the PEP database (e.g., audio-visual records)) SO: when the investigation is closed 10y: The semi-active retention period provides a reasonable period of time to review past conflicts and to support statistical reporting. NOTE: When applying the SO criteria to the batched occurrence reports and logs, the most recent report in the box will determine the SO date. NOTE: The methods used to track human-wildlife conflicts have evolved since the establishment of COS. Previously, a hard-copy Occurrence Report was used to record both problem wildlife and violations. The form was then split in two, and the PWOR created, which in turn was replaced by the HWCR. In 2002, the PEP database was established to electronically capture conflict details. Effective 2011, outcomes are also recorded electronically. NOTE: Wildlife attack final reports are classified under secondary 31040-14. Human-wildlife conflict data is classified under secondary 31040-25. If the wildlife attack also involves a contravention, a separate minor or major case will also be opened in COORS.	SO	10y	DE

This is an approved information schedule, as defined by the *Information Management Act* (SBC 2015, c. 27). For more information consult your Records Officer.

31040		HUMAN-WILDLIFE CONFLICTS	A	SA	FD
PIB	**-25**	**Human-wildlife conflict data** (covers human-wildlife conflict reporting and outcome data in the PEP database) 10y: The retention period provides a reasonable period of time to review past conflicts and to support statistical reporting. DE: These records have been appraised for destruction because wildlife attack final reports are fully retained under secondary 31040-14. Information required for statistical purposes is also copied from the PEP database and retained in spreadsheets classified under secondaries 31000-10 Final reports, statistics and reviews and 31000-15 Statistics and reports (not covered elsewhere).	FY+9y	nil	DE

This is an approved information schedule, as defined by the *Information Management Act* (SBC 2015, c. 27). For more information consult your Records Officer.

31040	HUMAN-WILDLIFE CONFLICTS	A	SA	FD
-30	**Wildlife species and control files** (covers both issues management and planning and development relating to specific species (e.g., bears) and specific control techniques (e.g., traps and baits)) (includes correspondence and copies of media clippings, brochures, bulletins, news releases, HWCRs, briefing notes, and policies) (arrange by species, control method technique, or related subject) SO: when information is no longer current 5y: The semi-active retention period provides a reasonable period of time for an issue or topic re-emerge. DE: These records have been appraised for destruction because descriptions of approved control techniques are captured in final policy and procedures fully retained under secondary 31000-00; and descriptions, outcomes, and recommendations pertaining to specific wildlife attacks are fully retained under secondary 31040-14. NOTE: This secondary contains copies of records pertaining to many aspects of wildlife conflict management. The original records should be classified as directed below: • wildlife attack final reports under secondary 31040-14 • other final reports (excluding wildlife attack final reports) and reviews under secondary secondary 31000-10 • HWCRs and equivalents under secondaries 31040-20 and 31040-25 • briefing notes under *ARCS* secondary 280-20 • policies and procedures under secondary 31000-00.	SO	5y	DE

END OF PRIMARY

CONSERVATION OFFICER SERVICES

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (*ORCS*)

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This is an approved information schedule, as defined by the *Information Management Act* (SBC 2015, c. 27). For more information consult your Records Officer.

SYSTEM SECTION: COMMON SYSTEM NOTES

Retention Schedules for the Systems

The data on the systems is classified under appropriate secondaries in the *ORCS* and in *Administrative Records Classification System* (*ARCS*), as indicated in the following descriptions. The systems themselves are all scheduled as follows:

Active	SO:	The system becomes superseded and obsolete when all data has been migrated to another system or documented elsewhere, or when all applicable retention schedules for the data have expired; see relevant classifications.
Semi-Active	nil:	There is no semi-active retention period assigned to systems.
Final Disposition	DE:	Each system will be destroyed when all data has been migrated to another system performing the same function, schedules covering the data have elapsed, or the data has been preserved elsewhere. For data retention details, see the applicable system overview.

This is an approved information schedule, as defined by the *Information Management Act* (SBC 2015, c. 27). For more information consult your Records Officer.

CONSERVATION OFFICER ONLINE REPORTING SYSTEM (COORS)

SYSTEM OVERVIEW

Creating Agency
Ministry of Environment
BC Parks and Conservation Officer Service Division
Conservation Officer Service (COS) and Parks and Protected Areas (PPA)

Purpose
COORS tracks incidents, created by COS and PPA, which are potential violations of Ministry-mandated legislation. It is web-based case management system, with data stored on Oracle tables.

Historically, physical case files were created to document investigation. Effective April 1, 2011, physical case files are no longer created (with the exception of some major cases). Instead, case files are managed electronically. Original hard copy documents (e.g., violation tickets and notices of cancellation) are scanned, attached to the applicable case in COORS, and then bulk-filed. Based on business rules, certain cases are entered and tracked solely in COORS. Others, such as those with large audio or video files, will be managed and tracked in both COORS and on the shared drive.

This System Overview only covers cases created by COS. Cases created by PPA will be covered by a future amendment to the *Parks and Protected Areas ORCS*, schedule 186896.

Information Content
COORS was launched in 2006 and contains data ranging from the 1980s to present, including data converted from a previous, obsolete system, entitled COSIC.

COORS contains details of incidents and the resulting actions taken by COS and other stakeholders. Incidents are opened in COORS as cases. Cases are virtual containers for all information pertaining to the incident. The case is the central concept of COORS and is required to exist before any other information can be entered.

Examples of key actions associated with a case include:

- Contravention details: a contravention is a breach of the act or regulation that the COS enforces. Examples of details include date/location of contravention, act/regulation breached, contravention source and penalty details. One case may have many contraventions against it.
- Enforcement action details: an enforcement action is an action undertaken in response to a contravention (e.g., a ticket, warning, administrative actions, or licence actions). Multiple enforcement actions can be taken for individual contraventions.
- Investigation details (when investigation warranted) (e.g., ministry personnel involved with the investigation, vehicles associated with the investigation, and investigation details).
- Parties involved: key details about the parties (suspects and witnesses) involved, including demographic details, hunter #, and driver's licence number.
- Attachments: allows scanned documents (e.g., violation ticket, notice of cancellation, court orders, and notebook pages), born digital documents, and photographs to be attached to the case.

- Notes: textual information about the case used to assist with the administration and review of the case file (includes information relating to a description of any electronic files (e.g., large audio and/or video files) which could not be uploaded to COORS from the COS LAN
- Continuation report: factual chronology of an investigation which includes detailed account of the key events, actions taken and investigation outcomes (new report added since 2012).

Key case details include case number, case type (e.g., wildlife), case category, party name, party date of birth, company name, case status, case description, open date, close date, major case indicator, and lead investigator. Cases can also be closed with a designation of unattended, unfounded or unsolved, defined as follows:

- Unfounded: Reported offence was investigated but the allegations are not founded or grounds do not exist to support the alleged offence.
- Unsolved: An investigation has been conducted but to date the case has not been solved.
- Unattended: Reported offence was not attended or investigated by the officer.

COORS also includes a read-only view of hunter history data uploaded from the Hunter Number System on a weekly basis. The read-only view allows staff to search basic hunter history such as hunter demographic, hunter licence, and hunter number card information.

Inputs, Processes, and Outputs
The majority of data is manually entered. In addition to authorized COS staff, the Fish and Wildlife Licence Action Officer (member of Fish, Wildlife and Habitat Management Branch) and selected Parks and Protected Areas staff can enter data. Front Counter BC, Compliance and Enforcement Reporting, Department of Fisheries and Oceans Radio Room, and Contaminated Sites staff have read only access.

The Report All Poacher and Polluters (RAPP) tipline, maintained by the Provincial Emergency Program Call Centre, a third party service provider, receives reports from the public of suspected violation. Calls/forms received by the call centre are entered into the COS Logging database, referred to by the COS as the Provincial Emergency Program (PEP) database (see the COS Logging System Overview). The COS Logging database generates an email which is sent to COS staff to notify them of the violation. COS staff then re-enter the information into COORS, as there is currently no direct data sharing between the two databases.

COS staff also receive violation tips directly or from other agencies or may uncover violations during the course of special investigations and undercover operations. Information received directly by or uncovered by the COS is entered solely into COORS, bypassing PEP.

Enforcement actions (e.g., administrative actions, warnings, tickets, charges involving court cases, and licence actions) are entered into COORS as the investigation progresses. Two types of enforcement actions are described in more detail below:

- Federal tickets and provincial tickets are recorded in COORS when a ticket is issued against an act or regulation. The Insurance Corporation of BC (ICBC) process ticket payment and the following information from the ICBC System (paid amount, paid date and disposition) are uploaded to COORS, on a monthly basis. ICBC also updates payment details for court-defined fines.

- If a contravention requires a licence action (e.g., hunter has failed to pay fines within the prescribed time-period or has been convicted of an offence that carries an automatic licence cancellation for a specified period or which is a second or subsequent offence within a 2 year period, as prescribed in the *Wildlife Act* (RSBC 1996, c. 488)), a Licence Action Form is generated and sent to the Licence Action Officer (LAO). The LAO then completes the appropriate licence action (e.g., suspends the hunter licence number in the Hunter Number System. The LAO will also record their actions in the COORS licence action screen (e.g., hunter number, licence action, effective date, and end date).

Enforcement actions recorded in COORS are also referenced by other areas. For example, Front Counter BC, responsible for permit and licence issuance, needs to be aware of outstanding infractions or offences for eligibility determination purposes.

Case closure procedures are defined in business rules, policy and procedures. Examples of actions that must be concluded prior to case closure include completion of investigation; exhibit disposal; contraventions assigned an enforcement action(s); expiration of appeal periods; and conclusion of legal actions.

Three separate retention categories have been created for COORS data: Minor; minor closed as unfounded, unsolved or unattended; and major. In 2013, approximately 43% of the total 9993 COORS cases fell within the minor closed as unfounded, unsolved or unattended category. In comparison, only 85 major cases were opened in the same year.

Outputs consists of ad-hoc and custom reports (e.g., status of tickets, case listing, contravention listing, case inactivity, Rap sheet, and contravention listing).

In addition, COORS uploads selected enforcement action details (e.g., summary information about tickets issued, court convictions and orders) to the Environmental Violation Database, which is maintained by the Compliance and Enforcement Branch, Ministry of Environment. The database is available to the public to search at http://www.env.gov.bc.ca/main/compliance-reporting/. In addition, data in the database is used to produce the quarterly Compliance and Enforcement Reports http://www2.gov.bc.ca/gov/content/environment/research-monitoring-reporting/reporting/environmental-enforcement-reporting/quarterly-environmental-enforcement-summary. The database and the reports will be covered under a future schedule.

This is an approved information schedule, as defined by the *Information Management Act* (SBC 2015, c. 27). For more information consult your Records Officer.

CONSERVATION OFFICER ONLINE REPORTING SYSTEM (COORS)

Classification of Records that Relate to the System

Schedule Code	Secondary No.	Secondary Title	Retention Schedule A	SA	FD
Data in the System					
COSE	31010-22	Minor investigation case data	SO+10y	nil	DE
COSE	31010-26	Minor investigation case data - closed as unfounded, unsolved or unattended	SO+5y	nil	DE
COSE	31010-40	Major investigation cases	SO	10y	FR
Inputs					
COSE	31010-11	Conservation Officer notebooks	SO+2y	13y	DE
COSE	31010-12	Exhibit ledgers	SO+2y	nil	DE
COSE	31010-15	Investigations records - scanned and batched	CY+4y	nil	DE
COSE	31010-20	Minor investigation cases	SO	10y	DE
COSE	31010-40	Major investigation cases	SO	10y	FR
COSE	31010-80	Violation reporting data	FY+4y	nil	DE
Outputs					
ARCS	400-20	Ministry/agency planning and performance files	SO	2y	DE
ARCS	400-50	Management reviews/evaluation of internal programs	SO	2y	DE
COSE	31000-10	Final reports, statistics and reviews	SO	5y	FR
COSE	31000-15	Statistics and reports (not covered elsewhere)	SO	nil	DE
Other Related Records					
ARCS	6820-05	Back-up data	SO	nil	DE
ARCS Section 6	see appropriate secondaries	INFORMATION TECHNOLOGY			
102902		Transitory Electronic Data Processing (EDP) Records	SO	nil	DE

Schedule Code Key: *ARCS* = *Administrative Records Classification System*, schedule 100001

END OF OVERVIEW

This is an approved information schedule, as defined by the *Information Management Act* (SBC 2015, c. 27). For more information consult your Records Officer.

CONSERVATION OFFICER SERVICE (COS) LOGGING

SYSTEM OVERVIEW

Creating Agency
Ministry of Transportation and Infrastructure
Emergency Management BC
Emergency Coordination Centre (ECC)

Purpose
COS Logging is used to log reports of human-wildlife conflicts, record conflict outcomes, and track conflicts. It is also used to log and track reports of suspected violations of federal or provincial environmental laws and regulations which fall under the jurisdiction of COS.

NOTE: COS staff refer to this database as the Provincial Emergency Program (PEP) database, while ECC staff refer to it as COS Logging.

Information Content
COS Logging is an IBM Notes (formerly Lotus Notes) database, maintained by ECC, the contracted service provider, which provides call centre services to COS, including call receipt, logging and dissemination, as per the terms of the Service Level Agreement.

Human-wildlife conflict details are captured on the Human-Wildlife Conflict Report (HWCR) electronic data entry form, and include: HWCR number; call date; conflict location; call taker; caller contact information; occurrence information (incident date/time, species involved, nature of complaint, attractants), actions taken; details of the call; and notification history. Conflict outcomes are captured on the Outcome Report, and include: outcome details; relocation information; trap type; drugs used; species details; and actions taken.

Suspected violations are captured on the Enforcement Routing Sheet (ERS) electronic data entry form, and include: ERS number; call date; complaint receiver details; location details; related COORS number; caller contact information; suspected violation details, including violation type (e.g., wildlife, fisheries, forest practices, pesticide, waste, water, and wildlife); suspected violator details (e.g., name, description, vehicle, and weapons); and notification details.

COS Logging was launched in July 2002. Wildlife conflict outcome reporting functionality was added in 2011.

Inputs, Processes, and Outputs
Human-wildlife conflicts and suspected violations are reported by calling the Report All Poacher and Polluters (RAPP) tipline or by completing and submitting an online form. Calls/forms are received by ECC, which enters the details into the appropriate form in the database. COS Admin staff may also enter call details into the database. COS is alerted to a conflict/violation via a database generated email. In the case of major conflicts and violations, ECC may also notify COS by phone.

Human-Wildlife Conflicts:

Call details are entered on the HWCR. Prior to 2011, the forms were often printed and additional handwritten outcome details added. Since 2011, COS Admin staff and Conservation Officers record

human-wildlife conflict outcomes in the database. As a result, COS Logging is now considered the official repository for human-wildlife conflict call details and outcomes, negating the need to print the forms and add additional details. However, additional records may be generated in the course of the investigation which cannot be stored in COS Logging, such as photographs (secondary 31040-20). Also, in the case of a wildlife attack on a human, additional investigation files and reports are generated (secondaries 31040-14 and 31040-20) which are not stored in COS Logging.

Violations:

Call details are entered on the ERS. COS is notified of the suspected violation via a database generated email. COS Admin staff manually re-enter the information obtained via the database generated email into COORS (currently there is no direct data sharing between COS Logging and COORS). The ERS is then also saved as an attachment to the COORS case, which is considered the official repository for violation investigations. All other copies of the ERS attachment (e.g., those stored on the Local Area Network (LAN) or in email folders) can be destroyed as unnecessary duplicates.

The database produces a variety of ad-hoc and pre-defined reports.

Historical Note
The Observe, Record and Report Program (ORR), established in 1974, was the predecessor to RAPP. Prior to 2002, information was captured on hard copy forms (e.g., Occurrence Report and Problem Wildlife Conflict Report).

This is an approved information schedule, as defined by the *Information Management Act* (SBC 2015, c. 27). For more information consult your Records Officer.

COS LOGGING

Classification of Records that Relate to the System

Schedule Code	Secondary No.	Secondary Title	Retention Schedule A	SA	FD
Data in the System					
COSE	31010-80	Violation reporting data	FY+4y	nil	DE
COSE	31040-25	Human-wildlife conflict data	FY+9y	nil	DE
Inputs					
COSE	31010-11	Conservation Officer notebooks	SO+2y	13y	DE
COSE	31040-20	Human-wildlife conflict files	SO	10y	DE
Outputs					
COSE	31000-10	Final reports, statistics and reviews	SO	5y	FR
COSE	31000-15	Statistics and reports (not covered elsewhere)	SO	nil	DE
COSE	31010-22	Minor investigation case data	SO+10y	nil	DE
COSE	31010-26	Minor investigation case data - closed as unfounded, unsolved or unattended	SO+5y	nil	DE
COSE	31010-40	Major investigation cases	SO	10y	FR
COSE	31040-14	Wildlife attack final reports	SO	10y	FR
COSE	31040-20	Human-wildlife conflict files	SO	10y	DE
Other Related Records					
ARCS	6820-05	Back-up data	SO	nil	DE
ARCS Section 6	see appropriate secondaries	INFORMATION TECHNOLOGY			
102902		Transitory Electronic Data Processing (EDP) Records	SO	nil	DE

Schedule Code Key: *ARCS* = *Administrative Records Classification System*, schedule 100001

END OF OVERVIEW

CONCORDANCE TABLE BETWEEN DRAFT *ENVI ORCS* AND *COSE ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD

This concordance table is intended as a general guide for transition between selected primaries in the draft *Environment ORCS* implemented by the Conservation Officer Services (COS) and the approved version *Conservation Officer Services ORCS*. The new classifications and retentions are to be applied to all relevant digital and physical operational records, both in the office and in off-site storage.

COS will continue to use the other draft primaries in the *Environment ORCS* that have not been superseded by the *COSE ORCS*.

This concordance table will not form part of the published, approved *ORCS*.

Scope notes, qualifiers, secondary notes, and x-references have been extensively altered throughout this *ORCS*. A summary of key changes to titles, retention periods, and superseded secondaries are listed below.

31000	**ENFORCEMENT – GENERAL**	**CONSERVATION OFFICER SERVICES – GENERAL**	**N/A**
-00	Policy and procedures	Superseded by secondary 31000-00 Policy - final, 31000-40, Policy development case files, or *ARCS* secondary 195-20 as appropriate. *Files should be individually reviewed to determine the applicable classification.	Unchanged
-01	General	Unchanged *Files should be individually reviewed to determine whether general is the correct classification or whether the records could be classified under a more specific secondary elsewhere in the *ORCS*.	Reduced from CY+2y/5y/DE to CY+1y/nil/DE

CONCORDANCE TABLE BETWEEN DRAFT *ENVI ORCS* AND *COSE ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
-10	Final reports, statistics and reviews	New *Many of these files are maintained by Mike Badry, Wildlife Conflict Manager on the LAN. Should ensure the folders on the LAN are correctly classified.	SO/5y/FR
-15	Statistics and reports (not covered elsewhere)	New	SO/nil/DE
-17	Tracking logs	New	SO/nil/DE
-30	Issues management files	New	SO/7y/DE
-40	Policy development files	New	SO/5y/DE
31010	**ENFORCEMENT – INVESTIGATIONS**	**Superseded by COMPLIANCE AND ENFORCEMENT**	**N/A**
-00	Policy and procedure	Superseded by secondary 31000-00 Policy - final, 31000-40, Policy development case files, or *ARCS* secondary 195-20 as appropriate. *Files should be individually reviewed to determine the applicable classification.	Unchanged
-01	General	Unchanged *Files should be individually reviewed to determine whether general is the correct classification or whether the records could be classified under a more specific secondary elsewhere in the *ORCS*.	Reduced from CY+2y/5y/DE to CY+1y/nil/DE

CONCORDANCE TABLE BETWEEN DRAFT *ENVI ORCS* AND *COSE ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
-02	Objectives	Superseded by appropriate *ARCS* secondary in primary 400.	Changed from SO/2y/SR to appropriate *ARCS* retention period.
-03	Regulations	Superseded by appropriate *ARCS* secondary in primary 125 or 140.	Changed from SO/5y/SR to appropriate *ARCS* retention period.
-04	Guidelines	Superseded by secondary 31000-00 Policy - final or 31000-40, Policy development case files, or applicable *ARCS* secondary, as appropriate.	Changed from SO/2y/SR to applicable *ORCS/ARCS* retention period.
-05	Commercialization of wildlife	Superseded by secondary 31040-30 Wildlife species and control files or *ARCS* secondary 358-20, as appropriate.	Increased from SO/nil/DE to SO/5y/DE if using *ORCS* option or remains the same if using *ARCS*.
-06	Forensic research	Superseded by secondary 31040-30 Wildlife species and control files or *ARCS* secondary 358-20, as appropriate.	Increased from SO/nil/DE to SO/5y/DE if using *ORCS* option or remains the same if using *ARCS*.
-07	Illegal fish/wildlife kills	Superseded by secondary 31040-30 Wildlife species and control files or *ARCS* secondary 358-20, as appropriate. *Specific incidents should be classified under the applicable minor or major case in the *ORCS*.	Increased from SO/nil/DE to SO/5y/DE if using *ORCS* option or remains the same if using *ARCS*.

CONCORDANCE TABLE BETWEEN DRAFT *ENVI ORCS* AND *COSE ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
-08	Information sources	Superseded by secondary 31010-65 Confidential informants if it is information pertaining to a specific informant. However, these files would only be in the custody of the Intelligence Unit. Otherwise, use *ARCS* secondary 400-20 for development of sources and techniques. *Will probably require a file by file review due the need of ensuring that the Confidential informants records are accurately classified.	Changes from SO/nil/DE to applicable *ORCS/ARCS* retention period.
-10	Occurrence log	Superseded by secondary 31000-17 Tracking logs if just the logs. If they are the actual reports or interfiled with the actual reports, classify as either 31010-20 Minor investigation cases or 31040-20 Human-wildlife conflict files, as appropriate *Will require a file by file review because a review of boxes in off-site storage revealed that records classified under this draft secondary varied.	Changes from SO/nil/DE to *applicable ORCS* retention period.
-11	Conservation Officer notebooks	New	SO+2y/13y/DE
-12	Exhibit ledger	Title changed to Exhibit ledgers	Increased from SO/nil/DE to SO+2y/nil/DE
-15	Investigation records – scanned and batched	New. *These records were off-sited under secondary 31010-20. For administrative convenience and to reduce re-classification, historical records off-sited can remain under secondary 31010-20. New records that are scanned and batched should be classified under this secondary.	CY+4y/nil/DE

CONCORDANCE TABLE BETWEEN DRAFT *ENVI ORCS* AND *COSE ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
-20	Investigation case files – routine	Title changed to Minor investigation cases *This is a very voluminous secondary. 52, 243 files listed in CRMS back in 2014/15. This secondary will mainly be applied to historical files in off-site storage as minor investigations are now being managed electronically. *Ensure when reviewing file lists that accessions do not contain major cases.	Changed from SO+2y/5y/SR to SO/10y/DE.
-22	Minor investigation case data	New *This secondary only applies to COORS/LAN. No physical files should be classified under this secondary. Physical files are covered under secondary 31010-20 Minor investigation cases.	SO/nil/DE
-25	Charges and Penalties Summary Report	Superseded by secondary 31000-15 Statistics and reports (not covered elsewhere) or *ARCS* secondary 400-20 Ministry/agency planning and performance files as appropriate. *The final charges and penalties summary report posted to the Environment Website will be fully retained in a future amendment to the *Environment ORCS*. Therefore, it is not being fully retained in the *COSE ORCS*. Dennis – contact required with Tim Janzen (Compliance Division) to ensure that they do not destroy the summary reports posted on the Website.	Reduced from SO/5y/FR to either SO/nil/DE or SO/2y/DE depending on ORCS/ARCS secondary used.

CONCORDANCE TABLE BETWEEN DRAFT *ENVI ORCS* AND *COSE ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
-26	Minor investigation case data – closed as unfounded, unsolved or unattended	New *This secondary only applies to COORS data. No physical files should be classified under this secondary. Physical files are covered under secondary 31010-20.	SO/nil/DE
-30	Enforcement activity report – monthly	Superseded by *ARCS* secondary 400-20 Ministry/agency planning and performance files.	Reduced from FY+4y/nil/DE to SO/2y/DE.
-32	Enforcement activity report – quarterly	Superseded by *ARCS* secondary 400-20 Ministry/agency planning and performance files.	Reduced from SO/10y/DE to SO/2y/DE.
-40	Special investigation case files	Title changed to Major investigation cases. *Major investigation cases maintained by SIU are housed on-site with Sean Neary. He should be contacted during implementation to arrange for proper classification, entry into CRMS, and transfer off-site. These files should be a priority during implementation.	Increased from SO+2y/5y/FR to SO/10y/FR
-50	Area/issue investigation files	Superseded by either secondary 31010-50 Compliance monitoring projects, or applicable major or minor case. * Will require a file by file review.	Changed from SO/NA/NA to applicable *ORCS* retention period.
-60	Compliance monitoring projects	New. Supersedes 31015-20 Compliance monitoring/inspection projects and many of the files classified under secondary 31010-50 Area/issue investigation files.	SO/10y/FR

CONCORDANCE TABLE BETWEEN DRAFT *ENVI ORCS* AND *COSE ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
-65	Confidential informants	New. *These records (1 box) are housed with Sean Neary, Special Investigation Unit.	SO+15y/nil/DE
-70	Intelligence investigations	New. *These records are created by the Intelligence Unit.	SO/5y/DE
-80	Violation reporting data	New.	FY+4y/nil/DE
-90	Conservation Officer On-line Reporting System (COORS)	Superseded by secondary 31010-22 Minor investigation case data, 31010-26 Minor investigation case data – closed as unfounded, unsolved or unattended, or 31010-40 Major investigation cases as appropriate. *Files listed in CRMS under this secondary would not be data and are most likely either COORS reports or system documentation relating to COORS. These would need to be individually reviewed and re-classified as appropriate.	Changed from SO/nil/DE to *applicable ORCS/ARCS* retention period.
31015	**ENFORCEMENT – COMPLIANCE MONITORING**	**Superseded by primary 31010 COMPLIANCE AND ENFORCEMENT**	**N/A**
-00	Policy and procedures	Superseded by secondary 31000-00 Policy - final, 31000-40, Policy development case files, or *ARCS* secondary 195-20 as appropriate. *Files should be individually reviewed to determine the applicable classification.	Unchanged

CONCORDANCE TABLE BETWEEN DRAFT *ENVI ORCS* AND *COSE ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
-01	General	Unchanged *Files should be individually reviewed to determine whether general is the correct classification or whether the records could be classified under a more specific secondary elsewhere in the *ORCS*.	Reduced from CY+2y/5y/DE to CY+1y/nil/DE
-02	Objectives	Superseded by appropriate *ARCS* secondary in primary 400.	Changed from SO/2y/SR to appropriate *ARCS* retention period.
-03	Regulations	Superseded by appropriate *ARCS* secondary in primary 125 or 140.	Changed from SO/5y/SR to appropriate *ARCS* retention period.
-04	Guidelines	Superseded by secondary 31000-00 Policy - final or 31000-40, Policy development case files, or applicable *ARCS* secondary, as appropriate.	Changed from SO/2y/SR to applicable *ORCS/ARCS* retention period.
-20	Compliance monitoring/inspection projects	Superseded by secondary 31010-60 Compliance monitoring projects. *Several of these files housed at Victoria Headquarters office.	Increased from SO/5y/DE to SO/10y/FR.
31040	**ENFORCEMENT – PROBLEM WILDLIFE**	**Superseded by Primary HUMAN-WILDLIFE CONFLICTS**	**N/A**

CONCORDANCE TABLE BETWEEN DRAFT *ENVI ORCS* AND *COSE ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
-00	Policy and procedures	Superseded by secondary 31000-00 Policy - final, 31000-40, Policy development case files, or *ARCS* secondary 195-20 as appropriate. *Files should be individually reviewed to determine the applicable classification.	Unchanged
-01	General	Unchanged *Files should be individually reviewed to determine whether general is the correct classification or whether the records could be classified under a more specific secondary elsewhere in the *ORCS*.	Reduced from CY+2y/5y/DE to CY+1y/nil/DE
-02	Objectives	Superseded by appropriate *ARCS* secondary in primary 400.	Changed from SO/2y/SR to appropriate *ARCS* retention period.
-03	Regulations	Superseded by appropriate *ARCS* secondary in primary 125 or 140.	Changed from SO/5y/SR to appropriate *ARCS* retention period.
-04	Guidelines	Superseded by secondary 31000-00 Policy - final or 31000-40, Policy development case files, or applicable *ARCS* secondary, as appropriate.	Changed from SO/2y/SR to applicable *ORCS/ARCS* retention period.
-05	Public inquiries and information requests	Superseded by applicable *ARCS* secondary (e.g. *ARCS* 155-05 Complaints or criticism or *ARCS* 320-30 General inquiries) *Records pertaining to specific human-wildlife conflict should be classified on the applicable case in this primary.	Changed from SO+2y/nil/DE to applicable *ARCS/ORCS* retention period.

CONCORDANCE TABLE BETWEEN DRAFT *ENVI ORCS* AND *COSE ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
-06	Contractors	Supersed by applicable *ARCS* secondary in primary 1060 or 1070.	Changed from SO/nil/DE to applicable *ARCS* retention period.
-07	Control methods	Superseded by 31040-30 Wildlife species and control files or by *ARCS* secondary 358-20 Library/topical reference materials, as appropriate.	Changed from SO/nil/DE to applicable *ORCS/ARCS* retention period.
-08	Crop and livestock damage	Superseded by 31040-30 Wildlife species and control files or by *ARCS* secondary 358-20 Library/topical reference materials, as appropriate.	Changed from CY+2y/5y/DE to applicable *ORCS/ARCS* retention period.
-09	Human safety	Superseded by 31040-30 Wildlife species and control files or by *ARCS* secondary 358-20 Library/topical reference materials, as appropriate. *These files need to be reviewed on an individual basis as majority of files classified under this draft secondary are in fact wildlife attack final reports, which should be classified under secondary 31040-14 Wildlife attack final reports.	Changed from CY+2y/5y/DE to applicable *ORCS/ARCS* retention period.
-10	Problem wildlife complaint ledger	Superseded by secondary 31000-17 Tracking logs.	Reduced from CY+9y/nil/DE to SO/nil/DE
-14	Wildlife attack final reports	New	SO/10y/FR
-15	Translocated problem wildlife registry	Superseded by secondary 31000-17 Tracking logs.	Unchanged
-20	Problem wildlife occurrence reports case files	Title changed to Human-wildlife conflict files	Unchanged

CONCORDANCE TABLE BETWEEN DRAFT *ENVI ORCS* AND *COSE ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
-25	Human wildlife conflict data	New	FY+9y/nil/DE
-30	Problem wildlife species case files	Title changed to Wildlife species and control files	Increased from SO/nil/DE to SO/5y/DE
-35	Problem wildlife statistics	Superseded by secondary 31000-10 Final reports, statistics and reviews or 31000-15 Statistics and reports (not covered elsewhere), as appropriate. *Check with Mike Badry before classifying any wildlife statistics under the secondary 31000-10 as he maintains a set of the FR statistical reports.	Changed from SO/nil/SR to applicable *ORCS* retention period
31050	**ENFORCEMENT – PUBLIC REPORTS/COMPLAINTS**	**Superseded by either 31010 COMPLIANCE AND ENFORCEMENT or 31040 HUMAN-WILDLIFE CONFLICTS, as appropriate**	**N/A**
-00	Policy and procedures	Superseded by secondary 31000-00 Policy - final, 31000-40, Policy development case files, or *ARCS* secondary 195-20 as appropriate. *Files should be individually reviewed to determine the applicable classification.	Unchanged
-01	General	Superseded by appropriate general secondary under either primary 31010 or 31040. *Files should be individually reviewed to determine whether general is the correct classification or whether the records could be classified under a more specific secondary elsewhere in the *ORCS*.	Reduced from CY+2y/5y/DE to CY+1y/nil/DE

CONCORDANCE TABLE BETWEEN DRAFT *ENVI ORCS* AND *COSE ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
-20	Observe, Record and Report (ORR) reports	Superseded by either 31010-20 Minor investigation cases or 31040-20 Human wildlife conflict files. *This draft secondary was not used consistently. Some boxes in off-site storage contain both classifications cited above. Because they have the same retention period, either classification can be used.	Changed from SO/nil/DE to SO/10y/DE
-30	Public complaints	Superseded by either 31010-20 Minor investigation cases or 31040-20 Human wildlife conflict files. *This draft secondary was not used consistently. Some boxes in off-site storage contain both classifications cited above. Because they have the same retention period, either classification can be used.	Changed from SO+2y/nil/DE to SO/10y/DE

Conservation Officer Service - ORCS
Implementation Project

Task Name	Start Date	End Date	Duration	Est. Hours	Owner	Status	MAY 2017					JUNE 2017					JULY 2017					AUG 2017				SEPT 2017				OCT 2017					NOV 2017				DEC 2017			
							1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27	4	11	18	25
Initiation																																									
CRO Approval of CO Service ORCS					CRO	Completed	♦																																		
Project Planning																																									
Initial Project Planning Meeting						In Progress			17																																
Identify Project Roles & Tasks					COS																																				
Project Kick-off Meeting																																									
ORCS System & Project Orientation																																									
Record Schedule Maintenance																																									
Post Approved COS Schedule					GRS																																				
Staff System Orientation																																									
Records Management System Maintenance																																									
Enter new schedule in CRMS																																									
Enter new schedule in TRIM																																									
Management of Active Paper Files in Office																																									
Management of Electronic Sources of Records - LAN																																									
Management of Electronic Sources of Records - Web Enabled Locations -SharePoint, Intranet, Extranet																																									
Management of Electronic Sources of Records - Outlook																																									
Scheduling of Records in Offsite Storage																																									
Records Transformation Issues - RSR																																									

Report Date: 2017-05-01

Report Key: Schedule Status = (C = ARS517/617 submitted; E = ARS645 submitted; N = New Schedule; U =

Report showing records for

Accession	FirstBox	LastBox	Application #	Schedule Status	App (PW) Rec	App Completion Date	Box (MU) Status	OAN (Y)
880751	1	51	870983	N	1988-04-19	1990-05-04	Destroyed	
880759	1	6	870991	N	1988-04-19		Active	
881124	1	8	880174	N	1988-03-08	1991-12-24	Destroyed	
881125	1	4	880175	N	1988-03-08	1990-05-02	Destroyed	
891725	1	4	890362	N	1990-01-14		Active	
901190	1	2	891308	E	1989-09-14	1994-11-03	Destroyed	
901920	59	70	105451	N	1990-04-25		Active	N
907767	1	2	182682	E			Active	Y
907767	3	6	177543	E	2010-06-23		Active	Y
907767	7	10	217728	E	2014-10-16		Active	Y
907937	1	4	177610	E	2010-05-07		Active	Y
907937	5	18	216648	E	2014-05-22		Active	Y
907937	19	23	218999	E	2015-04-15		Active	Y
910647	1	9	104528	N	1991-03-08		Active	
910866	1	10	100677	N	1992-10-21		Active	
915506	1	11	109257	E	1993-10-20		Active	
919413	1	5	113855	E	1993-11-16		Active	
919925	1	2	112519	E	1995-05-05		Active	
921080	1	20	119335	N	1993-09-09		Active	
921269	1	3	119340	E	1993-10-14		Active	
921270	1	4	119341	E	1993-10-14		Active	
921453	1	9	112533	E	1993-11-24		Active	
921621	1	6	120296	E	1993-11-24		Active	
922243	1	9	121084	E	1994-02-18		Active	
922628	1	5	121101	E	1994-08-12		Active	
923746	1	33	121114	E	1997-01-13		Active	
924063	1	3	121134	E	1994-09-09		Active	
924085	1	6	121159	E	1994-09-09		Active	
924175	1	12	121170	E	1994-10-07		Active	

924380	1	28	169946	E	2004-01-13		Active
926339	1	6	127144	E	1995-07-06		Active
926864	1	22	127175	E	1996-11-18		Active
927337	1	4	127191	E	1996-01-02		Active
927338	1	1	127190	E	1996-01-02		Missing
927338	2	14	127190	E	1996-01-02		Active
928051	1	2	127212	E	1996-05-17		Active
928955	1	4	131267	C	1996-07-16		Active
929826	1	1	131297	E	1997-01-07		Active
929828	1	18	131298	C	1996-12-13		Active
931549	1	8	131357	C	1997-08-13		Active
931554	1	8	131366	E	1997-08-13		Active
931830	1	2	136235	C	1997-09-11		Active
931830	3	3	136235	C	1997-09-11		Active
931830	4	4	136235	C	1997-09-11		Active
931830	5	6	136235	C	1997-09-11		Active
931830	7	7	136235	C	1997-09-11		Active
931830	8	8	136235	C	1997-09-11		Active
931830	9	9	136235	C	1997-09-11		Active
931830	10	12	136235	C	1997-09-11		Active
931830	13	13	136235	C	1997-09-11		Active
931830	14	14	136235	C	1997-09-11		Active
931831	1	7	136236	E	1997-09-11		Active
932320	1	1	136639	C	1997-12-15	2005-02-28	Destroyed
932320	3	3	136639	C	1997-12-15	2005-02-28	Destroyed
932320	4	11	136639	C	1997-12-15	2005-02-28	Destroyed
932320	12	13	136639	C	1997-12-15	2005-02-28	Destroyed
932320	14	17	136639	C	1997-12-15	2005-02-28	Destroyed
932352	1	24	136651	E	1998-03-20		Active
932791	1	5	136701	E	2001-01-15		Active
932792	1	1	149481	C	2000-12-20		Active

932793	1	4	136703	E	1999-03-10		Active
932794	1	3	136704	E	1999-03-10		Active
933340	1	1	138392	C	1999-06-10	2005-07-07	Destroyed
933340	2	2	138392	C	1999-06-10	2005-07-07	Destroyed
933340	3	3	138392	C	1999-06-10	2005-07-07	Destroyed
933340	4	4	138392	C	1999-06-10	2005-07-07	Destroyed
933340	5	5	138392	C	1999-06-10	2005-07-07	Destroyed
933340	6	6	138392	C	1999-06-10	2005-07-07	Destroyed
933340	7	7	138392	C	1999-06-10	2005-07-07	Destroyed
933396	1	4	169934	E	2003-12-11		Active
935540	1	9	138454	E	1999-05-07		Active
938929	1	13	186959	E	2006-05-08		Active
940062	1	12	144074	E	2001-05-14		Active
940084	1	4	144075	E	2001-06-01		Active
940281	1	9	144079	E	2001-06-21		Active
940283	1	2	144081	E	2001-06-21		Active
940712	1	7	144084	E	2001-08-16		Active
940713	1	5	149752	C	2001-08-16		Active
941608	1	1	163916	E	2002-09-24		Active
941855	1	21	163924	E	2005-09-16		Active
942058	1	24	163937	E	2002-03-19		Active
942369	1	1	149449	C	2002-05-07	2005-02-04	Destroyed
942369	2	2	149449	C	2002-05-07	2005-02-04	Not Used
942370	1	2	163942	E	2002-05-07		Active
942381	1	1	163944	E	2002-04-05		Waiting Inquiry
942523	1	5	163947	E	2002-05-07		Active
943249	1	2	163962	E	2002-07-19		Active
943450	1	2	163964	E	2002-09-09		Active

943913	1	7	163976	E	2002-10-18	Active
943914	1	9	163977	E	2002-10-18	Active
944046	1	13	163979	E	2003-01-09	Active
944086	1	1	163980	E	2004-02-02	Active
944708	1	12	169812	E	2003-08-01	Active
944717	1	2	169821	E	2003-08-27	Active
944729	1	18	169833	E	2003-09-25	Active
944732	1	41	169836	E	2003-02-11	Active
944733	1	18	169837	E	2003-02-06	Active
944734	1	4	169838	E	2003-02-11	Active
944735	1	3	169839	E	2003-02-11	Active
944736	1	15	169840	E	2003-02-20	Active
944935	1	53	169852	E	2004-05-14	Active
945014	1	2	169863	E	2003-02-11	Active
945015	1	19	169864	E	2003-02-20	Active
945199	1	1	168468	C	2003-02-20	Active
945679	1	15	169892	E	2003-03-28	Active
945680	1	16	169893	E	2003-03-28	Active
946520	1	14	169913	E	2003-07-16	Active
946543	1	37	169916	E	2003-07-16	Active
946701	1	1	169918	E	2003-08-01	Active
946706	1	3	170866	C	2003-08-01	Active
946789	1	3	169920	E	2003-08-21	Active
947182	1	6	169924	E	2003-12-11	Active
947312	1	5	169925	E	2003-11-18	Active
947313	1	2	170895	C	2003-11-18	Active
947451	1	2	169938	E	2003-12-11	Active
947613	1	16	169948	E	2004-01-22	Active
947640	1	1	169953	E	2004-02-02	Active
947754	1	9	169962	E	2004-01-20	Active
947776	1	5	169963	E	2004-01-27	Active
947886	1	6	169975	E	2004-02-06	Active

947887	1	9	169976	E	2004-02-06		Active
948072	1	12	169982	E	2004-02-19		Active
948230	1	9	169984	E	2004-03-08		Active
948245	1	15	169987	E	2004-03-05		Active
948246	1	10	169988	E	2004-03-05		Active
948247	1	43	169989	E	2004-03-09		Active
948253	1	14	169993	E	2004-03-08		Active
948504	1	1	181744	E	2004-04-02		Active
948505	1	1	181745	E	2004-04-02		Active
948512	1	6	181746	E	2004-04-01		Active
948523	1	21	181751	E	2004-07-09		Active
948524	1	10	181752	E	2004-07-09		Active
948548	1	9	181768	E	2004-06-30		Active
948549	1	1	184723	C	2004-04-30		Active
948571	1	20	181771	E	2004-04-30		Active
948572	1	22	181770	E	2004-04-30		Active
948625	1	12	181776	E	2004-04-13		Active
948698	1	2	184730	C	2004-05-14		Active
948713	1	20	181779	E	2004-04-21		Active
948808	1	4	181792	E	2004-06-01		Active
948809	1	19	181789	E	2004-05-07		Active
948810	1	12	181790	E	2004-05-07		Active
948811	1	13	181791	E	2004-05-07		Active
949757	1	1	181847	E	2004-10-07		Active
949758	1	1	184140	C	2004-10-07	2008-12-04	Destroyed
949780	1	3	181848	E	2004-11-03		Active
949878	1	4	181855	E	2004-11-05		Active
949934	1	2	181858	E	2004-12-03		Active
950131	1	4	181871	E	2005-01-19		Active
950283	1	3	181876	E	2005-02-04		Active
950285	1	3	181878	E	2005-02-23		Active
950307	1	13	181880	E	2005-02-23		Active

950359	1	16	181884	E	2005-02-23	Active
950468	1	18	181889	E	2005-05-12	Active
950483	1	20	181894	E	2005-05-12	Active
950598	1	9	186805	N	2005-10-06	Active
950601	1	13	186807	E	2005-04-13	Active
950674	1	11	186814	N	2005-04-22	Active
950744	1	38	186824	E	2005-05-04	Active
950822	1	7	186827	E	2005-09-16	Active
950825	1	8	186830	E	2005-05-04	Active
950956	1	2	184575	C	2006-05-23	Active
950964	1	18	186855	E	2006-04-19	Active
950965	1	17	186856	E	2007-08-30	Active
951308	1	10	186868	E	2005-08-11	Active
951460	1	1	186876	E	2005-08-11	Active
951461	1	3	186877	E	2005-08-11	Active
951462	1	5	186878	E	2005-08-11	Active
951603	1	2	186823	E	2005-10-21	Active
951604	1	1	186882	E	2005-10-21	Active
951606	1	1	186884	E	2005-10-21	Active
951607	1	7	186885	E	2005-09-16	Active
951783	1	23	186898	E	2005-10-21	Active
951784	1	9	186899	N	2005-10-03	Active
951787	1	19	186901	N	2005-10-03	Active
951826	1	25	186903	E	2005-10-21	Active
951841	1	28	186904	E	2005-10-21	Active
951851	1	4	186905	N	2005-10-21	Active
952077	1	24	186915	E	2005-12-20	Active
952185	1	5	186921	E	2006-02-06	Active
952210	1	23	186922	E	2006-02-13	Active
952448	1	3	186933	E	2006-03-06	Active
952671	1	9	186946	E	2006-04-28	Active
952676	1	1	186947	E	2006-03-29	Active

952957	1	3	186957	E	2006-05-16		Active
953263	1	3	186972	E	2006-08-02		Active
953265	1	9	186973	E	2006-06-27		Active
953372	1	1	186976	E	2006-08-10		Active
953373	1	1	186977	E	2006-08-10		Active
953529	1	2	186983	N	2006-09-18		Active
953600	1	3	186984	E	2006-09-18		Active
954054	1	3	182704	E	2007-01-23		Active
954559	1	7	182724	E	2007-04-13		Active
954560	1	8	182725	E	2007-04-13		Active
954567	1	6	182727	E	2007-05-16		Active
954752	1	11	182744	E	2007-05-16		Active
955079	1	2	182758	E	2007-06-22		Active
955138	1	12	182760	E	2007-08-03		Active
955192	1	5	182762	E	2007-08-03		Active
955202	1	10	182765	E	2007-08-03		Active
955774	1	2	182786	E	2007-12-04		Active
955817	1	5	182792	E	2007-12-14		Active
956079	1	10	182658	E	2008-02-27		Active
956103	1	8	182660	E	2008-02-13		Active
956110	1	9	182661	E	2008-02-04		Active
956211	1	7	182666	E	2008-03-19		Active
956352	1	5	182674	E	2011-03-11		Active
956415	1	4	182684	E	2008-04-10		Active
956569	1	8	182695	E	2008-05-27		Active
956691	1	5	200816	E	2008-06-20		Active
956954	1	3	200828	E	2008-12-22		Active
957300	1	1	200841	E	2008-09-02		Active
957396	1	4	200842	E	2008-08-29		Active
957401	1	1	185431	C	2008-08-29	2011-11-16	Destroyed
957733	1	20	200863	E	2009-06-10		Active
957734	1	17	200864	E	2009-06-10		Active

957735	1	20	200865	E	2009-06-10		Active
957824	1	6	200870	E	2008-12-29		Active
958080	1	6	200885	E	2009-02-18		Active
958620	1	1	205865	E	2009-10-21		Active
958620	2	6	205865	E	2009-10-21		Active
958780	1	8	205863	E	2009-06-10		Active
959012	1	5	205882	E	2009-07-17		Active
959076	1	5	205885	E	2009-08-14		Active
959124	1	5	205887	E	2009-07-28		Active
959146	1	5	205891	E	2009-08-21		Active
959147	1	3	205892	E	2009-10-20		Active
959217	1	4	205897	E	2009-08-13		Active
959238	1	24	205898	E	2009-08-13		Active
959642	1	31	205913	E	2010-08-13		Active
959755	1	5	176585	E	2009-12-15		Active
959896	1	1	185529	C	2010-02-08	2010-02-15	Destroyed
959898	1	2	176745	E	2010-01-11		Active
959980	1	5	176876	E	2010-03-04		Active
960058	1	1	176965	E	2010-04-27		Active
960165	1	4	177096	E	2010-03-08		Active
960304	1	8	177315	E	2010-07-29		Active
960331	1	11	177361	E	2010-04-22		Active
960461	1	3	177571	E	2010-04-22		Active
960805	1	9	178128	E	2010-06-09		Active
960944	1	1	178348	C	2010-08-20	2010-09-03	Destroyed
960944	2	2	178348	C	2010-08-20	2010-09-03	Destroyed
960944	3	3	178348	C	2010-08-20	2010-09-03	Destroyed
960944	4	4	178348	C	2010-08-20	2010-09-03	Active
960945	1	1	178349	C	2010-08-30	2010-09-24	Destroyed
960945	2	2	178349	C	2010-08-30	2010-09-24	Destroyed
960945	3	3	178349	C	2010-08-30	2010-09-24	Destroyed
960945	4	6	178349	C	2010-08-30	2010-09-24	Destroyed

960945	7	7	178349	C	2010-08-30	2010-09-24	Destroyed
960945	8	8	178349	C	2010-08-30	2010-09-24	Active
960991	1	11	178438	E	2010-07-16		Active
961061	1	15	178539	E	2010-08-10		Active
961070	1	13	178575	E	2010-08-10		Active
961289	1	6	204989	E	2010-11-08		Active
961530	1	16	206705	N	2011-03-25		Active
961565	1	7	206800	E	2010-12-14		Active
961609	1	1	206885	E	2010-12-10		Active
961805	1	4	207212	E	2011-01-14		Active
962019	1	6	207589	N	2011-02-15		Active
962174	1	24	207856	E	2011-04-07		Active
962196	1	7	207889	E	2011-04-07		Active
962206	1	1	207909	E	2011-04-07		Active
962207	1	9	207914	C	2011-04-07		Active
962233	1	2	207964	N	2011-03-25		Active
962264	1	14	208014	E	2011-04-07		Active
962313	1	8	208115	E	2011-04-08		Active
962319	1	5	208121	E	2011-04-15		Active
962321	1	4	208123	E	2011-04-15		Active
962322	1	8	208125	E	2011-04-15		Active
962456	1	8	208367	E	2011-05-31		Active
962582	1	28	208459	E	2011-07-05		Active
962713	1	3	208755	E	2011-07-28		Active
962751	1	3	208822	E	2011-11-23		Active
962752	1	9	208823	E	2011-11-23		Active
962904	1	13	209105	E	2011-10-31		Active
962906	1	4	209109	E	2011-09-01		Active
962947	1	8	209199	E	2011-09-21		Active
963119	1	8	209571	E	2012-01-04		Active
963157	1	1	209651	C	2012-04-19	2012-08-10	Destroyed

963157	2	2	209651	C	2012-04-19	2012-08-10	Active
963157	4	4	209651	C	2012-04-19	2012-08-10	Active
963157	5	5	209651	C	2012-04-19	2012-08-10	Active
963158	1	3	209652	E	2011-11-23		Active
963897	1	8	211010	E	2013-02-08		Active
963999	1	2	211173	E	2012-04-30		Active
964000	1	7	211175	E	2012-04-24		Active
964280	1	3	205560	E	2012-07-16		Active
964391	1	1	205779	E	2012-07-16		Active
964392	1	2	205780	E	2012-07-19		Active
964930	1	15	212356	E	2012-12-21		Active
965070	1	8	212600	E	2013-01-16		Active
965126	1	16	212734	E	2013-06-14		Active
965266	1	7	212991	E	2013-04-08		Active
965384	1	11	213273	E	2013-03-20		Active
965440	1	9	213416	E	2013-04-08		Active
965441	1	7	213417	E	2013-04-08		Active
965442	1	14	213418	E	2013-04-08		Active
965443	1	10	213420	E	2013-04-08		Active
966069	1	2	214659	C	2013-09-13		Active
966468	1	5	215603	E	2014-01-27		Active
966498	1	4	215680	E	2014-01-28		Active
966704	1	3	216069	E	2014-03-14		Active
966782	1	4	216221	E	2014-06-06		Active
966783	1	5	216222	E	2014-05-28		Active
966856	1	9	216358	E	2014-04-11		Active
966893	1	10	216432	E	2014-05-07		Active
967243	1	4	217143	E	2014-10-16		Active
967521	1	3	217730	E	2014-10-16		Active
967524	1	1	217741	E	2014-12-19		Active
967545	1	3	217780	E	2014-12-17		Active

967546	1	25	217781	E	2015-10-21	Active	N
967546	26	39	220328	E	2016-03-14	Active	N
967546	40	66	221563	E	2016-06-22	Active	N
967677	1	7	218033	E	2014-12-15	Active	
967683	1	1	218042	E	2014-11-27	Active	
967805	1	2	218291	E	2015-01-14	Active	
968017	1	17	218744	E	2015-05-21	Active	
968023	1	8	218753	E	2015-03-12	Active	
968266	1	2	219170	E	2015-06-11	Active	
968355	1	4	219328	E	2015-06-26	Active	
968467	1	8	219603	E	2015-08-06	Active	
968725	1	2	220154	E	2015-09-24	Active	
969005	1	3	220605	E	2015-11-19	Active	
969443	1	38	221515	E	2016-03-24	Active	
970878	1	2	224347	E	2017-02-09	Active	
971126	1	11	224874	E	2017-03-31	Active	

undetermined)

Transfer Complete	Schedule	*Classification*	RecordsDescription	*FromDate*
Y	870983	-	General office files	1964-01-01
Y	870991	-	Conservation Officer Service records	1964-01-01
Y	880174	-	Conservation Officer Service - general office files	1970-01-01
Y	880175	-	General office files	1970-01-01
Y	100001	-	Conservation Officer Service - general files	1973-01-01
Y	112909	-	General administrative records	1981-01-01
Y		-	Conservation Officer Service	1974-01-01
N	100701	31010-20	Investigation case files	2002-01-01
N	100701	31010-20	Investigation case files	2003-01-01
N	100701	31010-20	Investigation case files 31010-20	2006-01-01
N	100701	31010-20	Investigation case files	2004-01-01
N	100701	31010-20	Investigation case files	2006-01-01
N	100701	31010-20	Investigation case files	2005-01-01
Y	100001	-	Operational/administrative C.O. service records	1983-01-01
Y	100701	-	Conservation service operational and administrative	1959-01-01
N		-	Conservation Officer Service	1970-01-01
Y	101687	-	Old operational records	1970-01-01
Y		-	Operational records	1990-04-01
Y	100001	-	Administrative and program files of the C.O. Service	1959-03-01
N	100001	-	ARCS	1987-01-01
N		-	ORCS	1977-01-01
Y		-	Conservation officer operational records	1973-01-01
Y		-	Conservation office - administrative records (ARCS)	1981-05-01
Y		-	ORCS 31010-20; Enforcement investigation case files	1982-01-01
Y		31010-20	Conservation Officer Service investigation case files	1989-01-01
N	100701	-	ORCS	1966-01-01
Y		31010-30	ORCS	1979-01-01
Y		31010-20	ORCS	1976-01-01
Y		78540-30	Compulsory inspection forms	1975-01-01

Y		-	31010-20 investigation case files	1971-01-01
Y		-	Subdivision files; water approvals	1992-01-01
Y		58000-99	Operational records	1994-01-01
Y	100701	-	Conservation office enforcement files	1976-09-01
Y	100701	-	Investigation case files	1986-10-01
Y	100701	-	Investigation case files	1986-10-01
Y	100701	-	Enforcement records (ORCS)	1990-04-01
Y	100001	280-30	Executive correspondence	1990-01-01
Y	100701	-	Operational records	1988-01-01
Y	100001	102-20	Administrative records	1981-05-01
Y	100001	102-20	Ministry meetings	1984-01-01
Y		-	Enforcement banch ORCS	1956-01-01
Y	100001	102-20	Ministry meetings	1977-01-01
Y	100001	206-20	Inter-provincial/federal committees	1990-01-01
Y	100001	1025-20	Budgets - planning and estimates	1989-01-01
Y	100001	280-30	Executive correspondence referrals; media release projects; contract case files	1989-01-01
Y	100001	1070-20	Contracts - consultant/professional - case files	1989-01-01
Y	100001	280-40	Executive issues; contract case files	1989-01-01
Y	100001	1390-20	Terminated employees claiming bridging of service; competition case files	1981-01-01
Y	100001	205-20	International committees; training program packages; program implementation files	1989-01-01
Y	100001	135-1	Acts and legislation - general	1989-06-01
Y	100001	280-20	Executive briefing notes	1988-01-01
Y		-	Judgements and precedents(31020-10); investigation case files(31010-20);Emergencies ORCS(32900)	1983-01-01
Y	100001	410-20	Program evaluation project files, ministry meetings and other administrative records	1972-12-01
Y	100001	202-20	Ministry committees, ministry legislation development files, program planning files, and other administrative records	1989-01-01
Y	100001	900-1	Finance - general	1989-04-01
Y	100001	1390-30	Terminated employees not claiming bridging of service	1967-05-01
Y	100001	1025-20	Budget forecasts, reallocation of funds, and other administrative records	1994-04-01
Y		-	Investigation case files; sundry permits; endangered species permits; problem wildlife case files and deer orchard permits	1975-01-01
Y		-	ORCS 31010-31030 enforcement; 20525 aboriginal affairs; 22850 bio-diversity; 32900-32910 enviromental emergencies	1984-10-01
Y	100001	135-30	135-40 legislation projects, ministry order-in-council drafts	1991-12-01

Y		-	Investigative status reports (31010-35)	1985-12-01
Y	100001	-	General committees	1991-02-01
Y	100001	206-20	Inter-provincial/federal committees	1987-11-01
Y	100001	205-20	International committees	1994-05-01
Y	100001	204-20	Interministerial committees	1993-01-01
Y	100001	202-20	Ministerial committees	1994-05-01
Y	100001	202-20	Ministerial committees	1990-11-01
Y	100001	200-20	General committees	1991-02-01
Y	100001	747-30	Firearms history files	1987-10-01
Y		-	31010-20 investigation case files - routine	1985-05-01
Y		-	ORCS	1961-01-01
Y		-	Miscellaneous enforcement files	1976-05-01
Y		-	31010-20 enforcement investigations - case files - routine	1971-01-01
Y		-	31000/enforcement; 34700/fish; 76600/waste and 78000/wildlife	1976-01-01
Y		-	31010-20 investigation case files (COS)	1977-01-01
Y		-	31010-20/cos(investigation case files - routine), 31020-09, 31040-20, 34720-20, 78470-20	1969-01-01
Y		-	31010-25 Enforcement investigation-charges and penalties summary reports; 31010-30 Enforcement activity report-monthly; 31025-15 Forest practices code-implementation - general	1990-05-01
Y	100001	6450-20	Projects - individual projects - individual - post	1991-01-01
Y		-	Regional operational files	1999-04-01
Y		-	Enforcement files: 31000-01, 31010-10, -20 & -40, 31040-10 and 78120-01	1975-01-01
Y		-	31010-12 exhibit ledger; 31010-20 investigation case files - routine	1979-02-01
Y	100001	295-4	Newspaper clippings	1996-01-01
Y		-	Box number not used	
Y		-	Environment ORCS	1994-01-01
N		-	Operational records	1984-01-01
Y		-	Environment ORCS - see attached list	1976-10-01
Y		-	ORCS	1985-08-01
Y		-	Environment ORCS	1989-11-01

Y		-	Investigation case files - routine (31010-20)	1962-05-01
Y		-	Investigation case files - routine (31010-20)	1982-07-01
Y		31010-20	Investigation case files - routine	1993-01-01
Y		-	Operational records	1996-06-01
Y		-	ORCS	1926-01-01
Y		31040-20	Problem wildlife occurrence reports case files	2000-01-01
Y		-	31010--20 enforcement case files; 31050-30 occurrence reports	1961-01-01
Y		-	Kamlooops conservation files	1951-01-01
Y		-		1962-01-01
Y		-	Clearwater conservation files	1927-01-01
Y		-	Lilloett conservation files	1935-01-01
Y		-	Investigation case files	1960-01-01
Y		31010-20	Enforcement - investigation	1982-01-01
Y		-	Penticton conservation files	1987-01-01
Y		-	Clinton conservation files	1932-01-01
Y	100001	-	Contracts	1994-01-01
Y		31010-20	Investigation case files	1987-01-01
Y		-	Reports	1984-01-01
Y		-	31010-20 Ivestigation case files; 31050-20 Occurrence reports	1987-01-01
Y		-	31010-20/Investigation case files, 78420-45 Harvest/Hunter declarations	1961-01-01
Y		-	31010-20 Investigations case files - routine	1986-02-01
Y	100001	1070-20	Contract case files	1996-01-01
Y		-	ORCS	1989-01-01
Y		-	31010-20 investigation case files - routine, 31050-30 public complaints	1984-01-01
Y		-	ORCS	1977-12-01
Y	100001	202-20	Ministry committees	1978-08-16
Y		-	ORCS	1988-01-01
Y		-	31010-20 investigation case files	1989-01-01
Y		-	Operational records	1987-07-01
Y		31000-0	Operational paper files	1984-01-01
Y		31010-20	31010-20 Investigation case files	1990-01-01
Y		-	Investigation case files	1990-01-01

Y		-	Investigation case files	1971-01-01
Y		-	31000-01, 31010-20, 31050-30, 78470-40	1987-01-01
Y		-		1974-01-01
Y		31010-20	31010-20 Investigation case files/routine.	1991-01-01
Y		31010-20	31010-20 Investigation case files/routine.	1987-01-01
Y		-	31010-20 investigation case files/routine; 31020-20 precedent cases/prosecution highlights	1976-05-01
Y		-		1952-01-01
Y		-	Operational records	2000-10-01
Y		-		1992-02-01
Y		31010-20	Enforcement investigation files.	1991-03-01
Y		31010-20	31010-20 Investigation case files.	1987-01-01
Y		-	Investigation case files.	1978-01-01
Y		-		
Y	100001	400-20	Plans and programs.	1993-01-01
Y		-	ORCS	1962-01-01
Y		31010-20	31010-20	1950-01-01
Y		31010-20	Operational records	1993-07-01
Y	100001	280-30	Executive correspondence referrals, contract case files	2001-01-01
Y		31010-20	Donna Creek investigation	1988-10-01
Y		-		1989-01-01
Y		31010-20	Investigation case files - Kelowna	1976-01-01
Y		31010-	Investigation case files - Penticton	1991-01-01
Y		31010-	Investigation case files - Merritt	1989-01-01
Y		-	ORCS	1985-03-01
Y	100001	1100-2	Credit cards	1999-08-25
Y		31000-1	31000-01, 31010-01, -06, -07, -10, & -30, 31020-00, -01, & -07, 31030-00, -01 & -07, 31040-00, -01, -06, -07, -09, & -10, Etc	1976-01-01
Y		31000-0	ORCS - enforcement program: 31000-00, 31010-20, -30, & -32, 31015-20 & 31025-30	1975-01-01
Y		-	ORCS - enforcement, fish, wildlife, habitat ans waste files	1975-01-01
Y		-	Enforcement files	1980-06-01
Y		-	Enforcement files	1996-01-01
Y		31010-20	31010-20 Investigation case files	1995-01-01
Y		31010-20	31010-20 Investigation case files	1990-03-01

Y		31010-10	31010-10, -20, 78225-20, 78420-60, 78430-40 and 78560-25	1982-01-01
Y		31010-20	31010-20 Investigation case files	1989-01-01
Y		31010-20	31010-20 files	1929-01-01
Y		-	Various enforcement, fish and wildlife and habitat files	1964-01-01
Y	100701	-	Problem wildlife	1966-12-01
Y		31010-20	31010-20,31050-20,78470-45	1987-01-01
Y	100701	31010-20	31010-20, 31050-20, 31040-20, 78410-20 and 78420-21	1983-01-01
Y		-	Conservation officer service operational records	1974-01-01
Y		-	Conservation officer service operational records	1967-01-01
Y	100001	400-8	Budget forecasts, and business planning	1987-01-01
Y		-	31000 Series enforcement files; 20560-20 aboriginal affairs; 78470-45 wildlife licenses and permits	1977-01-01
Y		31010-20	Investigative case files, problem wildlife reports	1997-01-01
Y		31010-20	31010-20 Investigation case files	1968-01-01
Y		-	ORCS - investigation case files 31010-20 (Nelson records)	1999-01-01
Y		-	Investigation cae files 31010-20 (Grand Forks) and public complaint files 31050-30	1988-09-01
Y		31010-10	Enforcement files, 31010-10 & -20, 31050-30	1987-01-01
Y		-	31040-20 and -30 problem wildlife occurrence reports	1986-01-01
Y		-	31040-20 problem wildlife cocurrence reports	1985-01-01
Y		-	31040-20 problem wildlife occurrence reports	1992-01-01
Y		-	78420-45 Harvest / hunter declarations Dease Lake	1985-01-01
Y	100701	-	ORCS - enforcement, fish, habitat and wildlife files	1943-01-01
Y	100701	31010-20	Enforcement files	1995-01-01
Y		31002-25	Enforcement files, license files	1975-01-01
Y		-	CO office enforcement (31010-20, 31000-01 and 78120-01) and wildlife files	1981-01-01
Y		-	Enforcement files 31010-20 and -40	1982-01-01
Y		-	ORCS Enforcement and wildlife files	1982-01-01
Y		31010-20	31010-20 Investigation case files	1953-01-01
Y		-	Orcs, various enforcement, fish, wildlife, habitat and forest practices code files	1978-08-01
Y		31010-20	Conservation officers investigation case files and problem wildlife files (31010-20 & 31040-20)	1966-01-01
Y		-	Various enforcement records from district office	1985-01-01
Y		-	Various enforcement records	1976-08-01
Y		31040-10	31040-10 problem wildfire complaint ledger	1996-01-01

Y		-	Various enforcement files	1980-08-01
Y		31010-20	Files (ORCS 31010-20)	1995-01-01
Y		-	Various enforcement records	1970-01-01
Y		31010-20	Investigation case files (31010-20)	1997-01-01
Y		31010-20	Investigation case files (31010-20)	2001-01-01
Y		31010-1	Enforcement records	1989-08-01
Y		31010-20	Investigation case files	1991-01-01
Y		31010-20	31010-20 investigations, 78450-20 wildlife lic and permit, various other enforcement orcs	1985-10-01
Y		31010-20	Investigation case files (31010-20)	1971-01-01
Y		31010-20	Investigation case files (31010-20)	1991-05-01
Y		31010-20	Investigation case files	1982-01-01
Y		31010-20	Investigation case files	2000-01-01
Y		31010-20	Investigation case files and COS complaint files	1993-01-01
Y		31010-20	Investigation case files	2000-01-01
Y		31010-20	Investigation case files	2000-01-01
Y		31010-20	Investigation case files	2000-01-01
Y		31010-20	Enforcement case files and wildlife files	1985-01-01
Y		31010-20	Investigation case files (31010-20)	1997-01-01
Y		-	Investigation case files	1997-10-01
Y		34750-20	Angling guide licences and variety of other wildlife, enforcement and licensing records (34750-20) and guide outfitter licence files (78420-20)	1973-08-01
Y		31010-20	Investigation case files	1997-01-01
Y		31010-20	Investigation case files and other enforcement and wildlife files	1937-01-01
Y		-	Concluded COORS files	1994-01-01
Y		31010-	Occurance log (31010-10) and investigation case files and activity report (31010-20 & 30)	2002-01-01
Y		78420-45	78420-45 and other wildlif and enforcement, 78470-45 related records	1976-01-01
Y		31010-20	Investigation case files, some other enforcement related records	1971-01-01
Y	100701	31020-5	Variety of ORCS records	1987-10-01
Y		31010-20	Investigation case files	2000-01-01
Y		31040-10	Enforcement records and disposition of dead wildlife	1986-10-01
Y	100001	400-20	Ministry/agency planning and performance files	1995-05-04
Y		31010-20	Investigation case files	1995-01-01
Y		31010-20	Investigation case files	2000-01-01

Y		31010-20	Investigation case files	1996-01-01
Y		31010-20	Investigation case files (31010-20)	1999-06-01
Y		-	78150-30; 78420-20; 78430-40; 78420-45; 78470-60 and wildfire related ORCS	1926-01-01
Y		31010-20	31010-20, 31010-20 & 31010-30	1995-04-01
Y		31010-20	31010-20, 31010-20 & 31010-30	1995-04-01
Y		31010-20	Investigation case files	1993-08-01
Y		31050-20	Occurence reports (31050-20)	1991-04-01
Y		31010-20	Investigation case files (31010-20) and guide outfitter licence files (78240-20)	1989-01-01
Y		31010-20	Investigation case files (31010-20) and operational audits (31035-20)	1991-04-01
Y		-	31010-20 investigations cae files. variou s78000 (wildlife)	1950-10-01
Y		78020-25	78140-25 Guide outfitter summary reports, 78420-20 Guide outfitter licence files (records from fort nelson district office)	1984-04-01
Y		31010-10	Various wildlife records and enforcement investigations (31010-10)	1943-05-01
Y		31010-40	Investigation case files and various other (31010-40) enforcement activity report enforcement files (31010-30)	1963-11-01
Y		31010-20	Enforcement investigations - COORS investigation case files (31010-20)	1993-03-20
Y		31010-20	31010-20 Investigation case files	2003-01-01
Y	100001	940-3	Petty cash	2002-07-31
Y		-	Various files related to wildlife licneses and permits	1994-02-14
Y		31010-20	COS files - investigation files - routine	2000-01-01
Y		31010-20	COORS investigation files (31010-20)	1997-09-12
Y		-	Investigation case files	1995-01-21
Y		31010-20	Enforcement investigations - COORS investigation case files	1998-01-01
Y		31010-20		1995-11-21
Y		31040-20	ORCS 31040-20 enforcement problem wildlife - problem wildlife occurrence reports	2001-01-01
Y		31010-20	Investigation case files (31010-20)	1961-01-01
Y	100001	925-4	Invoice summary sheets	2004-04-01
Y	100001	102-20	Ministry meetings	1990-12-05
Y	100001	410-20	Management evaluation project files	2003-04-01
Y	100001	410-20	Executive correspondence referrals	2003-01-01
Y	100001	925-4	Invoice summary sheets	2003-04-30
Y	100001	1025-20	Budget forecasts	1995-04-01
Y	100001	925-4	Invoice summary sheets	2007-04-01
Y	100001	1100-2	Credit cards	2007-04-01

Y	100001	146-40	Other draft agreements	1995-07-12
Y	100001	280-20	Executive briefing notes	2008-01-01
Y		78650-25	Environment ORCS: Problem wildlife complaints (78650-25); investigaion case files (31010-20) and special investigation case files (31010-40)	1987-01-01
Y		-	Atlin office (enforcement and wildlife records)	1960-01-01
Y		-	Investigation case files	1970-01-01
Y		31010-20	Investigation case files	2003-09-07
Y	100701	31010-20	31010-20 Investigation case files	1982-01-01
Y		78160-30	Wildlife - commercial activites - other - taxidermist/ tanner/ meatcutter case files	1985-01-01
Y		-	31010-20 Enforcement - investigations - investigation case files	2001-01-01
Y	100701	-	Investigation case files and problem occurrence wildlife reports	2000-01-01
Y	100701	31010-20	Investigative files	2006-08-08
Y		-	31010-20 enforcement - investigations (COORS files), 31040-20 Enforcement - problem wildlife	1994-01-01
Y		-	31010-20 Investigation case files (COORS) and 31040-20 Problem wildlife	1995-01-01
Y		-	31010-20 Investigation case files	1995-01-01
Y		-	31010-20 Investigation case files (COORS) and 31040-20 problem wildlife files	2001-01-01
Y	100701	31010-20	31010-20 Investigation case diles (from Invermere COS office)	2005-12-29
Y		-	31010-20 Investigation case files (COORS) and 31040-20 Problem wildlife files,	1994-01-01
Y		-	31010-20 Castlegar case files	1998-01-01
Y		-	ORCS 31010-20 enforcement investigations; COORS investigation case files: ORCS 31010-01 Investigation routing slips and investigation review forms	2004-01-01
Y		-	ORCS 31010-20 Enforcement investigations - COORS investigation case files	2001-12-06
Y		-	ORCS 31010-20 Enforcement investigations - COORS investigation case files	2000-01-01
Y		-	Grand forks files: enforcement - problem wildlife; wildlife - licences and permits; enforcement - investigations	1991-01-01
Y		31010-20	31010-20 Investigation case files and various others	1970-01-01
Y		31010-20	Enforcement routing sheet 31010-20 and problem wildlife occurence reports 31040-20	2000-01-01
Y		31040-	Various enforcement files	1976-01-06
Y		31010-	Various enforcement records	1981-01-01
Y		31010-20	Investigation case files	1987-01-01
Y	100701	31010-20	31010-20(Investigation case files), 31010-10(Occurance reports), 31040-20(Problem wildlife), 78160-30(Meatcutters records)	1989-02-20
Y		-	Case files and occurence reports	1982-01-01
Y		31010-20	Investigation case files	2002-01-01
Y	100001	400-20	Ministry/agency planning and performance files	1997-01-01

Y	100001	877-20	Motor vehicle history files	1992-01-01
Y	100001	200-20	Committee files	1997-04-08
Y	100001	200-20	Committee files	2000-05-03
Y		-	Various enforcement related records	1989-01-01
Y		31010-20	Investigation case files - routine and problem wildfire occurence report case files	1994-01-01
Y		31010-20	Investigation files	1995-01-01
Y		31010-20	COORS investigation files	1993-07-05
Y		31010-	Problem wildlife reports and monthly enforcement activity reports - COS Cariboo (31010-30; 31040-20 and -30)	1986-01-01
Y		31040-10	Problem wildlife complaint ledgers, 1995-2001, Cariboo Region - Alexis Creek (31040-10)	1995-01-01
Y		-	Problem wildlife & monthly enfocement activity reports - Bella Coola	2000-01-01
Y		-	Program area misc operational records for enforcement	1960-01-01
Y		31010-20	Investigation case files	1999-01-01
Y		31010-20	Investigation files and various other	1997-01-01
Y		31010-20	ORCS 31010-20 coors investigation files	1999-01-01
Y		-	Enforcement - public reports - observe, record, and report (ORR) reports/victoria - cos	1991-01-01
Y		31010-20	31010-20 Investigation case files	1990-01-01
Y		-	enforecement: investigation - investigation case files: routine	1995-01-01
Y		-	Enforcement: investigations - investigation case files: routine	1994-01-01
Y		31010-20	31010-20 Investigation case files - routin	1999-01-01
Y	100001	280-30	Agreement development files	1993-01-01
Y		-	Enforcement - problem wildlife - problem wildlife occurence reports case files	1993-01-01
Y		-	Enforcement - investigations - investigation case files - routine	1995-01-01
Y		31010-20	31010-20 Enforcement - Investigation Case files, 31040-20 Enforcement - Problem Wildlife Occurrence Report Case files	2008-01-01
Y		-	COORS Enforcement infestigation case files	2007-02-07
Y		31010-20	Enforcement investigation case files	2001-01-01
Y		31040-20	31040-20 - Problem Wildlife Occurrence Reports Case Files 31010-20 - Investigation Case Files	1993-01-01
Y		31010-	31010 Enforcement - Investigations	1979-01-01
Y		-	Various enforcement & wildlife records	1976-11-01
Y		-	Various enforcement & wildlife related records	1987-01-01
Y		-	Various ORCS	1985-01-01
Y		31040-20	Enforcement files	1982-01-01

N		78225-20	78225-20 and various others	1954-01-01
N		78000-1	General wildlife, general wildlife eport/import permits 2003	1984-01-01
N		78225-20	Fish and wild life records	1980-01-01
Y		31010-20	COS case files, problem wildlife occurance report, policy and procedures	1996-01-01
Y		31010-20	Investigation case files	1994-10-01
Y		-	Investigation case files 31010-20	2007-11-01
Y		31040-10	31040-10, 31040-20, 31010-20	1990-01-01
Y		-	Hunting licences/permits.declarations	1970-04-01
Y		31010-20	COORS investigation case files	1996-02-01
Y		31010-20	Investigation case files - routine	1990-09-01
Y		20500-1	Draft ORCS	1976-10-01
Y		31010-20	Investigation case files	1993-01-01
Y	100701	-	Various 31030, 31040, 31050 enforcement/wildlife records	1985-08-01
Y		31010-20	Compliance and enforcement - minor investigation cases	1994-05-01
Y		78420-20	Guide outfitter licence files	2006-01-01
N		31008-20	Conservation office complaint files	1979-06-01

ToDate	FinalDisposition	ARIS ID	Current Legal Custodian	Current Ministry/Agency
1982-12-31	DE	71521	Skeena Region	Ministry of Environment
1983-12-31	UN	71521	Skeena Region	Ministry of Environment
1984-12-31	DE	71520	North Coast	Ministry of Environment
1987-12-31	DE	71520	North Coast	Ministry of Environment
1984-12-31	UN	71515	North Okanagan	Ministry of Environment
1987-12-31	DE	71513	East Kootenay	Ministry of Environment
1984-12-31	UN	71515	North Okanagan	Ministry of Environment
2002-12-31	SR	71525	Quesnel	Ministry of Environment
2005-12-31	SR	71525	Quesnel	Ministry of Environment
2009-12-31	SR	71525	Quesnel	Ministry of Environment
2004-12-31	SR	71517	Williams Lake	Ministry of Environment
2009-12-31	SR	71517	Williams Lake	Ministry of Environment
2005-12-31	SR	71517	Williams Lake	Ministry of Environment
1987-12-31	UN	71516	West Kootenay	Ministry of Environment
1990-03-31	UN	71516	West Kootenay	Ministry of Environment
1990-12-31	UN	71521	Skeena Region	Ministry of Environment
1989-12-31	UN	71519	Prince George	Ministry of Environment
1992-03-31	UN	71508	Okanagan Region	Ministry of Environment
1992-01-31	UN	71517	Williams Lake	Ministry of Environment
1992-12-31	UN	71519	Prince George	Ministry of Environment
1992-12-31	UN	71519	Prince George	Ministry of Environment
1992-12-31	UN	71519	Prince George	Ministry of Environment
1993-02-28	UN	71519	Prince George	Ministry of Environment
1987-12-31	UN	71514	South Okanagan	Ministry of Environment
1991-12-31	UN	71524	Central Island	Ministry of Environment
1992-12-31	UN	71519	Prince George	Ministry of Environment
1991-12-31	UN	71524	Central Island	Ministry of Environment
1989-12-31	UN	71524	Central Island	Ministry of Environment
1989-12-31	UN	71518	Peace Region	Ministry of Environment

2001-11-30	UN	71524	Central Island	Ministry of Environment
1992-12-31	UN	71523	Surrey	Ministry of Environment
1994-12-31	UN	71518	Peace Region	Ministry of Environment
1993-12-31	UN	71524	Central Island	Ministry of Environment
1994-08-30	UN	71524	Central Island	Ministry of Environment
1994-08-30	UN	71524	Central Island	Ministry of Environment
1992-03-31	SR	71508	Okanagan Region	Ministry of Environment
1994-12-31	SR	71519	Prince George	Ministry of Environment
1995-12-31	UN	71519	Prince George	Ministry of Environment
1996-06-30	SR	71507	Conservation Officer Service	Ministry of Environment
1995-12-31	SR	71507	Conservation Officer Service	Ministry of Environment
1996-12-31	UN	71507	Conservation Officer Service	Ministry of Environment
1995-12-31	SR	71507	Conservation Officer Service	Ministry of Environment
1996-12-31	SR	71507	Conservation Officer Service	Ministry of Environment
1995-12-31	DE	71507	Conservation Officer Service	Ministry of Environment
1995-12-31	SR	71507	Conservation Officer Service	Ministry of Environment
1995-12-31	DE	71507	Conservation Officer Service	Ministry of Environment
1995-12-31	SR	71507	Conservation Officer Service	Ministry of Environment
1996-01-31	DE	71507	Conservation Officer Service	Ministry of Environment
1996-12-31	SR	71507	Conservation Officer Service	Ministry of Environment
1995-01-31	DE	71507	Conservation Officer Service	Ministry of Environment
1995-07-31	SR	71507	Conservation Officer Service	Ministry of Environment
1996-12-31	UN	71507	Conservation Officer Service	Ministry of Environment
1989-11-30	DE	71519	Prince George	Ministry of Environment
1995-11-30	DE	71519	Prince George	Ministry of Environment
1996-03-31	DE	71519	Prince George	Ministry of Environment
1996-10-31	DE	71519	Prince George	Ministry of Environment
1996-03-31	DE	71519	Prince George	Ministry of Environment
1997-12-31	UN	71515	North Okanagan	Ministry of Environment
1997-04-30	UN	71507	Conservation Officer Service	Ministry of Environment
1996-01-31	SR	71507	Conservation Officer Service	Ministry of Environment

1997-07-30	UN	71507	Conservation Officer Service	Ministry of Environment
1997-03-31	SR	71507	Conservation Officer Service	Ministry of Environment
1996-12-31	DE	71507	Conservation Officer Service	Ministry of Environment
1996-02-28	DE	71507	Conservation Officer Service	Ministry of Environment
1997-12-31	DE	71507	Conservation Officer Service	Ministry of Environment
1996-12-31	DE	71507	Conservation Officer Service	Ministry of Environment
1997-06-30	DE	71507	Conservation Officer Service	Ministry of Environment
1996-12-31	DE	71507	Conservation Officer Service	Ministry of Environment
1996-12-31	DE	71507	Conservation Officer Service	Ministry of Environment
2002-11-30	UN	71514	South Okanagan	Ministry of Environment
1997-12-31	UN	71513	East Kootenay	Ministry of Environment
2005-12-31	UN	71517	Williams Lake	Ministry of Environment
1990-12-31	UN	71518	Peace Region	Ministry of Environment
1997-12-31	UN	71521	Skeena Region	Ministry of Environment
1998-12-31	UN	71523	Surrey	Ministry of Environment
1996-12-31	UN	71522	North Island	Ministry of Environment
2000-02-28	UN	71507	Conservation Officer Service	Ministry of Environment
1997-11-30	SR	71507	Conservation Officer Service	Ministry of Environment
2000-03-31	UN	71515	North Okanagan	Ministry of Environment
1997-12-31	UN	71521	Skeena Region	Ministry of Environment
1999-01-31	UN	71515	North Okanagan	Ministry of Environment
1999-12-31	DE	71515	North Okanagan	Ministry of Environment
	NA	71515	North Okanagan	Ministry of Environment
1999-12-31	UN	71515	North Okanagan	Ministry of Environment
1991-12-31	UN	71518	Peace Region	Ministry of Environment
1997-06-30	UN	71520	North Coast	Ministry of Environment
2002-07-19	UN	71520	North Coast	Ministry of Environment
2002-05-31	UN	71521	Skeena Region	Ministry of Environment

1997-03-31	UN	71519	Prince George	Ministry of Environment
2001-06-30	UN	71519	Prince George	Ministry of Environment
1998-12-31	UN	71514	South Okanagan	Ministry of Environment
2001-03-31	UN	71521	Skeena Region	Ministry of Environment
1997-09-30	UN	71513	East Kootenay	Ministry of Environment
2001-12-31	UN	71519	Prince George	Ministry of Environment
1993-12-31	UN	71516	West Kootenay	Ministry of Environment
1997-12-31	UN	71508	Okanagan Region	Ministry of Environment
1996-12-31	UN	71508	Okanagan Region	Ministry of Environment
1987-12-31	UN	71508	Okanagan Region	Ministry of Environment
1995-12-31	UN	71508	Okanagan Region	Ministry of Environment
2002-12-31	UN	71508	Okanagan Region	Ministry of Environment
2001-12-31	UN	71523	Surrey	Ministry of Environment
1991-12-31	UN	71508	Okanagan Region	Ministry of Environment
2002-12-31	UN	71508	Okanagan Region	Ministry of Environment
2000-12-31	UN	71508	Okanagan Region	Ministry of Environment
1997-12-31	UN	71516	West Kootenay	Ministry of Environment
2002-12-31	UN	71516	West Kootenay	Ministry of Environment
1999-12-31	UN	71516	West Kootenay	Ministry of Environment
2001-12-31	UN	71518	Peace Region	Ministry of Environment
1990-03-31	UN	71514	South Okanagan	Ministry of Environment
2002-03-31	UN	71507	Conservation Officer Service	Ministry of Environment
2002-06-30	UN	71516	West Kootenay	Ministry of Environment
1997-12-31	UN	71516	West Kootenay	Ministry of Environment
2003-01-31	UN	71521	Skeena Region	Ministry of Environment
2003-01-01	SR	71521	Skeena Region	Ministry of Environment
2001-12-31	UN	71516	West Kootenay	Ministry of Environment
2001-11-30	UN	71522	North Island	Ministry of Environment
1995-03-31	UN	71521	Skeena Region	Ministry of Environment
2002-12-31	UN	71516	West Kootenay	Ministry of Environment
2001-11-30	UN	71524	Central Island	Ministry of Environment
2001-11-30	UN	71522	North Island	Ministry of Environment

2001-11-30	UN	71522	North Island	Ministry of Environment
2002-12-31	UN	71513	East Kootenay	Ministry of Environment
2003-12-31	UN	71519	Prince George	Ministry of Environment
2001-11-30	UN	71522	North Island	Ministry of Environment
2001-11-30	UN	71522	North Island	Ministry of Environment
2000-12-31	UN	71514	South Okanagan	Ministry of Environment
2002-12-31	UN	71519	Prince George	Ministry of Environment
2001-12-31	UN	71521	Skeena Region	Ministry of Environment
2002-09-30	UN	71521	Skeena Region	Ministry of Environment
1996-05-31	UN	71519	Prince George	Ministry of Environment
2001-12-31	UN	71523	Surrey	Ministry of Environment
2001-12-31	UN	71523	Surrey	Ministry of Environment
	UN	71521	Skeena Region	Ministry of Environment
1997-03-31	SR	71521	Skeena Region	Ministry of Environment
1993-12-31	UN	71517	Williams Lake	Ministry of Environment
2001-12-31	UN	71517	Williams Lake	Ministry of Environment
2003-05-31	UN	71519	Prince George	Ministry of Environment
2003-03-31	SR	71507	Conservation Officer Service	Ministry of Environment
2003-12-31	UN	71519	Prince George	Ministry of Environment
2001-12-31	UN	71507	Conservation Officer Service	Ministry of Environment
2000-12-31	UN	71514	South Okanagan	Ministry of Environment
1999-12-31	UN	71514	South Okanagan	Ministry of Environment
2001-12-31	UN	71514	South Okanagan	Ministry of Environment
2002-12-31	UN	71521	Skeena Region	Ministry of Environment
2003-03-31	DE	71521	Skeena Region	Ministry of Environment
2000-10-31	UN	71513	East Kootenay	Ministry of Environment
2000-03-31	UN	71517	Williams Lake	Ministry of Environment
2004-03-31	UN	71513	East Kootenay	Ministry of Environment
2003-10-31	UN	71519	Prince George	Ministry of Environment
1999-12-31	UN	71516	West Kootenay	Ministry of Environment
1997-12-31	UN	71515	North Okanagan	Ministry of Environment
2002-12-31	UN	71515	North Okanagan	Ministry of Environment

1999-12-31	UN	71515	North Okanagan	Ministry of Environment
1999-12-31	UN	71517	Williams Lake	Ministry of Environment
1999-12-31	UN	71517	Williams Lake	Ministry of Environment
1995-12-31	UN	71514	South Okanagan	Ministry of Environment
2003-12-31	UN	71519	Prince George	Ministry of Environment
2000-12-31	UN	71516	West Kootenay	Ministry of Environment
2000-12-31	UN	71513	East Kootenay	Ministry of Environment
2002-12-31	UN	71519	Prince George	Ministry of Environment
2002-10-31	UN	71513	East Kootenay	Ministry of Environment
2004-03-31	SR	71523	Surrey	Ministry of Environment
2004-12-31	UN	71523	Surrey	Ministry of Environment
2005-12-31	UN	71523	Surrey	Ministry of Environment
1999-12-31	UN	71517	Williams Lake	Ministry of Environment
1999-12-31	UN	71516	West Kootenay	Ministry of Environment
2001-12-31	UN	71516	West Kootenay	Ministry of Environment
2002-12-31	UN	71515	North Okanagan	Ministry of Environment
1999-12-31	UN	71517	Williams Lake	Ministry of Environment
1999-12-31	UN	71517	Williams Lake	Ministry of Environment
1999-12-01	UN	71517	Williams Lake	Ministry of Environment
2002-12-31	UN	71521	Skeena Region	Ministry of Environment
2004-12-31	UN	71517	Williams Lake	Ministry of Environment
1998-12-31	UN	71521	Skeena Region	Ministry of Environment
1997-12-31	UN	71521	Skeena Region	Ministry of Environment
1999-12-31	UN	71519	Prince George	Ministry of Environment
1998-12-31	UN	71521	Skeena Region	Ministry of Environment
2000-12-31	UN	71521	Skeena Region	Ministry of Environment
1995-12-31	UN	71520	North Coast	Ministry of Environment
2004-02-28	UN	71520	North Coast	Ministry of Environment
1998-12-31	UN	71521	Skeena Region	Ministry of Environment
2005-12-31	UN	71517	Williams Lake	Ministry of Environment
2003-12-31	UN	71518	Peace Region	Ministry of Environment
1996-12-31	UN	71520	North Coast	Ministry of Environment

2005-05-31	UN	71515	North Okanagan	Ministry of Environment
2004-01-31	UN	71516	West Kootenay	Ministry of Environment
2005-03-31	UN	71518	Peace Region	Ministry of Environment
2001-12-31	UN	71516	West Kootenay	Ministry of Environment
2001-12-31	UN	71516	West Kootenay	Ministry of Environment
2002-04-30	UN	71517	Williams Lake	Ministry of Environment
1999-12-31	UN	71519	Prince George	Ministry of Environment
2004-05-30	UN	71518	Peace Region	Ministry of Environment
2003-12-31	UN	71514	South Okanagan	Ministry of Environment
2004-12-31	UN	71513	East Kootenay	Ministry of Environment
1997-12-31	UN	71514	South Okanagan	Ministry of Environment
2004-12-31	UN	71514	South Okanagan	Ministry of Environment
2002-12-31	UN	71516	West Kootenay	Ministry of Environment
2003-12-31	UN	71519	Prince George	Ministry of Environment
2002-03-31	UN	71517	Williams Lake	Ministry of Environment
2001-12-31	UN	71517	Williams Lake	Ministry of Environment
1999-12-31	UN	71518	Peace Region	Ministry of Environment
2000-12-31	UN	71521	Skeena Region	Ministry of Environment
2003-12-31	UN	71513	East Kootenay	Ministry of Environment
2006-12-31	UN	71521	Skeena Region	Ministry of Environment
2005-12-31	UN	71523	Surrey	Ministry of Environment
2005-12-31	UN	71515	North Okanagan	Ministry of Environment
2007-02-23	UN	71515	North Okanagan	Ministry of Environment
2002-12-31	UN	71517	Williams Lake	Ministry of Environment
2007-12-31	UN	71513	East Kootenay	Ministry of Environment
2006-03-31	UN	71518	Peace Region	Ministry of Environment
2004-12-31	UN	71519	Prince George	Ministry of Environment
2000-12-31	UN	71516	West Kootenay	Ministry of Environment
2005-12-31	UN	71519	Prince George	Ministry of Environment
2004-12-31	DE	71519	Prince George	Ministry of Environment
2006-10-31	UN	71522	North Island	Ministry of Environment
2006-10-31	UN	71524	Central Island	Ministry of Environment

2006-10-31	UN	71524	Central Island	Ministry of Environment
2005-08-31	UN	71521	Skeena Region	Ministry of Environment
2003-12-31	UN	71519	Prince George	Ministry of Environment
2003-12-31	UN	71517	Williams Lake	Ministry of Environment
2003-12-31	UN	71517	Williams Lake	Ministry of Environment
2006-04-30	UN	71513	East Kootenay	Ministry of Environment
2007-10-31	UN	71533	West Coast Region	Ministry of Environment
2003-12-31	UN	71517	Williams Lake	Ministry of Environment
2006-12-31	UN	71519	Prince George	Ministry of Environment
2004-02-28	UN	71518	Peace Region	Ministry of Environment
2006-12-31	UN	71518	Peace Region	Ministry of Environment
2008-07-31	UN	71518	Peace Region	Ministry of Environment
2007-12-31	UN	71533	West Coast Region	Ministry of Environment
2006-12-31	UN	71523	Surrey	Ministry of Environment
2007-03-31	UN	71523	Surrey	Ministry of Environment
2007-03-31	DE	71518	Peace Region	Ministry of Environment
2008-12-31	UN	71518	Peace Region	Ministry of Environment
2006-12-31	UN	71517	Williams Lake	Ministry of Environment
2002-12-31	UN	71516	West Kootenay	Ministry of Environment
2004-12-31	UN	71519	Prince George	Ministry of Environment
2007-03-31	UN	71523	Surrey	Ministry of Environment
2008-02-28	UN	71513	East Kootenay	Ministry of Environment
2005-12-31	UN	71523	Surrey	Ministry of Environment
1985-12-31	UN	71513	East Kootenay	Ministry of Environment
2008-03-31	DE	71524	Central Island	Ministry of Environment
2007-12-31	DE	71524	Central Island	Ministry of Environment
2007-12-31	DE	71524	Central Island	Ministry of Environment
2007-12-31	FR	71524	Central Island	Ministry of Environment
2006-03-31	DE	71524	Central Island	Ministry of Environment
2007-03-31	DE	71524	Central Island	Ministry of Environment
2008-03-31	DE	71524	Central Island	Ministry of Environment
2009-03-31	DE	71524	Central Island	Ministry of Environment

2008-12-31	DE	71524	Central Island	Ministry of Environment
2009-03-31	DE	71524	Central Island	Ministry of Environment
2000-02-28	UN	71520	North Coast	Ministry of Environment
2005-12-31	UN	71518	Peace Region	Ministry of Environment
2005-12-31	UN	71518	Peace Region	Ministry of Environment
2008-08-20	UN	71519	Prince George	Ministry of Environment
1998-12-31	SR	71518	Peace Region	Ministry of Environment
2005-12-31	UN	71519	Prince George	Ministry of Environment
2005-12-31	UN	71519	Prince George	Ministry of Environment
2007-12-31	UN	71516	West Kootenay	Ministry of Environment
2009-01-30	SR	71513	East Kootenay	Ministry of Environment
2008-12-31	UN	71514	South Okanagan	Ministry of Environment
2008-12-31	UN	71514	South Okanagan	Ministry of Environment
2002-12-31	UN	71514	South Okanagan	Ministry of Environment
2008-12-31	UN	71514	South Okanagan	Ministry of Environment
2009-02-23	SR	71513	East Kootenay	Ministry of Environment
2008-12-31	UN	71514	South Okanagan	Ministry of Environment
2008-12-31	UN	71516	West Kootenay	Ministry of Environment
2008-12-31	UN	71523	Surrey	Ministry of Environment
2008-04-01	UN	71523	Surrey	Ministry of Environment
2006-12-31	UN	71522	North Island	Ministry of Environment
2008-12-31	UN	71516	West Kootenay	Ministry of Environment
2009-02-19	UN	71513	East Kootenay	Ministry of Environment
2007-12-31	UN	71516	West Kootenay	Ministry of Environment
1998-12-31	UN	71518	Peace Region	Ministry of Environment
2004-06-22	UN	71518	Peace Region	Ministry of Environment
2009-09-16	UN	71515	North Okanagan	Ministry of Environment
2010-12-31	DE	71513	East Kootenay	Ministry of Environment
1995-12-31	UN	71516	West Kootenay	Ministry of Environment
2006-12-31	UN	71517	Williams Lake	Ministry of Environment
2011-11-02	DE	71507	Conservation Officer Service	Ministry of Environment

2011-10-31	DE	71507	Conservation Officer Service	Ministry of Environment
2010-01-01	FR	71507	Conservation Officer Service	Ministry of Environment
2010-01-01	DE	71507	Conservation Officer Service	Ministry of Environment
2011-10-31	UN	71507	Conservation Officer Service	Ministry of Environment
2007-12-31	UN	71536	Merritt	Ministry of Environment
2005-12-31	UN	71523	Surrey	Ministry of Environment
2009-12-31	UN	71523	Surrey	Ministry of Environment
2007-12-31	UN	71517	Williams Lake	Ministry of Environment
2001-12-31	UN	71517	Williams Lake	Ministry of Environment
2008-12-31	UN	71517	Williams Lake	Ministry of Environment
2011-12-31	UN	71519	Prince George	Ministry of Environment
2010-11-30	UN	71534	Cranbrook	Ministry of Environment
2011-12-31	UN	71523	Surrey	Ministry of Environment
2010-12-31	UN	71571	Cultus Lake	Ministry of Environment
2012-10-31	UN	71533	West Coast Region	Ministry of Environment
2010-09-30	UN	71524	Central Island	Ministry of Environment
2009-02-28	UN	71583	South Island	Ministry of Environment
2009-02-28	UN	71522	North Island	Ministry of Environment
2009-02-28	UN	72627	Haida Gwaii	Ministry of Environment
2012-12-31	SR	71533	West Coast Region	Ministry of Environment
2011-12-31	UN	71534	Cranbrook	Ministry of Environment
2011-12-31	UN	71547	Invermere	Ministry of Environment
2012-03-31	UN	71544	Nelson	Ministry of Environment
2011-12-31	UN	71576	Powell River	Ministry of Environment
2011-12-31	UN	71577	Sechelt	Ministry of Environment
2008-12-31	UN	71571	Cultus Lake	Ministry of Environment
2012-12-31	UN	71569	100 Mile House	Ministry of Environment
2012-12-31	UN	71517	Williams Lake	Ministry of Environment
2012-12-31	UN	71525	Quesnel	Ministry of Environment
2006-03-31	UN	71554	Fort St. John	Ministry of Environment
2003-12-31	UN	71554	Fort St. John	Ministry of Environment

2014-03-31	UN	71554	Fort St. John	Ministry of Environment
2011-12-31	UN	71554	Fort St. John	Ministry of Environment
2014-12-31	UN	71554	Fort St. John	Ministry of Environment
2012-11-30	UN	71544	Nelson	Ministry of Environment
2003-11-30	UN	71521	Skeena Region	Ministry of Environment
2013-01-31	UN	71544	Nelson	Ministry of Environment
2010-03-31	UN	71565	Clearwater	Ministry of Environment
2013-03-31	UN	71517	Williams Lake	Ministry of Environment
2013-05-31	UN	71523	Surrey	Ministry of Environment
2009-12-31	UN	71567	Lillooet	Ministry of Environment
2012-12-31	UN	71566	Kamloops	Ministry of Environment
2010-12-31	UN	71564	Thompson Fraser	Ministry of Environment
2011-11-30	UN	71534	Cranbrook	Ministry of Environment
2006-12-31	UN	71561	Smithers	Ministry of Environment
2016-12-31	UN	71561	Smithers	Ministry of Environment
2014-12-31	UN	71507	Conservation Officer Service	Ministry of Environment

Level 3 NA	*Level 4 NA*	*Box Location*	*Creating Ministry/Agency*
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of the Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of the Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Lands, Parks and Housing
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of the Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	CUBE	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	CUBE	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	CUBE	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	CUBE	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment, Lands and Parks

BC Parks and Conservation Officer Service Division	Conservation Officer Service	ACCESS	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	CUBE	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	CUBE	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	CUBE	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	CUBE	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	CUBE	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	CUBE	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	CUBE	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	CUBE	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	CUBE	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	CUBE	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	CUBE	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	CUBE	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	CUBE	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	CUBE	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	CUBE	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	CUBE	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	CUBE	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	ACCESS	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	ACCESS	Ministry of Environment, Lands and Parks

BC Parks and Conservation Officer Service Division	Conservation Officer Service	ACCESS	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	ACCESS	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	ACCESS	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	ACCESS	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	ACCESS	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	ACCESS	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	ACCESS	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	ACCESS	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	ACCESS	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	ACCESS	Ministry of Environment, Lands and Parks
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	Client Location	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	Client Location	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection

BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	ACCESS	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	ACCESS	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	ACCESS	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	ACCESS	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	ACCESS	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	ACCESS	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	ACCESS	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	ACCESS	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	ACCESS	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	ACCESS	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	ACCESS	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	ACCESS	Ministry of Water, Land and Air Protection

BC Parks and Conservation Officer Service Division	Conservation Officer Service	ACCESS	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	ACCESS	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	ACCESS	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	ACCESS	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	ACCESS	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	ACCESS	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection

BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection

BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
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BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Water, Land and Air Protection
BC Parks and Conservation Officer Service Division	Conservation Officer Service	CUBE	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	CUBE	Ministry of Environment

BC Parks and Conservation Officer Service Division	Conservation Officer Service	CUBE	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	CUBE	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	CUBE	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
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BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Thompson Regional Health Board (3)
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	CUBE	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	CUBE	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	CUBE	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	CUBE	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	CUBE	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	CUBE	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	CUBE	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	CUBE	Ministry of Environment

BC Parks and Conservation Officer Service Division	Conservation Officer Service	CUBE	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	CUBE	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN

BC Parks and Conservation Officer Service Division	Conservation Officer Service	CUBE	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	CUBE	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	CUBE	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	CUBE	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	CUBE	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	CUBE	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	CUBE	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	CUBE	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	CUBE	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	CUBE	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
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BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment

BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
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BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	IRON MOUNTAIN	Ministry of Environment
BC Parks and Conservation Officer Service Division	Conservation Officer Service	Client Location	Ministry of Environment

Creating Office	*NOTES*
Ministry of the Environment	
Ministry of the Environment	
Ministry of Environment	
Ministry of Environment and Parks	
Ministry of Lands, Parks and Housing	
Ministry of Environment and Parks	
Ministry of the Environment	
Sub-Office (Quesnel)	
Sub-Office (Quesnel)	
Quesnel	
Conservation Officer Service Cariboo (Williams Lake)	
Williams Lake	
Williams Lake	
Ministry of Environment	
Conservation Officer Service, Region 4 (Nelson)	
Conservation Officer Service	
District Office (Mackenzie)	
District Office (Golden)	
Conservation Officer Service	
District Office (Vanderhoof)	
District Office (Vanderhoof)	
Conservation Officer Service, Regional Office (Prince George)	
Conservation Officer Service, Regional Office (Prince George)	
District Office (Kamloops)	
Conservation Officer Service, Regional Office (Nanaimo)	
Conservation Officer Service, Regional Office (Prince George)	
Conservation Officer Service, Regional Office (Nanaimo)	
Conservation Officer Service, Regional Office (Nanaimo)	
District Office (Fort St. John)	

Conservation Officer Service (South Island)	
District Office (Surrey)	
District Office (Fort St. John)	
District Office (Port Alberni)	
Conservation Officer Service, Regional Office (Nanaimo)	
Conservation Officer Service, Regional Office (Nanaimo)	
District Office (Golden)	
Conservation Officer Service, Regional Office (Prince George)	
District Office (Vanderhoof)	
Enforcement and Emergency Planning	
Enforcement, Emergencies and Corporate Services	
Enforcement, Emergencies and Corporate Services	
Enforcement, Emergencies and Corporate Services	
Enforcement, Emergencies and Corporate Services	
Enforcement, Emergencies and Corporate Services	
Enforcement, Emergencies and Corporate Services	
Enforcement, Emergencies and Corporate Services	
Enforcement, Emergencies and Corporate Services	
Enforcement, Emergencies and Corporate Services	
Enforcement, Emergencies and Corporate Services	
Enforcement, Emergencies and Corporate Services	
Enforcement, Emergencies and Corporate Services	
Conservation Officer Service, Omineca-Peace Region	All FR records placed in box 2. J. Mohan, Feb. 2005 "H" = tobacco litigation 2007-05-24
Conservation Officer Service, Omineca-Peace Region	
Conservation Officer Service, Omineca-Peace Region	
Conservation Officer Service, Omineca-Peace Region	
Conservation Officer Service, Omineca-Peace Region	
Conservation Officer Service (Penticton)	
Enforcement, Emergencies and Corporate Services	
Enforcement, Emergencies and Corporate Services	

Enforcement, Emergencies and Corporate Services	
Enforcement, Emergencies and Corporate Services	
Enforcement and Environmental Emergencies Branch	Records selected for full retention placed in second stream container 002005-01 to 002005-02.
Enforcement, Emergencies and Corporate Services	Records selected for full retention placed in second stream container 002005-01 to 002005-02.
Enforcement, Emergencies and Corporate Services	Records selected for full retention placed in second stream container 002005-01 to 002005-02.
Enforcement and Environmental Emergencies Branch	Records selected for full retention placed in second stream container 002005-01 to 002005-02.
Enforcement, Emergencies and Corporate Services	
Enforcement and Environmental Emergencies Branch	Records selected for full retention placed in second stream container 002005-01 to 002005-02.
Enforcement and Environmental Emergencies Branch	
Conservation Officer Service (Okanagan)	
District Office (Invermere)	
Conservation Officer Service (Cariboo)	
District Office (Dawson Creek)	
Conservation Officer Service (Smithers)	
District Office (Sechelt)	
District Office (Powell River)	
Enforcement, Emergencies and Corporate Services	
Enforcement, Emergencies and Corporate Services	
Merritt District Office	
Conservation Officer Service (Skeena)	
Lillooet District Office	
Lillooet District Office	
Lillooet District Office	
Lillooet District Office	
Dawson Creek District Office	
Queen Charlotte City District Office	
Hazelton District Office	
Houston District Office	

Regional Enforcement Management (Prince George)

Regional Enforcement Management (Prince George)

Conservation Officer Service (Okanagan)

Conservation Officer Service (Skeena)

Conservation Officer Service (East Kootenay)

Conservation Officer Service (Omineca)

Conservation Officer Service (West Kootenay)

Conservation Officer Service (Interior)

Conservation Officer Service (Interior)

Conservation Officer Service (Interior)

Conservation Officer Service (Interior)

Conservation Officer Service (Interior)

Conservation Officer Service (Lower Mainland)

Conservation Officer Service (Interior)

Conservation Officer Service (Interior)

Conservation Officer Service (Interior)

Conservation Officer Service (West Kootenay)

Conservation Officer Service (West Kootenay)

Conservation Officer Service (West Kootenay)

Conservation Officer Service (Peace)

Conservation Officer Service (Okanagan)

Enforcement Branch

Conservation Officer Service (West Kootenay)

Conservation Officer Service (West Kootenay)

Conservation Officer Service (Skeena)

Conservation Officer Service (Skeena)

Conservation Officer Service (West Kootenay)

Conservation Officer Service (North Island)

Conservation Officer Service (Skeena)

Conservation Officer Service (West Kootenay)

Conservation Officer Service (South Island)

Conservation Officer Service (North Island)

Conservation Officer Service (North Island)

Conservation Officer Service (East Kootenay)

Conservation Officer Service (Omineca)

Conservation Officer Service (North Island)

Conservation Officer Service (North Island)

Conservation Officer Service (Okanagan)

Conservation Officer Service (Omineca)

Conservation Officer Service (Skeena)

Conservation Officer Service (Skeena)

Conservation Officer Service (Omineca)

Conservation Officer Service (Lower Mainland)

Conservation Officer Service (Lower Mainland)

Conservation Officer Service (Skeena)

Conservation Officer Service (Skeena)

Conservation Officer Service (Cariboo)

Conservation Officer Service (Cariboo)

Conservation Officer Service (Omineca)

Enforcement Branch

Conservation Officer Service (Omineca)

Enforcement Branch

Conservation Officer Service (Okanagan)

Conservation Officer Service (Okanagan)

Conservation Officer Service (Okanagan)

Conservation Officer Service (Skeena)

Conservation Officer Service (Skeena)

Conservation Officer Service (East Kootenay)

Conservation Officer Service (Cariboo)

Conservation Officer Service (East Kootenay)

Conservation Officer Service (Omineca)

Conservation Officer Service (West Kootenay)

Conservation Officer Service (Thompson-Nicola)

Conservation Officer Service (Thompson-Nicola)

Conservation Officer Service (Thompson-Nicola)

Conservation Officer Service (Cariboo)

Conservation Officer Service (Cariboo)

Conservation Officer Service (Okanagan)

Conservation Officer Service (Omineca)

Conservation Officer Service (West Kootenay)

Conservation Officer Service (East Kootenay)

Conservation Officer Service (Omineca)

Conservation Officer Service (East Kootenay)

Conservation Officer Service (Lower Mainland)

Conservation Officer Service (Lower Mainland)

Conservation Officer Service (Lower Mainland)

Conservation Officer Service (Cariboo)

Conservation Officer Service (West Kootenay)

Conservation Officer Service (West Kootenay)

Conservation Officer Service (Thompson-Nicola)

Conservation Officer Service (Cariboo)

Conservation Officer Service (Cariboo)

Conservation Officer Service (Cariboo)

Conservation Officer Service (Skeena)

Conservation Officer Service (Cariboo)

Conservation Officer Service (Skeena)

Conservation Officer Service (Skeena)

Conservation Officer Service (Omineca)

Conservation Officer Service (Skeena)

Conservation Officer Service (Skeena)

Conservation Officer Service (Terrace)

Conservation Officer Service (Terrace)

Conservation Officer Service (Skeena)

Conservation Officer Service (Cariboo)

Conservation Officer Service (Peace)

Conservation Officer Service (Terrace)

Conservation Officer Service (Thompson-Nicola)

Conservation Officer Service (West Kootenay)

Conservation Officer Service (Peace)

Conservation Officer Service (West Kootenay)

Conservation Officer Service (West Kootenay)

Conservation Officer Service (Cariboo)

Conservation Officer Service (Omineca)

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Conservation Officer Service (Okanagan)

Conservation Officer Service (East Kootenay)

Conservation Officer Service (Okanagan)

Conservation Officer Service (Okanagan)

Conservation Officer Service (West Kootenay)

Conservation Officer Service (Omineca)

Conservation Officer Service (Cariboo)

Conservation Officer Service (Cariboo)

Conservation Officer Service (Peace)

Conservation Officer Service (Skeena)

Conservation Officer Service (East Kootenay)

Conservation Officer Service (Skeena)

Conservation Officer Service (Lower Mainland)

Conservation Officer Service (Thompson-Nicola)

Conservation Officer Service (Thompson-Nicola)

Conservation Officer Service Cariboo (Williams Lake)

Conservation Officer Service (East Kootenay)

Conservation Officer Service (Peace)

Conservation Officer Service (Omineca)

Conservation Officer Service (West Kootenay)

Conservation Officer Service (Omineca)

Conservation Officer Service (Omineca)

Conservation Officer Service (North Island)

Conservation Officer Service (South Island)

Conservation Officer Service (South Island)

Conservation Officer Service (Skeena)

Conservation Officer Service (Omineca)

Conservation Officer Service Cariboo (Williams Lake)

Conservation Officer Service Cariboo (Williams Lake)

Conservation Officer Service (East Kootenay)

Conservation Officer Service (South Coast)

Conservation Officer Service Cariboo (Williams Lake)

Conservation Officer Service (Omineca)

Conservation Officer Service (Peace)

Conservation Officer Service (Peace)

Conservation Officer Service (Peace)

Conservation Officer Service (South Coast)

Conservation Officer Service (Lower Mainland)

Conservation Officer Service (Lower Mainland)

Conservation Officer Service (Peace)

Conservation Officer Service (Peace)

Conservation Officer Service Cariboo (Williams Lake)

Conservation Officer Service (West Kootenay)

Conservation Officer Service (Omineca)

Conservation Officer Service (Lower Mainland)

Health Unit (South Central)

Conservation Officer Service (Lower Mainland)

Conservation Officer Service (East Kootenay)

Conservation Officer Service (South Island)

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Conservation Officer Service (Omineca)

Conservation Officer Service (Peace)

Conservation Officer Service (Omineca)

Conservation Officer Service (Omineca)

Conservation Officer Service (West Kootenay)

Conservation Officer Service (East Kootenay)

Conservation Officer Service (Okanagan)

Conservation Officer Service (Okanagan)

Conservation Officer Service (Okanagan)

Conservation Officer Service (Okanagan)

Conservation Officer Service (East Kootenay)

Conservation Officer Service (Okanagan)

Conservation Officer Service (West Kootenay)

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Conservation Officer Service (Lower Mainland)

Conservation Officer Service (North Island)

Conservation Officer Service (West Kootenay)

Conservation Officer Service (East Kootenay)

Conservation Officer Service (West Kootenay)

Conservation Officer Service (Peace)

Conservation Officer Service (Peace)

Conservation Officer Service (Thompson-Nicola)

Conservation Officer Service (East Kootenay)

Conservation Officer Service (West Kootenay)

Conservation Officer Service Cariboo (Williams Lake)

Chief Conservation Officer

Chief Conservation Officer

Chief Conservation Officer

Chief Conservation Officer

Chief Conservation Officer

Merritt

Conservation Officer Service (Lower Mainland)

Conservation Officer Service (Lower Mainland)

Conservation Officer Service Cariboo (Williams Lake)

Conservation Officer Service Cariboo (Williams Lake)

Conservation Officer Service Cariboo (Williams Lake)

Prince George

Cranbrook

Surrey

Cultus Lake

West Coast Region

Central Island

South Island

North Island

Haida Gwaii

West Coast Region

Cranbrook

Invermere

Nelson

Powell River

Sechelt

Cultus Lake

100 Mile House

Williams Lake

Quesnel

Fort St. John

Fort St. John

Fort St. John

Fort St. John

Fort St. John

Nelson

Skeena Region

Nelson

Clearwater

Williams Lake

Surrey

Lillooet

Kamloops

Thompson Fraser

Cranbrook

Smithers

Smithers

Conservation Officer Service

NUM	AMEND_NUM	SCHAUTH_TYPE	CONTINUING TYPE	TITLE
100001	195762	CONT	A	Administrative records classification system (ARCS): section 1 secondary 201-30 amendment 19
100001	206171	CONT	A	Administrative records classification system (ARCS): 2009 sections 1, 2, 3, 6 amendment 18
100001	201091	CONT	A	Administrative records classification system (ARCS): section 4 financial management 2008 amendment 17
100001	201293	CONT	A	Administrative records classification system, 2013-2014 miscellaneous amendment 21
100001	206149	CONT	A	Administrative records classification system (ARCS): 2009 section 1 amendment
100001	162995	CONT	A	Administrative records classification system (ARCS): 2003 amendment 9
100001	159804	CONT	A	Administrative records classification system (ARCS): 2002 amendment 8
100001	144108	CONT	A	Administrative records classification system (ARCS): 2000 amendment 7
100001	138795	CONT	A	Administrative records classification system: 1998 amendment 6
100001	135311	CONT	A	Administrative records classification system: agencies, boards and commissions amendment 5
100001	132841	CONT	A	Administrative records classification system: 1996 amendment 4
100001	117521	CONT	A	Administrative records classification system: 1993 amendment 3
100001	117520	CONT	A	Administrative records classification system: 1993 (section 6) amendment 2
100001	105500	CONT	A	Administrative records classification system: 1990 amendment 1
100001	100001	CONT	A	Administrative records classification system
100001	190791	CONT	A	Administrative records classification system (ARCS): 2006 misc amendment 16
100001	190526	CONT	A	Administrative records classification system (ARCS): non-OPR retention amendment 15
100001	190161	CONT	A	Administrative records classification system (ARCS): 2006 Section 5 amendment 14
100079	100079	CONT	O	Pesticide dispenser and applicator certification examinations
100152	121859	CONT	C	Court Services operational records classification system: amendment 1
100152	100152	CONT	C	Court Services operational records classification system
100701	100701	CONT	C	BC Environment operational records classification system
101687	103432	CONT	C	BC Lands operational records classification system: amendment 1
101687	101687	CONT	C	BC Lands operational records classification system
101687	169880	CONT	C	BC Lands operational records classification system: amendment 2
102745	102745	CONT	O	General files and blueprints
102901	102901	CONT	G	Transitory records
102901	206174	CONT	G	Transitory records: amendment 1
102902	102902	CONT	G	Transitory electronic data processing (EDP) records
102903	102903	CONT	G	Electronic mail records
102904	102904	CONT	G	Word processing records
102905	102905	CONT	G	Special media records
102905	105418	CONT	G	Special media records: amendment 1
102905	128284	CONT	G	Special media records: amendment 2
102905	135904	CONT	G	Special media records: amendment 3
102906	102906	CONT	G	Executive records
102906	104000	CONT	G	Executive records: amendment 1

103083	103083	CONT	O	Treasury bills (issued 1982/12/01-1989/07/31)
103454	103454	CONT	C	Land Title Office operational records classification system
103465	103465	CONT	O	Rejected microforms
103517	103517	CONT	O	Water utility correspondence, reports and tarriffs
103638	103638	CONT	O	Queen's Printer procurement reimbursement documentation
104136	104136	CONT	O	Physician's notice of a live birth or stillbirth form (copy 1)
104145	104145	CONT	O	Financing statements
104724	104724	CONT	O	Trust account disbursement records
104840	104840	CONT	O	Long term care facility planning and construction files
104851	104851	CONT	O	Public service pension files
104852	104852	CONT	O	Child-in-care medical records
104854	104854	CONT	O	Tuberculosis screening files
104859	104859	CONT	O	College pension files
104860	104860	CONT	O	PSSF and teachers actuarial val.
104864	104864	CONT	O	British Columbia Rail pension fund
104916	104916	CONT	O	Newsclippings
105001	105001	CONT	O	Business immigration proposal files (1979-1989)
105002	105002	CONT	O	Adoption breakdown case files
105003	105003	CONT	O	Guaranteed Available Income for Need (GAIN) for Seniors Program correspondence
105004	105004	CONT	O	Canada Assistance Plan files
105005	105005	CONT	O	British Columbia Heritage Trust financial awards - project support files
105007	105007	CONT	O	Credit union case files
105009	105009	CONT	O	Orthodontic case files
105010	190111	CONT	O	Employers' advisers claim files amendment
105010	105010	CONT	O	Employers' advisers claim files
105011	105011	CONT	O	Extra-ordinary dental services case files
105012	105012	CONT	O	Child-in-care cardex cards
105013	105013	CONT	O	Investigation case files
105015	105015	CONT	O	Income assistance investigation files
105016	105016	CONT	O	Land tax deferment transactions and reports
105017	105017	CONT	O	Post adoption files
105018	105018	CONT	O	Care advice batches - long-term care program
105023	105023	CONT	O	Insurance company incorporation and registration documents (1960-1990/09/14)
105024	105024	CONT	O	Handicap application approvals
105025	105025	CONT	O	GAIN for seniors - computer change batches
105026	105026	CONT	O	Nursing service report books
105027	105027	CONT	O	Electroencephalogram tracings
105028	105028	CONT	O	Daily ward census reports
105029	105029	CONT	O	Police reports
105030	105030	CONT	O	Shelter aid for elderly renters - client files
105031	105031	CONT	O	Company files (1990/10/01 ongoing)
105031	123564	CONT	O	Company files (dissolution from 1990 October 1): amendment 1
105031	128886	CONT	O	Company files (dissolution from 1990 October 1): amendment 2
105032	105032	CONT	O	Program monitoring reports, summaries and source data files
105033	105033	CONT	O	Imprest cheques

105033	117782	CONT	O	Imprest cheques: amendment 1
105034	105034	CONT	O	Family allowance and child tax credit applications, cancellations and suspensions
105035	105035	CONT	O	Intermittent care billings
105036	105036	CONT	O	Foster and group home files; correct title might be "Foster, group home and daycare resource files"
105037	105037	CONT	O	Trust company files
105038	105038	CONT	O	Original voucher batches
105039	104206	CONT	O	Consumer tax return batches: amendment 1
105039	105039	CONT	O	Vendor return batches
105040	105040	CONT	O	Operator return batches
105041	127386	CONT	O	Motive fuel users' tax returns: amendment 1
105041	105041	CONT	O	Motive fuel users' tax returns
105042	105042	CONT	O	MSP in-province claim cards
105042	124026	CONT	O	MSP in-province claim cards: amendment 1
105043	105043	CONT	O	Government payroll forms
105044	124024	CONT	O	Ambulance service invoice stubs: amendment 1
105044	105044	CONT	O	Ambulance service invoice stubs
105045	124025	CONT	O	Ambulance and Airevac crew reports: amendment 2
105045	105045	CONT	O	Ambulance crew reports
105045	114225	CONT	O	Ambulance and Airevac crew reports: amendment 1
105046	105046	CONT	O	MSP claims out-of-province
105047	105047	CONT	O	Cash register information system - error check records
105048	105048	CONT	O	Driver's medical examinations
105049	105049	CONT	O	Vehicle records - vehicle microfiche
105050	142698	CONT	C	Legal Services operational records classification system: amendment 3 (addition of section 5 "Dispute Resolution")
105050	189834	CONT	C	Legal Services operational records classification system: amendment 3
105050	163466	CONT	C	Legal Services operational records classification system: amendment (changes to sections 1 and 2)
105050	105050	CONT	C	Legal Services operational records classification system
105050	890067	CONT	C	Legal Services operational records classification system: amendment 1
105050	124575	CONT	C	Legal Services operational records classification system: amendment (changes to sections 1 and 2)
105050	881371	CONT	C	Legal Services operational records classification system: amendment (addition of section 3, aboriginal law, litigation and research)
105050	881110	CONT	C	Legal Services operational records classification system: amendment 2 (addition of section 4, Legislative Counsel services)
105051	105051	CONT	O	Driver records - drivers' microfiche
105052	105052	CONT	O	Commercial vehicle inspection program
105053	105053	CONT	O	Search billings
105054	105054	CONT	O	Snow surveys
105055	105055	CONT	O	Approved water system and swimming pool plans
105056	105056	CONT	O	Federal-provincial agreements research files
105057	105057	CONT	O	Water licences schedule
105058	105058	CONT	O	Registration, licensing and insuring of motor vehicles
105059	105059	CONT	O	Motor vehicle licensing and insurance - financial control documents

105060	105060	CONT	O	Child paternity and support files
105061	105061	CONT	O	Employment and assistance client files, formerly GAIN (Guaranteed Available Income for Need) files
105062	114124	CONT	O	Family service files: amendment 1
105062	105062	CONT	O	Family service files
105063	105063	CONT	O	Withdrawn adoption files
105064	105064	CONT	O	Completed adoption files
105065	105065	CONT	O	Inventory control forms - Motor Vehicle Department stock items
105066	105066	CONT	O	Motor Vehicle Department - internal audit forms - issuing office copies
105067	105067	CONT	O	Weigh scales - administration form copies
105068	105068	CONT	O	Weigh scales - operational form copies
105069	105069	CONT	O	GAIN outstanding accounts files
105070	105070	CONT	O	Investigation case files
105071	105071	CONT	O	Original cheque, journal and travel vouchers
105072	105072	CONT	O	Home nursing care patient files
105073	105073	CONT	O	Venereal disease patient files
105073	108583	CONT	O	Venereal disease patient files: amendment 1
105074	105074	CONT	O	Petroleum title encumbrances
105075	105075	CONT	O	Claim and refund cheques
105076	105076	CONT	O	Statements of account
105077	105077	CONT	O	Corporation capital tax records
105077	113233	CONT	O	Corporation capital tax records: amendment 1
105078	105078	CONT	O	Dissolved companies files
105078	102948	CONT	O	Company files: amendment 1
105079	105021	CONT	O	Real property forfeiture absolute records: amendment 1
105079	121715	CONT	O	Real property forfeiture absolute records: amendment 2
105079	105079	CONT	O	Real property forfeiture absolute
105080	105080	CONT	O	Property taxation general correspondence
105080	105020	CONT	O	Property taxation general correspondence: amendment 1
105085	170443	CONT	C	Education operational records classification system: amendment 5
105085	195799	CONT	C	Education operational records classification system: amendment 6
105085	163780	CONT	C	Education operational records classification system: amendment 2
105085	105085	CONT	C	Education operational records classification system
105085	114670	CONT	C	Education operational records classification system: amendment 1
105085	119808	CONT	C	Education operational records classification system: amendment 3 ****new sections as well as amended retentions throughout ORCS****
105086	146279	CONT	C	Mineral Resources operational records classification system: amendment 3
105086	890095	CONT	C	Mineral Resources operational records classification system: amendment 1
105086	105086	CONT	C	Mineral Resources operational records classification system
105086	110147	CONT	C	Mineral Resources operational records classification system: amendment 2
105419	143935	CONT	O	Community Grant Files ongoing records schedule: amendment 1
105419	105419	CONT	O	British Columbia Growth and Opportunities Program - project support files
105575	105575	CONT	C	Justice Institute of British Columbia operational records classification system
105775	105775	CONT	O	Temporary operating permits
105776	105776	CONT	O	Motor Carrier Commission case files
106033	106033	CONT	C	Public Sector Collective Bargaining Disclosure Registry operational records classification system

106037	106037	CONT	O	Residential tenancy dispute files
106039	106039	CONT	O	Trade policy files
106040	106040	CONT	O	Waste management permit files
106041	106041	CONT	O	Guaranteed available income for need - 65 years and over listings
106042	106042	CONT	O	Handicap application approvals
106043	106043	CONT	O	Steelhead angling questionnaires
106055	106055	CONT	O	Archival holdings - reappraised and destroyed
106057	106057	CONT	O	Cabinet operations
106058	106058	CONT	O	Coroners' investigation case files
106064	106064	CONT	O	Procurement - invitational and public tenders/contracts
106065	106065	CONT	O	Liquor licence records
106069	106069	CONT	O	Volume issues
106070	106070	CONT	O	Court workers' files
106071	106071	CONT	O	Child in care files - headquarters
106086	106086	CONT	O	Cheque duplicates - payroll
106090	106090	CONT	O	Spoiled, returned and cancelled certificates
106091	106091	CONT	O	Accounts payable - general
106094	106094	CONT	O	Supplementary documentation (1936-1982)
106095	106095	CONT	O	Deaths: supplementary documentation files (1983 ongoing)
106096	106096	CONT	O	Stillbirths: supplementary documentation files (1983 ongoing)
106097	106097	CONT	O	Physician's notices of stillbirth
106098	106098	CONT	O	Vital Statistics Information Terminal System (VISITS)
106101	106101	CONT	O	Assisted Rental Program subsidized housing units - landlord files
106103	106103	CONT	O	Marriage licence applications and licences
106104	106104	CONT	O	Clergy correspondence and registrations
106107	106107	CONT	C	Science, Technology and Telecommunications operational records classification system
106107	143285	CONT	C	Science, technology and telecommunications operational records classification system: amendment 1
106641	106641	CONT	O	Corrections Branch client daily counts
106670	106670	CONT	O	Insurer annual reports
106671	106671	CONT	O	Credit union monthly and quarterly reports
106672	106672	CONT	O	Cooperative association case files
106673	106673	CONT	O	Company searches
106674	106674	CONT	C	BC Securities Commission operational records classification system
106674	195254	CONT	C	BC Securities Commission operational records classification system - amendment 2
106677	106677	CONT	O	Motor vehicles, boats, trailers, and aircraft sales listings (form q)
106677	127456	CONT	O	Motor vehicles, boats, trailers, and aircraft sales listings (form q): amendment 1
106682	106682	CONT	O	General bacteriology: test workcards (HLTH 1856)
106683	106683	CONT	O	Morbidity files
106684	106684	CONT	O	Proposal calls - rejected submissions
106687	106687	CONT	O	Trust account files
106689	106689	CONT	O	Speech therapy information forms (health forms 1363 and 1364)
106693	106693	CONT	O	Vital statistics amendment files
106695	106695	CONT	O	Adoption Act order files

106696	106696	CONT	O	Wills notices
106696	128763	CONT	O	Wills notices: amendment 1
106697	106697	CONT	O	Change of name files
106698	106698	CONT	O	Change of name registrations
106699	106699	CONT	O	Marriages: supplementary documentation files (1983 ongoing)
106700	106700	CONT	O	Marriage registrations
106701	106701	CONT	O	Death registrations
106701	112373	CONT	O	Death registrations: amendment 1
106702	106702	CONT	O	Stillbirth registrations
106703	106703	CONT	O	Births: supplementary documentation files (1983 ongoing)
106704	106704	CONT	O	Physician's notices of birth
106705	106705	CONT	O	Birth registrations
106707	106707	CONT	O	Speech and hearing client files
106708	106708	CONT	O	Hospital planning and construction change orders
106712	106712	CONT	O	Medical Services Plan registration and premium billing computer lists
107128	107128	CONT	O	Medical Services Plan claim cards (microforms)
107129	107129	CONT	O	MSP Claims Division (fiche)
107130	107130	CONT	O	MSP registration and premium billing (fiche)
107131	107131	CONT	O	Members of the Legislative Assembly superannuation plan records
107132	107132	CONT	O	Workers' Compensation Board superannuation plan records
107133	107133	CONT	O	Superannuation BC Rail - fund account records
107135	107135	CONT	O	Superannuation microfiche file updates
107135	117471	CONT	O	Superannuation microfiche file updates: amendment 1
107136	107136	CONT	O	Public service superannuation plan records
107137	107137	CONT	O	British Columbia municipal superannuation plan records
107138	107138	CONT	O	British Columbia teacher superannuation plan records
107139	107139	CONT	O	BC Hydro superannuation plan records
107140	107140	CONT	O	College superannuation plan records
107141	107141	CONT	O	Superannuation investment records
107142	107142	CONT	O	Superannuation actuarial records
107143	107143	CONT	O	Superannuation employee benefits
107144	107144	CONT	O	Pension payments
107205	107205	CONT	O	Pension cheques
107453	107453	CONT	C	International Business and Immigration operational records classification system
107534	107534	CONT	O	Customer invoice copies
107536	107536	CONT	O	Stationery and printing requisitions
107538	107538	CONT	O	Accounts payable invoices (Queen's Printer)
107540	107540	CONT	O	Purchase documents
107542	107542	CONT	O	Purchase orders
107548	107548	CONT	O	PSB Mail Plus System source documents
107551	107551	CONT	O	Fraser River flooding reports
107552	125466	CONT	O	Medical Services Plan system: job control language (financial): amendment 1
107552	107552	CONT	O	Medical Services Plan system: job control language (financial)
107553	107553	CONT	O	Credit union incorporation documents (1990/09/15 ongoing)
107555	107555	CONT	O	Negotiated trust cheques
107556	107556	CONT	O	Medical certificates of death (1990/03/01 to 1991/12/31)

107557	107557	CONT	O	Birth, marriage, and death registers
107559	107559	CONT	C	Order in Council Administration operational records classification system
107559	121873	CONT	C	Order in Council Administration operational records classification system: amendment 1
107560	107560	CONT	C	Women's Programs operational records classification system
107561	107561	CONT	C	Transportation and Highways operational records classification system
107562	107562	CONT	O	COMET financial records
107563	107563	CONT	O	Trust company incorporation documents (1990/09/15 ongoing)
107564	107564	CONT	O	Insurance company incorporation and registration documents (1990/09/15 ongoing)
107572	107572	CONT	O	Complaints and investigations case files
107840	107840	CONT	O	Health surveillance registry cards and source documents
108014	108014	CONT	O	Municipal and regional district financial statements and reporting forms
109282	109282	CONT	O	Marriage registers
109283	109283	CONT	O	Operational correspondence files
110078	110078	CONT	O	New ship construction administrative files
110091	110091	CONT	O	Technical data of ship modifications
110209	110209	CONT	O	Judges' superannuation plan records
110210	110210	CONT	O	Superannuation Diazo master fiche security copy
110225	110225	CONT	C	British Columbia Housing Management Commission operational records classification system
110225	189835	CONT	C	British Columbia Housing Management Commission operational records classification system: amendment 1
110430	110430	CONT	C	Members of the Legislative Assembly (MLA) records classification system
110556	110556	CONT	O	Cashed short-term securities (issued 1989/08/01 ongoing)
110620	110620	CONT	O	Mentally handicapped adult files (MH)
110621	110621	CONT	O	Special needs daycare files
110622	110622	CONT	O	Children in care mentally handicapped files
110623	110623	CONT	O	Standing offer agreements - printing
110625	110625	CONT	O	Standing offer agreements - stationery
111033	111033	CONT	O	Liquor store daily batches
111152	111152	CONT	O	Motor Carrier Division case files
111153	111153	CONT	C	Lottery Grants operational records classification system
111176	111176	CONT	C	Provincial Employees Community Services Fund operational records classification system
111540	111540	CONT	C	Police services operational records classification system
111557	111557	CONT	O	Security files
111558	111558	CONT	O	Processed and amended timesheets
111560	111560	CONT	O	Original timesheets
111562	111562	CONT	O	Payroll financial records
111564	111564	CONT	O	Revenue source documents
111566	111566	CONT	O	Accounts payable invoices and journal vouchers
111719	111719	CONT	O	Financial planning records
111720	111720	CONT	O	Personnel reports
111721	111721	CONT	O	Fleet engineering - assistant general manager's files
111722	111722	CONT	O	Operations - assistant general manager's files
111723	111723	CONT	O	Terminal engineering - assistant general manager's files

111724	111724	CONT	O	Accounting administration - general office files
111725	111725	CONT	O	Miscellaneous payroll and personnel documentation
111726	111726	CONT	O	Internal audit assignments - working papers
111727	111727	CONT	O	Human resources and administration - assistant general manager's files
111728	111728	CONT	O	Terminated employee payroll files
111729	111729	CONT	O	Accounts receivable records
111730	111730	CONT	O	General manager's files
111731	111731	CONT	O	Revenue input forms and journal vouchers
111732	111732	CONT	O	Finance - assistant general manager's files
111733	111733	CONT	O	Personnel - terminations, competitions, and general office files
111734	111734	CONT	O	Incident investigation files and reports
111735	111735	CONT	O	Catering manager's files
111736	111736	CONT	C	Economic Development, Small Business and Trade operational records classification system
111737	111737	CONT	C	Commission on Resources and Environment operational records classification system
111746	111746	CONT	O	Income tax return batches
111747	111747	CONT	C	British Columbia Pavilion Corporation operational records classificationsystem
111801	111801	CONT	C	Liquor control and licensing operational records classification system
112108	112108	CONT	C	BC Statistical Services operational records classification system
112348	112348	CONT	O	Wheelhouse logbooks
112851	112851	CONT	O	Status coverage information statistical reports
112907	112907	CONT	G	Commission of inquiry records
112908	112908	CONT	G	Record copy of published maps
112909	112909	CONT	G	General records schedule
112909	158689	CONT	G	General records schedule: amendment 1
112910	112910	CONT	G	Computer system electronic backup records
112911	112911	CONT	G	Government House records
112912	112912	CONT	G	Lieutenant-Governor records
112913	112913	CONT	G	Unsolicited records
112914	112914	CONT	G	Voice mail records
112915	112915	CONT	G	World Wide Web and Internet site records schedule
112916	112916	CONT	G	Year 2000 (Y2K) project documentation and test data records schedule
112917	112917	CONT	G	Schedule number reserved for future government-wide ongoing records schedule. See application file on shelf. wmze
112918	112918	CONT	G	Schedule number reserved for future government-wide ongoing records schedule. See application file on shelf. wmze
112919	112919	CONT	G	Schedule number reserved for future government-wide ongoing records schedule. See application file on shelf. wmze
112920	112920	CONT	G	Schedule number reserved for future government-wide ongoing records schedule. See application file on shelf. wmze
112971	112971	CONT	C	Employment standards operational records classification system
112972	112972	CONT	C	Workers' adviser operational records classification system
112973	112973	CONT	C	Employers' adviser operational records classification system
112974	112974	CONT	C	Consumer operations operational records classification system
112975	112975	CONT	C	Debtor assistance operational records classification system
112976	112976	CONT	C	Residential tenancy operational records classification system

112977	112977	CONT	C	Labour Relations Board operational records classification system
112978	112978	CONT	C	Pension standards operational records classification system
112979	112979	CONT	C	Workers' Compensation Review Board operational records classification system
112997	112997	CONT	O	Licence plate inventory allotment and control records
112997	124899	CONT	O	Licence plate inventory allotment and control records: amendment 1
112998	112998	CONT	O	Public enquiry files
112999	112999	CONT	O	Plate suspension files
113000	113000	CONT	O	Vehicle identification number assignment records
113001	113001	CONT	O	Collector plate files
113002	113002	CONT	O	Data security files
113004	113004	CONT	O	Customer service records
113005	113005	CONT	O	Temporary Operation Permits (TOP)
113006	113006	CONT	O	Prorate records
113006	124897	CONT	O	Prorate records: amendment 1
113007	113007	CONT	O	Vehicle registration and licensing records
113008	113008	CONT	O	Collector plate records
113139	113139	CONT	O	Product orders and procurement reimbursement for medical, office, and janitorial supplies and uniforms
113248	113248	CONT	O	Security reports
113307	113307	CONT	O	Company files - continuation outs (needs better title!!)
113560	113560	CONT	O	British Columbia Hydro and Power Authority tax records
113561	113561	CONT	O	Crown corporation and federal properties - tax records
113562	113562	CONT	O	Apportionment of assessment and tax form (FIN 70)
113563	113563	CONT	O	Levy adjustments - Assessment Appeal Board decisions
113667	113667	CONT	C	Aquaculture and commercial fisheries operational records classification system
113766	113766	CONT	C	Culture and historic resources operational records classification system
113767	113767	CONT	C	Tourism Services and Policy, Planning and Sustainable Development operational records classification system (VERY CONFUSING!!! WMZE 1995/06/26)
113768	113768	CONT	C	Tourism Marketing operational records classification system
113827	113827	CONT	C	BC Parks operational records classification system
114061	114061	CONT	O	Supplementary assessment and tax rolls
114203	114203	CONT	O	Medical Services Plan subscriber files (transitory)
114205	114205	CONT	O	Medical Services Plan subscriber files (legal)
114206	114206	CONT	O	Medical Services Plan subscriber files (complex)
114207	147920	CONT	O	Medical Services Plan subscriber files (routine) - amendment 2
114207	114207	CONT	O	Medical Services Plan subscriber files (routine)
114207	130181	CONT	O	Medical Services Plan subscriber files (routine): amendment 1
114700	114700	CONT	C	Motor vehicle operational records classification system
114771	114771	CONT	O	British Columbia Youth Council approved and declined grant applications
114955	114955	CONT	C	Economic Development Operational Records Classification System
115484	115484	CONT	C	Crown agency services operational records classification system
116356	116356	CONT	C	British Columbia Coroners Service operational records classification system
116357	146590	CONT	C	British Columbia Review Board operational records classification system: amendment 1

116357	116357	CONT	C	British Columbia Review Board operational records classification system
116358	116358	CONT	C	Liquor Appeal Board operational records classification system
116359	116359	CONT	C	Commercial Appeals Commission operational records classification system
116360	116360	CONT	C	British Columbia Police Commission operational records classification system
116393	116393	CONT	C	British Columbia Board of Parole operational records classification system
116409	116409	CONT	C	Motion Picture Appeal Board operational records classification system
116437	146270	CONT	C	Gaming operational records classification system - amendment 1
116437	116437	CONT	C	Gaming operational records classification system
116438	116438	CONT	C	Public Gaming Branch operational records classification system
116733	116733	CONT	O	Home Owner Grant verification files
116740	116740	CONT	O	Municipal investigation files
116756	143998	CONT	C	Office of the Fire Commissioner operational records classification system - amendment 1
116756	116756	CONT	C	Office of the Fire Commissioner operational records classification system
116763	116763	CONT	O	Home Owner Grant Verification System information system overview
116790	116790	CONT	O	Boiler and pressure vessel safety management system - information systemoverview
116793	116793	CONT	O	Municipal and regional district financial statements and reporting forms
116823	116823	CONT	O	Administrative records
116824	116824	CONT	O	Administrative records
117456	117456	CONT	C	Skills Development operational records classification system
117457	190901	CONT	C	Student financial assistance services operational records classification system: amendment 1
117457	117457	CONT	C	Student services operational records classification system
117458	117458	CONT	C	Post secondary education operational records classification system
117476	117476	CONT	C	Women's equality operational records classification system
117476	143439	CONT	C	Women's equality operational records classification system, amendment 2
117476	143954	CONT	C	Women's equality operational records classification system, amendment 1
117481	117481	CONT	C	Superannuation Commission operational records classification system
117513	117513	CONT	C	Information Technology Services operational records classification system
117514	117514	CONT	C	Alcohol and Drug Programs operational records classification system
117517	117517	CONT	O	Protected areas strategy - study areas
117530	117530	CONT	C	Policy, planning and program evaluation operational records classification system
117572	117572	CONT	O	Cashed long-term securities (issued 1986/03/01 ongoing)
117851	117851	CONT	C	Government Agents Services operational records classification system
117861	117861	CONT	C	Community and regional development operational records classification system
117871	117871	CONT	C	Business information operational records classification system
118000	118000	CONT	C	Museum operational records classification system
118000	170404	CONT	C	Museum operational records classification system: amendment 1
118038	118038	CONT	O	Requests for information - Insurance Corporation of British Columbia
118039	118039	CONT	O	Claims correspondence - subscriber files
118040	118040	CONT	O	Revocations of authorization
118041	118041	CONT	O	Subscriber requests for information
118042	118042	CONT	O	Requests for information - legal
118043	118043	CONT	O	Telephone inquiry files
118044	118044	CONT	O	Adjudication correspondence and requests for information

118132	118132	CONT	C	Housing operational records classification system
118133	118133	CONT	C	Recreation operational records classification system
118253	181600	CONT	C	Motor Carrier Commission operational records classification system - amendment 1
118253	118253	CONT	C	Motor Carrier Commission operational records classification system
118257	118257	CONT	C	Expropriation Compensation operational records classification system
118259	118259	CONT	C	Coordinated Law Enforcement operational records classification system
118308	118308	CONT	O	Road vehicle administration files
118348	118348	CONT	C	Purchasing Commission operational records classification system
118365	118365	CONT	C	Coordination of Agencies, Boards and Commissions operational records classification system
118366	118366	CONT	C	Enquiry British Columbia operational records classification system
118367	118367	CONT	C	Government Employee Assigned Parking Program operational records classification system
118368	118368	CONT	C	Information and privacy operational records classification system
118369	118369	CONT	C	Premier's Advisory Council for Persons with Disabilities operational records classification system
118371	118371	CONT	C	Sport services operational records classification system
118372	118372	CONT	C	Public issues and consultation operational records classification system
118636	118636	CONT	O	Family maintenance files - no case made
118637	118637	CONT	O	Family maintenance files
118669	118669	CONT	C	Children and families operational records classification system
118669	136005	CONT	C	Children and families operational records classification system - amendment 1
119001	119001	CONT	C	Municipal affairs operational records classification system
119003	119003	CONT	O	Pipeline inspection records
119005	119005	CONT	O	Courts of Revision - appeals
119013	119013	CONT	O	Elevating device inspection reports
119193	119193	CONT	O	Gas safety permits and certificates
119194	119194	CONT	O	Electrical safety permits and certificates
119195	119195	CONT	O	Aerial tramway inspection records
119196	119196	CONT	O	Railway lines inspection records
119197	119197	CONT	O	Boiler and pressure vessel design files and inspectors' activity reports
119198	119198	CONT	O	Welders' registration and qualification records
119200	119200	CONT	O	Approved/registered municipal bylaws
119244	119244	CONT	C	Security Programs operational records classification system
119265	119265	CONT	C	Law Courts Education operational records classification system
119366	119366	CONT	C	Science Council of British Columbia operational records classification system
119400	119400	CONT	O	Elevating device case files
119598	119598	CONT	C	Fair wage operational records classification system
120198	120198	CONT	O	Cashed short-term securities (issued 1982/12/01 to 1989/07/31)
120601	120601	CONT	O	Electrical permits and inspection reports
120602	120602	CONT	O	Gas safety permits and air test certificates
120620	120620	CONT	C	University Endowment Lands administration and public works operational records classification system
120621	120621	CONT	C	University Endowment Lands Fire Department operational records classification system

120776	201297	CONT	C	Emergency Management Services operational records classification system: amendment 1
120776	120776	CONT	C	Provincial Emergency Program operational records classification system
120793	120793	CONT	C	Film classification operational records classification system
120881	120881	CONT	O	Medical Services Plan claims and benefits - inquiries
121093	121093	CONT	C	British Columbia Human Rights Commission operational records classification system
121138	121138	CONT	C	Waste Reduction Commission on Soils and Hazardous Waste operational records classification system
121139	121139	CONT	C	Environmental Appeal Board operational records classification system
121158	201272	CONT	C	Multiculturalism and Immigration Services operational records classification system: amendment 1
121158	121158	CONT	C	Multiculturalism and Immigration Services operational records classification system
121300	144221	CONT	C	Agriculture, fisheries and food operational records classification system: amendment 2
121300	121300	CONT	C	Agriculture food operational records classification system
121300	131098	CONT	C	Agriculture, fisheries and food operational records classification system: amendment 1 (secondaries 78500-20 and 78500-30)
121395	121395	CONT	O	Mental health client medication profile
121402	121402	CONT	O	Medical Services Plan claims - adjudication enquiries
121403	121403	CONT	O	Medical Services Plan claims - Insurance Corporation of British Columbia inquiries
121404	121404	CONT	O	Medical Services Plan claims - legal enquiries
121657	121657	CONT	O	Real estate filings
121764	121764	CONT	C	Gaming policy operational records classification system
121812	121812	CONT	C	Government Employee Commuting Option (GECO) operational records classification system
122346	122346	CONT	C	Health protection and safety operational records classification system
122347	169028	CONT	C	Adult mental health services operational records classification system - amendment 1
122347	160261	CONT	C	Adult mental health services operational records classification system - amendment 2
122347	122347	CONT	C	Adult mental health services operational records classification system
122349	122349	CONT	C	Forensic psychiatric services operational records classification system
122350	122350	CONT	C	Communicable disease control services operational records classification system
122351	122351	CONT	C	Continuing care operational records classification system
122352	194375	CONT	C	Health authority performance management operational records classification system - amendment 1
122352	195771	CONT	C	Health authority performance management operational records classification system: amendment 2
122352	122352	CONT	C	Health authority performance management operational records classification system
122353	122353	CONT	C	Community Health Programs operational records classification system
122353	201225	CONT	C	Community Health Programs operational records classification system - amendment 2

122353	169033	CONT	C	Community Health Programs operational records classification system - amendment 1
122379	122379	CONT	C	Law Reform Commission operational records classification system
122409	122409	CONT	C	Labour Relations Board operational records classification system
122812	122812	CONT	C	Land use and protected areas coordination operational records classification system
123389	123389	CONT	C	Pharmacare services operational records classification system
123389	190052	CONT	C	Pharmacare services operational records classification system - amendment 2
123389	201213	CONT	C	Pharmacare services operational records classification system: amendment 3
123389	164235	CONT	C	Pharmacare services operational records classification system: amendment 1
123390	190053	CONT	C	Emergency health services operational records classification system - amendment 1
123390	206189	CONT	C	Emergency health services operational records classification system - amendment 2
123390	201133	CONT	C	Emergency health services operational records classification system - amendment 1
123390	123390	CONT	C	Emergency health services operational records classification system
123391	123391	CONT	C	Provincial nursing consultation and seniors' health services operationalrecords classification system
123395	123395	CONT	C	Health program standards and information management operational records classification system
123513	123513	CONT	C	Federal-provincial relations and research operational records classification system
123693	123693	CONT	C	Community Justice operational records classification system
123863	123863	CONT	O	Correspondence files
124114	124114	CONT	O	Pension plan member case files
124170	124170	CONT	C	Safety Engineering Services operational records classification system
124487	124487	CONT	O	Real property taxation roll and year-end fiche
124549	124549	CONT	C	Treasury Board Staff operational records classification system
124556	124556	CONT	C	Public Sector Employee Council operational records classification system
124800	124800	CONT	C	Transportation policy operational records classification system
125169	125169	CONT	O	Treasurer - administrative
125812	125812	CONT	C	Facility design and construction operational records classification system
126179	126179	CONT	O	Employment Standards Tribunal case files
126379	126379	CONT	C	Local government services operational records classification system
126379	138324	CONT	C	Local government services operational records classification system: amendment 3
126379	143917	CONT	C	Local government services operational records classification system: amendment 1
126379	143997	CONT	C	Local government services operational records classification system: amendment 2
128288	128288	CONT	C	Forest Renewal British Columbia operational records classification system
128395	128395	CONT	C	Forest Land Commission operational records classification system
128602	128602	CONT	C	BC Transit operational records classification system
128755	128755	CONT	C	Aboriginal health program services operational records classification system
129075	129075	CONT	C	Okanagan Valley Tree Fruit Authority operational records classification system

129711	129711	CONT	O	Pharmacare special authority exemptions
131100	131100	CONT	C	Agricultural Land Commission operational records classification system
131100	186916	CONT	C	Agricultural Land Commission operational records classification system - amendment 1
131208	131208	CONT	O	Jericho individual compensation program
131791	131791	CONT	C	Forest Practices Board operational records classification system
131791	190434	CONT	C	Forest Practices Board operational records classification system - amendment 1
132564	186900	CONT	C	Environmental Assessment operational records classification system - amendment 1
132564	132564	CONT	C	Environmental Assessment Office operational records classification system
133400	194497	CONT	C	Social services operational records classification system - amendment 2
133400	169552	CONT	C	Social services operational records classification system: amendment 4
133400	191639	CONT	C	Social services operational records classification system - amendment 1
133400	133400	CONT	C	Social services operational records classification system
133479	133479	CONT	O	Labour relations case files
133572	133572	CONT	O	Administrative records of the Vice-President of Corporate Safety and Standards
134320	134320	CONT	C	Library services operational records classification system
134320	143963	CONT	C	Library services operational records classification system: amendment 1
134787	134787	CONT	O	Strategic and corporate planning and administrative records
135069	135069	CONT	O	Income assistance recipients - training and employability case files
135181	135181	CONT	O	Museum Property Management [Royal British Columbia Museum] ARCS supplement
135365	135365	CONT	C	Liquor distribution operational records classification system
136210	191219	CONT	C	British Columbia Transportation Financing Authority operational records classification system - amendment 1
136210	136210	CONT	C	British Columbia Transportation Financing Authority operational records classification system
137676	137676	CONT	C	British Columbia Human Rights Tribunal operational records classification system
138495	138495	CONT	C	Children's Commission operational records classification system
138612	138612	CONT	O	Seniors' issues and project files
139190	139190	CONT	C	Taxation revenue appeals operational records classification system
139205	139205	CONT	C	Tourism British Columbia operational records classification system
139350	139350	CONT	C	Fisheries Renewal BC operational records classification system
139943	139943	CONT	C	BC Ferries operational records classification system
140197	140197	CONT	C	Community based health services
140666	140666	CONT	C	Accommodation and Real Estate Services operational records classification system
141635	141635	CONT	O	Community development, cooperative and volunteer funding program records
141678	141678	CONT	C	British Columbia Lottery Corporation operational records classification system
142772	142772	CONT	C	Health information production and analysis operational records classification system
142798	142798	CONT	C	Medical services plan operational records classification system

142798	158558	CONT	C	Medical services plan operational records classification system: amendment 2, section 5
142798	201214	CONT	C	Medical services plan operational records classification system: amendment 1 - section 6
143231	143231	CONT	O	Arbitration case files
143282	206172	CONT	C	Information Technology Services operational records classification system: amendment 1
143282	143282	CONT	C	Information Technology Services operational records classification system
143282	144005	CONT	C	Information Technology Services operational records classification system: amendment 2
143417	143959	CONT	C	Child care programs and services operational records classification system - amendment
143417	187298	CONT	C	Child care programs and services operational records classification system - amendment 1
143417	143417	CONT	C	Child care programs and services operational records classification system
143419	143419	CONT	O	Provincial Health Services Authority ARCS Supplement
143623	143623	CONT	C	Investment Management operational records classification system
143916	143916	CONT	C	Community Initiatives and Olympic Bid operational records classification system
143918	143918	CONT	C	Building policy operational records classification system
143918	170413	CONT	C	Building policy operational records classification system: amendment 1
143921	143921	CONT	C	Aboriginal Programs and Services operational records classification system
143928	143928	CONT	C	Heritage conservation operational records classification system
143933	143933	CONT	C	Cultural Services operational records classification system
143934	144035	CONT	C	Sport and physical activity services operational records classification system - amendment 1
143934	143934	CONT	C	Sport and physical activity services operational records classification system
143960	143960	CONT	O	Community economic development services program records
144003	144003	CONT	O	Support to motion picture production ongoing records schedule
144004	144004	CONT	C	Independent Schools Programs ORCS
144007	144007	CONT	O	Riverview Hospital Historical Collection Ongoing Records Schedule
144008	144008	CONT	C	BC Services Card Program
144009	144009	CONT	C	BC Pavilion Corporation operational records classification system
144010	144010	CONT	O	BC Online Services ongoing records schedule
144020	144020	CONT	C	Environmental protection operational records classification system
144100	144100	CONT	C	Resource management operational records classification system
144100	181856	CONT	C	Resource management operational records classification system - amendment 1
144100	186832	CONT	C	Resource management operational records classification system - amendment 2
144244	144244	CONT	C	Fisheries operational records classification system
144600	144600	CONT	C	Skills operational records classification system
146298	146298	CONT	C	Offshore oil and gas operational records classification system
147650	147650	CONT	C	Production insurance operational records classification system
147710	147710	CONT	O	Riverview Hospital patient files
147777	147777	CONT	C	Industry Training and Apprenticeship Commission ongoing records schedule
147800	147800	CONT	C	Land reserves operational records classification system

148000	148000	CONT	C	Superintendent of Motor Vehicles operational records classification system
158641	158641	CONT	O	Salary schedule ongoing schedule
158691	158691	CONT	G	Defunct agencies and programs records
159490	159490	CONT	C	Taxation revenue collections operational records classification system
159500	159500	CONT	C	Mineral, oil and gas revenue operational records classification system
159625	159625	CONT	C	Consumer taxation operational records classification system
159812	159812	CONT	O	Search warrants and other judicial records maintained by Court Services Branch
159813	159813	CONT	O	Non DDA records relating to BC Pension Corporation
160000	160000	CONT	C	Transportation and highways operational records classification system
160184	195774	CONT	C	Property taxation operational records classification system: amendment 1
160184	160184	CONT	C	Property taxation operational records classification system
160260	160260	CONT	O	Tobacco litigation ongoing records schedule
163478	163478	CONT	C	Maintenance enforcement and locate services operational records classification system
163507	163507	CONT	C	Oil and Gas Commission operational records classification system
163600	170414	CONT	C	Vital Statistics Services operational records classification system: amendment 1
163600	163600	CONT	C	Vital Statistics Services operational records classification system
164216	164216	CONT	O	Healthcare Labour Adjustment Agency ongoing schedule
164435	164435	CONT	C	Building and safety operational records classification system
164477	164477	CONT	C	Crime victim assistance operational records classification system
164494	164494	CONT	C	Commercial vehicle safety and enforcement operational records classification system
164499	164499	CONT	C	Aboriginal Relations and Reconciliation operational records classification system
169594	169594	CONT	O	Carbon Measurement and Reporting ongoing records schedule
169596	169596	CONT	C	British Columbia Railway Company operational records classification system
169600	169600	CONT	O	Child care subsidy program
169900	169900	CONT	C	Environmental stewardship operational records classification system
170170	170170	CONT	C	Post-secondary education facilities planning operational records classification system
170171	170171	CONT	C	French language education programs operational records classification system
170405	170405	CONT	O	Queen's Printer Publishing Services ongoing records schedule
170406	170406	CONT	O	Telecommunications connectivity ongoing records schedule
170407	170407	CONT	C	Public Guardian and Trustee operational records classification system
170412	170412	CONT	O	Air Services ongoing records schedule
170415	170415	CONT	C	Archaeology operational records classification system
170415	164442	CONT	C	Archaeology operational records classification system amendment 1
170457	170457	CONT	C	Tourism Development operational records classification system
170464	170464	CONT	O	Regulation of private training institutions ongoing records schedule
170466	170466	CONT	O	Society and cooperative registration ongoing records schedule
170469	170469	CONT	O	British Columbia Enterprise Corporation ongoing records schedule
179310	179310	CONT	C	Asset disposal and warehousing operational records classification system
179409	179409	CONT	C	Non-Emergency Health Information Services Operational Records Classification System
179474	179474	CONT	C	Risk management operational records classification system

179476	179476	CONT	C	Product distribution operational records classification system
179964	179964	CONT	C	Gaming operational records classification system
179964	143999	CONT	C	Gaming operational records classification system: amendment 1
180201	180201	CONT	C	Residential tenancy operational records classification system
180704	180704	CONT	C	Columbia Basin Trust operational records classification system
180968	180968	CONT	C	Office of the Comptroller General operational records classification system
180968	189836	CONT	C	Office of the Comptroller General operational records classification system: amendment 1
180980	180980	CONT	O	Pre-authorized debit plans ongoing records schedule
180989	180989	CONT	C	Government purchasing operational records classification system
181056	181056	CONT	C	Postal and service delivery operational records classification system
181080	144013	CONT	C	Public service personnel management operational records classification system amendment 2
181080	181080	CONT	C	Public service personnel management operational records classification system
181080	195773	CONT	C	Public service personnel management operational records classification system amendment 1
181555	181555	CONT	C	Motor Vehicle operational records classification system
181700	181700	CONT	C	Emergency medical assistants licensing operational records classification system
181700	201223	CONT	C	Emergency medical assistants licensing operational records classification system - amendment 1
182088	182088	CONT	C	Community living services operational records classification system
186896	186896	CONT	C	Parks and protected areas operational records classification system
186999	169595	CONT	C	Base mapping and geomatic services operational records classification system - amendment 1
186999	186999	CONT	C	Base mapping and geomatic services operational records classification system
187000	187000	CONT	C	Natural resource authorization processing operational records classification system
187000	187455	CONT	C	Natural resource authorization processing operational records classification system: amendment 1
187256	187256	CONT	O	Non DDA records relating to GVTA
187500	187500	CONT	C	Water Stewardship Operational Records Classification System
187776	187776	CONT	C	2010 Olympic and Paralympic Winter Games operational records classification system
189826	189826	CONT	O	Highway Constructors Limited ongoing records schedule
190000	190000	CONT	C	Nursing Directorate operational records classification system
190091	190091	CONT	C	Payroll services operational records classification system
190100	190100	CONT	O	Propert assessment review panel administration ongoing records schedule
190109	190109	CONT	O	Business and Contract Management Ongoing Records Schedule
190123	190123	CONT	O	Corporate Software Licence Management ongoing records schedule
190517	190517	CONT	O	BC Securities Commission ARCS supplement
190527	201298	CONT	C	Liquor distribution operational records classification system: amendment 1
190527	190527	CONT	C	Liquor distribution operational records classification system
190530	201296	CONT	C	Liquor Distribution ARCS supplement: amendment 1
190530	190530	CONT	C	Liquor distribution ARCS supplement
190793	190793	CONT	O	Records of the Centre for Curriculum, Transfer and Technology
190880	190880	CONT	C	Students and learning programs operational records classification system

190909	190909	CONT	O	Public - private partnerships
191000	191000	CONT	O	Community Development Trust ongoing records schedule
191010	191010	CONT	O	Collections and loan management operational records classification system
191019	191019	CONT	C	Banking and cash management operational records classification system
191019	170409	CONT	C	Banking and cash management operational records classification system: amendment 2
191019	201295	CONT	C	Banking and cash management operational records classification system : Amendment 1
191564	191564	CONT	O	Conversation on health records
194900	194900	CONT	C	Information and privacy operational records classification system
195772	195772	CONT	C	Housing Policy operational records classification system
195780	195780	CONT	C	Education data management and analytics
201224	201224	CONT	O	Patient Care Quality Reviews
201271	201271	CONT	O	Olympic and paralympic games education program (Sharing the Dream)
201294	201294	CONT	C	Records management services operational records classification system
201299	201299	CONT	C	Homeowner Protection Office Operational Records Classification System
201301	201301	CONT	C	Victim Services and Crime Prevention operational records classification system
201302	201302	CONT	O	Intellectual Property Management Ongoing Records Schedule
201303	201303	CONT	O	Screening mammography client registration and examination
201305	201305	CONT	O	Procurement project services ongoing records schedule
201306	201306	CONT	C	Global education programs operational records classification system
201310	201310	CONT	O	Combat sports regulation ongoing records schedule
201311	201311	CONT	O	Conservation officer service ongoing records schedule
201383	201383	CONT	C	Property Assessment Review
201394	201394	CONT	C	Small business operational records classification system
201395	201395	CONT	C	Revenue and Student Loan Contract Management ORCS
201875	201875	CONT	C	Operational records classification system
205843	205843	CONT	O	Teacher regulation operational records classification system (ORCS)
206164	206164	CONT	C	Transportation Investment operational records classification system
206170	206170	CONT	O	British Columbia Innovation Council ARCS supplement
206175	206175	CONT	G	Redundant source records
206178	206178	CONT	O	British Columbia Lottery Corporation ARCS supplement
206185	206185	CONT	O	Emergency Health Services ARCS Supplement
206186	206186	CONT	C	Columbia Power Corporation Operational Records Classification System
206187	206187	CONT	O	Columbia Power Corporation ARCS Supplement
206270	206270	CONT	G	Human Resources ARCS supplement
206271	206271	CONT	G	Top level government web pages
206272	206272	CONT	O	BC Magazine ongoing records schedule
700093	700467	CONT	O	Judge's benchbooks: amendment 1
700093	700093	CONT	O	Judge's benchbooks
700125	700125	CONT	O	Glenlyon Norfolk School Records accession
700383	700383	CONT	O	Hansard Office accession
700432	700432	CONT	O	Operational files of long-term value (twenty-year retention)
700433	700433	CONT	O	Operational files of short-term value (ten-year retention)
700453	700453	CONT	O	Members of Legislative Assembly (MLA) records
700484	700484	CONT	O	Auditor General's reports
860402	860402	CONT	O	Adult community files

860659	860659	CONT	O	Family court service client files
860713	860713	CONT	O	Crown land account records
860801	860801	CONT	O	Youth community files
870005	870005	CONT	O	Liquor store administration records
870053	870053	CONT	O	Crown counsel prosecution files
870065	870065	CONT	O	Returned cheque correspondence (821-6)
870082	870082	CONT	O	Motor vehicles, boats and aircraft: cleared tax notice information requests
870092	870092	CONT	O	Resource maps
870093	870093	CONT	O	BC geographical system - obsolete maps, microfiche and catalogue
870095	870095	CONT	O	Resource mapping catalogue
870106	870106	CONT	O	Discharged land tax deferral agreement records
870106	102280	CONT	O	Discharged and cancelled land tax deferral records: amendment 1
870107	870107	CONT	O	Real property forfeiture redemption records
870107	105022	CONT	O	Real property tax forfeiture - redemptions: amendment 1
870118	870118	CONT	O	Client ID letters (HR 56, control copy)
870123	870123	CONT	O	Bank reconciliation support records
870145	870145	CONT	O	Procurement operational documentation
870162	870162	CONT	O	Payroll ledger accounts administration records
870177	870177	CONT	O	Obsolete cadastral maps
870185	870185	CONT	O	Collection agency records
870200	108108	CONT	C	Driver Services Division operational records classification system: amendment 1
870200	116367	CONT	C	Driver Services Division operational records classification system: amendment 2
870200	108396	CONT	C	Driver Services Division operational records classification system: amendment 3
870200	108404	CONT	C	Driver Services Division operational records classification system: amendment 4
870200	126279	CONT	C	Driver Services Division operational records classification system: amendment 5
870200	108373	CONT	C	Driver Services Division operational records classification system: amendment 7
870200	108374	CONT	C	Driver Services Division operational records classification system: amendment 6
870200	870200	CONT	C	Driver Services Division operational records classification system
870223	870223	CONT	O	Public accounts working papers
870239	870239	CONT	O	Accounts receivable - financial input records
870245	870245	CONT	O	HR 81 cheque stubs
870256	870256	CONT	O	Update records, BC second mortgage and BC home program files
870257	870257	CONT	O	BC second mortgage adjudication files
870315	870315	CONT	O	Custody and access investigation report files
870326	870326	CONT	O	Adult inmates
870332	870332	CONT	O	Dissolved improvement district files
870348	870348	CONT	O	Youth containment residents
870349	870349	CONT	O	Billing systems records
870351	870351	CONT	O	Client interview sheets
870365	870365	CONT	O	Refund cheque records

870366	870366	CONT	C	Public Trustee operational records classification system
870366	142693	CONT	C	Public Trustee operational records classification system: amendment 1 (to add secondary 38500-30)
870380	105019	CONT	O	Home owner grant correspondence: amendment 1
870380	870380	CONT	O	Home owner grant correspondence
870394	870394	CONT	O	Real estate prospectuses
870428	124565	CONT	O	Real property taxation batches: amendment 1
870428	870428	CONT	O	Real property taxation batches
870430	870430	CONT	O	Income assistance and child-in-care records
870435	870435	CONT	O	Workers' Compensation Review Board claim files
870442	870442	CONT	C	British Columbia Racing Commission operational records classification system
870453	870453	CONT	O	Alcohol and Drug Program client files
870481	870481	CONT	O	Property tax refund records
870484	870484	CONT	C	Resource Revenue operational records classification system
870484	110145	CONT	C	Resource Revenue operational records classification system: amendment 2
870484	104898	CONT	C	Resource Revenue operational records classification system: amendment 1
870486	870486	CONT	O	Notices of rent increase on mobile home pads
870489	870489	CONT	C	Corporate, Central and Mobile Home Registry operational records classification system
870511	870511	CONT	O	Mediator appointment files
870532	870532	CONT	O	Collective agreements
870548	870548	CONT	O	Daily bulletins
870573	870573	CONT	O	Hospital equipment acquisition records (ongoing records schedule)
870587	870587	CONT	O	Former tenant files
870591	870591	CONT	O	Procurement - invitational tenders
870594	870594	CONT	O	Corrections Branch - obsolete operational records
870600	870600	CONT	O	Hospital planning and construction projects
870603	870603	CONT	O	Bail files
870624	870624	CONT	O	Pesticide use permit files
870630	870630	CONT	O	Official reporter and court recorder records
870651	870651	CONT	O	Shelter Aid for Elderly Renters - client files
870652	870652	CONT	O	Bus pass program correspondence
870653	870653	CONT	O	Provincial case file (PCF) system
870689	870689	CONT	O	Third party liability - hospitalization records
870691	870691	CONT	O	Lands disposition
870727	870727	CONT	O	Medical Services Plan applications
870727	114204	CONT	O	Medical Services Plan applications: amendment 1
870750	870750	CONT	O	Resident hunter and species licences
870751	870751	CONT	O	Hunter survey records
870786	870786	CONT	O	Out-of-province claims (Hospital Programs)
870788	870788	CONT	O	Medical Services Plan change notices
870788	110004	CONT	O	Medical Services Plan change notices: amendment 1
870828	870828	CONT	O	Audit files
870828	130042	CONT	O	Audit files: amendment 1
870842	870842	CONT	O	Daycare subsidy files
870864	870864	CONT	O	Daycare billing batches and authorization forms
870865	870865	CONT	O	Accounts receivable system

870870	870870	CONT	O	Worker's advisers files
870871	870871	CONT	O	Hospital grant applications and claims
870885	125467	CONT	O	Medical Services Plan system - job control language: amendment 1
870885	870885	CONT	O	Medical Services Plan system - job control language
870945	120291	CONT	O	MSP invoice stubs: amendment 1
870945	870945	CONT	O	Medical Services Plan invoice stubs
870945	164440	CONT	O	Medical Services Plan remittance coupons: amendment 2
870989	123880	CONT	O	Orderly payment of debts (OPD) cases: amendment 1
870989	870989	CONT	O	Orderly payment of debts (OPD) cases
871002	871002	CONT	O	Vehicle licence records
871018	871018	CONT	O	Mental health patient files
871175	871175	CONT	O	Telephone number files (numbers no longer in service)
871196	871196	CONT	C	Energy Resources operational records classification system
871196	110146	CONT	C	Energy Resources operational records classification system: amendment 2
871196	182205	CONT	C	Energy Resources operational records classification system: amendment 3
871196	107554	CONT	C	Energy Resources operational records classification system: amendment 1
880013	880013	CONT	O	MSP purged subscriber correspondence
880039	880039	CONT	O	Vendor and operator case files
880039	123584	CONT	O	Vendor and operator case files: amendment 1
880040	880040	CONT	O	Central registry search requests
880041	880041	CONT	O	Companies Branch correspondence files
880044	880044	CONT	O	Name reservations
880050	880050	CONT	O	Logging tax returns
880051	880051	CONT	O	Revenue deposit supporting documentation under the Social Services Tax Act, Real Property Tax (Rural Area) Act, and Income Tax Act
880056	880056	CONT	O	Timber sales licences
880061	123415	CONT	O	BC Health Research Foundation grant competition files ("not funded"): amendment 1
880061	880061	CONT	O	BC Health Care Research Foundation grant competition files ("not funded")
880062	880062	CONT	O	Assessment Appeal Board decisions
880063	880063	CONT	O	Non-registered account files: paid and write-offs
880091	880091	CONT	O	Parcel tax listing
880094	880094	CONT	O	Systems Services Division operations files
880114	880114	CONT	O	Social service sales tax and hotel room tax ledger adjustment forms
880115	880115	CONT	O	Notices of assessment
880116	880116	CONT	O	Telephone bills and voice services detailed billings
880119	880119	CONT	O	Tobacco tax files
880164	880164	CONT	O	Scale and royalty documentation
880165	880165	CONT	O	Harvest database reports
880166	880166	CONT	O	Scaler examinations
880181	880181	CONT	O	Facility budget files
880187	880187	CONT	O	Motor dealer files
880226	880226	CONT	O	Client audiology information forms (health form 1259)
880226	120880	CONT	O	Client audiology information system: amendment 1
880228	124018	CONT	O	Pharmacare payment claims (plan A, B, C, F and E accounts): amendment 2
880228	880228	CONT	O	Pharmacare payment claims (plan A, B, C, F and E accounts)
880228	115352	CONT	O	Pharmacare payment claims (plan A, B, C, F and E accounts): amendment 1

880372	880372	CONT	O	Rent calculation files
880481	880481	CONT	O	Suggestion awards program - closed and rejected suggestion files
880535	880535	CONT	O	Family and Child Service intake forms - no cases
880539	880539	CONT	C	Vocational Rehabilitation Services operational records classification system
880560	880560	CONT	O	Temporary vehicle permits
880575	880575	CONT	O	In-province travel grants
880576	880576	CONT	O	Out-of-province travel grants
880695	880695	CONT	C	Government Personnel Services operational records classification system
880699	122360	CONT	C	Criminal Justice operational records classification system: amendment 1
880699	880699	CONT	C	Criminal Justice operational records classification system
880711	103520	CONT	C	Aboriginal Affairs operational records classification system: amendment 1
880711	880711	CONT	C	Native Affairs operational records classification system
880711	115158	CONT	C	Aboriginal Affairs operational records classification system: amendment 2
880750	880750	CONT	O	Office of the Public Trustee information management users system (OPTIMUS) financial transaction records
880789	880789	CONT	O	Homemaker provider claims
880790	880790	CONT	O	Homemaker services statements of account
880792	880792	CONT	O	Student loans
880818	880818	CONT	O	Homemaker budget files
880838	880838	CONT	O	Parole case files
880878	880878	CONT	O	Cash register information system project files
880905	880905	CONT	C	Recreational Fisheries operational records classification system
880955	880955	CONT	O	Mental Health statements of accounts
880960	880960	CONT	O	Seniors supplement - client income and old age security account status reports
880967	143616	CONT	C	Office of the Comptroller General operational records classification system: amendment 5
880967	141530	CONT	C	Office of the Comptroller General operational records classification system: amendment 3
880967	159671	CONT	C	Office of the Comptroller General operational records classification system: amendment 4
880967	123510	CONT	C	Office of the Comptroller General operational records classification system: amendment 1
880967	880967	CONT	C	Office of the Comptroller General operational records classification system
880967	123519	CONT	C	Office of the Comptroller General operational records classification system: amendment 2
881016	881016	CONT	O	Property purchase tax return batches
881023	881023	CONT	C	Attorney General Executive operational records classification system
881034	881034	CONT	C	Elections operational records classification system
881034	127110	CONT	C	Elections operational records classification system: amendment 1
881035	881035	CONT	C	Government communications operational records classification system
881036	881036	CONT	C	Protocol and events operational records classification system
881036	190150	CONT	C	Office of Protocol operational records classification system - amendment 1
881038	881038	CONT	C	Provincial Secretary Executive operational records classification system PREVIOUSLY: Tourism and Provincial Secretary ORCS
881039	881039	CONT	C	Queen's Printer operational records classification system
881040	881040	CONT	C	Postal Services operational records classification system
881051	881051	CONT	O	Continuing care - adjustments to payments (form LTC 13)

881066	881066	CONT	C	Small Business Venture Capital operational records classification system
881067	881067	CONT	C	Regional development ministerial assignments operational records classification system
881078	881078	CONT	C	Minister's Office operational records classification system
881099	206190	CONT	C	Office of the Premier and Executive Council operational records classification system: amendment 1
881099	881099	CONT	C	Office of the Premier and Executive Council operational records classification system
881142	881142	CONT	C	Community and Family Health operational records classification system
881148	881148	CONT	C	British Columbia Archives and Records Service operational records classification system
881148	143287	CONT	C	Archives and Records operational records classification system: amendment #1
881172	881172	CONT	O	Audit trails, suspense lists and daily update and error lists
881207	881207	CONT	O	Continuing care patient files
881260	881260	CONT	C	Income taxation operational records classification system
881260	162984	CONT	C	Income taxation operational records classification system amendment 1
881261	881261	CONT	C	Ministry of Forests operational records classification system
881261	130980	CONT	C	Ministry of Forests operational records classification system: amendment 6 (revision of section 11 - engineering)
881261	133072	CONT	C	Ministry of Forests operational records classification system: amendment 5 (revision of section 14 - protection)
881261	130981	CONT	C	Ministry of Forests operational records classification system: amendment 7 (revision of section 12 - forest planning)
881261	134179	CONT	C	Ministry of Forests operational records classification system: amendment 8 (revision of section 20 - revenue)
881261	140154	CONT	C	Ministry of Forests operational records classification system: amendment 8 (addition of section 13 - inventory)
881261	115848	CONT	C	Ministry of Forests operational records classification system: amendment 1 (addition of section 18 - silviculture)
881261	120959	CONT	C	Ministry of Forests operational records classification system: amendment 2
881261	125616	CONT	C	Ministry of Forests operational records classification system: amendment 3 (addition of section 20 - revenue)
881261	190790	CONT	C	Ministry of Forests operational records classification system - amendment 9 (standard non-OPR retention)
881261	133071	CONT	C	Ministry of Forests operational records classification system: amendment 4 (addition of section 23 - regulatory activities)
881325	881325	CONT	O	Steelhead licence counterfoils
881348	881348	CONT	O	Client services ministry files (client proposals)
881418	881418	CONT	O	National Safety Code certificates
881422	881422	CONT	C	Solicitor General Executive operational records classification system
888888	888888	CONT	O	Legislative Library newspaper microfilming project
890091	890091	CONT	O	Vital event registrations index volumes
890168	179479	CONT	C	Provincial Treasury operational records classification system: amendment 2
890168	143624	CONT	C	Provincial Treasury operational records classification system: amendment 1
890168	190999	CONT	C	Provincial Treasury operational records classification system - amendment 3
890168	890168	CONT	C	Provincial Treasury operational records classification system

890440	890440	CONT	O	Liquor distribution files
890511	890511	CONT	O	Water utility application and "as built" drawings
890607	890607	CONT	C	British Columbia Trade Development Corporation operational records classification system
890624	890624	CONT	O	Family and Child Service intake form (copy 2)
890723	890723	CONT	O	Corrections administration record entry (CARE) system
890724	890724	CONT	O	Probation records system (PRS)
890775	890775	CONT	O	Water well records and well location maps
891280	891280	CONT	O	Probation caseload statistics
891283	891283	CONT	O	GAIN (Guaranteed Available Income for Need) files with deleted security deposits and assignment codes (1976 to 1989/03/31)
891367	891367	CONT	O	Private vehicle inspection program (PVIP)
891368	891368	CONT	O	Transmittal batch slip
891574	891574	CONT	C	Communications Branch operational records classification system
891699	891699	CONT	O	Crown grant documents
891794	891794	CONT	O	Program collection records
891833	891833	CONT	O	Microfilmed archival records
891837	124017	CONT	O	Work order files: amendment 1
891837	891837	CONT	O	Work order files
891849	891849	CONT	C	Corrections Branch operational records classification system
891890	891890	CONT	O	Prorate, reciprocity and financial responsibility
891896	891896	CONT	O	Trust company incorporation documents (1960-1990/09/14)
891898	891898	CONT	O	Credit union incorporation documents (1941-1990/09/14)
892099	892099	CONT	O	Motor carrier licence and correspondence files
892116	892116	CONT	O	Property taxation general correspondence
892118	892118	CONT	O	Real property tax forfeiture - paid accounts
892119	892119	CONT	O	Real property tax forfeiture - revestments
999997	999997	CONT	O	Schedule number used to allow sign off of applications from non-DDA public bodies for records storage services.
999998	999998	CONT	O	Schedule number used to regularize the transfer, prior to 1989/03/01, of records to archival custody where schedule number cannot be determined
999999	999999	CONT	O	Scheduling and appraisal decisions deferred

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A	1993-02-08	N

LVL_2_NAME_DESCR

Ministry of Technology, Innovation and Citizens' Services

Ministry of Technology, Innovation and Citizens' Services

Ministry of Technology, Innovation and Citizens' Services

Ministry of Technology, Innovation and Citizens' Services

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Ministry of Technology, Innovation and Citizens' Services

Ministry of Technology, Innovation and Citizens' Services

Ministry of Technology, Innovation and Citizens' Services

Ministry of Environment
Ministry of Justice and Attorney General
Ministry of Justice and Attorney General
Ministry of Environment
Ministry of Agriculture
Ministry of Agriculture
Ministry of Agriculture
British Columbia Ferry Corporation [billing purposes only]
Ministry of Technology, Innovation and Citizens' Services
Ministry of Technology, Innovation and Citizens' Services
Ministry of Technology, Innovation and Citizens' Services
Ministry of Technology, Innovation and Citizens' Services
Ministry of Technology, Innovation and Citizens' Services
Ministry of Technology, Innovation and Citizens' Services
Ministry of Technology, Innovation and Citizens' Services
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Ministry of Technology, Innovation and Citizens' Services
Ministry of Technology, Innovation and Citizens' Services
Ministry of Technology, Innovation and Citizens' Services

Ministry of Finance
Land Title and Survey Authority of British Columbia
Ministry of Finance
Ministry of Environment
Ministry of Technology, Innovation and Citizens' Services
Ministry of Healthy Living and Sport
Ministry of Technology, Innovation and Citizens' Services
Ministry of Justice and Attorney General
Ministry of Health
Superannuation Commission
Ministry for Children and Families
Ministry of Health Services
Superannuation Commission
Superannuation Commission
Superannuation Commission
Ministry of Finance
Ministry of International Trade
Ministry for Children and Families
Ministry of Social Development and Social Innovation

Ministry of Social Development and Economic Security
British Columbia Heritage Trust
Financial Institutions Commission
Ministry of Human Resources
Ministry of Jobs, Tourism and Skills Training
Ministry of Jobs, Tourism and Skills Training
Ministry of Human Resources
Ministry for Children and Families
Ministry of Public Safety and Solicitor General
Ministry of Human Resources
Ministry of Provincial Revenue
Ministry for Children and Families
Ministry of Health
Financial Institutions Commission

Ministry of Social Development and Economic Security
Ministry of Finance and Corporate Relations
Ministry for Children and Families
Ministry for Children and Families
Ministry for Children and Families
Ministry for Children and Families
Ministry of Social Development and Social Innovation
Ministry of Technology, Innovation and Citizens' Services
Ministry of Technology, Innovation and Citizens' Services
Ministry of Technology, Innovation and Citizens' Services
Ministry for Children and Families
Ministry of Human Resources

Ministry of Human Resources
Ministry for Children and Families

Ministry for Children and Families
Ministry for Children and Families

Financial Institutions Commission
Office of the Minister Responsible for the Public Service
Ministry of Small Business and Revenue
Ministry of Small Business and Revenue
Ministry of Finance and Corporate Relations
Ministry of Provincial Revenue
Ministry of Provincial Revenue
Ministry of Health
Ministry of Health
Office of the Minister Responsible for the Public Service
Ministry of Health
Ministry of Health
Ministry of Health
Ministry of Health
Ministry of Health
Ministry of Health
Ministry of Small Business, Tourism and Culture
Ministry of Transportation and Highways
Ministry of Public Safety and Solicitor General
Ministry of Justice and Attorney General

Ministry of Justice and Attorney General
Ministry of Justice and Attorney General

Ministry of Justice and Attorney General
Ministry of Justice and Attorney General
Ministry of Justice and Attorney General

Ministry of Justice and Attorney General

Ministry of Justice and Attorney General

Ministry of Public Safety and Solicitor General
Ministry of Transportation and Infrastructure
Ministry of Technology, Innovation and Citizens' Services
Ministry of Environment
Ministry of Health Services
Ministry of Social Development and Economic Security
Ministry of Environment
Ministry of Public Safety and Solicitor General
Ministry of Public Safety and Solicitor General

Ministry of Children and Family Development
Ministry of Human Resources

Ministry for Children and Families
Ministry for Children and Families
Ministry for Children and Families
Ministry for Children and Families
Ministry of Public Safety and Solicitor General
Ministry of Public Safety and Solicitor General
Ministry of Transportation and Infrastructure
Ministry of Transportation and Infrastructure
Ministry of Human Resources
Ministry of Environment
Ministry of Finance and Corporate Relations
Ministry of Health
Ministry of Health
Ministry of Health
Ministry of Energy and Mines
Ministry of Health
Ministry of Health
Ministry of Finance
Ministry of Finance
Ministry of Technology, Innovation and Citizens' Services
Ministry of Technology, Innovation and Citizens' Services
Ministry of Provincial Revenue
Ministry of Provincial Revenue
Ministry of Provincial Revenue
Ministry of Small Business and Revenue
Ministry of Small Business and Revenue
Ministry of Education
Ministry of Education
Ministry of Education
Ministry of Education
Ministry of Education
Ministry of Education

Ministry of Natural Gas Development
Ministry of Natural Gas Development
Ministry of Natural Gas Development
Ministry of Natural Gas Development
Ministry of Forests, Lands and Natural Resource Operations
Ministry of Forests, Lands and Natural Resource Operations
Justice Institute of British Columbia
Ministry of Public Safety and Solicitor General
Ministry of Transportation
Ministry of Finance and Corporate Relations

Ministry of Natural Gas Development
Ministry of International Trade
Ministry of Environment
Ministry of Finance and Corporate Relations
Ministry of Social Development and Economic Security
Ministry of Agriculture
Information, Science and Technology Agency
Office of the Premier and Cabinet Office
British Columbia Coroners Service
British Columbia Housing Management Commission
Ministry of Attorney General
Office of the Premier and Cabinet Office
Ministry for Children and Families
Ministry for Children and Families
British Columbia Housing Management Commission
Ministry of Health Services
British Columbia Housing Management Commission
Ministry of Health
Ministry of Health
Ministry of Health
Ministry of Health
Ministry of Health Services
British Columbia Housing Management Commission
Ministry of Health
Ministry of Health Services
Ministry of Jobs, Tourism and Skills Training

Ministry of Jobs, Tourism and Skills Training

Ministry of Public Safety and Solicitor General
Financial Institutions Commission
Financial Institutions Commission
Financial Institutions Commission
Ministry of Technology, Innovation and Citizens' Services
British Columbia Securities Commission
British Columbia Securities Commission

Ministry of Provincial Revenue
Ministry of Provincial Revenue

Ministry of Health Services
Ministry of Health
British Columbia Housing Management Commission
Forensic Psychiatric Services Commission
Ministry of Children and Family Development
Ministry of Health
Ministry of Health

Ministry of Health
Ministry of Health
Ministry of Health
Ministry of Health
Ministry of Health
Ministry of Health Services
Ministry of Health
Ministry of Health
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Ministry of Health
Ministry of Health Services
Ministry of Finance and Corporate Relations
Ministry of Health Services
Ministry of Health Services
Ministry of Health Services
Ministry of Health Services
BC Pension Corporation
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Ministry of Environment, Lands and Parks

Ministry of Finance and Corporate Relations
Ministry of Technology, Innovation and Citizens' Services
Ministry of Finance and Corporate Relations
Ministry of Technology, Innovation and Citizens' Services
Ministry of Finance and Corporate Relations
Ministry of Labour, Citizens' Services and Open Government
Ministry of Environment
Ministry of Health
Ministry of Health
Financial Institutions Commission
Ministry of Attorney General
Ministry of Health

Ministry of Health
Ministry of Justice and Attorney General
Ministry of Justice and Attorney General

Ministry of Finance and Corporate Relations
Ministry of Transportation
Ministry of Attorney General
Financial Institutions Commission
Financial Institutions Commission

Financial Institutions Commission
Ministry of Health
Ministry of Municipal Affairs
Ministry of Health
Ministry of Health Services
British Columbia Ferry Corporation [billing purposes only]
British Columbia Ferry Corporation [billing purposes only]
BC Pension Corporation
BC Pension Corporation
British Columbia Housing Management Commission

British Columbia Housing Management Commission

Legislative Assembly
Ministry of Finance and Corporate Relations
Ministry of Children and Family Development
Ministry of Children and Family Development
Ministry of Children and Family Development
Ministry of Finance and Corporate Relations
Ministry of Finance and Corporate Relations
Liquor Distribution Branch
Ministry of Transportation and Infrastructure
Ministry of Small Business, Tourism and Culture
British Columbia Public Service Agency

Ministry of Public Safety and Solicitor General
British Columbia Ferry Corporation [billing purposes only]
British Columbia Ferry Corporation [billing purposes only]
British Columbia Ferry Corporation [billing purposes only]
British Columbia Ferry Corporation [billing purposes only]
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British Columbia Ferry Corporation [billing purposes only]
British Columbia Ferry Corporation [billing purposes only]
Ministry of Employment and Investment

Ministry of Finance

Ministry of Finance
British Columbia Pavilion Corporation
Ministry of Small Business, Red Tape Reduction and Minister Responsible for the Liquor Distribution Branch
Ministry of Technology, Innovation and Citizens' Services
British Columbia Ferry Corporation [billing purposes only]
Ministry of Health Services
Ministry of Technology, Innovation and Citizens' Services
Ministry of Technology, Innovation and Citizens' Services
Ministry of Technology, Innovation and Citizens' Services
Ministry of Technology, Innovation and Citizens' Services
Ministry of Citizens' Services
Ministry of Technology, Innovation and Citizens' Services
Office of the Lieutenant-Governor
Ministry of Technology, Innovation and Citizens' Services
Ministry of Technology, Innovation and Citizens' Services
Ministry of Management Services
Ministry of Technology, Innovation and Citizens' Services
Ministry of Technology, Innovation and Citizens' Services

Ministry of Technology, Innovation and Citizens' Services

Ministry of Technology, Innovation and Citizens' Services

Ministry of Technology, Innovation and Citizens' Services

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Ministry of Forests and Range

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Ministry of Public Safety and Solicitor General
Ministry of Public Safety and Solicitor General
Ministry of Transportation and Highways
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British Columbia Review Board
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British Columbia Board of Parole
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Purchasing Commission
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Ministry of Labour and Citizens' Services
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Waste Reduction Commission on Soils and Hazardous Waste

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Provincial Health Services Authority

Provincial Health Services Authority

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Ministry of Technology, Innovation and Citizens' Services
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Ministry of Technology, Innovation and Citizens' Services
Ministry of Forests, Lands and Natural Resource Operations
Ministry of Forests, Lands and Natural Resource Operations
Ministry of Forests, Lands and Natural Resource Operations
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Ministry of Advanced Education

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Judiciary

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Office of the Ombudsperson
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Public Guardian and Trustee of British Columbia

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Michael Smith Foundation
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Ministry of Health Services
Royal British Columbia Museum Corporation

Royal British Columbia Museum Corporation

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Ministry of Health
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Ministry of Finance

Liquor Distribution Branch
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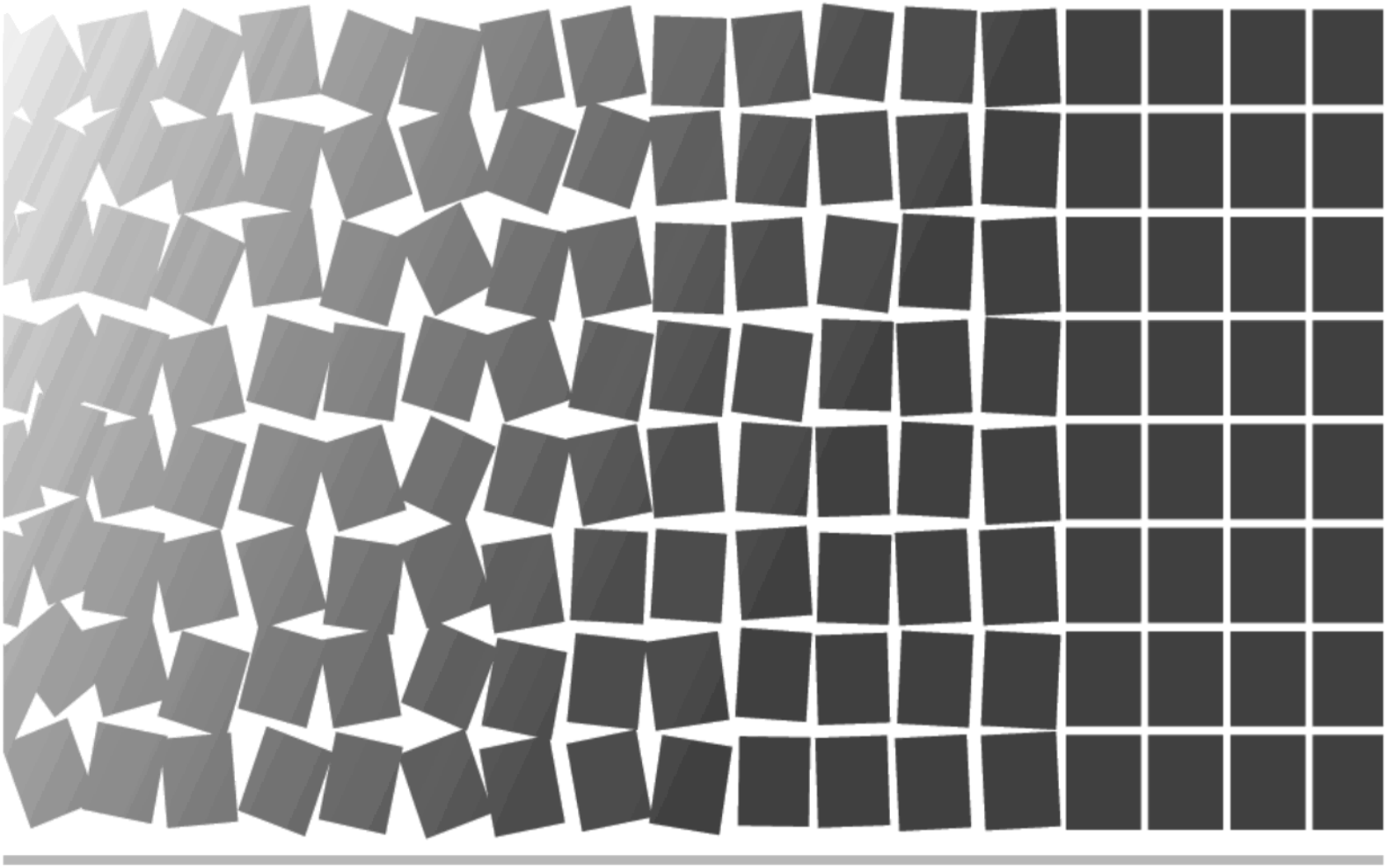
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Royal British Columbia Museum Corporation

Royal British Columbia Museum Corporation

CONSERVATION OFFICER SERVICES
OPERATIONAL RECORDS
CLASSIFICATION SYSTEM



BRITISH COLUMBIA

GOVERNMENT RECORDS SERVICE

Shared ServicesBC

Schedule No: 201311

RECORDS RETENTION AND DISPOSITION AUTHORITY

This is a recommendation to authorize an operational records classification system.

Title: ***Conservation Officer Services Ongoing Records Schedule***

Ministry of Environment

BC Parks and Conservation Officer Service Division

Conservation Officer Service (COS)

Description and Purpose:

The *Conservation Officer Services Ongoing Records Schedule* (ORS) establishes a classification system and retention and disposition schedule for records relating to the human-wildlife conflict management, compliance and enforcement functions performed by COS. This includes records relating to investigating and enforcing suspected cases of non-compliance with acts and legislation which fall under the mandate of COS, and responding to human wildlife conflicts.

For further descriptive information about these records see the attached schedule.

Start Date: 1905 - ongoing

Recommended retention and disposition: scheduled in accord with attached records schedule.

THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:

Records Officer signature Jeff Barber	Date: 2015/06/05
Chief Conservation Officer Doug Forsdick	Date: JUNE 11/15
Assistant Deputy Minister Jim Standen	Date: June 18/15

THE PUBLIC DOCUMENTS COMMITTEE CONCURS:

Chair, PDC signature	Date

THE SELECT STANDING COMMITTEE ON PUBLIC ACCOUNTS APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE:

Date

APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY:

Date

Shared Services BC

Schedule No: 201311

RECORDS MANAGEMENT APPRAISAL:

This appraisal documents the recommendation for active and semi-active retention periods. These records are created and received under the authority of a variety of acts and regulations (see attached schedule for listing) and subsequent legislation governing the operational responsibilities and functions of the creating agency.

The retention and final disposition guidelines specified in the attached ORS meet the creating agency's information requirements, ensure fiscal and audit control, protect government's legal rights and liabilities, and provide for effective management of the agency's operational functions. Upon expiry of the active and semi-active retention periods, the records covered by this recommendation will no longer be of any primary value to government.

The retention and final disposition guidelines have been established in consultation with the Records Officer and staff and managers of all branches conducting operational functions in the creating agency.

ARCHIVAL APPRAISAL:

This appraisal documents the recommendation for final disposition.

The final disposition recommendations protect records considered to have significant evidential and historical values. The specific reasons for retaining certain records are stated within the ORS.

Record series or groups of records which will be retained in their entirety are indicated by "Full Retention."

The definition of full retention provides that records will be preserved in the government archives, and that unnecessary duplicates, transitory materials, and ephemera may be discarded.

Sarah Shea Archivist signature Sarah Shea	May 25, 2015 Date
Senior Archivist signature Mary McIntosh	2015-05-25 Date
The undersigned endorses the appraisal recommendations: Manager, Policy, Appraisal and Storage signature Government Records Service, Information Access Operations Glen Isaac	2015-05-05 Date

USEFUL INFORMATION

Key to Information Schedule Codes and Acronyms:

Information Schedule titles:	***ARCS*** = *Administrative Records Classification System* ***ORCS*** = *Operational Records Classification System*
Office information:	**OPR** = Office of Primary Responsibility
Records life cycle:	**A** = Active **SA** = Semi-active **FD** = Final Disposition
Active and semi-active period codes:	**CY** = Calendar Year **FY** = Fiscal Year **NA** = Not Applicable **SO** = Superseded or Obsolete **w** = week **m** = month **y** = year
Final disposition categories:	**DE** = Destruction **FR** = Full Retention **SR** = Selective Retention **OD** = Other Disposition **NA** = Not Applicable
Special flags:	**FOI** = Freedom of Information/Protection of Privacy **PIB** = Personal Information Bank **VR** = Vital Records

The following links provide additional resources for managing your information:

- *ARCS and ORCS User Guide*.
- Special schedules for records that are not covered by *ARCS* and *ORCS*.
- Legislation, policies, and standards for managing records in the BC Government.
- Tips, guides, and FAQs on related topics.
- Records Officer contact information.

SECTION 1

CONSERVATION OFFICER SERVICES

PRIMARY NUMBERS

31000 – 31060

Section 1 covers records relating to the compliance, enforcement, and human-wildlife conflict management activities performed by the Conservation Officer Service (COS), established under the *Environmental Management Act* (SBC 2003, c. 53). This includes records relating to investigating and enforcing suspected cases of non-compliance with acts and legislation which fall under the mandate of COS, and responding to human-wildlife conflicts.

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31000 - 31060

31000 CONSERVATION OFFICER SERVICES - GENERAL

31010 COMPLIANCE AND ENFORCEMENT

31040 HUMAN-WILDLIFE CONFLICTS

31000 CONSERVATION OFFICER SERVICES - GENERAL

Records not shown elsewhere in the Conservation Officer Services schedule that relate generally to compliance and enforcement activities and human-wildlife conflict management. This primary covers the development of operational policies and procedures; issues management; and statistical analysis and reporting.

For briefing notes, see *ARCS* secondary 280-20.
For committee files, see *ARCS* secondary 200-20.
For final internal strategic and business plans, see *ARCS* secondary 400-10.
For freedom of information requests, see *ARCS* primary 292.
For legislation development and approval files pertaining to COS, see *ARCS* primary 140.
For policy records from external sources, see *ARCS* secondary 195-40.
For policy registration and tracking records, see *ARCS* secondary 100-05.
For program planning and performance files, see *ARCS* secondary 400-20.
For reference material/topical files, see *ARCS* secondary 358-20.
For routine complaints not pertaining to a specific violation or human-wildlife conflict, see *ARCS* secondary 155-05.
For routine inquiries not pertaining to a specific violation or human-wildlife conflict, see *ARCS* primary 320.

The ministry OPR is Conservation Officer Service unless otherwise noted below. See specific secondaries for OPR retention schedules.

31000	CONSERVATION OFFICER SERVICES - GENERAL	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE

31000		CONSERVATION OFFICER SERVICES - GENERAL	A	SA	FD
	-00	**Policy - final** (arrange by category if necessary, and then by policy name) (covers final/approved policies, procedures, standards, and guidelines pertaining to the functions and activities documented in this schedule) OPR: Program Support SO: when the policy is replaced or becomes irrelevant FR: The government archives will fully retain final versions of operational policy documentation because they provide significant evidence of the governance of the functions and programs covered by this schedule. NOTE: Examples of current policy and procedures include the *Conservation Officer Service Policy and Procedure Manual* and Part I general orders. Historical examples include enforcement circulars, operational directives, and the *Field Orientation Manual*, which was the first in-service manual introduced by COS in 1985. NOTE: Lookout circulars, information bulletins, Part II and III general orders, messages from the Chief Conservation Officer, and similar records are classified under *ARCS* secondary 195-20. Policy development files are classified under secondary 31000-40.	SO	5y	FR
	-01	**General** NOTE: Throughout this section, this secondary covers miscellaneous records that relate to the primary but do not document decisions and actions, and do not relate to topics that warrant specific classifications.	CY+1y	nil	DE

31000	CONSERVATION OFFICER SERVICES - GENERAL	A	SA	FD
-10	**Final reports, statistics and reviews**	SO	5y	FR

SO: when no longer required for statistical, reporting, or research and analysis purposes

FR: The government archives will fully retain Conservation Officer Service final reports, statistics and reviews because they:

- document original research and analysis pertaining to human-wildlife conflict management and compliance and enforcement activities;
- have evidential and informational value in documenting the effectiveness of specific control method techniques; and
- document the types and severity of human-wildlife conflicts, including attacks on humans.

NOTE: Examples of reports and reviews covered under this secondary include annual reports (e.g., the Wild Predator-Livestock Protection Program Annual Report), wildlife attack executive summary reports, and original research reports prepared by COS or external researchers. Examples of statistics covered under this secondary include annual summary of bear conflicts, annual summary of bear attacks, a summary of all predator attacks, and a summary of cougar attacks (from early 1800s to present).

NOTE: The following reports types are not covered under this secondary:

- wildlife attack final reports, prepared in response to a specific wildlife attack (see secondary 31040-14);
- investigation reports, prepared in the course of minor and major investigations (see secondaries 31010-20, 31010-22, 31010-26 and 31010-40); and
- compliance monitoring project final reports, prepared in the course of compliance monitoring projects (see secondary 31010-60).

In accordance with the *Information Management Act* (SBC 2015, c. 27), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your Records Officer.

31000	CONSERVATION OFFICER SERVICES - GENERAL	A	SA	FD
-15	**Statistics and reports (not covered elsewhere)** (covers statistics and reports that are maintained in the COS recordkeeping system but are not appraised for full retention by the government archives under secondary 31000-10; and report working files) SO: when no longer required for operational or reference purposes NOTE: Routine reports and statistics of temporary usefulness may be destroyed under the authority of special schedule 102901 *(Transitory Records Schedule)*. NOTE: The following report types are not covered under this secondary: • wildlife attack final reports, prepared in response to a specific wildlife attack (see secondary 31040-14); • investigation reports, prepared in the course of minor and major investigations (see secondaries 31010-20, 31010-22, 31010-26 and 31010-40); and • compliance monitoring project final reports, prepared in the course of compliance monitoring projects (see secondary 31010-60).	SO	nil	DE

31000	CONSERVATION OFFICER SERVICES - GENERAL	A	SA	FD
-17	**Tracking logs** (covers logs and ledgers summarizing compliance and enforcement activities and human-wildlife conflicts) SO: when no longer required for tracking purposes NOTE: Since 2011, the majority of human-wildlife conflict tracking is done via the PEP database, which records wildlife conflicts and outcomes, including translocation information (see System Overview for more details). Compliance and enforcement activity tracking is done via PEP and the Conservation Officer Online Reporting system (COORS). NOTE: Historically, logs were often interfiled with the reports to which they relate. For administrative convenience, logs interfiled with Human-Wildlife Conflict Reports (HWCRs) and equivalents are classified under secondary 31040-20. Logs interfiled with reports relating to compliance and enforcement activities (e.g., occurrence reports) are classified under secondary 31010-20.	SO	nil	DE
-30	**Issues management files** (includes copies of briefing notes) (arrange by issue) (covers issues management activities not covered under a more specific secondary in this schedule) SO: when issue is resolved or no longer required for operational purposes 7y: The retention period meets the branch's needs as issues that have not re-emerged within seven years are unlikely to do so. NOTE: Original briefing notes should be classified under *ARCS* secondary 280-20. Issues pertaining to a specific investigation or human-wildlife conflict should be filed on the applicable case file within this schedule. Issues pertaining to a specific species or control method, should be classified under secondary 31040-30.	SO	7y	DE

In accordance with the *Information Management Act* (SBC 2015, c. 27), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your Records Officer.

31000	CONSERVATION OFFICER SERVICES - GENERAL	A	SA	FD
-40	**Policy development files** (includes copies of briefing notes, correspondence, drafts and working materials) (arrange by policy name) SO: when the policy is approved and distributed or abandoned DE: Policy development files may be destroyed because final policies are fully retained under secondary 31000-00. NOTE: Original briefing notes should be classified under *ARCS* secondary 280-20.	SO	5y	DE

END OF PRIMARY

31010 COMPLIANCE AND ENFORCEMENT

Records relating to investigating and enforcing suspected cases of non-compliance with the following federal acts and related regulations, which currently fall under the Conservation Officer Service (COS) mandate: *Canada Shipping Act, 2001 (SC 2001, c. 26)*, *Criminal Code (RSC 1985, c. C-46), Fisheries Act (RSC 1985, c. F-14), Migratory Birds Convention Act, 1994 (SC 1994, c. 22), Species at Risk Act (SC 2002, c. 29), Wild Animal and Plant Protection and Regulation of International and Interprovincial Trade Act (SC 1992, c. 52)* and the following provincial acts and related regulations: *Creston Valley Wildlife Act* (RSBC 1996, c. 84), *Dike Maintenance Act* (RSBC 1996, c. 95), *Ecological Reserve Act* (RSBC 1996, c.103), *Environmental Assessment Act* (SBC 2002, c. 43), *Environmental Management Act* (SBC 2003, c. 53), *Firearm Act* (RSBC 1996, c. 145), *Fish Inspection Act* (RSBC 1996, c. 148), *Fisheries Act* (RSBC 1996, c. 149), *Forest Act* (RSBC 1996, c. 157), *Forest and Range Practices Act* (SBC 2002, c. 69), *Forest Practices Code of British Columbia Act* (RSBC 1996, c. 159), *Integrated Pest Management Act* (SBC 2003, c. 58), *Land Act* (RSBC 1996, c. 245), *Liquor Control and Licensing Act* (RSBC 1996, c. 267), *Motor Vehicle Act* (RSBC 1996, c. 318), *Offence Act* (RSBC 1996, c. 338), *Off-Road Vehicle Act* (SBC 2014, c. 5), *Park Act* (RSBC 1996, c. 344), *Transport of Dangerous Goods Act* (RSBC 1996, c. 458), *Riparian Areas Protection Act* (SBC 1997, c. 21), *Trespass Act* (RSBC 1996, c. 462), *Water Protection Act* (RSBC 1996, c. 484), *Water Users' Communities Act* (RSBC 1996, c. 483), *portions of the Wildfire Act* (SBC 2004, c. 31), and the *Wildlife Act* (RSBC 1996, c. 488).

Known or suspected breaches (contraventions) of the above acts/regulations are reported by calling the Report All Poacher and Polluters (RAPP) tipline, completing and submitting an online form, contacting COS directly, or may be uncovered directly by COS (e.g., in the course of special investigations and undercover operations). Reported contravention details are entered into the COS Logging Application, referred to by COS as the PEP Database, with the exception of those that are uncovered directly by COS. Conservation Officer actions and outcomes are recorded in the Conservation Officer Online Reporting System (COORS).

Contraventions enforced by COS may result in enforcement actions (e.g., warnings, tickets, and licence actions). Multiple enforcement actions can be taken for individual contraventions. Examples of the most common contraventions enforced by COS are as follows:

- *Wildlife Act* (RSBC 1996, c. 488) - kill wildlife not within open season – section 26(1)(c)
- Federal *Fisheries Act* (RSC 1985, c. F-14) – fish by/with prohibited method, gear or bait – section 63 [SFR]
- *Environmental Management Act* (SBC 2003, c. 53) – discharge litter – section 12(2)
- *Wildlife Act* (RSBC 1996, c. 488) – attract dangerous wildlife to land or premises – section 33.1(2)

- *Environmental Management Act* (SBC 2003, c. 53) – introduce waste by prescribed industry trade or business – section 6(2)
- Federal *Fisheries Act* (RSC 1985, c. F-14) – angle with more than one fishing line – section 6(1)(a)[SFR]
- Federal *Canada Shipping Act* (SC 2001, c. 26)– operating non-human powered pleasure craft without prescribed vessel safety equipment on board – sections 3 and 206 (a) [SVR]

Conservation Officers, who are Special Provincial Constables under the *Police Act* (RSBC 1996, c. 367), are trained and authorized to investigate complaints and incidents and to charge offenders. COS categorizes investigations as minor or major, as defined in business rules, policy and procedures. Major cases are serious in nature and address complex issues. Examples include those that:

- are high profile in nature, and may draw intense media and political attention
- are multi-jurisdictional and may involve other levels of government and/or other jurisdictions
- may involve elements of organized crime, and violations that fall outside the mandate of the COS
- require specialized investigation techniques such as: surveillance, canvassing, covert operations, and the use of Judicial Applications such as search warrants, tracking warrants, and Part 6 warrants
- require the systematic collection, organization, and evaluation of large amount of information and electronic data
- relate to serious forest crimes including arson, mischief, fraud and theft of natural resources.

This primary also covers compliance monitoring projects, also known as industry probes, conducted solely by COS, or in conjunction with operational staff from other Ministry or government agencies. These projects are typically undertaken to assess the compliance of a specific industry or group with legislation/regulation enforced by COS. Outcomes include final reports and recommendations.

For annual plans and performance reporting, see *ARCS* primary 400.
For court case files and judgments maintained by Court Services, see the *Court Services ORCS*, Schedule 100152.
For executive briefing notes, executive correspondence referral replies, and executive issues records, see *ARCS* primary 280.
For human-wildlife conflict records, see primary 31040.
For policies and procedures, see primary 31000.
For reference material/topical files, see *ARCS* secondary 358-20.
For system descriptions, see the System Section.

The ministry OPR is Conservation Officer Service unless otherwise noted below. See specific secondaries for OPR retention schedules.

In accordance with the *Information Management Act* (SBC 2015, c. 27), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your Records Officer.

31010	COMPLIANCE AND ENFORCEMENT	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
	-01 General	CY+1y	nil	DE
PIB	**-11 Conservation Officer notebooks** (arrange by officer name and then by date) SO: when Conservation Officer retires, resigns or employment is terminated from COS 15y: The retention period ensures that the notebooks are available for reference purposes for the duration of the officer's employment with COS. The additional 15 years provides a reasonable period of time to ensure that the original notebook is available for litigation purposes. NOTE: Conservation Officers maintain notebooks that document their daily work, including patrols, inspections, human-wildlife conflict response, investigations, interviews, relevant meetings, etc. Because they are organized by date rather than by case (with the exception of some major cases, which may have a dedicated notebook), it is not possible to file the hard copy notebooks with the relevant case. Currently, copies of relevant pages are scanned and added to the appropriate case. Prior to scanning, relevant pages were photocopied to the applicable physical case file. NOTE: Notes created in electronic format are filed on the applicable case. Dedicated hardcopy notebooks for major cases are classified under secondary 31010-40.	SO+2y	13y	DE

31010	COMPLIANCE AND ENFORCEMENT	A	SA	FD
-12	**Exhibit ledgers** (arrange by zone and then by calendar year) SO: when all exhibits listed on the ledger have been disposed and all processes related to the exhibits have been resolved NOTE: This secondary covers ledgers summarizing items seized during investigations (e.g., python snakes, grizzly bear hides, and weapons). The ledgers consist of inventory of items maintained in the various exhibit rooms located across the province and serve as a reminder of exhibits that have not been disposed. A case cannot be closed until all related exhibits have been disposed. Information tracked includes the COORS case file number, item seized, date seized, description, and date disposed. NOTE: Exhibit reports and ledgers pertaining to only one investigation are filed on the applicable case file under secondaries 31010-20, 31010-22, 31010-26 or 31010-40. NOTE: Retention requirements for the actual exhibits are not outlined in this schedule. Instead, they are governed by legal requirements for exhibit disposal, outlined in federal and provincial legislation.	SO+2y	nil	DE
-15	**Investigations records - scanned and batched** (includes tickets, notices, investigation records and supporting documentation) (covers paper records that have been scanned, verified and batched) 5y: The five year retention period ensures that the original paper records are available for a reasonable period of time should they be required for litigation purposes. The scanned images are retained for a minimum of 10 years on the corresponding major or minor case. NOTE: This secondary does not cover hardcopy notebooks, which are classified under secondary 31010-11 or secondary 31010-40.	CY+4y	nil	DE

31010		COMPLIANCE AND ENFORCEMENT	A	SA	FD
PIB	-20	**Minor investigation cases** (a minor case will include a variety of record types, examples of which include routing sheets, investigative documents, notes, court documents (e.g., search warrants, subpoenas, arrest warrants and Crown Counsel disclosure packages), reports (e.g., final, subject, exhibit, expert, briefing, etc.), enforcement action records (e.g., tickets, warnings and orders), photographs, audio-visual records, ledgers, logs, statements, plans, approvals, correspondence, and supporting documentation) (arrange by case) (covers hard copy files and unscanned batched occurrence reports and logs (e.g., hard copy reports and logs maintained in binders prior to scanning)) SO: when case is closed 10y: The semi-active retention period provides a reasonable period of time to review past violations, support statistical reporting, and enable trend analysis. NOTE: For administrative convenience, this secondary covers both hard copy files and batched occurrence reports and logs. When applying the SO criteria to the batched occurrence reports and logs, the oldest report in the box will determine the SO date. NOTE: Case closure procedures are defined in business rules, policy and procedures. Examples of actions that must be concluded prior to case closure include completion of investigation; exhibit disposal; contraventions assigned an enforcement action(s); expiration of appeal periods; and conclusion of legal actions. NOTE: Hard copy notebooks are retained under secondaries 31010-11 or 31010-40. Minor investigation data is classified under secondaries 31010-22 and 31010-26.	SO	10y	DE

31010		COMPLIANCE AND ENFORCEMENT	A	SA	FD
PIB	-22	**Minor investigation case data** (covers minor investigation data in COORS and related electronic records not captured in COORS (e.g., large audio or video files)) SO: when case is closed and all enforcement actions, where applicable, have reached their end date (e.g., in the case of a licence cancellation, that the cancellation end data has been reached) 10y: The 10 year retention period, combined with the deletion exclusion criteria (see note below), allows Conservation Officers adequate time to research past violations if warranted by a future violation, supports statistical reporting, and enables trend analysis. It also satisfies the reference requirements of other areas (e.g., Front Counter BC) responsible for permit and licence issuance, as unpaid tickets or licence suspensions are considerations for approval/denial; ensures records are available to support automatic licence actions that incur when a second or subsequent offence takes place within a 2 year period as prescribed in section 24 of the *Wildlife Act* (RSBC 1996, c. 488); and lastly, meets the needs of the Licence Action Officer, who relies on the data to inform licence cancellation and suspension. NOTE: Prior to data deletion, the system will check whether there are any other cases related to the suspect(s) identified in the case eligible for deletion. If there are none, the case may be deleted. However, if there are other related cases, they may only be deleted when 10 years has elapsed since the most recent violation/contravention. This ensures that data relating to repeat offenders is available to establish patterns of behaviour and for tracking purposes. NOTE: Case closure procedures are defined in business rules, policy and procedures. Examples of actions that must be concluded prior to case closure include completion of investigation; exhibit disposal; contraventions assigned an enforcement action(s); expiration of appeal periods; and conclusion of legal actions. NOTE: Minor case data closed as unfounded, unsolved, or unattended are classified under secondary 31010-26. Major case data is classified under secondary secondary 31010-40.	SO+10y	nil	DE

31010		COMPLIANCE AND ENFORCEMENT	A	SA	FD
PIB	-26	**Minor investigation case data - closed as unfounded, unsolved or unattended** (covers minor investigation data in COORS closed with a result of unfounded, unsolved or unattended) SO: when case is closed with designation of unfounded, unsolved or unattended 5y: The five year retention period, combined with the deletion exclusion criteria (see note below), provides a reasonable period of time for additional information to emerge that would assist with unsolved cases, and to identify patterns that warrant revisiting unfounded cases. NOTE: Prior to data deletion, the system will check whether there are any other cases related to the suspect(s) identified in the case eligible for deletion. If there are none, the case may be deleted. However, if there are other related cases, they may only be deleted when 5 years has elapsed since the most recent violation/contravention. This ensures that data relating to repeat offenders is available to establish patterns of behaviour and for tracking purposes. NOTE: Minor Investigations covered under this secondary are defined as follows: • Unfounded - Reported offence was investigated but the allegations are not founded or grounds do not exist to support the alleged offence • Unsolved - An investigation has been conducted but to date the case has not been solved • Unattended - Reported offence was not attended or investigated by the officer NOTE: Hardcopy minor investigations closed as unfounded, unsolved or unattended are classified under secondary 31010-20. Major cases closed with a result of unfounded, unsolved or unattended are classified under secondary 31010-40. Minor case data closed with other results are classified under secondary 31010-22.	SO+5y	nil	DE
PIB/FOI	-40	**Major investigation cases** (a major case will include a variety of record types, examples of which include routing sheets, investigation documents, notes, dedicated major case notebooks, court documents (e.g., search warrants, subpoenas, arrest warrants and Crown	SO	10y	FR

31010	COMPLIANCE AND ENFORCEMENT	A	SA	FD

Counsel disclosure packages), reports (e.g., final, subject, exhibit, expert, briefing, etc.), enforcement action records (e.g., tickets, warnings and orders), photographs, audio-visual records, ledgers, logs, statements, plans, approvals, correspondence, and supporting documentation)

(arrange by case number, and in the case of special investigations, by project name)

(covers hard copy files; data stored in COORS (including COORS attachments); and electronic records not captured in COORS (e.g., large video or audio files))

SO: when case is closed and all enforcement actions, where applicable, have reached their end date (e.g., in the case of a licence cancellation, that the cancellation end data has been reached)

10y: The 10 year retention period, combined with the transfer exclusion criteria (see note below), allows Conservation Officers adequate time to research past violations if warranted by a future violation, supports statistical reporting, and enables trend analysis. It also satisfies the reference requirements of other areas (e.g., Front Counter BC) responsible for permit and licence issuance, as unpaid tickets or licence suspensions are considerations for approval/denial; ensures records are available to support automatic licence actions that incur when a second or subsequent offence takes place within a 2 year period as prescribed in section 24 of the *Wildlife Act* (RSBC 1996, c. 488); and lastly, meets the needs of the Licence Action Officer, who relies on the data to inform licence cancellation and suspension.

FR: The government archives will fully retain major cases because they provide evidence of serious wildlife and environmental contraventions that have occurred throughout the province and document the resulting enforcement actions taken by the Conservation Officer Service. The records also have value in demonstrating the evolution of specialized investigation techniques, such as undercover operations designed to infiltrate illegal, commercialized activities (e.g., trafficking in wildlife parts) and in documenting *Environmental Management Act* (SBC 2003, c. 53) infractions that have a potential long-term impact to the environment and may involve threats to human health and safety, such as lumber company chlorine dioxide spills and the Mount Polley Mine tailings pond spill.

31010	COMPLIANCE AND ENFORCEMENT	A	SA	FD

NOTE: This secondary covers records primarily dating from the early 1990s when major case file management was formalized as a result of the creation of the Commercial Environmental Investigations Unit (CEU).

NOTE: Prior to transfer to the government archives, the system will check whether there are any other cases related to the suspect(s) identified in the case eligible for transfer. If there are none, the case may be transferred to the government archives. However, if there are other related cases, they may only be transferred when 10 years has elapsed since the most recent violation/contravention. This ensures that records relating to repeat offenders is available to COS to establish patterns of behaviour and for tracking purposes.

NOTE: Case closure procedures are defined in business rules, policy and procedures. Examples of actions that must be concluded prior to case closure include completion of investigation; exhibit disposal; contraventions assigned an enforcement action(s); expiration of appeal periods; and conclusion of legal actions.

NOTE: Access to records transferred to the government archives will be restricted according to the provisions of the *Freedom of Information and Protection of Privacy Act* (RSBC 1996, c. 165).

In accordance with the *Information Management Act* (SBC 2015, c. 27), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your Records Officer.

31010		COMPLIANCE AND ENFORCEMENT	A	SA	FD
	-60	**Compliance monitoring projects** (arrange by project) (includes project plans, working materials, and final reports) SO: when project is completed, abandoned or cancelled 10y: The semi-active retention period provides a reasonable period of time for the operational and reference values of the records to be extinguished. FR: The government archives will fully retain compliance monitoring projects because they provide a unique, in-depth view of a specific industry or group's compliance with legislation and regulation which has a potential to cause environmental damage. Findings and recommendations have value in identifying government actions in relation to environmental protection. NOTE: In the course of a compliance monitoring project, individual minor or major investigations cases may be opened under secondaries 31010-20, 31010-26, and 31010-40. Examples of projects covered under this secondary include the Aquaculture Non-Compliance Project.	SO	10y	FR

31010		COMPLIANCE AND ENFORCEMENT	A	SA	FD
PIB	**-65**	**Confidential informants** (includes carding document, debriefing reports, receipts, and background information) (arrange by confidential informant number) OPR: Provincial Investigations Unit SO: when informant is no longer active and informant file is closed 15y: The fifteen year retention period provides a reasonable period of time should the information pertaining to the informant be required for litigation purposes. NOTE: These records have been appraised for destruction because any useful intelligence provided by the informant is captured on the applicable major case, which is fully retained under secondary 31010-40. NOTE: Registers used to link the informant number and name are classified under *ARCS* secondary 100-05.	SO+15y	nil	DE
	-70	**Intelligence investigations** (arrange by project) (covers pro-active intelligence gathering (e.g., for the purposes of developing intelligence bulletins)) OPR: Provincial Investigations Unit SO: when intelligence bulletin is prepared or when no longer required for reference NOTE: Intelligence gathered in support of a major case is filed on the applicable major case under secondary 31010-40. Final intelligence bulletins are classified under *ARCS* secondary 195-20.	SO	5y	DE

In accordance with the *Information Management Act* (SBC 2015, c. 27), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your Records Officer.

31010		COMPLIANCE AND ENFORCEMENT	A	SA	FD
PIB	**-80**	**Violation reporting data** (covers violation reporting data in the PEP Database) DE: These records have been appraised for destruction because the information is duplicated in COORS, which is considered the official repository for violation investigations (see the COS Logging System Overview for more details). Information required for statistical purposes is copied from the PEP database and retained in spreadsheets classified under secondaries 31000-10 Final reports, statistics and reviews and 31000-15 Statistics and reports (not covered elsewhere).	FY+4y	nil	DE

END OF PRIMARY

31040 HUMAN-WILDLIFE CONFLICTS

Records relating to human-wildlife conflicts. Conservation Officer Services (COS) responds primarily to human-wildlife conflicts that pose a threat to public safety (e.g., wildlife attacks, repeated dangerous wildlife encounters at or near public locations, situations where dangerous wildlife has become habituated or food conditioned and now represents a risk to public safety, and livestock-large predator conflicts). COS also responds to certain cases of injured or dead wildlife (e.g., large carnivores or ungulates).

The Report All Poacher and Polluters (RAPP) 24 hour hotline, maintained by the Provincial Emergency Program Call Centre, a third party service provider, receives the majority of conflict reports. However, COS may also directly receive a conflict report. Call details are logged in the COS Logging database, referred to by COS as the Provincial Emergency Program (PEP) database, and ensuing Conservation Officer actions are also recorded within the PEP database. If the conflict involves a wildlife attack on a human, COS completes a wildlife attack report. Staff will also create a case in the Conservation Officer Online Reporting System (COORS) System if the wildlife conflict involves a suspected violation of federal or provincial environmental laws and regulations which fall under the jurisdiction of COS.

For accounts payable records, see *ARCS* secondary 925-20.
For briefing notes, see *ARCS* secondary 280-20.
For freedom of information requests, see *ARCS* primary 292.
For media relations records, see *ARCS* secondary 330-25.
For operational policy (e.g., translocation policies), see primary 31000.
For strategies (e.g., managing human-widlife conflicts strategy), see *ARCS* primary 400.
For system descriptions, see the System Section.
For wildlife attack statistics and summaries, maintained by the Wildlife-Conflict Manager, see secondary 31000-10.
For work plans, see *ARCS* primary 400.

The ministry OPR is Conservation Officer Service unless otherwise noted below. See specific secondaries for OPR retention schedules.

31040	HUMAN-WILDLIFE CONFLICTS	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
	-01 General	CY+1y	nil	DE

31040		HUMAN-WILDLIFE CONFLICTS	A	SA	FD
PIB	-14	**Wildlife attack final reports** (covers reports summarizing wildlife attacks on humans) OPR: Program Support SO: when report is finalized 10y: The semi-active retention period provides a reasonable period of time to review past attacks, to support statistical reporting, and to enable trend analysis. FR: The government archives will fully retain wildlife attack final reports because these unique records document the investigation and outcome of wildlife attacks that threaten human safety and may result in human fatality or serious injury. Records have evidential and informational value because they illustrate the evolution of the following: wildlife attack investigative techniques; causes of wildlife attacks; and methods used to dispatch wildlife. The records also have contextual value because they may be used to inform wildlife conflict reduction strategies, policies and procedures, and educational materials developed by COS. NOTE: Related records pertaining to wildlife attacks are classified under secondaries 31040-20 and 31040-25. If the wildlife attack also involves a contravention, a separate minor or major case will also be opened.	SO	10y	FR

31040	HUMAN-WILDLIFE CONFLICTS	A	SA	FD
-20	**Human-wildlife conflict files** (arrange by report number or case) (includes Human-Wildlife Conflict Reports (HWCR), Problem Wildlife Occurrence Reports (PWOR) (predecessor to the HWCR) Occurrence Reports, Incident Reports, logs, Asset Transfer and Disposal Reports, Outcome Reports, compensation request forms, photographs, audio-visual records, plans, copies of briefing notes, copies of medical releases, and supporting documentation) (covers batched conflict reports and associated logs, wildlife attack investigation records, and records not captured in the PEP database (e.g., audio-visual records)) SO: when the investigation is closed 10y: The semi-active retention period provides a reasonable period of time to review past conflicts and to support statistical reporting. NOTE: When applying the SO criteria to the batched occurrence reports and logs, the oldest report in the box will determine the SO date. NOTE: The methods used to track human-wildlife conflicts have evolved since the establishment of COS. Previously, a hard-copy Occurrence Report was used to record both problem wildlife and violations. The form was then split in two, and the PWOR created, which in turn was replaced by the HWCR. In 2002, the PEP database was established to electronically capture conflict details. Effective 2011, outcomes are also recorded electronically. NOTE: Wildlife attack final reports are classified under secondary 31040-14. Human-wildlife conflict data is classified under secondary 31040-25. If the wildlife attack also involves a contravention, a separate minor or major case will also be opened in COORS.	SO	10y	DE

In accordance with the *Information Management Act* (SBC 2015, c. 27), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your Records Officer.

31040		HUMAN-WILDLIFE CONFLICTS	A	SA	FD
PIB	**-25**	**Human-wildlife conflict data** (covers human-wildlife conflict reporting and outcome data in the PEP database) 10y: The retention period provides a reasonable period of time to review past conflicts and to support statistical reporting. DE: These records have been appraised for destruction because wildlife attack final reports are fully retained under secondary 31040-14. Information required for statistical purposes is also copied from the PEP database and retained in spreadsheets classified under secondaries 31000-10 Final reports, statistics and reviews and 31000-15 Statistics and reports (not covered elsewhere).	FY+9y	nil	DE

31040	HUMAN-WILDLIFE CONFLICTS	A	SA	FD
-30	**Wildlife species and control files** (covers both issues management and planning and development relating to specific species (e.g., bears) and specific control techniques (e.g., traps and baits)) (includes correspondence and copies of media clippings, brochures, bulletins, news releases, HWCRs, briefing notes, and policies) (arrange by species, control method technique, or related subject) SO: when information is no longer current 5y: The semi-active retention period provides a reasonable period of time for an issue or topic re-emerge. DE: These records have been appraised for destruction because descriptions of approved control techniques are captured in final policy and procedures fully retained under secondary 31000-00; and descriptions, outcomes, and recommendations pertaining to specific wildlife attacks are fully retained under secondary 31040-14. NOTE: This secondary contains copies of records pertaining to many aspects of wildlife conflict management. The original records should be classified as directed below: • wildlife attack final reports under secondary 31040-14 • other final reports (excluding wildlife attack final reports) and reviews under secondary secondary 31000-10 • HWCRs and equivalents under secondaries 31040-20 and 31040-25 • briefing notes under *ARCS* secondary 280-20 • policies and procedures under secondary 31000-00.	SO	5y	DE

END OF PRIMARY

CONSERVATION OFFICER SERVICES

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (*ORCS*)

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SYSTEM SECTION: COMMON SYSTEM NOTES

Retention Schedules for the Systems

The data on the systems is classified under appropriate secondaries in the *ORCS* and in *Administrative Records Classification System* (*ARCS*), as indicated in the following descriptions. The systems themselves are all scheduled as follows:

Active	SO:	The system becomes superseded and obsolete when all data has been migrated to another system or documented elsewhere, or when all applicable retention schedules for the data have expired; see relevant classifications.
Semi-Active	nil:	There is no semi-active retention period assigned to systems.
Final Disposition	DE:	Each system will be destroyed when all data has been migrated to another system performing the same function, schedules covering the data have elapsed, or the data has been preserved elsewhere. For data retention details, see the applicable system overview.

CONSERVATION OFFICER ONLINE REPORTING SYSTEM (COORS)

SYSTEM OVERVIEW

Creating Agency
Ministry of Environment
BC Parks and Conservation Officer Service Division
Conservation Officer Service (COS) and Parks and Protected Areas (PPA)

Purpose
COORS tracks incidents, created by COS and PPA, which are potential violations of Ministry-mandated legislation. It is web-based case management system, with data stored on Oracle tables.

Historically, physical case files were created to document investigation. Effective April 1, 2011, physical case files are no longer created (with the exception of some major cases). Instead, case files are managed electronically. Original hard copy documents (e.g., violation tickets and notices of cancellation) are scanned, attached to the applicable case in COORS, and then bulk-filed. Based on business rules, certain cases are entered and tracked solely in COORS. Others, such as those with large audio or video files, will be managed and tracked in both COORS and on the shared drive.

This System Overview only covers cases created by COS. Cases created by PPA will be covered by a future amendment to the *Parks and Protected Areas ORCS*, schedule 186896.

Information Content
COORS was launched in 2006 and contains data ranging from the 1980s to present, including data converted from a previous, obsolete system, entitled COSIC.

COORS contains details of incidents and the resulting actions taken by COS and other stakeholders. Incidents are opened in COORS as cases. Cases are virtual containers for all information pertaining to the incident. The case is the central concept of COORS and is required to exist before any other information can be entered.

Examples of key actions associated with a case include:

- Contravention details: a contravention is a breach of the act or regulation that the COS enforces. Examples of details include date/location of contravention, act/regulation breached, contravention source and penalty details. One case may have many contraventions against it.
- Enforcement action details: an enforcement action is an action undertaken in response to a contravention (e.g., a ticket, warning, administrative actions, or licence actions). Multiple enforcement actions can be taken for individual contraventions.
- Investigation details (when investigation warranted) (e.g., ministry personnel involved with the investigation, vehicles associated with the investigation, and investigation details).
- Parties involved: key details about the parties (suspects and witnesses) involved, including demographic details, hunter #, and driver's licence number.
- Attachments: allows scanned documents (e.g., violation ticket, notice of cancellation, court orders, and notebook pages), born digital documents, and photographs to be attached to the case.
- Notes: textual information about the case used to assist with the administration and review of the case file (includes information relating to a description of any electronic files (e.g., large audio and/or video files) which could not be uploaded to COORS from the COS LAN

- Continuation report: factual chronology of an investigation which includes detailed account of the key events, actions taken and investigation outcomes (new report added since 2012).

Key case details include case number, case type (e.g., wildlife), case category, party name, party date of birth, company name, case status, case description, open data, close date, major case indicator, and lead investigator. Cases can also be closed with a designation of unattended, unfounded or unsolved, defined as follows:

- Unfounded: Reported offence was investigated but the allegations are not founded or grounds do not exist to support the alleged offence.
- Unsolved: An investigation has been conducted but to date the case has not been solved.
- Unattended: Reported offence was not attended or investigated by the officer.

COORS also includes a read-only view of hunter history data uploaded from the Hunter Number System on a weekly basis. The read-only view allows staff to search basic hunter history such as hunter demographic, hunter licence, and hunter number card information.

Inputs, Processes, and Outputs

The majority of data is manually entered. In addition to authorized COS staff, the Fish and Wildlife Licence Action Officer (member of Fish, Wildlife and Habitat Management Branch) and selected Parks and Protected Areas staff can enter data. Front Counter BC, Compliance and Enforcement Reporting, Department of Fisheries and Oceans Radio Room, and Contaminated Sites staff have read only access.

The Report All Poacher and Polluters (RAPP) tipline, maintained by the Provincial Emergency Program Call Centre, a third party service provider, receives reports from the public of suspected violation. Calls/forms received by the call centre are entered into the COS Logging database, referred to by the COS as the Provincial Emergency Program (PEP) database (see the COS Logging System Overview). The COS Logging database generates an email which is sent to COS staff to notify them of the violation. COS staff then re-enter the information into COORS, as there is currently no direct data sharing between the two databases.

COS staff also receive violation tips directly or from other agencies or may uncover violations during the course of special investigations and undercover operations. Information received directly by or uncovered by the COS is entered solely into COORS, bypassing PEP.

Enforcement actions (e.g., administrative actions, warnings, tickets, charges involving court cases, and licence actions) are entered into COORS as the investigation progresses. Two types of enforcement actions are described in more detail below:

- Federal tickets and provincial tickets are recorded in COORS when a ticket is issued against an act or regulation. The Insurance Corporation of BC (ICBC) process ticket payment and the following information from the ICBC System (paid amount, paid date and disposition) are uploaded to COORS, on a monthly basis. ICBC also updates payment details for court-defined fines.
- If a contravention requires a licence action (e.g., hunter has failed to pay fines within the prescribed time-period or has been convicted of an offence that carries an automatic licence cancellation for a specified period or which is a second or subsequent offence within a 2 year period, as prescribed in the *Wildlife Act* (RSBC 1996, c. 488)), a Licence Action Form is generated and sent to the Licence Action Officer (LAO). The LAO then completes the appropriate licence action (e.g., suspends the hunter licence number in the Hunter Number

System. The LAO will also record their actions in the COORS licence action screen (e.g., hunter number, licence action, effective date, and end date).

Enforcement actions recorded in COORS are also referenced by other areas. For example, Front Counter BC, responsible for permit and licence issuance, needs to be aware of outstanding infractions or offences for eligibility determination purposes.

Case closure procedures are defined in business rules, policy and procedures. Examples of actions that must be concluded prior to case closure include completion of investigation; exhibit disposal; contraventions assigned an enforcement action(s); expiration of appeal periods; and conclusion of legal actions.

Three separate retention categories have been created for COORS data: Minor; minor closed as unfounded, unsolved or unattended; and major. In 2013, approximately 43% of the total 9993 COORS cases fell within the minor closed as unfounded, unsolved or unattended category. In comparison, only 85 major cases were opened in the same year.

Outputs consists of ad-hoc and custom reports (e.g., status of tickets, case listing, contravention listing, case inactivity, Rap sheet, and contravention listing).

In addition, COORS uploads selected enforcement action details (e.g., summary information about tickets issued, court convictions and orders) to the Environmental Violation Database, which is maintained by the Compliance and Enforcement Branch, Ministry of Environment. The database is available to the public to search at http://www.env.gov.bc.ca/main/compliance-reporting/. In addition, data in the database is used to produce the quarterly Compliance and Enforcement Reports http://www2.gov.bc.ca/gov/content/environment/research-monitoring-reporting/reporting/environmental-enforcement-reporting/quarterly-environmental-enforcement-summary. The database and the reports will be covered under a future schedule.

CONSERVATION OFFICER ONLINE REPORTING SYSTEM (COORS)

Classification of Records that Relate to the System

Schedule Code	Secondary No.	Secondary Title	Retention Schedule A	SA	FD
Data in the System					
COSE	31010-22	Minor investigation case data	SO+10y	nil	DE
COSE	31010-26	Minor investigation case data - closed as unfounded, unsolved or unattended	SO+5y	nil	DE
COSE	31010-40	Major investigation cases	SO	10y	FR
Inputs					
COSE	31010-11	Conservation Officer notebooks	SO+2y	13y	DE
COSE	31010-12	Exhibit ledgers	SO+2y	nil	DE
COSE	31010-15	Investigations records - scanned and batched	CY+4y	nil	DE
COSE	31010-20	Minor investigation cases	SO	10y	DE
COSE	31010-40	Major investigation cases	SO	10y	FR
COSE	31010-80	Violation reporting data	FY+4y	nil	DE
Outputs					
ARCS	400-20	Ministry/agency planning and performance files	SO	2y	DE
ARCS	400-50	Management reviews/evaluation of internal programs	SO	2y	DE
COSE	31000-10	Final reports, statistics and reviews	SO	5y	FR
COSE	31000-15	Statistics and reports (not covered elsewhere)	SO	nil	DE
Other Related Records					
ARCS	6820-05	Back-up data	SO	nil	DE
ARCS Section 6	see appropriate secondaries	INFORMATION TECHNOLOGY			
102902		Transitory Electronic Data Processing (EDP) Records	SO	nil	DE

Schedule Code Key: *ARCS* = *Administrative Records Classification System*, schedule 100001

END OF OVERVIEW

CONSERVATION OFFICER SERVICE (COS) LOGGING

SYSTEM OVERVIEW

Creating Agency
Ministry of Transportation and Infrastructure
Emergency Management BC
Emergency Coordination Centre (ECC)

Purpose
COS Logging is used to log reports of human-wildlife conflicts, record conflict outcomes, and track conflicts. It is also used to log and track reports of suspected violations of federal or provincial environmental laws and regulations which fall under the jurisdiction of COS.

NOTE: COS staff refer to this database as the Provincial Emergency Program (PEP) database, while ECC staff refer to it as COS Logging.

Information Content
COS Logging is an IBM Notes (formerly Lotus Notes) database, maintained by ECC, the contracted service provider, which provides call centre services to COS, including call receipt, logging and dissemination, as per the terms of the Service Level Agreement.

Human-wildlife conflict details are captured on the Human-Wildlife Conflict Report (HWCR) electronic data entry form, and include: HWCR number; call date; conflict location; call taker; caller contact information; occurrence information (incident date/time, species involved, nature of complaint, attractants), actions taken; details of the call; and notification history. Conflict outcomes are captured on the Outcome Report, and include: outcome details; relocation information; trap type; drugs used; species details; and actions taken.

Suspected violations are captured on the Enforcement Routing Sheet (ERS) electronic data entry form, and include: ERS number; call date; complaint receiver details; location details; related COORS number; caller contact information; suspected violation details, including violation type (e.g., wildlife, fisheries, forest practices, pesticide, waste, water, and wildlife); suspected violator details (e.g., name, description, vehicle, and weapons); and notification details.

COS Logging was launched in July 2002. Wildlife conflict outcome reporting functionality was added in 2011.

Inputs, Processes, and Outputs
Human-wildlife conflicts and suspected violations are reported by calling the Report All Poacher and Polluters (RAPP) tipline or by completing and submitting an online form. Calls/forms are received by ECC, which enters the details into the appropriate form in the database. COS Admin staff may also enter call details into the database. COS is alerted to a conflict/violation via a database generated email. In the case of major conflicts and violations, ECC may also notify COS by phone.

Human-Wildlife Conflicts:

Call details are entered on the HWCR. Prior to 2011, the forms were often printed and additional handwritten outcome details added. Since 2011, COS Admin staff and Conservation Officers record

human-wildlife conflict outcomes in the database. As a result, COS Logging is now considered the official repository for human-wildlife conflict call details and outcomes, negating the need to print the forms and add additional details. However, additional records may be generated in the course of the investigation which cannot be stored in COS Logging, such as photographs (secondary 31040-20). Also, in the case of a wildlife attack on a human, additional investigation files and reports are generated (secondaries 31040-14 and 31040-20) which are not stored in COS Logging.

Violations:

Call details are entered on the ERS. COS is notified of the suspected violation via a database generated email. COS Admin staff manually re-enter the information obtained via the database generated email into COORS (currently there is no direct data sharing between COS Logging and COORS). The ERS is then also saved as an attachment to the COORS case, which is considered the official repository for violation investigations. All other copies of the ERS attachment (e.g., those stored on the Local Area Network (LAN) or in email folders) can be destroyed as unnecessary duplicates.

The database produces a variety of ad-hoc and pre-defined reports.

Historical Note
The Observe, Record and Report Program (ORR), established in 1974, was the predecessor to RAPP. Prior to 2002, information was captured on hard copy forms (e.g., Occurrence Report and Problem Wildlife Conflict Report).

COS LOGGING

Classification of Records that Relate to the System

Schedule Code	Secondary No.	Secondary Title	Retention Schedule A	SA	FD
Data in the System					
COSE	31010-80	Violation reporting data	FY+4y	nil	DE
COSE	31040-25	Human-wildlife conflict data	FY+9y	nil	DE
Inputs					
COSE	31010-11	Conservation Officer notebooks	SO+2y	13y	DE
COSE	31040-20	Human-wildlife conflict files	SO	10y	DE
Outputs					
COSE	31000-10	Final reports, statistics and reviews	SO	5y	FR
COSE	31000-15	Statistics and reports (not covered elsewhere)	SO	nil	DE
COSE	31010-22	Minor investigation case data	SO+10y	nil	DE
COSE	31010-26	Minor investigation case data - closed as unfounded, unsolved or unattended	SO+5y	nil	DE
COSE	31010-40	Major investigation cases	SO	10y	FR
COSE	31040-14	Wildlife attack final reports	SO	10y	FR
COSE	31040-20	Human-wildlife conflict files	SO	10y	DE
Other Related Records					
ARCS	6820-05	Back-up data	SO	nil	DE
ARCS Section 6	see appropriate secondaries	INFORMATION TECHNOLOGY			
102902		Transitory Electronic Data Processing (EDP) Records	SO	nil	DE

Schedule Code Key: *ARCS* = *Administrative Records Classification System*, schedule 100001

END OF OVERVIEW

Conservation Officer Services ORCS

Public consultation and response tracking

Schedule #: 201311	ORCS developer: Sarah Shea	
Posting date: Jan 30	Review Complete Date: Feb 20	Number of comments: 1

Primary/ Secondary number	Schedule element or Retention A / SA / FD	Type of comment*	Comment	Response**
Various	N/A	Editorial	Typos identified. *Note that comment was submitted by GRS employee, not by a member of the public.	Typos corrected.

Final decision for response lays with: General comments - ORCS team/program area; Editorial (i.e. typos) - ORCS team unless substantive change, then program area; Retention feedback - program area for A/SA retention; Final Disposition comments - ORCS team.

IMAC PRESENTATION: *Conservation Officer Services ORCS*
ORCS Developer/Archivist: Sarah Shea

Good morning,

My name is Sarah Shea and I am an archivist in GRS. I developed the Conservation Officer Services ORCS in 2015 and conducted the archival appraisal. Representing COS is Aaron Canuel, Deputy Chief, Program Support.

The ORCS before you covers the organization's core functions of compliance, enforcement and human-wildlife conflict management activities. While the Conservation Officer Service as a formal branch was established in 1980, their origin story begins in 1905 with the appointment of BC's first provincial game and forest warden. This is the organization's first ORCS and as such it had to reflect how their recordkeeping system has evolved.

The main driver for COS in requesting the ORCS was their desire to establish a time-table for the disposition of their physical minor investigation case files and the minor investigation case data retained in their COORS system. The physical files account for the majority of records in off-site storage (they have over 2300 boxes in off-site storage) and reflect legacy business process – they are now scanning and retaining records electronically or records are being born digital. The ORCS satisfies their desire by clearly outlining when paper records are to be destroyed and providing their system administrators with the criteria needed to develop system purge routines.

I have appraised the majority of their records and data for destruction, which will result in cost-savings for the organization. I appraised a small subset, consisting of major investigation cases, compliance and monitoring projects, final reports, and final policies and procedures for full retention. This reflects our appraisal principles of retaining the best evidence of government's role in regulating and protecting the community and the environment and retaining those records that were high profile and may have long lasting impact on the province (such as the major investigation into the Mt. Polley Mine disaster).

Lastly, I can report that the ORCS was posted for public consultation for a period of three weeks from January 30th to February 19th. 1 comment was received from a staff member within GRS to identify typos. No comments were received from the general public.

Thank you and do you have any questions?

INFORMATION SCHEDULE APPROVAL RATIONALE

Background

Schedule:

Conservation Officer Services ORCS

Program Area:

Ministry of Environment,
BC Parks and Conservation Officer Service Division,
Conservation Officer Service (COS)

Scope of Schedule:

The *Conservation Officer Services ORCS* establishes a classification system and retention and disposition schedule for records relating to the human-wildlife conflict management, compliance and enforcement functions performed by Conservation Officer Services (COS). This includes records relating to investigating and enforcing suspected cases of non-compliance with legislation, which fall under the mandate of the COS, and responding to human-wildlife conflicts.

Discussion

Standard Appraisal Considerations:

The retention and final disposition guidelines specified in the Conservation Officer Services ORCS meet the creating agency's information requirements. The retention periods specified in this schedule meet all operational, fiscal, legal, and audit requirements. Upon expiry of the active and semi-active retention periods, the records covered by this recommendation will no longer be of any primary value to government.

Specific Appraisal Considerations:

The main driver for COS in requesting the ORCS was their desire to establish a time-table for the disposition of their physical minor investigation case files and the minor investigation case data retained in their Conservation Officer Online Reporting System (COORS). The physical files account for the majority of records in off-site storage (they have over 2,300 boxes in off-site storage) and reflect legacy business processes – they are now scanning and retaining records electronically and records are being born digital. The ORCS satisfies their desire by clearly outlining when paper records are to be destroyed and providing their system administrators with the criteria needed to develop system purge routines.

A Government Records Service (GRS) archivist appraised the majority of the records and data for destruction, which will result in cost-savings for the organization. The archivist appraised a small subset for full retention, consisting of major investigation cases, compliance and monitoring projects, final

reports, and final policies and procedures. This reflects the appraisal principle of retaining the best evidence of government's role in regulating and protecting the community and the environment and retaining those records that are high profile and may have long lasting impact on the province (such as the major investigation into the Mt. Polley Mine disaster).

Public Consultation:

The schedule was posted for public consultation for a period of three weeks from January 30th to February 19, 2017. One comment was received from a provincial government employee to identify typographical errors. No comments were received from the general public.

Information Management Advisory Committee (IMAC) Recommendation:

Prior to presentation to the Information Management Advisory Committee (IMAC), this schedule was approved by the program area (Assistant Deputy Minister, Jim Standen and Chief Conservation Officer, Doug Forsdick). This approval indicates the program area's commitment to implementing the information schedule.

On March 23, 2017 the schedule was reviewed by IMAC with a program area representative and the GRS Archivist present. Additional information can be found in the meeting minutes.

Chief Records Officer Questions and Considerations

The CRO considered several factors in approving this schedule:

1. Is the retention period for conservation officer notebooks (31010-11) longer than necessary?

The archivist confirmed that the retention period for the Conservation Officer Notebooks is based on the 15-year ultimate limitation period defined in the *Limitation Act*. To minimize risk, the Conservation Officer Service wants to ensure that the notebooks are available in the event of litigation involving any of the actions of a Conservation Officer. The notebooks document the day-to-day activities of the Officer (beyond just those relating to minor investigations) and any of these actions could be the subject of litigation.

2. Has there had been a legal review to confirm if there is a statute of limitations on claims that could arise?

s.14

3. Why is the retention longer for notebooks than -20 (Minor Investigation Cases), where the retention is SO 10y DE?

The archivist indicated that the retention periods are different because the minor investigation case files cover activities that would not typically result in legal action that would fall under the ultimate limitation period. The 10-year retention period for the minor investigation case files meets their operational and reference requirements as defined in the 10-year rationale statement in the ORCS. The volume of the notebooks is low compared to the high volume of minor investigation case files. So, there is minimal additional cost to government to keeping them for the 15 years.

Recommendation

IMAC recommends the *Conservation Officer Services* information schedule for approval.

See the *Information Schedule Approval* form for the official Chief Records Officer's decision with respect to this schedule.

AGENDA

Meeting of the Information Management Advisory Committee

Main Boardroom, 2nd Floor, 617 Government Street

March 23, 2017 – 9:00 - 12:00 noon

Agenda

9:00-9:10	Welcome and introductions – Chair
9:10-9:30 *9:00-9:45*	**Conservation Officer Services ORCS, schedule 201311** Ministry Representative: Aaron Canuel, Deputy Chief, Program Support, BC Parks and Conservation Officer Service Division ORCS developer/archivist: Sarah Shea
9:40-10:00 *9:30-10:15*	**Victim Services and Crime Prevention ORCS, schedule 201301** Ministry Representative: Mila Semcesen, Manager of Strategic Initiatives, Community Safety and Crime Prevention Branch ORCS developer/archivist: David Coppard
10:10-10:30 *10:00-10:45*	**BC Statistical Services ORCS, schedule 112108** Ministry Representative: Elizabeth Vickery, Executive Director of BC Stats ORCS developer: Mahia Frost
10:40-10:55 *10:30-11:15*	**Medical Services Plan Remittance Coupons ORCS, schedule 870945 amendment 164440** Ministry Representative: Steve Pleva, Executive Director of Revenue Solutions Branch ORCS developer: Mahia Frost
11:00-11:15 *10:30-11:30*	**Combat Sports Regulation ORCS, schedule 201310** Ministry Representative: Danica Forsyth, Program Administrator ORCS developer: Mahia Frost Archivist (optional attendee): Joni Mitchell

Actual Invite Times:

9:00-9:45	Conservation Officer Services: Aaron Canuel, Sarah Shea
9:30-10:15	Victim Services and Crime Prevention: Mila Semcesen, David Coppard
10:00-10:45	BC Statistical Services: Elizabeth Vickery, Mahia Frost
10:30-11:15	Medical Services Plan: Steve Pleva, Mahia Frost
10:30-11:30	Combat Sports Regulation: Danica Forsyth, Mahia Frost, Joni Mitchell

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Agenda

9:00-9:10 Welcome and introductions – Chair

9:10-9:30 **Conservation Officer Services ORCS, schedule 201311**

Ministry Representative: Aaron Canuel, Deputy Chief, Program Support, BC Parks and Conservation Officer Service Division

ORCS developer/archivist: Sarah Shea

9:40-10:00 **Victim Services and Crime Prevention ORCS, schedule 201301**

Ministry Representative: Mila Semcesen, Manager of Strategic Initiatives, Community Safety and Crime Prevention Branch

ORCS developer/archivist: David Coppard

10:10-10:30 **BC Statistical Services ORCS, schedule 112108**

Ministry Representative: Elizabeth Vickery, Executive Director of BC Stats

ORCS developer: Mahia Frost

10:40-10:55 **Medical Services Plan Remittance Coupons ORCS, schedule 870945 amendment 164440**

Ministry Representative: Steve Pleva, Executive Director of Revenue Solutions Branch

ORCS developer: Mahia Frost

11:00-11:15 **Combat Sports Regulation ORCS, schedule 201310**

Ministry Representative: Danica Forsyth, Program Administrator

ORCS developer: Mahia Frost

Archivist (optional attendee): Joni Mitchell

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INFORMATION MANAGEMENT ADVISORY COMMITTEE

Minutes
March 23, 2017

ATTENDEES

Committee Attendees			
Susan Laidlaw	Angela Williams	Tamara McLeod	
Fiona Gow	Linda Irvine	Alexander Wright	
ORCS Schedule Representatives			
Aaron Canuel	Sarah Shea	Mila Semcesen	David Coppard
Elizabeth Vickery	Mahia Frost	Steve Pleva	Danica Forsyth

1. Approval of Agenda

Agenda approved.

2. Welcome and Introductions

Susan Laidlaw welcomed everyone to the first IMAC meeting and advised that David Curtis sent his regrets.

Action: *Susan to chair the meeting in David's absence.*

3. Conservation Officer Services ORCS, schedule 201311

Sarah Shea provided a brief overview of the Conservation Officer Services ORCS, schedule 201311.

Round table topics were as follows.

Poaching

Question arose around whether poaching was captured within the schedule, and Aaron Canuel confirmed that it was.

Notebooks

Aaron and Sarah confirmed that only notebooks containing information for major case files are fully retained for historical purposes. (Notebooks are primarily used for investigative purposes only.)

Action: *Recommend approval of Schedule 201311 following a review for typographical errors.*

4. Victim Services and Crime Prevention ORCS, schedule 201301

David Coppard provided a brief overview of the Victim Services and Crime Prevention ORCS, schedule 201301.

Round table topics were as follows.

90 Years

Question arose around the definition of 90 years within the schedule, and why not use 100 years. David advised they came to the 90 years based on the average lifespan of a person.

Action: *Recommend approval of Schedule 201301 following the below actions.*

- *Review for typographical errors.*
- *Ensure there is a primary cross reference to the 90 years.*
- *Ensure consistent reference of Ministry of Justice and Ministry of Public Safety and Solicitor General.*

5. BC Statistical Services ORCS, schedule 112108

Mahia Frost provided a brief overview of the BC Statistical Services and the development of the ORCS, schedule 112108. This is the first ORCS schedule since the inception of BC Statistical Services. Elizabeth Vickery provided gratitude in the development of the schedule.

Round table topics were as follows.

Raw Data

Question arose around the retention of raw data. Elizabeth advised that there is no ability, as yet, for the retention of raw data, but they are looking at having this ability in the future.

Action: *Recommend approval of Schedule 112108 following the below actions.*

- *Review for typographical errors.*
- *Define the acronyms in the Systems Overview.*

6. Medical Services Plan Remittance Coupons ORCS, schedule 870945 amendment 164440

Mahia Frost provided a brief overview of the Medical Services Plan Remittance Coupons ORCS, schedule 870945 amendment 164440.

No question arose from the Committee.

Action: *Recommend approval of Schedule 870945 Amendment 164440.*

7. Combat Sports Regulation ORCS, schedule 201310

Mahia Frost provided a brief overview of the Combat Sports Regulation ORCS, schedule 201310.

No question arose from the Committee.

Action: *Recommend approval of Schedule 201310.*

8. Other business

Information Schedule Approval Form

Recommendation was made to have the forms include the signature of the IMAC Chair before the Chief Records Officer's approval.

Action: *Make changes as recommended above and ensure consistency throughout the form.*

Terms of Reference

Action: *Update the TOR to reflect the roles and responsibility of the chair when approving schedules.*

"Government Archives"

There was a discussion around the need for "government archives" to be defined to encompass both digital and paper records. For clarity, the term "government archives" should be understood as referring to both the museum archives of government and the digital archives, as defined in the *Information Management Act*.

Orientation for the Information Management Advisory Committee (IMAC)

Government Records Service
February 2017

BRITISH COLUMBIA | Ministry of Finance

ORIENTATION AGENDA

1. IMAC Role
2. Review process
3. Information schedules
4. IMAC Operations
5. Backlogged schedules

ORIENTATION AGENDA



1. IMAC Role
2. Review process
3. Information schedules
4. IMAC Operations
5. Backlogged schedules

IMAC Role

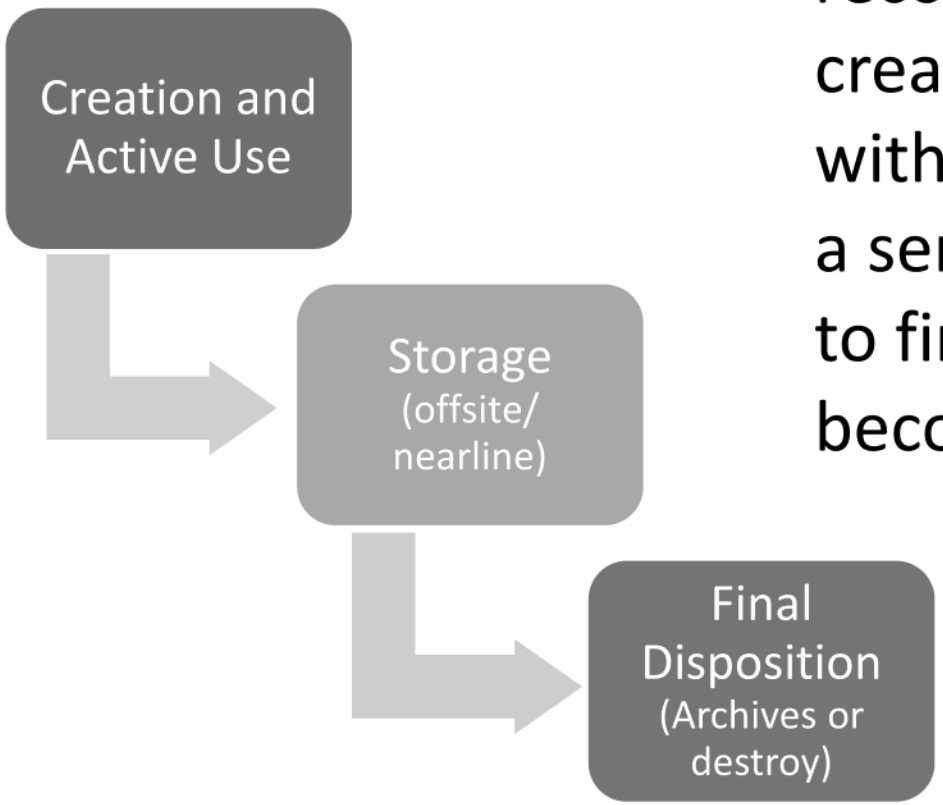
Information Management Act
(SBC 2015, c. 27), 4(4):

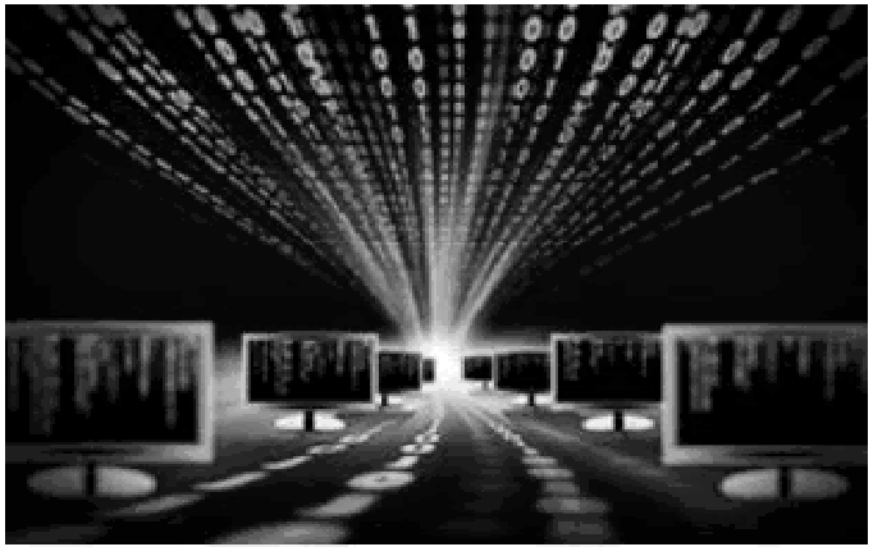
The minister may establish an information management advisory committee to advise the chief records officer in relation to the approval of information schedules.



Information Schedule:

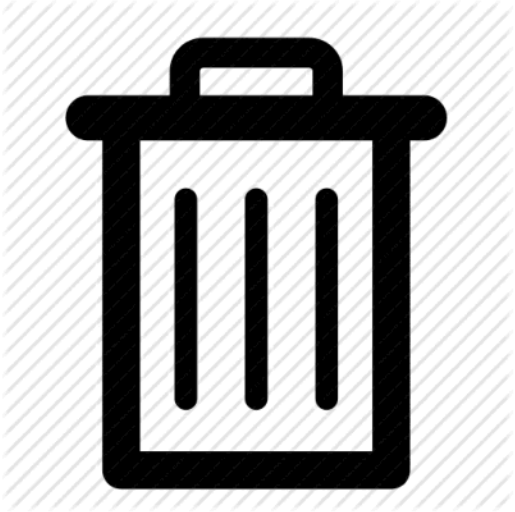
A prescribed timetable that governs the life cycle of recorded information from creation, through active use within an office, storage during a semi-active period if needed, to final disposition when it becomes inactive.







You will help decide records' fate –
archives (1-5%) or
secure, authorized disposal (95-99%)





Information Schedule Development

- Interview key staff
- View records
- View systems
- Research legislation and policies
- ANALYSE
  - Business processes
  - Functions
  - Risks
  - History

STAKEHOLDER CONSULTATION

Program area

Legal review (most cases)

Public consultation

REVIEW AND APPROVAL

Records Officer

Archivist

GRS Executive

Head of Government Body

*** IMAC ***

Chief Records Officer

APPROVED INFORMATION SCHEDULE

ORIENTATION AGENDA

1. IMAC Role
2. Review process
3. Information schedules
4. IMAC Operations
5. Backlogged schedules

Information Schedule Review Process

1. Program area
(SMEs, program head, legal review)

2. Central agency (standards review, archival appraisal, GRS endorsement)

3. Public consultation

4. IMAC review and endorsement

5. Chief Records Officer approval

Public Consultation Process

1. Schedules posted online for 15 business days
2. Public responses received via email
3. Responses reviewed, issues addressed
4. Schedules amended if appropriate
5. Schedules submitted for IMAC review

The value of IMAC expertise



Fiscal, historical & other values of government information



Legal risks and obligations



Risk management and security requirements



IM strategies and goals

Review process: the IMAC role

IMAC provides the CRO with a consistent, government-wide perspective on the following key questions about information schedules:

Is effective information management promoted?	Are the records kept for the right time period?	Is the final disposition appropriate?

ORIENTATION AGENDA

1. IMAC Role
2. Review process
3. Information schedules
4. IMAC Operations
5. Backlogged schedules



DRAFT

In accordance with the *Information Management Act* (SBC 2015, c. 27), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your Records Officer.

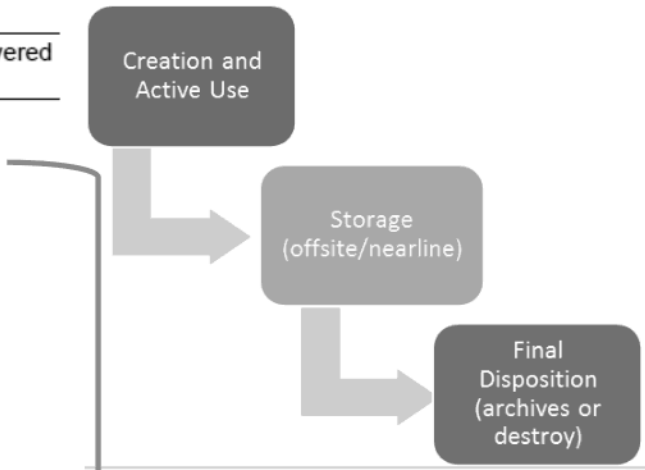
31040 HUMAN-WILDLIFE CONFLICTS

Records relating to human wildlife conflicts. Conservation Officer Services (COS) responds primarily to human-wildlife conflicts that pose a threat to public safety (e.g., wildlife attacks, repeated dangerous wildlife encounters at or near public locations, situations where dangerous wildlife has become habituated or food conditioned and now represents a risk to public safety, and livestock-large predator conflicts). COS also responds to certain cases of injured or dead wildlife (e.g., large carnivores or ungulates).

For system descriptions, see the System Section.
For wildlife attack statistics and summaries, maintained by the Wildlife-Conflict Manager, see secondary 31000-10.
For work plans, see *ARCS* primary 400.

The ministry OPR is Conservation Officer Service unless otherwise noted below.
See specific secondaries for OPR retention schedules.

			A	SA	FD
31040	**HUMAN-WILDLIFE CONFLICTS**				
	All non-OPR offices will retain these records for:		SO	nil	DE
	-01	**General**	CY+1y	nil	DE
PIB	**-14**	**Wildlife attack final reports** (covers reports summarizing wildlife attacks on humans) OPR: Program Support SO: when report is finalized 10y: The semi-active retention period provides a reasonable period of time to review past attacks, to support statistical reporting, and to enable trend analysis. FR: The government archives will fully retain wildlife	SO	10y	FR



Primary: Basic building block for schedules; provides a number and title for records relating to a specific function/activity.

Secondary: A sub-division of a primary with its own number and title used to classify and describe a file series.

31040		HUMAN-WILDLIFE CONFLICTS	A	SA	FD
PIB	-14	**Wildlife attack final reports** (covers reports summarizing wildlife attacks on humans)	SO	10y	FR

OPR: Program Support

Notes that elaborate on the scheduling columns

SO: when report is finalized

10y: The semi-active retention period provides a reasonable period of time to review past attacks, to support statistical reporting, and to enable trend analysis.

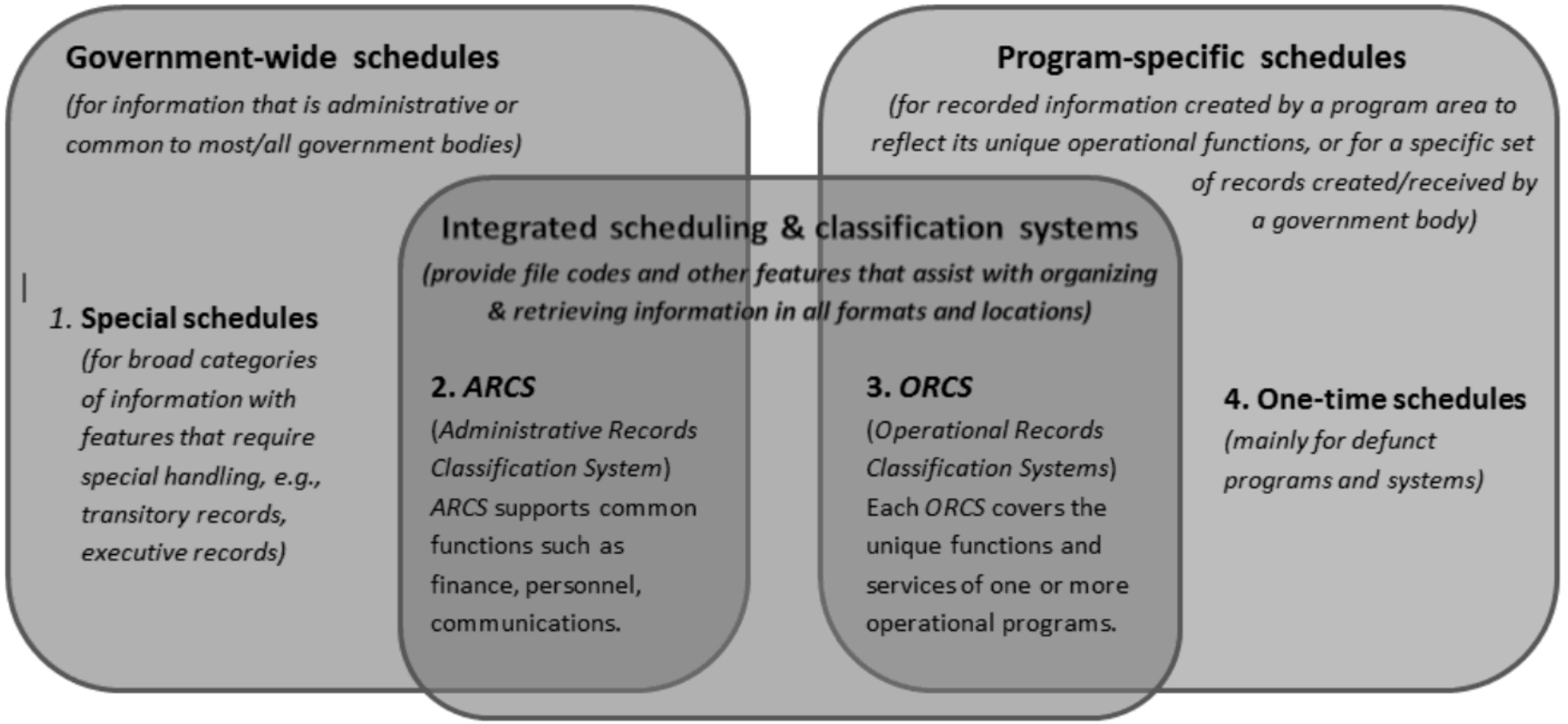
Archival appraisal statement

FR: The government archives will fully retain wildlife attack final reports because these unique records document the investigation and outcome of wildlife attacks that threaten human safety and may result in human fatality or serious injury. Records have evidential and informational value because they illustrate the evolution of the following: wildlife attack investigative techniques; causes of wildlife attacks; and methods used to dispatch wildlife. The records also have contextual value because they may be used to inform wildlife conflict reduction strategies, policies and procedures, and educational materials developed by COS.

NOTE: Related records pertaining to wildlife attacks are classified under secondaries 31040-20 and 31040-25. If the wildlife attack also involves a contravention, a separate minor or major case will also be opened.

Archival Appraisal:
The analytical process an archivist goes through to determine whether records have sufficient value to government and society to warrant permanent preservation in the government archives.

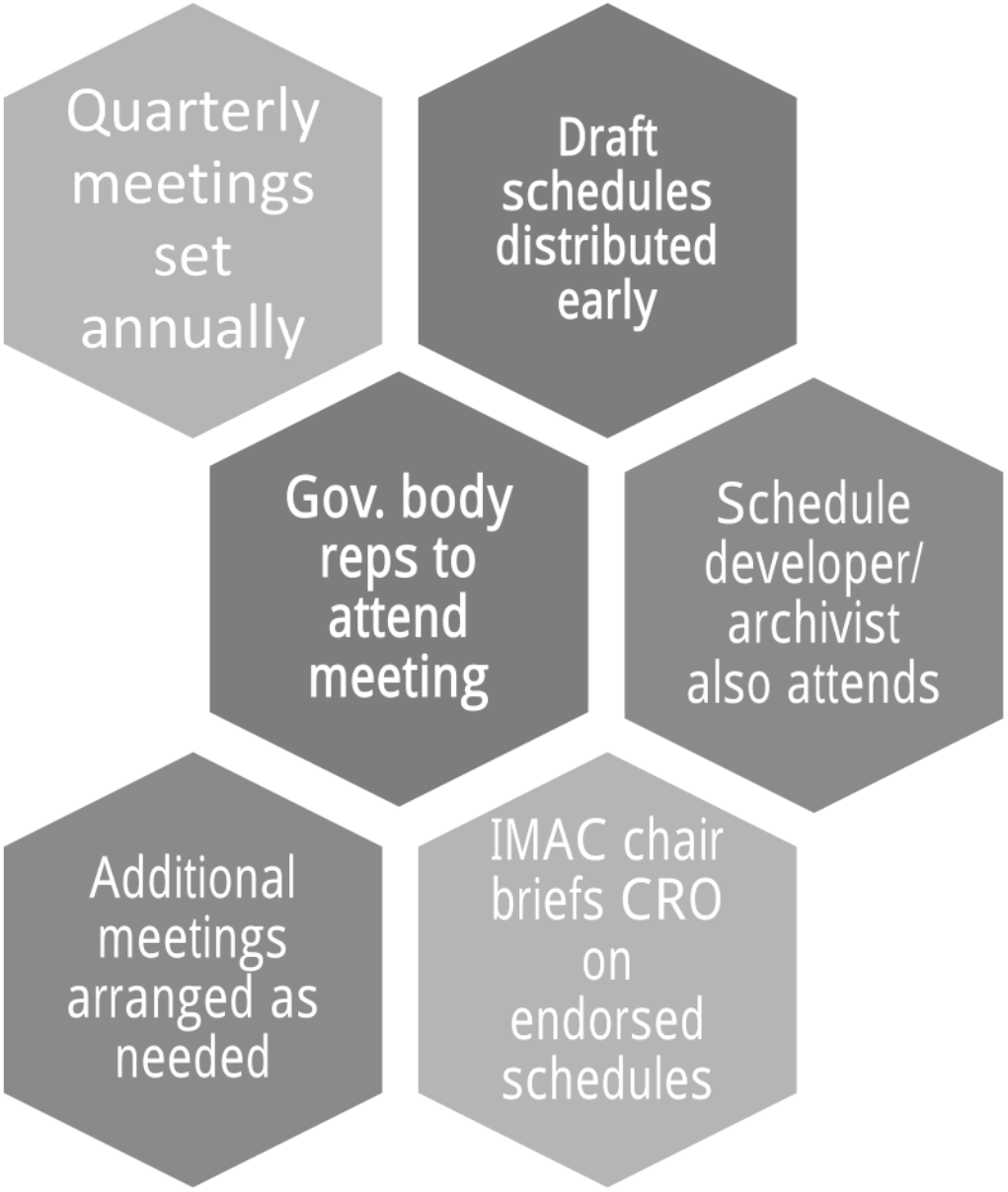
THE 4 TYPES OF INFORMATION SCHEDULES



ORIENTATION AGENDA

1. IMAC Role
2. Review process
3. Information schedules
4. IMAC Operations
5. Backlogged schedules

IMAC operations



IMAC Recommendation Options:

- Approve,



- Refer schedule back for further consideration, or



- Reject.



Post-IMAC review



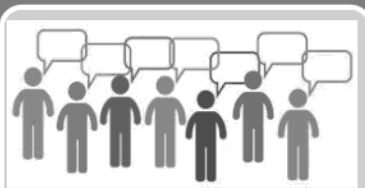
Schedules approved and signed off by Chief Records Officer



Government bodies notified



Schedules published on RM website



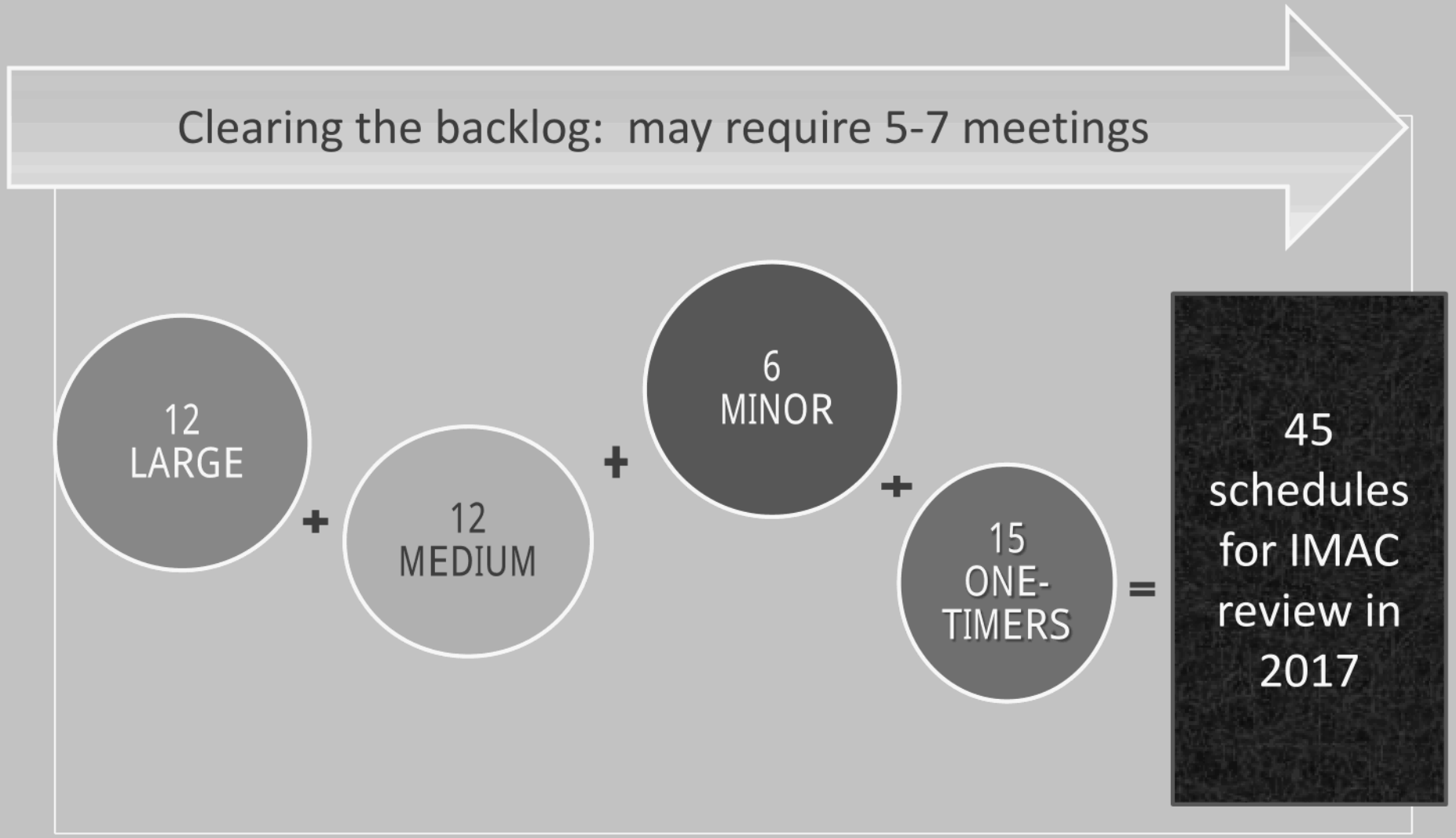
Public consultation outcomes announced on GovTogetherBC site

ORIENTATION AGENDA

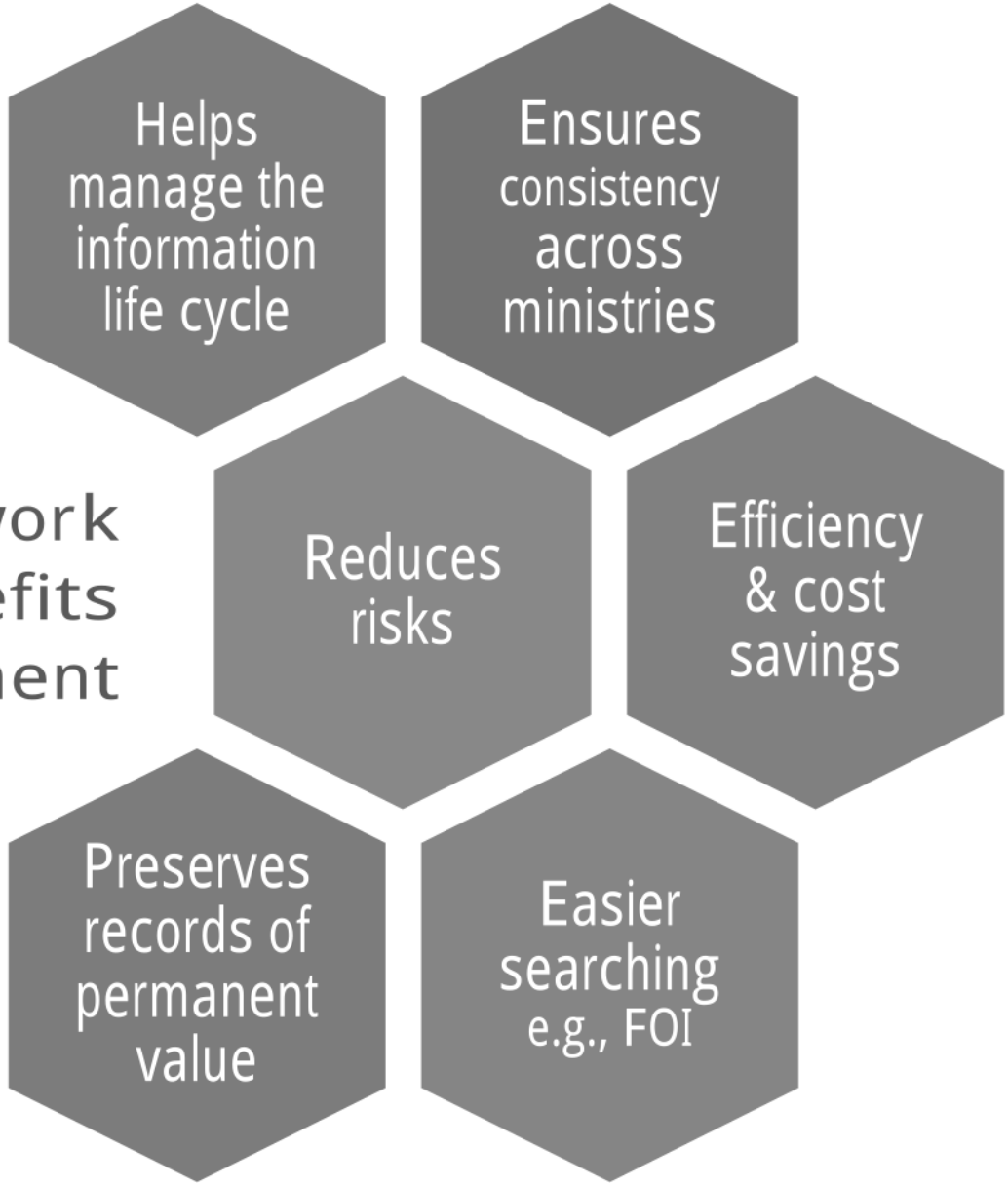
1. IMAC Role
2. Review process
3. Information schedules
4. IMAC Operations
5. Backlogged schedules



Backlogged Schedules (includes up to 10 ready by end of fiscal)



IMAC's work benefits government



QUESTIONS?



VISIT THE RECORDS MANAGEMENT WEBSITE

http://www2.gov.bc.ca/gov/content/governments/services-for-government/information-management-technology/records-management

INFORMATION SCHEDULE APPROVAL RATIONALE

Background

Schedule:

Conservation Officer Services ORCS

Program Area:

Ministry of Environment,
BC Parks and Conservation Officer Service Division,
Conservation Officer Service (COS)

Scope of Schedule:

The *Conservation Officer Services ORCS* establishes a classification system and retention and disposition schedule for records relating to the human-wildlife conflict management, compliance and enforcement functions performed by COS. This includes records relating to investigating and enforcing suspected cases of non-compliance with acts and legislation which fall under the mandate of Conservation Officer Service (COS), and responding to human-wildlife conflicts.

Discussion

Standard Appraisal Considerations:

The retention and final disposition guidelines specified in the Conservation Officer Services ORCS meet the creating agency's information requirements, ensure fiscal and audit control, protect government's legal rights and liabilities, and provide for effective management of the agency's operational functions. Upon expiry of the active and semi-active retention periods, the records covered by this recommendation will no longer be of any primary value to government.

Specific Appraisal Considerations:

The main driver for COS in requesting the ORCS was their desire to establish a time-table for the disposition of their physical minor investigation case files and the minor investigation case data retained in their Conservation Officer Online Reporting System (COORS). The physical files account for the majority of records in off-site storage (they have over 2,300 boxes in off-site storage) and reflect legacy business process – they are now scanning and retaining records electronically or records are being born digital. The ORCS satisfies their desire by clearly outlining when paper records are to be destroyed and providing their system administrators with the criteria needed to develop system purge routines.

A Government Records Service (GRS) archivist appraised the majority of the records and data for destruction, which will result in cost-savings for the organization. The archivist appraised a small subset for full retention, consisting of major investigation cases, compliance and monitoring projects, final

reports, and final policies and procedures. This reflects the appraisal principle of retaining the best evidence of government's role in regulating and protecting the community and the environment and retaining those records that were high profile and may have long lasting impact on the province (such as the major investigation into the Mt. Polley Mine disaster).

Public Consultation:

The schedule was posted for public consultation for a period of three weeks from January 30th to February 19th, 2017. 1 comment was received from a provincial government employee to identify typographical errors. No comments were received from the general public.

Information Management Advisory Committee (IMAC) Recommendation

Prior to presentation to the Information Management Advisory Committee (IMAC), this schedule was approved by the program area (Assistant Deputy Minister, Jim Standen and Chief Conservation Officer, Doug Forsdick). This approval indicates the program area's commitment to implementing the information schedule.

On March 23, 2017 the schedule was reviewed by IMAC with a program area representative and the GRS Archivist present. Additional information can be found in the meeting minutes.

Chief Records Officer Questions and Considerations

The CRO considered several factors in approving this schedule:

1. Is the retention period for conservation officer notebooks (31010-11) longer than necessary?

The archivist confirmed that the retention period for the Conservation Officer Notebooks is based on the 15-year ultimate limitation period defined in the *Limitation Act*. To minimize risk, the Conservation Officer Service wants to ensure that the notebooks are available in the event of litigation involving any of the actions of a Conservation Officer. The notebooks document the day-to-day activities of the Officer (beyond just those relating to minor investigations) and any of these actions could be the subject of litigation.

2. Has there had been a legal review to confirm if there is a statute of limitations on claims that could arise?

s.14

3. Why is the retention is longer for notebooks than -20 (Minor Investigation Cases), where the retention is SO 10y DE?

The archivist indicated that the retention periods are different because the minor investigation case files cover activities that would not typically result in legal action that would fall under the ultimate limitation period. The 10-year retention period for the minor investigation case files meets their operational and reference requirements as defined in the 10-year rationale statement in the ORCS. The volume of the notebooks is low compared to the high volume of minor investigation case files. So, there is minimal additional cost to government to keeping them for the 15 years.

Recommendation

IMAC recommends the *Conservation Officer Services* information schedule for approval.

See the *Information Schedule Approval* form for official Chief Records Officer approval of this schedule.

Draft Information Schedules – "The Backlog"

There are 34 schedules currently ready for approval (19 on-going schedules and 15 smaller one-time schedules).

We expect an additional 10 ongoing schedules and 1 special schedule to be developed by the end of fiscal year.

This gives us a projected total of 45 schedules.

If IMAC review an average of six schedules per meeting it would take between 5-8 meetings to clear the backlog (depending on how the smaller one-time schedules are addressed).

GRS has proposed that the following schedules be reviewed in the first IMAC meeting:

1) BC Statistical Services ORCS (new)
2) Conservation Officer Services ORCS (new)
3) Victim Services and Crime Prevention ORCS (new)
4) Queen's Printer Publishing Services ORCS (new)
5) Public Service Personnel Management ORCS (minor amendment)
6) Medical Services Plan Remittance Coupons ORCS (minor amendment)

The complete list of backlog schedules follows.

Schedules	Sign-off date	Developer/ Archivist	Description
BC Services Card Program ORS (3 primaries)	2015-05-16	Jensen	
Society and Cooperative Registration ORS (1 secondary)	2015-11-12	Otte	
Public Services Personnel Management ORCS (minor amendment)	2014-12-05	Weber	On hold re: public consultation
Student Financial Assistance Services ORCS (major amendment)	2015-11-10	Frost/Nobrega	
Teacher Regulation ORCS (5 primaries)	Presented to IMAC	Coppard	Returned for reconsideration

Telecommunications Connectivity ORS (3 primaries)	Complete, waiting on new 008	Otte	
Board of Hearing Aid Dealers and Consultants Records	Passed through PDC	McIntosh	One-timer
British Columbia Feed Grain Development Program Records	Passed through PDC	McIntosh	One-timer
Response to the Royal Commission on Health Care and Costs Records	Passed through PDC	McIntosh	One-timer
Hospital Programs Admissions and Discharges	Passed through PDC	McIntosh	One-timer
Hospital Discharge Records	Passed through PDC	McIntosh	One-timer
Performance Management and Improvement Records	Passed through PDC	McIntosh	One-timer
Performance Management and Improvement Records	Passed through PDC	McIntosh	One-timer
Victoria Health Project Records	Passed through PDC	McIntosh	One-timer
Tuberculosis Control Correspondence Files	Passed through PDC	McIntosh	One-timer
Kidney Dialysis and Medical Supplies Records	Passed through PDC	McIntosh	One-timer
Ocean Falls	Passed through PDC	McIntosh	One-timer
British Columbia Racing Commission general office files	Passed through PDC	McIntosh	One-timer
Air Services Branch	2014-10-29	Otte	One-timer
British Columbia Magazine	2015-10-15	Otte	One-timer (records alienation)
Riverview Hospital Historical Collection	Passed through PDC	Weber	No action by PAC

BC Pavilion Corporation ORCS	2017-02-01	Lauzon/Nobrega	BPS ORCS
Cultural Services ORCS amendment	Expected by year end	Otte	
Environmental Protection ORCS	Expected by year end	Weber	
Education Data Analytics and Reporting ORCS	2017-03-01	Frost/Mitchell	
Road Safety ORS	Complete, awaiting 008	Otte	
Social Services ORCS	Complete, awaiting 008	Shea	Ministry wide ORCS
Youth Justice ORCS	Expected by year end	Shea	
Transitory Records	ready	Hart	Special Schedule
Defunct Programs	Ready	McIntosh	Special Schedule (could supersede the 18 one-time schedules)
Peel Commission	ready	Collins	One-timer
Olympic Torch Relay	Ready	Powell	One-timer
Northern Development Commission	Ready	Collins	One-timer
Protocol and Events ORCS	Expected by year end	Collins	amendment
Privacy and Investigations ORCS	Expected by year end	Powell	Amendment
Legal Services ORCS	Expected by year end	Coppard	amendment
Board Resourcing ORCS	Expected by year end	Coppard	Amendment

INFORMATION MANAGEMENT ADVISORY COMMITTEE

Minutes
March 23, 2017

ATTENDEES

Committee Attendees			
Susan Laidlaw	Alex Wright	Angela Williams	Fiona Gow
Mary McIntosh	Linda Irvine	Tamara McLeod	
ORCS Schedule Representatives			
Aarib Canuel	Sarah Shea	Mila Semcesen	David Coppard
Elizabeth Vickery	Mahia Frost	Steve Pleva	Danica Forsyth

1. Approval of Agenda

Agenda approved.

2. Welcome and Introductions

Susan Laidlaw welcomed everyone to the first IMAC meeting and advised that David Curtis sent his regrets.

Action: *Susan to chair the meeting in David's absence.*

3. Conservation Officer Services ORCS, Schedule 201311

Sarah Shea provided a brief overview of the Conservation Officer Services ORCS Schedule.

Round table topics were as follows.

Poaching

Question arose around whether poaching was captured within the schedule, and Aaron confirmed that it was.

Notebooks

Aaron and Sarah confirmed that only notebooks containing information for major case files are fully retained for historical purposes. (Notebooks are primarily used for investigative purposes only.)

Action: *Recommend approval of Schedule 201311 following a review for typographical errors.*

4. Victim Services and Crime Prevention ORCS, Schedule 201301

David Coppard provided a brief overview of the Victim Services and Crime Prevention ORCs, Schedule 201301.

Round table topics were as follows.

90 Years

Question arose around the definition of 90 years within the schedule, and why not use 100 years. David advised they came to the 90 years based on the average lifespan of the human.

Action: *Recommend approval of Schedule 201301 following the below actions.*

- *Review for typographical errors.*
- *Ensure there is a primary cross reference to the 90 years.*
- *Ensure consistent reference of Ministry of Justice and Ministry of Public Safety and Solicitor General.*

5. BC Statistical Services ORCS, Schedule 112108

Mahia Frost provided a brief overview of the BC Statistical Services and the development of the ORCS Schedule 112108. This is the first ORCS schedule since the inception on BC Statistical Services. Elizabeth Vickery provided gratitude in the development of the Schedule

Round table topics were as follows.

Raw Data

Question arose around the retention of raw data. Elizabeth advised that there is not ability, as yet, for the retention of raw data, but they are looking at having this ability in the future.

Action: *Recommend approval of Schedule 112108 following the below actions.*

- *Review for typographical errors.*
- *Define the acronyms in Schedule 18.*

6. Medical Services Plan Remittance Coupons ORCS, Schedule 870945 Amendment 164440

Mahia Frost provided a brief overview of the Medical Services Plan Remittance Coupons ORCS Schedule 870945 amendment 164440.

No question arose from the Committee

Action: *Recommend approval of Schedule 870945 amendment 164440.*

7. Combat Sports Regulation ORCS, Schedule 201310

Mahia Frost provided a brief overview of the Combat Sports Regulation ORCS Schedule 201310.

No question arose from the Committee

Action: *Recommend approval of Schedule 201310.*

8. Other business

Information Schedule Approval Form

Recommendation was made to have the forms reflect the approval of the IMAC Chair before the Chief Records Officer's approval.

Action: *Make changes as recommended above and ensure consistency throughout the form.*

Terms of Reference

Action: *Update the TOR to reflect the roles and responsibility of the chair when approving schedules.*

"Archives"

There was a discussion around the need for "archives" to be defined and that it would also encompass digital and paper records. It was agreed that when referencing "archives" the term used would be "government archives"

Action: *Ensure consistency throughout the Schedules and that when referencing "archives", it will now be "government archives" moving forward.*



FOR THE RECORD

MARCH 9, 2017

IN THIS ISSUE

Welcome to the GRS Family. . .

s.22

Kudos
Team Highlights
Executive Highlights
Did you know?
Lunch time
Bread and Roses
Gratitude Article

KUDOS

s.22

TEAM Highlights

Scheduling and Appraisal

s.22

We have also been working like demons to get the backlog of ORCS through the public consultation process in preparation for review by the Information Management Advisory Committee and, ultimately, the Chief Records Officer. We have 16 schedules from the backlog ready to go for the next three meetings. (See the information schedule review calendar elsewhere in the newsletter for the particular schedules and IMAC meeting dates.) To date, we have received one comment from the public on any of the schedules.

Still on the topic of information schedules, as of November 2016, the review of broader public sector (BPS) ORCS has transitioned from Mike Lauzon to Linda Nobrega. There is considerable interest in ORCS development with particular inquiries from, and consultations with, Forest Innovation Investment Ltd., Transportation Investment Corporation, the Royal BC Museum, and the Provincial Health Authority. (Although not a BPS agency, Linda provided input on schedule development with the assistance of Terrence McKenny's knowledge of their current records environment.)

From schedules to final disposition, in 2016 the team processed and signed-off 392 applications to apply approved schedules to boxes in off-site storage, and another 97 applications in January and February of this year.

s.22

Central Social

s.22

Our MCFD clients continue to keep us busy as they prepare for their move to Capital Park with the new leading workplace strategies environment. With less room for records storage we are fielding regular inquiries for off-site transfers, support with LAN organization and redundant source records applications. To support this work Sarah J is crafting a naming conventions document, pulling resources from a variety of sources. We are also working on sample sheet for redundant source scanning standards to assist clients to provide the required information.

The day to day client inquiries continue to be the main focus for Rowena in addition to updates to the client contact list to align with the IOC chart updates.

More recently we are starting work with Adam Mackinnon who is working with developing electronic options for the purchase card, travel cards and business transaction account services. The Bank of Montreal is the service provider supporting this cross ministry initiative.

And last but not least we are working with MTICS on their 'Storage Optimization Project'. The focus for this project is on the LAN, SharePoint and email usage. We are working with the ministry to develop some best practices for these electronic storage challenges.

Executive

Susan Laidlaw

s.22

DID YOU KNOW???

A quick six- minute video from the National Archives UK, that serves as an excellent message for all of us and our clients. *Archives Inspire* is their strategy to meet the needs of each of their major audiences, and to face their biggest challenge – digital: https://www.youtube.com/watch?v=6cBLIGvd24w

Information Schedule Review Calendar

The following IMAC meetings have been booked to address the backlog of information schedules awaiting approval of the Chief Records Officer:

IMAC meeting March 23

- Combat Sport Regulation ORCS
- BC Stats ORCS
- Victim Services and Crime Prevention ORCS
- MSP Remittance Coupons ORS
- Conservation Officer Services ORCS

IMAC meeting April 19

- Business Risk Management ORCS
- Teacher Regulation ORCS
- Vital Statistics Services ORCS amendment
- BC Enterprise Corporation one-time schedule
- Banking and Cash Management ORCS amendment

IMAC meeting May 18

- Building and Safety Standards ORCS
- BC Housing Management Commission ORCS amendment
- Columbia Power Corporation ORCS
- Office of the Comptroller General ORCS amendment
- Queen's Printer Publishing Services ORCS
- Industry Training Apprenticeship Commission one-time schedule

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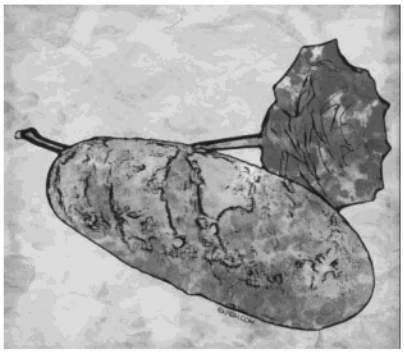
NEW PROCESS!!!!

We will be installing phones at both our 2nd and 3rd floor main doors. The process will be that guests will consult a physical telephone directory at the phones, and will then call the person they are here to visit. That person will be responsible for them during their stay. There will be a general inquiries line as well. I will keep everyone informed as to when the phones are ready for use for this new process.

s.22

Happy International Women's Day! – Submitted by Susan Hart

This week on March 8th we celebrate International Women's Day. A beautiful song that has become associated with this day is "Bread and Roses". You can listen to Judy Collins singing it on YouTube, but here are the lyrics and the story of its origins over 100 years ago:



This poem, written by James Oppenheim to celebrate the movement for women's rights and published in American Magazine in 1911, is closely associated with the Lawrence textile mill strike of 1912. During the strike, which was in protest of a reduction in pay, the women mill workers carried signs that quoted the poem, reading "We want bread, and roses, too". The photo above was taken during the strike.

https://chawedrosin.wordpress.com/2008/05/09/bread-and-roses-by-james-oppenheim/

Bread and Roses was set to music by Mimi Fariña in the 1970s, and has become an anthem for labor rights, and especially the rights of working women, in the United States and elsewhere.

Bread and Roses

by *James Oppenheim (1911)*

Copyright

Copyright

"What one thing am I grateful for today?"

Written by **Terry Small, Brain Talk at FINtastic.** - Submitted by **Rowena Doyle**

Copyright

BRITISH COLUMBIA

Cliff # 359357

July 7, 2017

Wes Boyd
ADM Corporate Services for the Natural Resources Sector

Dear Colleague,

As the Chair of the Information Management Advisory Committee, it is my pleasure to inform you that on May 3, 2017, pursuant to the *Information Management Act*, the Chief Records Officer (CRO) approved the following information schedule:

- Conservation Officer Services Ongoing Records Schedule, Schedule 201311

This schedule is the product of collaboration between Government Records Service and your ministry to identify categories of records, determine how long they need to be retained, and whether they will be ultimately destroyed or preserved in perpetuity in the government archives. With CRO approval, these retention and final disposition rules may now be implemented.

For further information and assistance with the implementation of these schedules, please contact your Records Officer, Jeff T. Barber.

Sincerely,

David Curtis
Assistant Deputy Minister

Ministry of Finance

Office of the
Assistant Deputy Minister
Corporate Information and
Records Management

Mailing Address:
PO Box 9417 Stn Prov Govt
Victoria BC V8W 9V1
www.gov.bc.ca/fin

Location Address:
2nd Floor – 617 Government St.
Victoria BC

Schedule Title	***Ministry/Organization***
Court Services operational records classification system	Ministry of Justice and Attorney General
BC Lands operational records classification system	Ministry of Agriculture
BC Lands operational records classification system: amendment 1	Ministry of Agriculture
BC Lands operational records classification system: amendment 2	Ministry of Agriculture
Treasury bills (issued 1982/12/01-1989/07/31)	Ministry of Finance
Land Title Office operational records classification system	Land Title and Survey Authority of British Columbia
Rejected microforms	Ministry of Finance
Water utility correspondence, reports and tarriffs	Ministry of Environment
Queen's Printer procurement reimbursement documentation	Ministry of Technology, Innovation and Citizens' Services
Financing statements	Ministry of Technology, Innovation and Citizens' Services
Newsclippings	Ministry of Finance
Business immigration proposal files (1979-1989)	Ministry of International Trade
Credit union case files	Financial Institutions Commission
Employers' advisers claim files	Ministry of Jobs, Tourism and Skills Training
Investigation case files	Ministry of Public Safety and Solicitor General
Care advice batches - long-term care program	Ministry of Health
Insurance company incorporation and registration documents (1960-1990/09/14)	Financial Institutions Commission
Company files (1990/10/01 ongoing)	Ministry of Technology, Innovation and Citizens' Services
Company files (dissolution from 1990 October 1): amendment 1	Ministry of Technology, Innovation and Citizens' Services
Vehicle records - vehicle microfiche	Ministry of Public Safety and Solicitor General
Legal Services operational records classification system	Ministry of Justice and Attorney General
Legal Services operational records classification system: amendment 3 (addition	Ministry of Justice and Attorney General
Legal Services operational records classification system: amendment 2 (addition	Ministry of Justice and Attorney General
Legal Services operational records classification system: amendment 1	Ministry of Justice and Attorney General
Driver records - drivers' microfiche	Ministry of Public Safety and Solicitor General
Commercial vehicle inspection program	Ministry of Transportation and Infrastructure
Search billings	Ministry of Technology, Innovation and Citizens' Services
Snow surveys	Ministry of Environment
Water licences schedule	Ministry of Environment
Registration, licensing and insuring of motor vehicles	Ministry of Public Safety and Solicitor General
Motor vehicle licensing and insurance - financial control documents	Ministry of Public Safety and Solicitor General
Child paternity and support files	Ministry of Children and Family Development
Inventory control forms - Motor Vehicle Department stock items	Ministry of Public Safety and Solicitor General
Motor Vehicle Department - internal audit forms - issuing office copies	Ministry of Public Safety and Solicitor General
Weigh scales - operational form copies	Ministry of Transportation and Infrastructure
Investigation case files	Ministry of Environment
Statements of account	Ministry of Health
Corporation capital tax records	Ministry of Finance
Company files: amendment 1	Ministry of Technology, Innovation and Citizens' Services
Dissolved companies files	Ministry of Technology, Innovation and Citizens' Services
Education operational records classification system	Ministry of Education
Education operational records classification system: amendment 1	Ministry of Education
Education operational records classification system: amendment 2	Ministry of Education
British Columbia Growth and Opportunities Program - project support files	Ministry of Forests, Lands and Natural Resource Operations

Community Grant Files ongoing records schedule: amendment 1	Ministry of Forests, Lands and Natural Resource Operations
Justice Institute of British Columbia operational records classification system	Justice Institute of British Columbia
Temporary operating permits	Ministry of Public Safety and Solicitor General
Residential tenancy dispute files	Ministry of Natural Gas Development
Science, Technology and Telecommunications operational records classification	Ministry of Jobs, Tourism and Skills Training
Science, technology and telecommunications operational records classification sy	Ministry of Jobs, Tourism and Skills Training
Corrections Branch client daily counts	Ministry of Public Safety and Solicitor General
Credit union monthly and quarterly reports	Financial Institutions Commission
BC Securities Commission operational records classification system	British Columbia Securities Commission
Superannuation microfiche file updates	BC Pension Corporation
Superannuation microfiche file updates: amendment 1	BC Pension Corporation
Stationery and printing requisitions	Ministry of Technology, Innovation and Citizens' Services
Purchase documents	Ministry of Technology, Innovation and Citizens' Services
Fraser River flooding reports	Ministry of Environment
Medical Services Plan system: job control language (financial)	Ministry of Health
Medical Services Plan system: job control language (financial): amendment 1	Ministry of Health
Credit union incorporation documents (1990/09/15 ongoing)	Financial Institutions Commission
Order in Council Administration operational records classification system	Ministry of Justice and Attorney General
Order in Council Administration operational records classification system: amenc	Ministry of Justice and Attorney General
Trust company incorporation documents (1990/09/15 ongoing)	Financial Institutions Commission
Insurance company incorporation and registration documents (1990/09/15 ongoir	Financial Institutions Commission
Complaints and investigations case files	Financial Institutions Commission
British Columbia Housing Management Commission operational records classific	British Columbia Housing Management Commission
Motor Carrier Division case files	Ministry of Transportation and Infrastructure
Police services operational records classification system	Ministry of Public Safety and Solicitor General
Revenue source documents	British Columbia Ferry Corporation [billing purposes only]
Revenue input forms and journal vouchers	British Columbia Ferry Corporation [billing purposes only]
Commission on Resources and Environment operational records classification sy	Ministry of Finance
Liquor control and licensing operational records classification system	Ministry of Small Business, Red Tape Reduction and Minister F
BC Statistical Services operational records classification system	Ministry of Technology, Innovation and Citizens' Services
Employment standards operational records classification system	Ministry of Jobs, Tourism and Skills Training
Licence plate inventory allotment and control records	Ministry of Public Safety and Solicitor General
Public enquiry files	Ministry of Public Safety and Solicitor General
Plate suspension files	Ministry of Public Safety and Solicitor General
Vehicle identification number assignment records	Ministry of Public Safety and Solicitor General
Data security files	Ministry of Public Safety and Solicitor General
Customer service records	Ministry of Public Safety and Solicitor General
Temporary Operation Permits (TOP)	Ministry of Public Safety and Solicitor General
Prorate records	Ministry of Public Safety and Solicitor General
Collector plate records	Ministry of Public Safety and Solicitor General
Product orders and procurement reimbursement for medical, office, and janitorial	Ministry of Technology, Innovation and Citizens' Services
BC Parks operational records classification system	Ministry of Forests, Lands and Natural Resource Operations
Crown agency services operational records classification system	Ministry of Finance
British Columbia Coroners Service operational records classification system	Ministry of Public Safety and Solicitor General
British Columbia Review Board operational records classification system	British Columbia Review Board
British Columbia Review Board operational records classification system: amenc	British Columbia Review Board
Liquor Appeal Board operational records classification system	Liquor Appeal Board

Commercial Appeals Commission operational records classification system	Commercial Appeals Commission
British Columbia Board of Parole operational records classification system	British Columbia Board of Parole
Motion Picture Appeal Board operational records classification system	Motion Picture Appeal Board
Office of the Fire Commissioner operational records classification system	Ministry of Transportation and Infrastructure
Student services operational records classification system	Ministry of Advanced Education
Women's equality operational records classification system	Ministry of Public Safety and Solicitor General
Women's equality operational records classification system, amendment 2	Ministry of Public Safety and Solicitor General
Women's equality operational records classification system, amendment 1	Ministry of Public Safety and Solicitor General
Protected areas strategy - study areas	Protected Areas Committee
Government Agents Services operational records classification system	Ministry of Technology, Innovation and Citizens' Services
Museum operational records classification system	Royal British Columbia Museum Corporation
Motor Carrier Commission operational records classification system	Ministry of Transportation and Infrastructure
Expropriation Compensation operational records classification system	Expropriation Compensation Board
Road vehicle administration files	Ministry of Technology, Innovation and Citizens' Services
Coordination of Agencies, Boards and Commissions operational records classific	Coordination of Agencies, Boards and Commissions
Children and families operational records classification system	Ministry of Children and Family Development
Security Programs operational records classification system	Ministry of Public Safety and Solicitor General
Cashed short-term securities (issued 1982/12/01 to 1989/07/31)	Ministry of Finance
University Endowment Lands administration and public works operational records	Ministry of Community, Sport and Cultural Development
Provincial Emergency Program operational records classification system	Ministry of Transportation and Infrastructure
Emergency Management Services operational records classification system: ame	Ministry of Transportation and Infrastructure
Multiculturalism and Immigration Services operational records classification syste	Ministry of Jobs, Tourism and Skills Training
Agriculture food operational records classification system	Ministry of Agriculture
Real estate filings	Financial Institutions Commission
Health protection and safety operational records classification system	Ministry of Health
Adult mental health services operational records classification system	Ministry of Health
Adult mental health services operational records classification system - amendm	Ministry of Health
Forensic psychiatric services operational records classification system	Forensic Psychiatric Services Commission
Communicable disease control services operational records classification system	Provincial Health Services Authority
Health authority performance management operational records classification syst	Ministry of Health
Health authority performance management operational records classification syst	Ministry of Health
Health authority performance management operational records classification syst	Ministry of Health
Community Health Programs operational records classification system	Ministry of Health
Community Health Programs operational records classification system - amendm	Ministry of Health
Community Health Programs operational records classification system - amendm	Ministry of Health
Pharmacare services operational records classification system	Ministry of Health
Pharmacare services operational records classification system: amendment 1	Ministry of Health
Pharmacare services operational records classification system - amendment 2	Ministry of Health
Pharmacare services operational records classification system: amendment 3	Ministry of Health
Emergency health services operational records classification system	Provincial Health Services Authority
Emergency health services operational records classification system - amendme	Provincial Health Services Authority
Emergency health services operational records classification system - amendme	Provincial Health Services Authority
Federal-provincial relations and research operational records classification syste	Office of the Premier and Cabinet Office
Facility design and construction operational records classification system	Ministry of Health
Employment Standards Tribunal case files	Employment Standards Tribunal
Local government services operational records classification system	Ministry of Community, Sport and Cultural Development
Local government services operational records classification system: amendmer	Ministry of Community, Sport and Cultural Development

Local government services operational records classification system: amendmer	Ministry of Community, Sport and Cultural Development
Local government services operational records classification system: amendmer	Ministry of Community, Sport and Cultural Development
Forest Land Commission operational records classification system	Agricultural Land Commission
BC Transit operational records classification system	BC Transit
Aboriginal health program services operational records classification system	Ministry of Health
Agricultural Land Commission operational records classification system	Agricultural Land Commission
Forest Practices Board operational records classification system	Forest Practices Board
Environmental Assessment Office operational records classification system	Ministry of Environment
Environmental Assessment operational records classification system - amendme	Ministry of Environment
Social services operational records classification system	Ministry of Social Development and Social Innovation
Social services operational records classification system - amendment 1	Ministry of Social Development and Social Innovation
Labour relations case files	Labour Relations Board
Library services operational records classification system	Ministry of Education
Library services operational records classification system: amendment 1	Ministry of Education
British Columbia Transportation Financing Authority operational records classifica	Ministry of Transportation and Infrastructure
Children's Commission operational records classification system	Office of the Representative for Children and Youth
Seniors' issues and project files	Ministry of Health
Taxation revenue appeals operational records classification system	Ministry of Finance
Tourism British Columbia operational records classification system	Ministry of Jobs, Tourism and Skills Training
BC Ferries operational records classification system	Ministry of Transportation and Infrastructure
Accommodation and Real Estate Services operational records classification syste	Ministry of Technology, Innovation and Citizens' Services
Community development, cooperative and volunteer funding program records	Ministry of Community, Sport and Cultural Development
British Columbia Lottery Corporation operational records classificationsystem	British Columbia Lottery Corporation
Medical services plan operational records classification system	Ministry of Health
Medical services plan operational records classification system: amendment 2, s	Ministry of Health
Medical services plan operational records classification system: amendment 1 -	Ministry of Health
Information Technology Services operational records classification system	Ministry of Technology, Innovation and Citizens' Services
Information Technology Services operational records classification system: amen	Ministry of Technology, Innovation and Citizens' Services
Information Technology Services operational records classification system: amen	Ministry of Technology, Innovation and Citizens' Services
Child care programs and services operational records classification system	Ministry of Children and Family Development
Provincial Health Services Authority ARCS Supplement	Provincial Health Services Authority
Community Initiatives and Olympic Bid operational records classification system	Ministry of Finance
Building policy operational records classification system	Ministry of Natural Gas Development
Aboriginal Programs and Services operational records classification system	Ministry of Aboriginal Relations and Reconciliation
Heritage conservation operational records classification system	Ministry of Forests, Lands and Natural Resource Operations
Cultural Services operational records classification system	Ministry of Community, Sport and Cultural Development
Sport and physical activity services operational records classification system	Ministry of Community, Sport and Cultural Development
Community economic development services program records	Ministry of Jobs, Tourism and Skills Training
Support to motion picture production ongoing records schedule	Ministry of Community, Sport and Cultural Development
BC Online Services ongoing records schedule	Ministry of Technology, Innovation and Citizens' Services
Resource management operational records classification system	Ministry of Environment
Taxation revenue collections operational records classification system	Ministry of Finance
Mineral, oil and gas revenue operational records classification system	Ministry of Finance
Consumer taxation operational records classification system	Ministry of Finance
Non DDA records relating to BC Pension Corporation	BC Pension Corporation
Property taxation operational records classification system	Ministry of Finance
Property taxation operational records classification system: amendment 1	Ministry of Finance

Tobacco litigation ongoing records schedule	Ministry of Health
Maintenance enforcement and locate services operational records classification s	Ministry of Justice and Attorney General
Oil and Gas Commission operational records classification system	Oil and Gas Commission
Vital Statistics Services operational records classification system	Ministry of Health
Healthcare Labour Adjustment Agency ongoing schedule	Ministry of Health
Commercial vehicle safety and enforcement operational records classification sy	Ministry of Transportation and Infrastructure
Carbon Measurement and Reporting ongoing records schedule	Ministry of Environment
Child care subsidy program	Ministry of Children and Family Development
French language education programs operational records classification system	Ministry of Education
Archaeology operational records classification system amendment 1	Ministry of Forests, Lands and Natural Resource Operations
Archaeology operational records classification system	Ministry of Forests, Lands and Natural Resource Operations
Non-Emergency Health Information Services Operational Records Classification	Ministry of Health
Risk management operational records classification system	Ministry of Finance
Gaming operational records classification system	Ministry of Finance
Office of the Comptroller General operational records classification system	Ministry of Finance
Postal and service delivery operational records classification system	Ministry of Technology, Innovation and Citizens' Services
Public service personnel management operational records classification system	British Columbia Public Service Agency
Public service personnel management operational records classification system	British Columbia Public Service Agency
Emergency medical assistants licensing operational records classification system	Ministry of Health
Emergency medical assistants licensing operational records classification system	Ministry of Health
Parks and protected areas operational records classification system	Ministry of Environment
Base mapping and geomatic services operational records classification system -	Ministry of Forests, Lands and Natural Resource Operations
Base mapping and geomatic services operational records classification system	Ministry of Forests, Lands and Natural Resource Operations
Natural resource authorization processing operational records classification syste	Ministry of Forests, Lands and Natural Resource Operations
Non DDA records relating to GVTA	South Coast British Columbia Transportation Authority
Highway Constructors Limited ongoing records schedule	British Columbia Transportation Financing Authority
Nursing Directorate operational records classification system	Ministry of Health
Payroll services operational records classification system	British Columbia Public Service Agency
Business and Contract Management Ongoing Records Schedule	Ministry of Health
Corporate Software Licence Management ongoing records schedule	Ministry of Technology, Innovation and Citizens' Services
Liquor distribution operational records classification system	Liquor Distribution Branch
Liquor distribution ARCS supplement	Liquor Distribution Branch
Community Development Trust ongoing records schedule	Ministry of Jobs, Tourism and Skills Training
Banking and cash management operational records classification system	Ministry of Finance
Banking and cash management operational records classification system : Amer	Ministry of Finance
Conversation on health records	Ministry of Health
Information and privacy operational records classification system	Ministry of Finance
Housing Policy operational records classification system	Ministry of Natural Gas Development
Patient Care Quality Reviews	Patient Care Quality Review Boards Secretariat
Records management services operational records classification system	Ministry of Finance
Victim Services and Crime Prevention operational records classification system	Ministry of Public Safety and Solicitor General
Intellectual Property Management Ongoing Records Schedule	Ministry of Technology, Innovation and Citizens' Services
Screening mammography client registration and examination	Ministry of Health
Procurement project services ongoing records schedule	Ministry of Technology, Innovation and Citizens' Services
Global education programs operational records classification system	Ministry of Education
Combat sports regulation ongoing records schedule	Ministry of Community, Sport and Cultural Development
Conservation Officer Services ORCS	Ministry of Environment

Revenue and Student Loan Contract Management ORCS	Ministry of Finance
Emergency Health Services ARCS Supplement	Provincial Health Services Authority
Judge's benchbooks	Judiciary
Judge's benchbooks: amendment 1	Judiciary
Hansard Office accession	Legislative Assembly
Operational files of long-term value (twenty-year retention)	Office of the Ombudsperson
Operational files of short-term value (ten-year retention)	Office of the Ombudsperson
Members of Legislative Assembly (MLA) records	Legislative Assembly
Resource maps	Ministry of Forests, Lands and Natural Resource Operations
Resource mapping catalogue	Ministry of Forests, Lands and Natural Resource Operations
Procurement operational documentation	Ministry of Technology, Innovation and Citizens' Services
Obsolete cadastral maps	Ministry of Forests, Lands and Natural Resource Operations
Collection agency records	Ministry of Justice and Attorney General
Driver Services Division operational records classification system: amendment 1	Ministry of Public Safety and Solicitor General
Driver Services Division operational records classification system: amendment 6	Ministry of Public Safety and Solicitor General
Driver Services Division operational records classification system: amendment 3	Ministry of Public Safety and Solicitor General
Driver Services Division operational records classification system: amendment 4	Ministry of Public Safety and Solicitor General
Driver Services Division operational records classification system: amendment 2	Ministry of Public Safety and Solicitor General
Driver Services Division operational records classification system: amendment 5	Ministry of Public Safety and Solicitor General
Driver Services Division operational records classification system	Ministry of Public Safety and Solicitor General
Update records, BC second mortgage and BC home program files	British Columbia Housing Management Commission
BC second mortgage adjudication files	British Columbia Housing Management Commission
Billing systems records	Ministry of Finance
Client interview sheets	Ministry of Justice and Attorney General
Public Trustee operational records classification system	Public Guardian and Trustee of British Columbia
Alcohol and Drug Program client files	Ministry of Health
Resource Revenue operational records classification system	Ministry of Finance
Notices of rent increase on mobile home pads	Ministry of Natural Gas Development
Mediator appointment files	Labour Relations Board
Collective agreements	Ministry of Public Safety and Solicitor General
Daily bulletins	Ministry of Public Safety and Solicitor General
Pesticide use permit files	Ministry of Environment
Official reporter and court recorder records	Ministry of Justice and Attorney General
Third party liability - hospitalization records	Ministry of Health
Lands disposition	Land Title and Survey Authority of British Columbia
Resident hunter and species licences	Ministry of Environment
Hunter survey records	Ministry of Environment
Out-of-province claims (Hospital Programs)	Ministry of Health
Medical Services Plan change notices: amendment 1	Ministry of Health
Medical Services Plan change notices	Ministry of Health
Worker's advisers files	Ministry of Jobs, Tourism and Skills Training
MSP invoice stubs: amendment 1	Ministry of Finance
Medical Services Plan remittance coupons: amendment 2	Ministry of Finance
Medical Services Plan invoice stubs	Ministry of Finance
Orderly payment of debts (OPD) cases	Ministry of Justice and Attorney General
Vehicle licence records	Ministry of Public Safety and Solicitor General
Telephone number files (numbers no longer in service)	Ministry of Technology, Innovation and Citizens' Services

Energy Resources operational records classification system: amendment 1	Ministry of Natural Gas Development
Energy Resources operational records classification system: amendment 2	Ministry of Natural Gas Development
Energy Resources operational records classification system	Ministry of Natural Gas Development
MSP purged subscriber correspondence	Ministry of Health
Central registry search requests	Ministry of Technology, Innovation and Citizens' Services
Companies Branch correspondence files	Ministry of Technology, Innovation and Citizens' Services
Name reservations	Ministry of Technology, Innovation and Citizens' Services
Logging tax returns	Ministry of Finance
BC Health Research Foundation grant competition files ("not funded"): amendme	Michael Smith Foundation
BC Health Care Research Foundation grant competition files ("not funded")	Michael Smith Foundation
Telephone bills and voice services detailed billings	Ministry of Technology, Innovation and Citizens' Services
Facility budget files	Ministry of Health
Motor dealer files	Ministry of Public Safety and Solicitor General
Temporary vehicle permits	Ministry of Public Safety and Solicitor General
In-province travel grants	Ministry of Forests, Lands and Natural Resource Operations
Out-of-province travel grants	Ministry of Forests, Lands and Natural Resource Operations
Criminal Justice operational records classification system: amendment 1	Ministry of Justice and Attorney General
Criminal Justice operational records classification system	Ministry of Justice and Attorney General
Aboriginal Affairs operational records classification system: amendment 1	Ministry of Aboriginal Relations and Reconciliation
Native Affairs operational records classification system	Ministry of Aboriginal Relations and Reconciliation
Homemaker provider claims	Ministry of Health
Homemaker services statements of account	Ministry of Health
Homemaker budget files	Ministry of Health
Mental Health statements of accounts	Ministry of Health
Office of the Comptroller General operational records classification system: ame	Ministry of Finance
Office of the Comptroller General operational records classification system: ame	Ministry of Finance
Office of the Comptroller General operational records classification system: ame	Ministry of Finance
Office of the Comptroller General operational records classification system: ame	Ministry of Finance
Office of the Comptroller General operational records classification system: ame	Ministry of Finance
Office of the Comptroller General operational records classification system	Ministry of Finance
Elections operational records classification system	Elections BC
Government communications operational records classification system	Ministry of Advanced Education
Office of Protocol operational records classification system - amendment 1	Office of the Premier and Cabinet Office
Protocol and events operational records classification system	Office of the Premier and Cabinet Office
Continuing care - adjustments to payments (form LTC 13)	Ministry of Health
Office of the Premier and Executive Council operational records classification sys	Office of the Premier and Cabinet Office
Office of the Premier and Executive Council operational records classification sys	Office of the Premier and Cabinet Office
Archives and Records operational records classification system: amendment #1	Royal British Columbia Museum Corporation
British Columbia Archives and Records Service operational records classification	Royal British Columbia Museum Corporation
Continuing care patient files	Ministry of Health
Income taxation operational records classification system amendment 1	Ministry of Finance
Income taxation operational records classification system	Ministry of Finance
Ministry of Forests operational records classification system: amendment 1 (add	Ministry of Forests, Lands and Natural Resource Operations
Ministry of Forests operational records classification system: amendment 3 (add	Ministry of Forests, Lands and Natural Resource Operations
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Ministry of Forests operational records classification system - amendment 9 (star	Ministry of Forests, Lands and Natural Resource Operations
Ministry of Forests operational records classification system	Ministry of Forests, Lands and Natural Resource Operations
Client services ministry files (client proposals)	Ministry of Technology, Innovation and Citizens' Services
National Safety Code certificates	Ministry of Transportation and Infrastructure
Provincial Treasury operational records classification system: amendment 2	Ministry of Finance
Provincial Treasury operational records classification system	Ministry of Finance
Water utility application and "as built" drawings	Ministry of Environment
Water well records and well location maps	Ministry of Environment
Probation caseload statistics	Ministry of Public Safety and Solicitor General
Corrections Branch operational records classification system	Ministry of Public Safety and Solicitor General
Trust company incorporation documents (1960-1990/09/14)	Financial Institutions Commission
Credit union incorporation documents (1941-1990/09/14)	Financial Institutions Commission
Motor carrier licence and correspondence files	Ministry of Transportation and Infrastructure
Schedule number used to allow sign off of applications from non-DDA public bod	Royal British Columbia Museum Corporation
Schedule number used to regularize the transfer, prior to 1989/03/01, of records	Royal British Columbia Museum Corporation
Scheduling and appraisal decisions deferred	Royal British Columbia Museum Corporation

Schedule #

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{SCHEDULE_TRACKINGS.STATUS_CD} = "A" and
not isnull({SCHEDULE_TRACKINGS.APPR_DT}) and
{SCHEDULE_AUTHORITIES.TYPE_CD} in ["O","C"]

E-mail Message

From:	Barron, Caroline A FIN:EX [SMTP:Caroline.Barron@gov.bc.ca]
To:	Obee, Dennis FIN:EX [SMTP:Dennis.Obee@gov.bc.ca]
Cc:	
Sent:	2017-05-05 at 12:37 PM
Received:	2017-05-05 at 12:37 PM
Subject:	Accession listing for ENV - Conservation Officer Service
Attachments:	ENV - Conservation Officer Service.xlsx

E-mail Message

From:	Shea, Sarah H FIN:EX [SMTP:Sarah.Shea@gov.bc.ca]
To:	Canuel, Aaron ENV:EX [SMTP:Aaron.Canuel@gov.bc.ca]
Cc:	Barber, Jeff T FIN:EX [SMTP:Jeff.Barber@gov.bc.ca], Obee, Dennis FIN:EX [SMTP:Dennis.Obee@gov.bc.ca]
Sent:	2017-05-04 at 4:18 PM
Received:	2017-05-04 at 4:18 PM
Subject:	Conservation Officer Services ORCS - Approved

Hello Aaron,

Yesterday afternoon, the Chief Records Officer, Cheryl Wenezenki-Yolland approved the Conservation Officer Services ORCS.

Next steps:

· I am in the process of updating the headers/footers of the ORCS to reflect the approval date and we hope to post it to our website by the end of next week. Unfortunately, we are not allowed to post anything until after the election. I will send you a link to the approved ORCS once posted.

· I met with your Ministry Records Officer, Jeff Barber and his Senior Records Analyst, Dennis Obee today to brief them on your ORCS and to discuss implementation. Dennis will be leading your ORCS implementation and will be in touch with you in the next couple of weeks to book a meeting. In the meantime, Dennis will familiarize himself with the listing of COS records in off-site storage as well as with the listing of COS records within the CRMS System.

This is a good news day and we will be in touch with you again shortly,

Cheers,

Sarah Shea | Archivist | Government Records Service | Corporate Information & Records Management Office | Ministry of Finance

Ph: 250-356-7137 | e: HYPERLINK "mailto:Sarah.Shea@gov.bc.ca"Sarah.Shea@gov.bc.ca| m: PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

E-mail Message

From:	Shea, Sarah H FIN:EX [SMTP:Sarah.Shea@gov.bc.ca]
To:	Belanger, Marcel ENV:EX [SMTP:Marcel.Belanger@gov.bc.ca]
Cc:	Barber, Jeff T FIN:EX [SMTP:Jeff.Barber@gov.bc.ca], Obee, Dennis FIN:EX [SMTP:Dennis.Obee@gov.bc.ca]
Sent:	2017-01-30 at 10:24 AM
Received:	2017-01-30 at 10:24 AM
Subject:	Conservation Officer Services ORCS - Public Consultation is Live!

Good morning Marcel,

I am pleased to inform you that the Conservation Officer Services ORCS is live on the Information Schedule public engagement website. Here is the link to the Information Bulletin: HYPERLINK "https://news.gov.bc.ca/releases/2017FIN0008-000195"https://news.gov.bc.ca/releases/2017FIN0008-000195# and here is the link to the feedback page where your schedule resides: http://engage.gov.bc.ca/infoschedules/.

The engagement period is for three weeks, (closes on February 20) and I will be in touch afterwards regarding any comments we receive. We won't make any substantive changes to the schedule without consulting you.

Please feel free to share the link with stakeholders who will have an interest in this.

Cheers,

Sarah Shea | Archivist | Government Records Service | Corporate Information & Records Management Office | Ministry of Finance

Ph: 250-356-7137 | e: HYPERLINK "mailto:Sarah.Shea@gov.bc.ca"Sarah.Shea@gov.bc.ca| m: PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

E-mail Message

From: mailto:Jeff.Barber@gov.bc.ca
To: mailto:Dennis.Obee@gov.bc.ca
Cc:
Sent: 2017-06-20 at 8:40 AM
Received: 2017-06-20 at 8:40 AM
Subject: COS Regional Support: Contact information

Hi Dennis,

I had mentioned this list of people in support of the COS ORCS implementation. The list would need to be confirmed by COS. s.22

Jeff

_____
From: Barber, Jeff T FIN:EX
Sent: Tuesday, May 9, 2017 2:45 PM
To: Niemi, Laurel ENV:EX
Cc: Obee, Dennis FIN:EX
Subject: RE: Contact information

Thanks for this Laurel. Appreciate the help.

Jeff

_____
From: Niemi, Laurel ENV:EX
Sent: Tuesday, May 9, 2017 11:55 AM
To: Barber, Jeff T FIN:EX
Subject: Contact information

Hi Jeff, since the reorganization, we are out of the loop of what is taking place in other divisions, however, this is the best list I can come up with. Hope it helps.

THOMPSON - Susie Boake
KOOTENAY - Jennifer Hunt, Joan Johnson, Erika Bjarnson, Sylvia May
OKANAGAN - Carol Hill
OMINECA/PEACE - Jo-Anne Chartrand, Christine Simlik, Elissa James, Melissa Lagace, Kim Eglinski
CARIBOO - Barb Matthews, Carla Edge
SOUTH COAST - Anna Guercio, Gina Kang, Mary Mavin
WEST COAST - Denise Sexton, Marie Wilson, Charlene Pauwels, Sarah Ellis
SKEENA - Lizzette Namox,

Laurel Niemi
Section Head - BC Parks Administration
South Coast Region
Ministry of Environment
200 - 10470 152nd St., Surrey BC V3R 0Y3
Tel: 604-582-5213 Fax: 604-930-7119
HYPERLINK "http://www.gov.bc.ca/env" www.gov.bc.ca/env
<< OLE Object: Picture (Device Independent Bitmap) >>

E-mail Message

From:	Shea, Sarah H FIN:EX [SMTP:Sarah.Shea@gov.bc.ca]
To:	Obee, Dennis FIN:EX [SMTP:Dennis.Obee@gov.bc.ca]
Cc:	Barber, Jeff T FIN:EX [SMTP:Jeff.Barber@gov.bc.ca]
Sent:	2017-05-05 at 8:59 AM
Received:	2017-05-05 at 8:59 AM
Subject:	COSE ORCS - TRIM Links

Attachments:	COSE Concordance Table.tr5 COSE Schedule 201311 - IMAC Revisions.tr5

Hi Dennis and Jeff,

Links to the COSE TRIM docs to make sure you have the latest versions.

As I mentioned in my email to Aaron, I will get the approved version posted late next week. In the meantime, if you want Pam's group to enter the approved ORCS into CRMS, please use the IMAC revised version linked above.

Cheers,

Sarah Shea | Archivist | Government Records Service | Corporate Information & Records Management Office | Ministry of Finance

Ph: 250-356-7137 | e: HYPERLINK "mailto:Sarah.Shea@gov.bc.ca"Sarah.Shea@gov.bc.ca| m: PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

E-mail Message

From: Barber, Jeff T FIN:EX [SMTP:Jeff.Barber@gov.bc.ca]
To: Obee, Dennis FIN:EX [SMTP:Dennis.Obee@gov.bc.ca]
Cc:
Sent: 2017-05-08 at 3:26 PM
Received: 2017-05-08 at 3:26 PM
Subject: FW: Update COS area of ARIS Indented Org Chart

Hi Dennis,

I am just going through and updating our records on COS. According to the last posted IOC this email may not have been actioned. As we will be moving into implementation of the ORCS can you please confirm ARIS and our webpage has been updated. Thanks

Here is a link to the current org chart for COS
https://gww.nrs.gov.bc.ca/env/files/env/media/org_initiatives/env_org_charts/env_cos.pdf

Jeff

From: Barber, Jeff T MTIC:EX
Sent: Monday, April 27, 2015 10:20 AM
To: Obee, Dennis MTIC:EX
Cc: Shea, Sarah H MTIC:EX
Subject: Update COS area of ARIS Indented Org Chart

Hi Dennis,

I was meeting with Sarah regard the COS ORS and she noticed that there is a slight change to the ENV Aris indented org chart required. It appears that Level 5 under CO Service "Program Governance" has been changed to "Program Support " . Provincial Investigation Branch on ARIS chart should be pluralized to "Provincial Investigations Branch" (perhaps a job for Caroline or Sarah?) Please be sure we post new copies of current.

Here are the links to the org charts.

https://gww.nrs.gov.bc.ca/env/files/env/media/org_initiatives/env_org_charts/bcparks_cos_org_charts/cos_org_charts/cos.pdf

http://www.gov.bc.ca/citz/iao/records_mgmt/rec_officers/ioc_env.pdf

Schedule is looking very good Sarah. Thanks for all your work on it.

Jeff Barber

Records Officer, Natural Resources

Information Access Operations, Logistics and Business Services,

Shared Services BC, Ministry Technology Innovation and Citizens' Services

See the new GRS Information Management community HYPERLINK "https://sharedservices.gov.bc.ca/GRS/Pages/Home.aspx"site for all of government

E-mail Message

From:	Shea, Sarah H FIN:EX [SMTP:Sarah.Shea@gov.bc.ca]
To:	Obee, Dennis FIN:EX [SMTP:Dennis.Obee@gov.bc.ca], Barber, Jeff T FIN:EX [SMTP:Jeff.Barber@gov.bc.ca]
Cc:	
Sent:	2017-03-24 at 9:10 AM
Received:	2017-03-24 at 9:10 AM
Subject:	RE: Conservation Officer Services ORCS - Status Update

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Ok. I'll book a meeting for us to discuss.

Sarah Shea | Archivist | Government Records Service | Corporate Information & Records Management Office | Ministry of Finance

Ph: 250-356-7137 | e: HYPERLINK "mailto:Sarah.Shea@gov.bc.ca"Sarah.Shea@gov.bc.ca| m: PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

From: Obee, Dennis FIN:EX
Sent: Friday, March 24, 2017 9:10 AM
To: Shea, Sarah H FIN:EX; Barber, Jeff T FIN:EX
Subject: RE: Conservation Officer Services ORCS - Status Update

Great news. I suspect I will be involved in their implementation s.22

Cheers

Dennis

From: Shea, Sarah H FIN:EX
Sent: Thursday, March 23, 2017 10:56 AM
To: Barber, Jeff T FIN:EX; Obee, Dennis FIN:EX
Subject: Conservation Officer Services ORCS - Status Update

Hi Jeff and Dennis,

IMAC will be recommending the COS ORCS for approval to Cheryl. I'm not sure what the timelines are for the next steps but wanted to keep you in the loop. Aaron Canuel is my new project sponsor. He is very keen to implement the ORCS. Should we meet to discuss next steps in terms of an implementation plan for the ORCS? Dennis - will you be implementing now that Sarah's gone?

Cheers,

Sarah Shea | Archivist | Government Records Service | Corporate Information & Records Management Office | Ministry of Finance

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