

| Document | Online or Folder Location | Link | Owner | Date stored |
|-------------------------------------|---|--|---------------------|-------------|
| BN Assignments training | PIO\1300-1999 Human Resources Management\1730 - Training and Orientation\Manager Navigation\Useful courses for managers | 2021 BN Assignments Promo Blog | Jennifer Gough, PIO | 03/08/2021 |
| PSA BCPS Training Courses 2020-2021 | PIO\1300-1999 Human Resources Management\1730 - Training and Orientation\Manager Navigation\Useful courses for managers | PSSA BCPS Training Courses 2020-21 | Jennifer Gough, PIO | 03/09/2021 |

| Latest review date | Lead | RMO folders |
|--------------------|------|--|
| | | 1 - 100-499 Administration |
| | | |
| | | 2 - 900-1299 Estimates and coding |
| | | |
| | | 3 - 1300-1999 Training and orientation |
| | | |
| | | 5 - 25340-30 Program Monitoring |
| | | |
| | | 6 - 40000-40560 Finance |
| | | |
| | | 7 - 40540-35 Communications |
| | | |

| Position Title: | Abbreviation | Name: |
|-----------------|--------------|-----------------|
| RMO - Dir | AF | Andrea Frost |
| RMO - FDA | KG | Keyleigh Gordon |
| RMO - FDA | AR | Angela Reid |
| RMO - SPA | DC | Daniele Chang |
| RMO - SPA | EV | Erin Virtanen |
| RMO - QIA | VV | Vidhu Vidhu |
| RMO - PA | LT | Lala Tran |
| RMO- PA | BW | Burt Wang |
| RMO - ADMIN | MB | Montana Best |

| Subfolders | Subfolders | Files Summary | Comments | Status |
|-------------------------------|--|-----------------------------|----------|--------|
| 100-01 Working folders | Individual working folders for each team member | Staff Working Folders | S. 13 | Tidied |
| 102-20 Corporate and branch | | | | |
| | Core Teams | S. 17 | | Tidied |
| | Division Reporting Timelines | | | Tidied |
| | PCCAF | | | Tidied |
| | PCD Branch Planning | | | Tidied |
| | Primary Care Steering Committee | | | Tidied |
| | RMO LAN | | | Tidied |
| | UPCC Monthly Meetings Minutes | | | Tidied |
| 102-20 GPSC | 102-20 GPSC | | | Tidied |
| 102-20 Initiatives | Swapping | | | Tidied |
| 102-20 SOPs | | | | Tidied |
| 280-20 Briefing notes | | | | Tidied |
| | 1186763-DBN - Primary Care Reporting | | | Tidied |
| | 1188222-DBN- Primary Care Division Business Intelligence (BI) Service Proposal | | | Tidied |
| 358-20 Team and work planning | | | | |
| | Contact Lists | | | Tidied |
| | FDA Team Meetings Key Decisions | | | Tidied |
| | General Office Procedures | | | Tidied |
| | RMO Tasks | | | Tidied |
| | RMO Team Meetings | | | Tidied |
| | Templates | Different templates | | Tidied |
| | Welcome announcements | Staff Welcome Announcements | | Tidied |
| 405-02 Projects | | | | |
| | Announcements | S. 17 | | Tidied |
| | CHC | | | Tidied |
| | DMO 30-60-90 | | | Tidied |
| | NPCC | NP BI-weekly Updates | | Tidied |
| | PC Strategy Project | S. 17 | | Tidied |
| | PCD LAN Project | | | Tidied |
| | PCD Webform | | | Tidied |
| | Project Business Intelligence Analytics | | | Tidied |
| | Project Templates | | | Tidied |
| | UPCC Dashboard | | | Tidied |
| | | | | |
| | | | | |

| Subfolders | Subfolders | Files Summary | Comments | Status |
|--|---|---------------|----------|--------|
| 1735-00 Processes - drafts unless mark | | s. 17 | | |
| | Mileage - Best Practice Guides | | | |
| | Zoom Coordination | | | |
| | Bye Bye Boardroom Instructions | | | |
| 1735-04 Orientations | | | | |
| | CHCs | | | |
| | FCI Request Processing Guidelines | | | |
| | Guidelines and Protocols Advisory Committee | | | |
| | Ministry of Health | | | |
| | Parliamentary Committees | | | |
| | Patients as Partners | | | |
| | Primary Care | | | |
| | RMO Onboarding | | | |
| | UPCC | | | |
| 1735-04 Webform orientation | | | | |
| | Administrator Tools and Training | | | |
| 1735-04 Written assignments | | | | |
| | FCI submitters Webform - Training Tool Kit | | | |
| | FCI Written Assignment - July 2022 | | | |
| 1735-25 Training and presentations | | | | |
| | PCI Manual | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
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| Subfolders | Subfolders | Subfolders/Files |
|--------------------------------------|---|----------------------------------|
| 1-1735-04 Orientation | 1-CHCs | s. 17 |
| | 2-FCI Request Processing Guidelines | |
| | 3-Guidelines and Protocols Advisory Committee | |
| | 4-Ministry of Health | |
| | 5-Parliamentary Committees | |
| | 6-Patients as Partners | |
| | 7-Primary Care | |
| | 8-RMO onboarding | |
| | 9-UPCC | |
| 2-1735-04 Written assignments | | A015 Written Assignment Feb 2022 |
| 3-1735-25 Training and presentations | 1-PCI Manual | s. 17 |
| | | |
| | | |

| Subfolders | Subfolders | Files Summary | Comments | Status |
|---|---|---------------|----------|--------|
| 25320-20 Mandate Letters | | s. 17 | | |
| | 2021.22 | | | |
| AHPs | | | | |
| Approval Trackers | | | | |
| Attachment | | | | |
| CHSAs | 0-Archive | | | |
| Compensation | Archive | | | |
| CR Decision Log | Archive | | | |
| Definitions | | | | |
| NPs | | | | |
| OneTime and Capital Costs | | | | |
| PC Program Report Data Tables | Archive | | | |
| | 2022-23 | | | |
| Reports | Archive | | | |
| | Attachment | | | |
| | Attachment Code Utilization | | | |
| | COVID Period Reporting | | | |
| | Financial Parameters approved resources | | | |
| | MHSU | | | |
| | New DMO Report | | | |
| | New to Practice | | | |
| | PC Strategy Status | | | |
| | PC Workforce | | | |
| | PCN Attachment Data | | | |
| | PCN Engagement | | | |
| | PCN Status Overview | | | |
| | Peer Reviews | | | |
| | Pharmacists | | | |
| | Potential future PCNs | | | |
| | Project Team Leads PAUSED May 2022 | | | |
| | QIPR | | | |
| | Quarterly | | | |
| | Reporting cadence | | | |
| | Templates | | | |
| | UPCC | | | |
| | UPCC Rolling Update & Dashboards | | | |
| Schedule 1 Monitoring | | | | |
| | FY202223 | | | |
| Trackers | | | | |
| | CHC Status Tracker | | | |
| | Status tracker archives | | | |
| | UPCC Services Data Tracker | | | |
| UPCC Strategy | | | | |
| Webform & Modernization | | | | |
| | | | | |

[illegible]

| Subfolders | Subfolders | Files Summary | Comments | Status |
|--------------------------------|--------------------------------------|---------------|----------|--------|
| Data Requests | | S. 17 | | |
| DoBC Letters | | | | |
| | FY 19_20 | | | |
| | FY 20_21 | | | |
| | FY 21_22 | | | |
| | Letter templates | | | |
| Media releases | | | | |
| | CHC | | | |
| | Clinical Pharmacists | | | |
| | NPPCC | | | |
| | | | | |
| | PCN | | | |
| | UPCC | | | |
| | Virtual Clinics | | | |
| | Westcoast | | | |



Health Information Management 60-day-notice - Review Procedure

Government Records Services alerts ministries with 60-day notices when records in off-site storage have reached their final disposition dates. Records on the list will be destroyed or transferred to the official government Archives at the Royal BC Museum. In future there will also be a digital Archives.

The purpose of a 60-day notice is to enable the ministry to place a hold on this final disposition step. Generally, the check is to ensure there are no current litigations or FOI requests for which the records are required. Ministries may also choose to place the final disposition of records on hold for operational purposes.

GRS 60-day-notices via SharePoint Alerts

Government Record Services maintains a [SharePoint site](#) where, within Ministry folders, all 60-day-notices are placed. When new notices are added, the system sends alerts to Ministry employees who are added to the SharePoint alert feature.

Tasks for 60-day-notices

1. MRO and other contacts as identified within this procedure, will receive 60-day notice alert from Government Records Services
2. Using MS Edge, go to GRS SharePoint site at [Self-Serve Portal - Home \(gov.bc.ca\)](#)
3. Click on **Ministry Reports** icon
4. Choose **HLTH**
5. Click **60-Day Notice of Disposition Action Report** folder
6. Click on latest DE file (they are listed by date)
7. Request the latest All Status Report from GRS
8. Save this report on the LAN in [X:\Administration 100-499\432 Records Management\01 Accession reference\Accession Records off-site lists\](#)
9. Open the All Status Report in MS Excel
10. Sort the All Status Report by Column Q, Aris Number
11. Open the MOH Indented Org Chart (IOC) found at [Records Responsibility - Province of British Columbia \(gov.bc.ca\)](#) or request an updated IOC from GRS
12. Save a copy of this IOC in [X:\Administration 100-499\432 Records Management\01 Accession reference\ARIS-IOC](#)
13. Find matching ARIS numbers in IOC document (ID column) and 60-Day Notice spreadsheet (Column Q) and check that Owner Names match and are current. Owner name in the 60-Day Notice is in Column C. If not, email GRS to update the IOC. Also update RM Guides and Procedures documents.
14. Send list of 60-Day Notice accessions with the impending DE date in the GRS Status Report format (cut and paste into email) to the *Ministry of Health FOI, Litigation and Reporting Director*. Use previous



emails to simplify the process and save new emails to [X:\Administration 100-499\432 Records Management\60 RM Projects and Plans\60 day notice](#) as a record of the process.

15. If requested, provide full record lists for accessions on request of the Litigation Team.
16. Litigation team will advise if records require a hold or can be allowed to proceed to final disposition.
17. Forward notice to Divisional Contacts to determine if the records are required for operational needs or if they are safe to destroy or transfer. Use previous emails to simplify the process and save new emails to [X:\Administration 100-499\432 Records Management\60 RM Projects and Plans\60 day notice](#) as a record of the process. Divisional sub-processes as identified by specific groups are outlined in section 2. Status options are a) required for operational needs or b) safe to destroy or transfer.
18. When ownership of records is not clear, analyse and match subject matter to current divisional responsibilities and forward notice to divisional contacts.
19. Divisional contacts will confirm status of the records via email. Status options are a) required for operational needs or b) safe to destroy or transfer.
20. Divisional contacts may provide up front instructions for specific types of records under their responsibility. Examples: [s. 14](#) r 2) all financial records for identified "group" may be deleted directly. These will be outlined in divisional sub-processes in section
21. Maintain a listing of Divisional contacts within this Procedure.
22. Maintain records of 60-day-notice checks and responses from the Litigation team and divisional contacts.
23. Reply to Government Record Services in the positive or negative. Currently GRS will continue if no response is provided.

Assigned Contacts List and sub-procedures.

- 1.1. Deputy Minister's Office
Contact: [Delegated to Corporate Issues and Client Relations](#)
- 1.2. Associate Deputy Ministers' Offices
Contact: [Delegated to Corporate Issues and Client Relations](#)
Ailina.Castillo@gov.bc.ca
- 1.3. Corporate Issues and Client Relations
Contacts: Susan.Shust@gov.bc.ca and Patty.Currie@gov.bc.ca
- 1.4. Finance and Corporate Services Division
Contact: Brianna.Leppard@gov.bc.ca
- 1.5. Health Sector Information, Analysis and Reporting Division
Contact: Lynn.Carnegie@gov.bc.ca
Vital Statistics Agency: Aasha.Gill@gov.bc.ca
- 1.6. Health Sector Information Management/Information Technology Division
Contact: Kurstie.Somner@gov.bc.ca



1.7. Health Sector Workforce and Beneficiary Services

Contact: Jodi.Pedro@gov.bc.ca cc: Elaine.McIlveen@gov.bc.ca – Direct alert
Elaine.McIlveen@gov.bc.ca – Beneficiary and Diagnostic Services
Michell.perren@gov.bc.ca

1.8. Hospital and Provincial Health Services Division

Contact: Tim.Bauer@gov.bc.ca

1.9. Mental Health and Addictions Division

Contact: Cassandra.Cruse@gov.bc.ca

1.10. Office of the Provincial Health Officer – Direct Alert

Contact: Jonathan.Michael@gov.bc.ca
b/u Laurel.Thompson@gov.bc.ca

1.11. Office of the Senior's Advocate

Contact: Linda.Carey@gov.bc.ca

1.12. Pharmaceutical, Laboratory and Blood Services Division

Contact: Libby.Vandergriendt@gov.bc.ca

1.13. Population and Public Health Division

Contact: Kathleen.Griffith@gov.bc.ca

Sub-Process

1.13.1. PPH will receive 60-day notices of interest from the Ministry of Health Records Officer.

1.13.2. PPH will recall boxes and check for litigation red folders.

1.13.3. s. 14

1.13.4.

1.13.5.

1.13.6. PPH will send a message to EDRMS to remove the record from the destruction and transfer the file to the Attorney General EDRMS collection.

1.13.7. PPH will return the boxes to off-site for final disposition.

1.14. Primary Care Division

Contact: Shelley.garnham@gov.bc.ca
Alanna.Cameron@gov.bc.ca
HLBCRMHELP@gov.bc.ca – HealthLink BC

1.15. Strategic Management and People Office

Contact: Linda.Laliberte@gov.bc.ca



1.16. Strategy and Innovation Division

Contact: Clair.Szuch@gov.bc.ca

1.17. Workforce Planning and Strategic Initiatives Division (now called - Strategic Management People Office)

All documentation relating to managing emails are amalgamated into the [Email Guide \(Interactive PDF\)](#).

Saving Emails Outside of Outlook. (refer to page 30 in Email Guide)

This section will provide guidance on:

- [Saving Email – Responsibilities](#)
- [Tips for Saving Email Records](#)
- [Email Preservation Formats](#)
- [Locations for Saving Emails](#)

Helpful Tips, Tricks and Considerations.

1) Identify Transitory vs. Non – Transitory Emails (refer to email decision diagram for more information)

- Transitory emails contain information of temporary usefulness that is needed only for a limited time, to complete a routine action or prepare a subsequent record.
- Identify Business activity records immediately in your inbox, and delete the transitory ones, when no longer needed.
- ****You must not delete any emails which may be responsive to an active FOI request or request for legal discovery.**
- Save emails that document an important government decision. For more information on the duty to document government decisions see the [Guidelines on Documenting Government Decisions](#).
- Save Official Email Records and Delete Transitory

2) Rename Email Subject Lines

When filing official email records to the appropriate location (i.e. LAN or EDRMS), the email title needs to accurately reflect the subjects (**proper naming conventions so it's easy to retrieve**)

- Adjust subject lines to mirror proper naming conventions (that will carry over to your LAN, and EDRMS) for consistency!



- Email titles can be changed before moving out of Outlook by opening the email and changing the subject line to the appropriate naming convention as agreed by your team.
- Consider adding dates to the beginning of the subject line. For government bodies who receive a high volume of requests under FOIPPA, the ability to sort by date is particularly important. Use the format YYYY-MM-DD to date your emails at the beginning of the subject line – which will become the title when filed.

Ordering Examples - Using Information Units:

These examples use dates, name of the person in charge, type of document, and versioning options. Depending on your needs, you can order the units to sort the records based on your team's priorities.

Order by Date / Name / doc type:

2019-10-28 TEAMX Minutes
2019-10-29 TEAMX Agenda
2019-10-30 TEAMX Minutes

Order by Person/Company

JMorgan Contract V1.0
SSmith Analysis 20190821
SSmith Contract V0.16

Order by Doc Type

BusPlan HITS 2019-04-01
Charter Agile Gateway 3.0
Present Gateway 2019-04-01

- To preserve corporate memory, and to prevent loss of important information, copy from Outlook mailbox to office's record keeping system, as soon as possible.
- It is not necessary to capture every email conversation thread separately. Instead, email should be captured at key points during conversations when key decisions are made.
- Email attachments should be saved as part of the record to provide context to the email. However, if attachment is only sent for reference purposes, the email that accompanies it, does not have to be kept.
- Create hyperlinks to your LAN folders where records are located for ease of future reference.
- If filing electronic emails in EDRMS, areas may find it helpful to document the EDRMS record number on LAN or Outlook folders.
- Use Outlook folders or categories – to help organize your transitory vs. official records based on project/subject.
- If managing a shared email inbox, create, and manage shared categories in your Outlook, based on project/subject will be a great help.
- Use hyperlinks in emails to send document out to staff, rather than attaching documents.

3) Deleting Email Appropriately. (Please refer to page 39 in Email Guide for visual instructions)



Clean-up Tool



- ▶ **Auto-delete Folders**
- ▶ **Empty Deleted Items on Exit**
- ▶ **Exercise: Find and Delete Meeting Requests**
- ▶ **Exercise: Find and Delete Emails to Distribution Lists**

Courses and additional Resources

The [Email Organization](#) Course does provide employees with the ability to follow modules on different topics at their own pace. Specific Tips are available related to various aspects of email management.

Ministry Directive 4

Shared Drive/Email/ Personal Drive Storage

Objective

Ministry demand for electronic storage space continues to rise because of increased email usage and saving large data files (i.e. music and photographic files). As a result, there is a large amount of information that is stored electronically, which poses challenges for locating information.

Direction

Any and all recorded information created or received by government offices in the course of business activity and maintained as evidence of those activities, regardless of their digital or physical format, are government records. The legislation and policies concerning physical and electronic records management will be enforced. Refer to key contacts for specific legislative and policy requirements based on Administrative Records Classification Schedule (ARCS) or an Operational Classification Records Schedule (ORCS) and the Information Management Act.

Shared Drive

- Divisions must establish an electronic file structure based upon approved ARCS and ORCS.
- All electronic records must be filed in the approved ARCS or ORCS that has been tailored to the mandate of the organization.
- No music or photographs are to be electronically filed unless operationally required. Multiple copies of identical documents should not be filed unless required to demonstrate the evolution of the work.

Email and Personal Drives

- Ministry of Citizens' Services has established a maximum storage limit of 3 GB per employee. (2 GB is allowed for email and 1 GB for personal drives). **NOTE: If an employee exceeds that limit, they will be unable to receive additional email or store additional electronic documents.**
- Assistant Deputy Ministers (ADM) may request an exemption to this policy from the Chief Financial Officer. Increases are limited to a maximum storage limit of 5 GB per employee.

Procedure

The Health Sector Information Management/Information Technology Division (HSIMIT) will monitor electronic storage on shared drives and provide quarterly reports to ADMs.

Divisions are responsible for enforcing the electronic storage limits of their employees. HSIMIT should assist each division by providing regular and relevant reports of the division's electronic storage consumption and cost.

Divisions are to designate records coordinators to ensure that electronic records are either filed, moved to semi-active storage, or destroyed in accordance with the approved records schedules.

The Ministry Records Officer must provide permission to destroy records that are not transitory records.

The Ministry Records Officer will provide advice respecting the establishment of an electronic records framework and records management policy.

SharePoint

SharePoint is intended as a tool to allow members of a team to work together on the same task or project, regardless of organization or geographic location. SharePoint administrators must manage and file documents and ensure that the SharePoint site is not used for storing documents.

MS Teams

MS Teams is a communication and collaboration tool; it does not have the necessary functionality and controls for an appropriate recordkeeping system. Divisions are responsible for ensuring critical information that is created or received is filed in an appropriate recordkeeping system.

Reference

According to the [Interpretation Act](#) (RSBC 1996, c.238), a record consists of all recorded information, including all information stored electronically.

Email and other electronic documents are records, and the management of all government email and electronically stored documents must also comply with existing government legislation, regulations, policies, and standards.

Email and other electronic documents must be classified and disposed of in accordance with approved records schedules, such as:

- Administrative Records Classification System (ARCS).
- Agency-specific Operational Records Classification Systems (ORCS).
- Government-wide Special Schedules (email; transitory).
- One-time and ongoing records schedules (ORS).

Key Contacts

| Contact | Reference |
|---|---|
| Ministry Executive Financial Officer | Rob Byers, Assistant Deputy Minister |
| Chief Financial Officer | Kevin Craig |
| Ministry Records Officer | Kasey.Lee@gov.bc.ca |
| Help Desk | (250) 952-1234 |
| CPPM Policy Chapter 12: Information Management and Information Technology Management | https://www2.gov.bc.ca/gov/content/governments/policies-for-government/core-policy/policies/im-it-management |

| Contact | Reference |
|---|---|
| Managing Government Information Policy | https://www2.gov.bc.ca/gov/content/governments/services-for-government/policies-procedures/government-records . |
| ORCS | http://www.gov.bc.ca/citz/iao/records_mgmt/arcs_orcs/ORCS/e_reference_library/listing.html |
| ARCS | http://www.gov.bc.ca/citz/iao/arcs/ |
| Information Management Act | http://www.bclaws.ca/civix/document/id/lc/statreg/15027 |
| Ministry Records Management | https://gww.health.gov.bc.ca/our-tools/records-management |
| Transitory Records Schedule | http://www.gov.bc.ca/citz/iao/records_mgmt/guides/transitoryug.pdf |
| Last Updated | August 22, 2022 |

Freedom of Information Requests



Presented by: Susan Shust, Director, FLRR- Corporate Issues and Client Relations Branch

Ministry of
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What is an FOI Request?

The *Freedom of Information and Protection of Privacy Act* is the piece of legislation that guides these requests, determines the timelines associated with these requests and provides exceptions that allow the Public Body to withhold certain information.

The purpose of the Act is to make public bodies more accountable to the public and to protect personal privacy.

FOI stands for Freedom of Information, and it is a request made by individuals for records held by a Public Body. FOIPPA gives the public access to records and information created and compiled by public bodies of British Columbia

- **General Requests:** an individual who wants records relating to a specific topic during a specific time period.
- **Personal Requests:** an individual requests their own records.
- **Internal Consultations:** a package is received by another public body (ie. another Ministry) or another division.
- **External Consultations:** could be another government agency (Canada, PHSA, Health Authorities, etc.)

What is a Record?



Ministry of
Health

Any information recorded or stored by any means whether in hard copy or in electronic format.

Regardless of content and subject matter, all records in the custody and control of the Ministry are subject to an FOI request.

Examples:

| Briefing Notes and Fact Sheets | Contractor records |
|--------------------------------|--------------------|
| Calendars | E-mail |
| Skype or iPhone Messages | Black book |
| Sticky notes | voicemails |

Transitory Records



Ministry of
Health

Transitory information is information of temporary usefulness that is needed only to complete a routine action or prepare a subsequent record (e.g. a new version).

Examples of transitory emails include:

- Working materials and non-substantive drafts not scheduled elsewhere.
- Duplicate copies retained for reference purposes.
- Messages (e.g., telephone, fax, email, instant messages) that do not document a decision, activity, or transaction or add any other information needed to meet financial, legal, audit, or other statutory requirements.

Call for Records



Call for Records (CFR): This is the initial request made by members of the public for access to Government records

The CFR will include the topic of the request, the date range of the request and what kind of applicant has made the request.

It is important to read and understand the CFR when it is initially received. If you have questions about what the applicant is looking for, please reach out to FOI Ops. There are times when an applicant is willing to work with us to refine their request and/or answer clarifying questions.

It is at this stage whether a Fee Estimate will be required or not.

Fee Estimates

Fee Estimates: a fee estimate is an *estimate* of how much time it will take to search and the volume of records anticipated. If a fee estimate is issued, the file is put on hold and gathering of records is not required until the fee is paid or waived.

An applicant must not be required to pay a fee for:

- the first 3 hours spent locating and retrieving a record, or
- time spent severing information from a record.

Fees do not apply to a request for the applicant's own personal information (personal requests)

There are instances where a fee may be waived and that is if it meets Public Interest, specific targets outlined in the Act or if the applicant demonstrates that paying a fee is a hardship.

You will be required to track the actual time spent on a request if the applicant pays the deposit on the file.

Submitting Records

- Records should be submitted to HLTH FOI Ops in their raw, native format. For instance, emails should be submitted as emails, excel sheets should be submitted as excel sheets, etc.
- Once FOI Ops receives your records, they will provide them to IAO for the deduplication process. Deduplication is done using specific software. It will review the raw records and remove most duplicate information.
- Once the deduplication process has occurred, the FOI Ops team will advise your division that a pdf package is ready for harms assessment.

Harms Assessment

- Once you have received your deduplicated package, the appropriate subject matter experts should review the package for exceptions. There are both mandatory and discretionary exceptions. These exceptions are outlined in the Act.
- Once harms have been identified, they should be communicated back to FOI Ops.
- FOI Ops will provide those to IAO who will produce a redline package for approval.
- The redline package shows what information will be released and what information will be withheld.

Mandatory Exceptions:

- Section 12 – Cabinet and local public body confidences (example: cabinet/treasury board submissions)
- Section 21 – Disclosure harmful to business interests of a third party (example: unit rates, banking information)
- Section 22 – Disclosure harmful to personal privacy (example: personal appointments, PHN, address)
- Section 22.1 – Disclosure of Information Relating to Abortion Services (example: services at a provider level)

Discretionary Exceptions:

- Section 13 – Policy advice or recommendations (example: briefing notes, issues notes)
- Section 14 – Legal advice
- Section 15 – Disclosure harmful to law enforcement (this includes internal investigations)
- Section 16 – Disclosure harmful to intergovernmental relations or negotiations

Harms Assessment and Exceptions



Ministry of Health

Mandatory Exceptions:

- **Section 12** – Cabinet and local public body confidences (example: cabinet/treasury board submissions)
- **Section 21** – Disclosure harmful to business interests of a third party (example: unit rates, banking information)
- **Section 22** – Disclosure harmful to personal privacy (example: personal appointments, PHN, address)
- **Section 22.1** – Disclosure of Information Relating to Abortion Services (example: services at a provider level)

Discretionary Exceptions:

- **Section 13** – Policy advice or recommendations
- **Section 14** – Legal advice
- **Section 15** – Disclosure harmful to law enforcement (this includes internal investigations)
- **Section 16** – Disclosure harmful to intergovernmental relations or negotiations
- **Section 17** – Disclosure harmful to the financial or economic interests of a public body
- **Section 18** – Disclosure harmful to the conservation of heritage sites
 - **Section 18.1** – Disclosure harmful to interests of Indigenous people
- **Section 19** – Disclosure harmful to individual or public safety
- **Section 20** – Information that will be published or released within 60 days

Examples:

Section 12 – Cabinet documents

Section 21 – there is a three-part test spelled out in the act: (business plan/ new product)

- reveal trade secrets/financial information of a third party
- if the info was supplied in confidence and if disclosure would reasonably be expected to harm the competitive/negotiating position of a third party; and
- result in similar information no longer being supplied to the public body when it is in the public interest that similar information continue to be supplied, OR result in undue financial loss or gain to any person or organization OR reveal information supplied to, or the report of, labour relations officer/labour relations disputes.

Section 22 – date of birth, eye colour, home address, your opinion

Section 13 – new program or policy currently under development/ Options (not approved) in a BN

Section 14 – legal advice (lawyer reviews/input)

Section 15 – police investigations/ personal security measures

Section 16 – Intergovernmental relations/negotiations (new agreements with other HA's, Canada, etc)

Section 17 – Contract negotiations

Section 18 – this could be a fossil site, natural site that if made public might risk vandals, etc – Section 18.1 – disclosure could reasonably be expected to harm the rights of an Indigenous people to maintain, control, protect or develop any of the following: cultural heritage, traditional knowledge, traditional cultural expressions and manifestations of sciences, technologies, innovations, and knowledge of Indigenous people can

Redline and Approvals

- Redline: it is a pdf document that has red boxes around the information to be redacted.
- Once the harms assessment is complete and you have received your redline package, it should follow your division's approval process.
- All ADM's or designates are required to provide sign off to the redline package. The approvers should be looking closely at what information is being released and identifying potential issues that may arise.

If the material is sensitive and/or may be a topic for media/Question Period, please advise your ED/ADM and FOI Ops

- Once ADM sign off has been obtained, it goes to the Director, FLR for a risk assessment prior to final sign off by the Deputy.
- Potential issues are flagged and the Director, FLR briefs the DM during a weekly sign off meeting.
- Once the DM has signed, the final package is prepared and delivered to the applicant

Office of the Information and Privacy Commissioner (OIPC)



Ministry of
Health

The OIPC provides independent oversight and enforcement of BC's access and privacy laws

The OIPC has the power to:

- investigate, mediate and resolve appeals concerning access to information disputes, including issuing binding orders;
- investigate and resolve privacy complaints;
- initiate Commissioner-led investigations and audits of public bodies or organizations, if there are reasonable grounds of non-compliance or if it is in the public interest;
- comment on the access and privacy implications of proposed legislation, programs or policies;
- comment on the privacy implications of new technologies and/or data matching schemes;
- conduct research into anything affecting access and privacy rights; and
- educate and inform the public about their access and privacy rights and the relevant laws

If an applicant is unhappy with the outcome of their access request, they can file a complaint with the OIPC. Types of complaints:

- Inadequate search: applicant believes public body holds records that weren't provided
- Reconsideration: the applicant feels the public body used the exceptions in the Act incorrectly and is asking the public body to reconsider their severing

INQUIRY:

A formal, legal process. Once a file goes to Inquiry, LSB becomes Lead on a file. They will work with program areas to identify affiants and to walk through the package carefully so they understand the rationale for applying the sections as is. LSB will use that information to draft our formal, legal position. This process is quite costly.

Ministry of Health Contacts



- **Ministry FOI Lead**

Susan Shust, Director, FOI, Litigation, Records and Reporting

- **Ministry FOI Coordinators**

HLTH.FOIOperations@gov.bc.ca

- Shazia Saif
- Darlene Grieve

Questions?





What is a Harms Assessment?

Commonly used terms: 'harms assessment', 'severing', 'redacting', 'blacking out'

A Harms Assessment is:

- The selective disclosure of information in a record
- A line-by-line review of records
- Produces records that are suitable for publication
- Protects private and confidential information in records

Results in a final redline package which is provided to the applicant and is posted on Open Information (public forum)

Harms Assessments Best Practices

- Subject Matter Experts (SMEs) should be first point of contact for all harms assessments.
- You are NOT required to provide sections; we are seeking CONTEXT from Subject Matter Experts.
- Divisions are being asked to identify information in the records that could reasonably be expected to cause harm if released.
- IAO reviews the ministry-supplied responsive records and accompanying harms assessments. IAO provides ministries with informed recommendations on how FOIPPA may be applied correctly to sever information.
- Application of exceptions should be defensible if scrutinized.

Keywords that may attract harms:

Initiative, proposed, advice, draft, treasury board, cabinet, negotiations, funding, pilot, project, confidential, policy, recommendation, home email addresses, resumes, grants, HR issues, RFPs, consult, bargaining, labour relations, discussion

Exceptions

Mandatory Exceptions

| | |
|------------|----------------------------------|
| Section 12 | Cabinet confidence |
| Section 21 | Third party business information |
| Section 22 | Personal information |

Discretionary Exceptions

| | |
|--------------|-----------------------------------|
| Section 13 | Policy advice/recommendations |
| Section 14 | Legal advice |
| Section 15 | Law enforcement |
| Section 16 | Intergovernmental relations |
| Section 17 | Financial or economic interests |
| Section 18 | Heritage sites |
| Section 18.1 | Interests of an Indigenous People |
| Section 19 | Personal health or safety |
| Section 20 | Information soon to be published |

Section 12: Cabinet and Local Body Confidences

- Mandatory exception. The information must be withheld.
- Prevents harm to government that is presumed to occur if the substance of deliberations is revealed, before or too soon after, the issues were considered or revealed prior to being ready for public review.
- MUST make up the substance of the deliberations: the essence of the material.
- Does NOT apply to records that have existed for 15 years or more.
- Does NOT apply to background explanations or analysis if the decision has been made public, implemented or five years have passed since the decision was made or considered.

Examples:

- An agenda, minute or other record that documents the matters addressed by Cabinet (e.g., a list of issues tabled at Cabinet that reflects the priorities of Cabinet).
- A letter from Cabinet or a Cabinet committee that relates to the discussion or consideration of an issue or problem, or that reflects a decision made but not made public (e.g., a letter from Treasury Board to a ministry executive stating a decision that affects the ministry's budget but which has not been announced). Note: this is an instance where a record not placed before Cabinet or one of its committees would reveal the substance of deliberations.
- A briefing note placed before Cabinet or one of its committees.
- A memo from a deputy minister to the assistant deputy ministers in a ministry that informs them when Cabinet will consider an issue.
- A briefing note from a deputy minister to a minister concerning a matter that will be/is being considered by Cabinet.
- A draft or final Cabinet submission.

Section 21: Disclosure Harmful to Business Interests of a Third Party

- Mandatory exception. The information must be withheld.
- Three-part Test:
 - The information would reveal third party trade secrets, or, the commercial, financial, labour relations, scientific or technical information of a third party, or about a third party;
 - The information was supplied in confidence; and
 - Disclosure of the information could result in one or more specified harms.
- **Supplied in confidence:** "Confidential" stamp is not sufficient, there must be evidence which can be used to support the assertion and to prove that the information has been treated in a consistently confidential manner.

Examples:

- Marketing plans, including market research survey and/or polls.
- Information that discloses the profit margin on a private company's operations.
- A company voluntarily submits sensitive business information to a public body
The information keeps the public body informed about any of the company's activities which may have a detrimental effect on the environment. Competitors of the company would be able to use the information to unfair advantage. It is clear that the company would not supply the information to the public body in the future, if the information were disclosed to an applicant. It is also clear that it is in the public interest that the public body acquire the information in order to monitor industrial impact on the environment.

Section 22: Disclosure Harmful to Personal Privacy

- Mandatory exception. The information must be withheld.
- Limits the disclosure of an individual's personal information to anyone other than the individual themselves.
- Needs to be able to be linked directly back to an individual and be an "unreasonable invasion of their personal privacy."
- If the mere existence of the information would be an unreasonable invasion of an individual's privacy, then the public body can refuse to confirm or deny its existence. This can be done whether the information exists or not.

- Common ones:
- Birthdate, health care records, marital status, opinions, etc

Section 22: Disclosure Harmful to Personal Privacy

Unreasonable invasion of personal privacy

- Patient treatment records (medical, psychiatric or psychological)
- Disclosure of financial information supplied to a ministry on an application for income assistance is presumed to be an invasion of personal privacy
- An individual's employment performance appraisal reports
- Occupational history (how they spend their time), this can include volunteer work and hobbies as well as traditional employment
- Information from an individual's tax return
- A letter stating the trustworthiness of an applicant for a car loan.
- Religious, political, ethnic or racial references.

Section 22: Disclosure Harmful to Personal Privacy

NOT an unreasonable invasion of personal privacy:

- Business contact information
- Consent was provided to release the information
- Job classification and exact salary of a public body employee
- Details about a severance package provided to a former public body employee (excluding background information needed to determine entitlement, like age, dependents, assessment on obtaining new employment, etc)
- The names of the officers in a company contracted by government to provide ongoing technical support for a computer system, as well as the contract price would be reasonable.

Section 13: Policy Advice or Recommendations

- Intended to allow full and frank discussion of policy issues within the public service, preventing the harm which would occur if the deliberative process were subject to excessive scrutiny.
- Does not apply to:
 - Factual material
 - Public Opinion Polls
 - Statistical Surveys
 - Appraisals
 - Economic Forecasts
 - Environment impact statements
 - Final reports or audits on the performance or efficiency of a public body or its programs/policies
 - Consumer test reports
 - Feasibility or technical studies
 - Report on field research
 - undertaken to inform a policy proposal
 - A plan or proposal for a new program or change to an existing program if approved or rejected by the Head
 - Information that the Head as cited publicly as the basis for a decision or policy

Examples:

- the provision of counsel or opinion in a decision note;
- the recommendations portion of a briefing note prepared for a minister or ministry executive;
- a portion of text in a report prepared for a public body which provides suggested wording for regulations; and
- a draft letter prepared for a minister.
- advice or recommendations developed in briefing notes, decision notes, or any subsequent reports.

Section 14: Legal Advice

- Intended to protect solicitor-client privilege.
- Consultations are performed between Ministry and Attorney General to determine if disclosure can occur (if it is required, or in the public interest to waive privilege).
- Can also cover contemplated litigation:
 - At the time the record is created, litigation must either have commenced or been anticipated, and the communication must have been made for the dominant purpose of obtaining legal advice on such litigation, or for use in litigation.

Examples:

- Working papers used by a legal advisor to formulate a legal opinion would contain legal advice and be covered by this exception.
- An applicant requests a copy of a memorandum from a public body lawyer to a Deputy Minister. The memorandum contains background information on a court case and the position taken by the public body's Appeals Committee. It does not contain a recommended course of action or provide a legal opinion regarding the merits of the Appeals Committee's position. Solicitor client privilege would not apply to this memorandum as it is not directly related to seeking or giving legal advice.

Section 15: Disclosure Harmful to Law Enforcement

- Intended to protect law enforcement activities from reasonable harm occurring from their disclosure.
- Some exceptions:
 - Investigative techniques and procedures
 - Confidential sources of law enforcement information
 - Being deprived of the right to a fair trial or impartial adjudication
 - Facilitate the commission of an offence
 - Security of any property or system

Examples:

- Sensitive training materials or procedures for investigations, such as mobile surveillance methods.
- Information given in confidence to an auditor, where the employee is a whistleblower providing information about wrongdoing.
- Reports discussing security weaknesses in a computer system
- The disclosure of detailed architectural plans for a bank could reasonably be expected to harm the security of a building if it indicated the location of alarm systems or other security features.
- Internal financial control systems
- Password information regarding government E-Mail systems

Section 16: Disclosure Harmful to Intergovernmental Relations or Negotiations

- Protects from release three categories of intergovernmental information:
 - Information the disclosure of which could reasonably be expected to harm the conduct of relations between the government of British Columbia and external governmental entities or their agencies;
 - Information received in confidence from governments, councils or organizations, or their agencies; and
 - Information the disclosure of which could reasonably be expected to harm the conduct of negotiations relating to aboriginal self-government or treaties.
- If there is intent to release information in spite of this exception's applicability, consent of the Attorney General or Executive Council must be obtained (generally via IGRS).
- Cannot be applied to records that have existed for 15 years or longer, unless the records are law enforcement information.

Examples:

- An aboriginal government requests a copy of a provincial treaty negotiator's memorandum about the status of its negotiations with the aboriginal government. The Ministry of Attorney General may withhold information in the memorandum if disclosure could reasonably be expected to harm the conduct of relations with the aboriginal government.
- Confidential information shared between the Canadian Security Intelligence Service and provincial law enforcement agencies.
- Transcript of a confidential meeting between the western Premiers.
- The amount of a land claims settlement which is less than what was originally targeted might be withheld until the completion of other ongoing negotiations, because it could affect the outcome of future settlements.

Section 17: Disclosure Harmful to the Financial or Economic Interests of a Public Body

- Public bodies hold significant amounts of financial and economic information, critical to their financial management and the management of the provincial economy. Section 17 ensures that, where harm would result from disclosure, public bodies may withhold certain portions of this information.
- The head of the public body must have detailed and convincing evidence of harm in order to apply the exception.
- Section 17 does not prevent the release of information that reveals a liability which might lead to a suit against a public body for alleged wrongdoing by the public body.

Examples:

- Information in budget preparation documents which could result in segments of the private sector taking actions affecting government's ability to meet economic goals.
- Draft plans to discontinue a small business development grants program.
- A memo describing a new system development project not officially announced.
- The government plans to construct a new road through a part of the province where purchases of land for the right of way will be necessary. Premature disclosure of this project might result in third parties buying up parcels of land in anticipation of profits on the subsequent sale to the government and in the government paying more for land held by speculators.

Section 18: Disclosure Harmful to the Conservation of Heritage Sites, etc.

- Intended to prevent disclosure of information that could result in damage to or interfere with the conservation of fossil sites, natural sites, valuable anthropological or heritage sites, or endangered, threatened, vulnerable or rare living resources.

Examples

- The location of the Burgess Shales fossil site which contains fossils that are 560 million years old was not revealed until the site could be designated as a national park under federal law. The inherent value of this site in British Columbia's Rocky Mountain range justified the secrecy of its location until it could be protected by statute.
- The disclosure of locations of native burial caves could result in damage through vandalism and desecration.
- Buildings of historical significance to the province may be damaged and/or looted if their locations were revealed before adequate protections were put in place.

Section 19: Disclosure Harmful to Individual or Public Safety

- Intended to protect from disclosure information that could threaten a person's safety, mental or physical health, or interfere with public safety.
- Can only be applied where there are reasonable grounds for the head to believe that an applicant's own personal safety or mental or physical health would be compromised if the requested information were to be disclosed.
- The standard of proof to be applied by the head of the public body is a balance of probabilities that the potential violence or harm will result. The head of the public body is not required to prove that the harm will result.

Examples:

- An individual's safety, or the safety of residents in an area, may be threatened if information about the location of a transition house is disclosed.
- Another individual's mental and physical health might be threatened if information were disclosed to an applicant which could reasonably be expected, if shown to the other person by the applicant, to cause the other person to become suicidal.
- Disclosure of the identity of a whistle blower who has expressed opinions about wrongdoing during an audit may expose the individual to harm.
- An individual with a strong history of mental instability might suffer grave mental and physical trauma if certain diagnoses were made available to him or her.

Section 20: Information that will be Published or Released within 60 Days

- Intended to allow the head to refuse to disclose information which is currently available for purchase by the public or which will be released to the public or available for purchase by the public within 60 days of the request.
- If refusing to disclose due to upcoming publication the following information must be provided:
 - the date that the information requested by the applicant will be published or released;
 - the specific location where the applicant will have access to the information once it has been published or released.

This will be a live document, and we can continue to add

Ministry of Health Communications Plan

Records Management

- Records Management - Goal is to reduce costs for the Ministry and minimize the amount of physical records, leading to future implementation to EDRMS.
- Good records management practices will lead to employees' obligations to meet FOI requests must be fully addressed.

Responsibilities of all MOH Staff:

- Keep the MRO apprised of ORG chart changes
- Undertake records management training (IM117, IM112, GRS Learning Site, MOH SharePoint Site)
- Engage in moving to a paperless workplace
- Reduce email and LAN digital storage costs (SD#4)
- Implement EDRMS Content Manager (training and uploading of records)
- Code/clean program area LANs
- Address abandoned LANs
- Develop ORCS codes and schedules where they are lacking
- Regularly delete/discard transitory records
- Apply formal disposition process to records scheduled for destruction.
- Annually review of off-site records holds

Where to go for Records Management Support:

- Health ePlace Records Management pages: [Records Management | Health ePlace \(gov.bc.ca\)](#)
- GRS Learning Site: [GRS Learning - Citizens' Services Hub \(gov.bc.ca\)](#)
- MRO team channel set up to foster communication (not being utilized enough so working at increasing awareness)
- MOH Records Officer: Tara MacNair
- Records Management Director: Susan Shust
- GRS Support: GRS@gov.bc.ca
- EDRMS Support: EDRMS.HELP@gov.bc.ca

Current Communication Methods:

- Every other Friday – email out to RM contacts - tips, tricks and reminders
- Records Management 101 presentations and specific RM project training to program areas that request it.
- training for all staff.

This will be a live document, and we can continue to add

- Email policy and procedures reminders to MOH staff through email bulletins
- MRO walkabout to stimulate conversation and offer assistance.

Welcome to Records Management



Territory Acknowledgement



Agenda:

- Roles and Responsibilities
- Documenting Decisions and the Importance of Records Management
- Legislation and Policies
- Overall Goals
 - LAN, and email clean ups
 - Implementation & Benefits of an Appropriate Recordkeeping System
 - Reducing Cost Savings- RM projects
- Online Resources



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Roles and Responsibilities of Employees

- All employees in the Public Service are accountable to manage the records they create.



Responsibilities of Records Team

Tara MacNair, Ministry of Health Records officer – Corporate Issues and Client Relations

Corporate Ministry of Health Records Officer – Wendy DeMontmorency
Government Record Services (GRS) – Ministry of Citizen's Services.

Corporate Records Office team – Senior Records Analysts: Betty Cote, and Danielle Appleby



Training and Awareness For Staff

- Mandatory Training (General overview)
- Onboarding and Offboarding (**New employees and exiting employees)
- Key Contacts training (re: Specific RM projects and Initiatives)



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Roles with the Division

While we are all responsible to manage records to ensure the success of the unit, MRO proposal is that each division have an assigned contact to work with the records officer who will assist the subject matter experts on the team.



Documenting Government



- Supports openness and transparency
- Facilitates effective decision making
- Supports employees in doing their jobs effectively by providing highquality services to the public
- Supports accurate reporting decisions to stakeholders, including other government bodies and the public
- Contributes to the Province's historical record for future generations



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Records Management – Benefits



- Control growth of records
- Compliant with legislation
- Minimize costs for organization (financial and time)
 - Improve efficiency and productivity
 - Minimize legal liabilities
 - Safeguard vital information
 - Preserve corporate memory



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Corporate legislation and policies

| Document Disposal Act (DDA) | Established in 1936 and is now outdated |
|--|--|
| Information Management Act (IMA) | Enacted in 2016 - became BC's primary Information Management Law |
| Freedom of Information & Protection of Privacy Act (FOIPPA) | Legislation passed in 1992. Allows public the right to access records and request to have information about themselves corrected. |
| Appropriate Use and CPPM Chapter 12 Policies (should be part of onboarding every employee) | To enhance awareness of duties and requirements with IM. CPPM Policy Chapter 12: Information Management and Information Technology Management |

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Overall RM goals :

To have an appropriate Recordkeeping system in place

- LAN, shared drive, and email clean ups for future EDRMS Implementation.
- Reduction of Paper files within the Ministry.

Why EDRMS instead of keeping records indefinitely on LAN?



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Appropriate Records Keeping System - Benefits of using EDRMS

- Increases ability to better respond to FOI, litigation
- Minimizes legal liabilities and ensures compliance with legislation
- Provides group benefits
- Reduces frustration looking for records
 - Labor costs associated with staff spending hours searching LAN (for day-today needs and FOI/Litigation requests)
- Provides more efficient access for all staff
 - EDRMS's audit features promote and enhance accountability and quality control
- More streamlined processes for offsiteing and destructions
- Automatic calculation and application of retention periods
 - Schedule information revisions / New Schedule information automatically applied
- Technical assistance via EDRMS Help



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STRATEGIC AND INNOVATION
DIVISION OFFSITED PHYSICAL FILES

Cost saving initiative:
Reduce storage costs by
updating offsite records
incurring costs overtime



Online Resources available

Health eplace: <https://gww.health.gov.bc.ca/our-tools/records-management>

MRO Teams Channel: (Request Invitation to join team)

HLTH NEWS RDA Model
RM General Support

GRS website:

<https://www2.gov.bc.ca/gov/content/governments/services-for-government/information-management-technology/recordsmanagement>



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Ministry of Health Contact

Ministry Records Officer

Tara MacNair, Records Officer, Corporate Issues and Client Relations

Email: Health.Records@gov.bc.ca



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Questions?



Documents Saved for Bilateral Meetings

| Folders | Sub-Folders | Sub-Folders | Sub-Folders | Sub-Folders/Files | Files |
|----------------------------------|--|----------------------|-------------------------|---|--|
| 20-HPHS-HA Bilateral Meetings | 20-Bilateral Meetings (2019- 2020) | 1. September 2019 | Action items for HAs | Action item send out | Re_MoH_FHA Final Bilateral Meeting Action (Outlook) Re_MoH_IHA Final Bilateral Meeting Action (Outlook) Re_MoH_NHA Final Bilateral Meeting Action (Outlook) Re_MoH_PHSa Final Bilateral Meeting Action (Outlook) Re_MoH_VIHA Final Bilateral Meeting Action (Outlook) |
| | | | | Action items from Sept.-updates | FHA_Bilateral_Meeting_Action Items.doc IHA_Bilateral_Meeting_Action Items.doc NHA_Bilateral_Meeting_Action Items.doc PHSA_Bilateral_Meeting_Action Items.doc VIHA_Bilateral_Meeting_Action Items.doc |
| | | | | FHA_Bilateral_Meeting_Action Items.doc IHA_Bilateral_Meeting_Action Items.doc NHA_Bilateral_Meeting_Action Items.doc PHSA_Bilateral_Meeting_Action Items.doc VIHA_Bilateral_Meeting_Action Items.doc | |
| | | | Agendas | FHA_Agenda_Bilateral_Meeting_Sept2019.doc IHA_Agenda_Bilateral_Meeting_Sept2019.doc NHA_Agenda_Bilateral_Meeting_Sept2019.doc PHSA_Agenda_Bilateral_Meeting_Sept2019.doc VCHA_Agenda_Bilateral_Meeting_Sept2019.doc VIHA_Agenda_Bilateral_Meeting_Sept2019.doc | |
| | | | Minutes | FHA_Bilateral_Meeting_Minutes_Sept.doc IHA_Bilateral_Meeting_Minutes_Sept.doc NHA_Bilateral_Meeting_Minutes_Sept.doc PHSA_Bilateral_Meeting_Minutes_Sept.doc VCHA_Bilateral_Meeting_Minutes_Sept.doc VIHA_Bilateral_Meeting_Minutes_Sept.doc | |

| | | | | | |
|--|--|------------------|---|---|--|
| | | | Action Items from oct | FHA_Bilateral_Meeting_Action Items Oct.doc IHA_Bilateral_Meeting_Action Items Oct.doc NHA_Bilateral_Meeting_Action Items Oct.doc PHSA_Bilateral_Meeting_Action Items Oct.doc VCHA_Bilateral_Meeting_Action Items Oct.doc VIHA_Bilateral_Meeting_Action Items Oct.doc | |
| | | | Action items from Sept.-updates | FHA_Bilateral_Meeting_Action Items.doc IHA_Bilateral_Meeting_Action Items.doc NHA_Bilateral_Meeting_Action Items.doc PHSA_Bilateral_Meeting_Action Items.doc VIHA_Bilateral_Meeting_Action Items.doc | |
| | | | Agenda | FHA_Agenda_Bilateral_Meeting_Oct2019.doc IHA_Agenda_Bilateral_Meeting_Oct2019.doc NHA_Agenda_Bilateral_Meeting_Oct2019.doc PHSA_Agenda_Bilateral_Meeting_Oct2019.doc VCHA_Agenda_Bilateral_Meeting_Oct2019.doc VIHA_Agenda_Bilateral_Meeting_Oct2019.doc | |
| | | | Materials - Internal and for HA's | 2018_19 Hospital Monitoring Report PHSA (outlook) 2018_19 Hospital Monitoring Report FHA (outlook) 2018_19 Hospital Monitoring Report IHA (outlook) 2018_19 Hospital Monitoring Report NHA (outlook) 2018_19 Hospital Monitoring Report VCHA (outlook) 2018_19 Hospital Monitoring Report VIHA (outlook) Bilateral calls - Data analysis IHA and VIHA (outlook) Bilateral calls - Data analysis NHA (outlook) Bilateral calls - Data analysis VCHA (outlook) IHA Bilateral Ashcroft (outlook) NH Action Answer - ED data (outlook) NHA - Comments on action items (outlook) VCHA - Materials - Code Grey Elevators (outlook) VIHA - Action Answer - Pediatric Diversions (outlook) | |
| | | | Minutes | FHA_Bilateral_Meeting_Minutes_Oct.doc IHA_Bilateral_Meeting_Minutes_Oct.doc NHA_Bilateral_Meeting_Minutes_Oct.doc VCHA_Bilateral_Meeting_Minutes_Oct.doc VIHA_Bilateral_Meeting_Minutes_Oct.doc | |
| | | | Volume 1 INSIGHTS from Analytics - Alternative Level of Care (2019-10-24).pdf | | |
| | | 3. November 2019 | Action Items from Oct | FHA_Bilateral_Meeting_Action Items Oct.doc IHA_Bilateral_Meeting_Action Items Oct.doc NHA_Bilateral_Meeting_Action Items Oct.doc PHSA_Bilateral_Meeting_Action Items Oct.doc VCHA_Bilateral_Meeting_Action Items Oct.doc | |

| | | | | | |
|--|--|------------------|------------------|--|---|
| | | | | VIHA_Bilateral_Meeting_Action Items Oct.doc | |
| | | | Agenda | Send out | PHLHS Bilateral Agenda - November 8 (outlook) |
| | | | | FHA_Agenda_Bilateral_Meeting_Nov2019.doc IHA_Agenda_Bilateral_Meeting_Nov2019.doc NHA_Agenda_Bilateral_Meeting_Nov2019.doc PHSA_Agenda_Bilateral_Meeting_Nov2019.doc VCHA_Agenda_Bilateral_Meeting_Nov2019.doc VIHA_Agenda_Bilateral_Meeting_Nov2019.doc | |
| | | | Materials | FW_ Insights paperALC (outlook) Hospital Monitoring Report - Hospital Criteria (outlook) RE_ Action item from Oct 8 Island Health bilateral (outlook) | |
| | | | Minutes | FHA_Bilateral_Meeting_Minutes – Nov.doc IHA_Bilateral_Meeting_Minutes – Nov.doc NHA_Bilateral_Meeting_Minutes – Nov.doc PHSA_Bilateral_Meeting_Minutes – Nov.doc VCHA_Bilateral_Meeting_Minutes – Nov.doc VIHA_Bilateral_Meeting_Minutes – Nov.doc | |
| | | | Nov Action items | ALC contact - Lions Gate Hospital (outlook) RE_ OCP Policy (outlook) RE_ Q - Contact for MoH_FHA Bilateral Calls (outlook) RE_ Saskatchewan Policy re_ Social Admissions (outlook) RE_ VIHA_MoH Bilateral - Update_ Next Insights Topic (outlook) FHA_Bilateral_Meeting_Action Items – Nov.doc IHA_Bilateral_Meeting_Action Items – Nov.doc NHA_Bilateral_Meeting_Action Items – Nov.doc PHSA_Bilateral_Meeting_Action Items – Nov.doc VCHA_Bilateral_Meeting_Action Items – Nov.doc VIHA_Bilateral_Meeting_Action Items – Nov.doc | |
| | | 4. December 2019 | Agenda | FHA_Agenda_Bilateral_Meeting_Dec_2019.doc IHA_Agenda_Bilateral_Meeting_Dec_2019.doc NHA_Agenda_Bilateral_Meeting_Dec_2019.doc PHSA_Agenda_Bilateral_Meeting_Dec_2019.doc VCHA_Agenda_Bilateral_Meeting_Dec_2019.doc VIHA_Agenda_Bilateral_Meeting_Dec_2019.doc | |
| | | | Dec Action Items | FHA_Bilateral_Meeting_Action Items – Dec.doc IHA_Bilateral_Meeting_Action Items – Dec.doc NHA_Bilateral_Meeting_Action Items – Dec.doc PHSA_Bilateral_Meeting_Action Items – Dec.doc VCHA_Bilateral_Meeting_Action Items – Dec.doc VIHA_Bilateral_Meeting_Action Items – Dec.doc FW_ MAID provisions VIHA (outlook) | |

| | | | | | |
|--|------------------------------|--------------------------|---------|---|--|
| | | | | FW_ weekly point in time waitlist for LTC for those waiting in community and acute (outlook) PHLHS Bilateral Call - Standing Committee (outlook) | |
| | | | Minutes | FHA_Bilateral_Meeting_Minutes – Dec.doc IHA_Bilateral_Meeting_Minutes – Dec.doc NHA_Bilateral_Meeting_Minutes – Dec.doc PHSA_Bilateral_Meeting_Minutes – Dec.doc VCHA_Bilateral_Meeting_Minutes – Dec.doc VIHA_Bilateral_Meeting_Minutes – Dec.doc | |
| | | 5. February 2020 | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | 6. March 2020 | | | |
| | | Membership and templates | | | |
| | 20-Bilateral Meetings (2022) | | | | |
| | 20-Bilateral Meetings (2023) | | | | |
| | 20-Bilateral Meetings (2024) | | | | |
| | | | | | |
| | | | | | |

Procedures for updating ownership assignments for off-site records and record inventory systems after organizational changes.

Informing Government Record Services and Ministry Records Officer

Organizational restructuring often requires the realignment of record ownership. Updating the indented organizational chart function within the ARIS database system tracks records ownership for ministry records held in off site storage. This ensures accurate custodianship throughout the records lifecycle and supports appropriate access to the records. This system is managed by Government Record Services in the Ministry of Citizen's Services. The Ministry of Health is required to notify GRS when official changes are made.

Additionally, the Ministry of Health internal Records Officer will need to make other updates to internal procedural documents and responsibilities when changes occur.

This procedure lays out the process by which the Ministry of Health will update responsibility for information management (IM) tasks following organizational changes.

Notice of change and updates

1. Divisional contacts (list next page)

- 1.1. Each Division will assign responsibility to inform the Ministry of Health internal Records Officer when organizational changes are made to Divisional and Branch structures. Communications will include the date of the change, name changes to organizational groups, an official org chart and changes to IM contacts within the Division.
- 1.2. Updates to LAN path folder ownership may be required if the owners are transferred to new responsibilities different from the set of records in their owned LAN path.
- 1.3. When two or more program areas have mixed records within a single LAN path, records staff must fill out an official [record transfer form](#) and arrange to move the records into their future LAN paths.

2. Ministry of Health Records Officer (RO)

- 2.1. RO will collect submitted changes and bring the updates to a regular monthly meeting with a GRS representative. Updates will be made to the ARIS IOC function which will update off-site accession data and Enterprise Document Record Management System (EDRMS) ownership groups.
- 2.2. RO will place a copy of the updated IOC in the Ministry of Health MS Teams channel, for reference by Health staff who are recalling records or sending them to off-site storage.
- 2.3. RO will update all internal policy and procedure documents and systems to reflect new structures.

Divisional Contacts responsible to update Records Officer on organizational structure changes.



| Division | Contact for Org Change updates |
|--|--|
| Deputy Minister's Office | Crystal.Gold@gov.bc.ca |
| Executive Operations | Jenifer.Sheppard@gov.bc.ca |
| Associate DM – Indigenous Health and Reconciliation | Ann.Teekasingh@gov.bc.ca or Dianne.Johnson@gov.bc.ca |
| Associate DM – Health System's Operations | Crystal.Gold@gov.bc.ca |
| Finance & Corporate Services | |
| Capital Services | Leslie.Sutherland@gov.bc.ca and Andrew.Gray@gov.bc.ca |
| Audit and Investigations | Mayura.Samath@gov.bc.ca |
| HS Information, Analysis & Reporting Division (HSIAR) | Lynn.Carnege@gov.bc.ca |
| Vital Stats Agency | |
| HS Information Management & Information Technology (HSIMT) | Kurstie.Somner@gov.bc.ca |
| HS Workforce & Beneficiary Services | Jodi.Pedro@gov.bc.ca or Jade.Johnston@gov.bc.ca |
| Strategic and Innovation Division (SID) | Clair.Szuch@gov.bc.ca |
| Pharmaceutical, Laboratory & Blood Services | Libby.Vandergriendt@gov.bc.ca |
| Population & Public Health Division | Samantha.Jennings@gov.bc.ca or Sheyl.Taylor@gov.bc.ca |
| Primary Care | Alanna.Cameron@gov.bc.ca |
| HealthLink BC | |



| | |
|--|--|
| Hospital & Provincial Health Services (HPHS) | Tim.bauer@gov.bc.ca |
| Office of the Provincial Health Officer | Laurel.Thompson@gov.bc.ca and Jonathan.Michael@gov.bc.ca |
| Strategy Management and People Office | Andrea.Andrachuk@gov.bc.ca or Linda.Laliberte@gov.bc.ca |
| Seniors Services | Kelvin.Law@gov.bc.ca |
| Mental Health & Addiction | Cassandra.Cruse@gov.bc.ca |
| Mental Health and Substance Use | Same as above until otherwise noted. |

Executive Schedule – Executive Records (schedule 102906)

Executive records are the administrative and operational records of the offices of ministers, deputy ministers, assistant deputy ministers, and equivalent positions.

Included are records in all formats and media and records classified and scheduled under all primaries of the *Administrative Records Classification System* (ARCS) and *Operational Records Classification System* (ORCS) or other records schedules.

This special schedule for executive records takes precedence over retention periods and final dispositions indicated in ARCS and ORCS, unless one of those records classification systems specifies a longer retention period or full retention for a given record series.

If an ORCS has been developed to include records of an executive office, the retention periods and final disposition of the ORCS will take precedence over this schedule.

Records Lifecycle

| | | | |
|-----------|--------------------|---------------------|--------------------|
| Phase | A | SA | FD |
| Retention | SO | 10y | SR |

SO = when file is closed

10y = All executive records will be retained for a minimum combined active and semi-active retention period of ten years from the date of file closure. In some cases, a longer combined active and semi-active retention period may be required under ARCS or ORCS.

SR = The government archives will selectively retain executive records because of their significant operational, legal, historical, evidential, informational, or other values.

Executive records often document the development, implementation, operation, and evaluation of government legislation, programs, and services. Such records are unique primary source documents and will be retained.

The government archives will fully retain records which pertain to legal precedence, audits or special investigations.

The government archives will fully retain for their evidential value all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. Draft and duplicate materials which hold no evidential value may be purged and discarded.

Executive records may contain a large volume of transitory and ephemeral material. For example, ministers often receive high volumes of form letters relating to a single issue. In most instances, a sample will be retained, and the rest will be discarded. In unusual instances, all letters may be retained.

As with all government records, routine records of no value will be discarded. Unnecessary duplicates, publications, waste and scrap materials, and other items which are not an integral part of the record series will be purged and destroyed.

May be beneficial for archivist to breakdown the executive schedule records into functions (may help the determination of what to destroy and what to retain).

le)

ARCS 102-20 Records relating to ministry/agency staff meetings, including internal management-level meetings.

Record types include correspondence, agendas, minutes, and reports.

ARCS 200-20 Records relating to the establishment, organization, and functions of committees not shown elsewhere in this primary block. This includes all similar groups (e.g., boards, commissions, councils, panels, sub-committees, task forces, and working groups).

Record types include correspondence, notices, agendas, minutes, reports, and handouts.

ARCS 202-20/30/40 Records relating to the establishment, organization, and functions of Cabinet committees and related deputy ministers' committees. This primary also includes ministry and agency submissions prepared for Cabinet or its committees, except for Treasury Board.

Record types include correspondence, submissions, draft submissions, supporting documentation, notices, agendas, minutes, records of decision, reports, presentation handouts, and other types of records as indicated under relevant secondaries.

Example – want to file in a way that makes records searches easy. le)

Options to file by:

Root Level – Model 1 (alpha) alphabetical (and have numbers at back end) (Committees 200-20), conferences (220-20).

❖ **Recommend to can with this until areas are familiar with the classifications. Also less intimidating.**

Model 2 – numeric (by classification number and alphabetical within classification)

Model 3 – teams

In short, Executive schedule applies to:

- Records **created by** or **received by** someone in an executive position as defined in the [Executive Records \(schedule 102906\)](#) would be captured under the Executive Schedule.

Caveats:

- **This special schedule for executive records takes precedence over retention periods and final dispositions indicated in ARCS and ORCS, *unless one of those records classification systems specifies a longer retention period or full retention for a given record series.*** I.e)
Cabinet records -CY+3y12yFR
- If an ORCS has been developed to include records of an executive office, the retention periods and final disposition of the ORCS will take precedence over this schedule.
- Records created **in support of** the executive position would fall under ARCS/ORCS.

DMO's can delegate ministry OPRs for various matters relating to programs.

Designating the DMO and the program area as OPR, in other words designating two OPRs, is also possible. This would be a line of business decision made by the offices involved.

Regarding meetings, the DM calendar is an official executive record. It can be maintained to ensure any transitory information is removed, and transitory email invitations in the inbox/sent items can be removed as the calendar is the official record.

Cabinet Records:

- Any copies of cabinet material within program areas should be secure (restricted access). As noted on page 2 in the GRS guide [Managing Records During an Election](#) "The DMO or ministry program area designated to manage Cabinet records may have more specific procedures." In consideration of this guide, the distinction to be made is:
 1. Offices with delegated responsibility for Cabinet records: Cabinet records may be in ministry offices under the delegated custodial care

of the DM, e.g., ADM or ministry policy section. Refer to **Cabinet Operations** on page 3 of this guide.

2. Cabinet submission material that is an integral part of ministry business files and should be retained in the relevant operational/business unit files.
3. Transitory copies of Cabinet documents that should be destroyed.

Ideally, procedures related to delegation of managing Cabinet and other records according to responsibility centres should be documented and communicated.

Additionally, the following guides contain relevant information related to managing records in deputy minister's offices:

- [Managing Minister's Office Records](#) - includes recordkeeping scenarios that may be helpful
- [CRO Guidelines on Documenting Government Decisions](#) - includes a section related to Line of Business decisions

Example of how LANs could look

| Name |
|---|
| Committees 200-20 |
| Communications 295-340 |
| Conferences & events 220-20 |
| Conferences & events 220-20 non-OPR |
| General complaints 155-05 |
| General inquiries 320-30 |
| Organization charts 105-02 |
| Privacy & access 292 |
| Reference materials and topical files 358-... |
| Security 470 |
| Staff meetings 102-20 |
| Tracking lists and spreadsheets 100-05 |
| Visits and trips 490-30 |

Top Level (Level 1) – Executive Schedule Number

Level 2- Primary number (ARCS) (ie) 201

Level 3 – Secondary – 40

Level 4 (sub folder) Name of folder (clear concise name of what it is.

Sample:

le) Top 1 – Executive Schedule

Second folder -

- 100-499 Administration
- 1300-1999 Human Resources
-





3rd folder (sample)

- 00 Policy Proc
- 01 Accession reference
- 01 EDRMS reference
- 01 General
- 01 Tools Guides Tips
- 10 File lists
- 20 Accessions
- 25 Transfers
- 30 Destruction Case Files – MOH
- 35 Destruction - GRS
- 40 ORCS Development
- 60 RM Projects and Plans

4th sub folder (clear naming convention on function of file)

- 60-day notice (update with with new info)
- S. 14
- Destruction Procedures
- Digitization
- Documenting Decisions
- Employee transfers IM policy
- GRS Accountability non-OPR
- S. 14
- IMCAP Assess non-OPR
- IOC Updates
- MOH Records Management Program
- MRO workplan notes
- ORCS Development
- Orphan LAN paths
- Records Management Forms
- SCAN and SHRED RSR approvals
- S. 14
- Transfer of Records
- Water Damage

5th sub folder - actual documents

| | | |
|--|--------------------|-------------------------|
|  GRS Instructions for 60-Day Notice Alerts | 2022-05-25 3:03 PM | Microsoft Word Docum... |
|  PPH internal procedure 2020-10-02 | 2020-10-02 3:47 PM | Microsoft Word Docum... |
|  Procedure-60-day notice - MRO Instructions | 2023-03-08 1:25 PM | Microsoft Word Docum... |
|  Procedure-60-day notice HLTH | 2022-05-19 9:55 AM | Adobe Acrobat Docume... |

Reference Cheat Sheet;

Can have your files on a sheet and put in file path for ease of reference for future.

Ministry of Health

Records Management courses/modules to take - New employee information template

Welcome to the BC Public Service. You are required to become familiar with the basic information management system used by the BC Government.

Here is a [Link to Records Management information](#) produced by Government Records Services in the Ministry of Citizen's Services. This page is the main landing page.

As a new employee, you are required to complete ***IM117: Protection of Privacy, Access to Information***.

After the mandatory course is taken (via the learning centre). The following courses specific to records management should be taken. They will help guide your projects, whether be email /Lan clean up.

- IM 112: Records Management Foundations (ITEM-1100)
- Email Organization (ITEM-1193)
- Digital Recordkeeping: Developing Organization Excellence (ITEM-1395)

All self paced RM courses are available for quick reference on this [infographic](#).

Government Standard for Tracking Records in BC Government:

[EDRMS](#) (Enterprise document and records management system). Replaced the previous CRMS (Corporate Records Management system)

- All divisions in Ministry of Health have physical records tracked in EDRMS. Support staff in area will need access to view those records.
- If you're in a supporting role, and will be assisting your teams, please reach out to supervisor who will request access from Ministry Records Officer (MRO).
- ❖ **Best Practice:** Every branch that has or have had paper records, should have a contact that can utilize this system to be able to conduct record searches.
- Once teams have an assigned contact (s) and have been set up (via MRO approval), EDRMS courses should be taken (as they work as a guide to help areas navigate in the system)

Please note:

- Permissions need to be granted to gain access to the system.
- If you download EDRMS (from the software centre) without having permissions set up, you will not be able to view any of the records.

Offsiting and Destroying Paper records that follow an information schedule

- ❖ In order to offsite/destroy physical (paper) files, records will need to be in EDRMS to complete this Records Management work.

Courses for Offsiting and Destroying files:

- Information Destructions (ITEM-2178)
- Offsiting Physical Records (ITEM-2192)

If staff want credit for any of these courses, registration is done through the You sign up via the [Learning centre](#) If not, the infographic should be retained as a reference, for a consistent tool to have on hand.

| Record # / Retrieval Code | Title | DATES | | ACTION | COMMENTS |
|-----------------------------|-------|-------------------------|--|--------|---|
| ARCS-00100-30/1001320A | | Date Created 2020-02-21 | | Close | |
| ARCS-00100-30/1004117A | | Date Created 2017-11-30 | | Close | |
| ARCS-00140-20/1000608A | | Date Created 2008-04-01 | | | |
| ARCS-00140-50/1002808A | | Date Created 2008-04-01 | | | |
| ARCS-00146-20/1001810A | | Date Created 2010-06-01 | | | |
| ARCS-00146-20/1002003A | | Date Created 2003-01-01 | | Close | Close date December 31, 2004 |
| ARCS-00146-20/1004309 | | Date Created 2009-01-01 | | | |
| ARCS-00146-20/1004909A | | Date Created 2009-11-01 | | | |
| ARCS-00146-20/1005413A | | Date Created 2013-02-13 | | Close | close date is March 31, 2015 |
| ARCS-00146-20/1005613A | | Date Created 2013-08-01 | | | |
| ARCS-00146-20/1006012A | | Date Created 2012-08-01 | | | |
| ARCS-00146-20/1006412A | | Date Created 2012-01-01 | | | |
| ARCS-00146-20/1006512 | | Date Created 2012-06-18 | | | |
| ARCS-00146-20/1007811A CNAS | | Date Created 2011-05-03 | | Close | |
| ARCS-00146-25/1000605 | | Date Created 2005-01-01 | | Close | Close date March 31, 2010 |
| ARCS-00146-25/1001806A | | Date Created 2006-05-01 | | Close | Close date March 31, 2013 |
| ARCS-00146-25/1005407A PAHE | | Date Created 2007-12-21 | | | |
| ARCS-00146-45/1001217A | | Date Created 2017-10-03 | | Close | Close date is August 31, 2022 located in HR secure site on LAN new agreement has been signed |

| | | | | |
|------------------------------------|--------------|---------------|--------------|------------|
| ARCS-00146-45/1001317 | s. 17 | s. 17 | Date Created | 2017-03-31 |
| ARCS-00146-45/1002611A | HEAET | s. 17 | Date Created | 2011-01-01 |
| ARCS-00146-45/1002711A | | s. 17 | Date Created | 2011-01-01 |
| ARCS-00146-45/1002713A | | s. 17 | Date Created | 2013-01-01 |
| ARCS-00146-45/1003110 ⁶ | | ¹⁷ | Date Created | 2010-07-01 |
| ARCS-00146-45/1004212A | ⁶ | s. 17 | Date Created | 2012-01-01 |
| ARCS-00200-20/1008715 | | s. 17 | Date Created | 2015-05-01 |
| ARCS-00200-20/1008815 ⁶ | | ¹⁷ | Date Created | 2015-09-01 |
| ARCS-00200-20/1010515A | | s. 17 | Date Created | 2015-10-08 |
| ARCS-00200-20/1021514A | | s. 17 | Date Created | 2014-01-01 |
| ARCS-00200-20/1022304A | | s. 17 | Date Created | 2004-01-01 |
| ARCS-00200-20/1022414A | | s. 17 | Date Created | 2014-01-01 |
| ARCS-00200-20/1022514A | | s. 17 | Date Created | 2014-01-01 |
| ARCS-00200-20/1022614A | | s. 17 | Date Created | 2014-01-01 |
| ARCS-00200-20/1022714A | | s. 17 | Date Created | 2014-01-01 |
| ARCS-00200-20/1022814A | | s. 17 | Date Created | 2014-01-01 |
| ARCS-00200-20/1022914A | | s. 17 | Date Created | 2014-01-01 |
| ARCS-00200-20/1023014A | | s. 17 | Date Created | 2014-01-01 |
| ARCS-00200-20/1023413A | | s. 17 | Date Created | 2013-08-19 |

| | | | | | |
|---------------------------------------|-------|-------|--------------|------------|-------|
| ARCS-00200-20/1023513A | s. 17 | s. 17 | Date Created | 2013-08-19 | s. 17 |
| ARCS-00200-20/1023913A | s. 17 | | Date Created | 2013-10-01 | |
| ARCS-00200-20/1025413A | s. 17 | | Date Created | 2013-06-01 | |
| ARCS-00200-20/1025613A | s. 17 | | Date Created | 2013-01-01 | |
| ARCS-00200-20/1025713A | s. 17 | | Date Created | 2013-01-01 | |
| ARCS-00200-20/1027013A LPSEAC | s. 17 | | Date Created | 2013-10-01 | |
| ARCS-00200-20/1027113A GPSC | s. 17 | C | Date Created | 2013-02-18 | |
| ARCS-00200-20/1030305A | s. 17 | | Date Created | 2005-01-01 | |
| ARCS-00200-20/1039712A LGC | s. 17 | | Date Created | 2012-01-31 | |
| ARCS-00200-20/1039907A-0 ⁵ | s. 17 | | Date Created | 2014-01-01 | |
| ARCS-00200-20/1040107A-02 | s. 17 | | Date Created | 2007-01-01 | |
| ARCS-00200-20/1040212A | s. 17 | | Date Created | 2012-04-17 | |
| ARCS-00200-20/1040807A | s. 17 | | Date Created | 2007-01-01 | |
| ARCS-00200-20/1041012 | s. 17 | | Date Created | 2012-01-01 | |
| ARCS-00200-20/1043512A | s. 17 | | Date Created | 2012-08-19 | |
| ARCS-00200-20/1044712A | s. 17 | | Date Created | 2012-05-08 | |
| ARCS-00200-20/1044812A | s. 17 | | Date Created | 2012-01-01 | |
| ARCS-00200-20/1044912A | s. 17 | | Date Created | 2012-07-20 | |
| ARCS-00200-20/1045212A | s. 17 | | Date Created | 2012-01-01 | |

| | | | |
|--|-------|--------------|------------|
| ARCS-00200-20/1045312 | s. 17 | Date Created | 2012-01-01 |
| ARCS-00200-20/1045412A | s. 17 | Date Created | 2012-01-01 |
| ARCS-00200-20/1046112A | s. 17 | Date Created | 2012-02-07 |
| ARCS-00200-20/1049708A-0 | s. 17 | Date Created | 2010-03-01 |
| ARCS-00200-20/1051109A | s. 17 | Date Created | 2009-01-01 |
| ARCS-00200-20/1052508A | s. 17 | Date Created | 2008-10-01 |
| ARCS-00200-20/1052909A | s. 17 | Date Created | 2009-09-17 |
| ARCS-00200-20/1054708A | s. 17 | Date Created | 2008-01-01 |
| ARCS-00200-20/1055008A-0 | s. 17 | Date Created | 2008-11-14 |
| ARCS-00200-20/1055709A | s. 17 | Date Created | 2009-10-01 |
| ARCS-00200-20/1058209A | s. 17 | Date Created | 2009-01-01 |
| ARCS-00200-20/1058309A | s. 17 | Date Created | 2009-12-01 |
| ARCS-00200-20/1059810 | s. 17 | Date Created | 2010-10-21 |
| ARCS-00200-20/1061410A | s. 17 | Date Created | 2010-01-01 |
| ARCS-00200-20/1061510 | s. 17 | Date Created | 2010-12-14 |
| ARCS-00200-20/1064510 ^{s. 17} | | Date Created | 2010-05-29 |
| ARCS-00200-20/1064610A-02 | s. 17 | Date Created | 2011-05-19 |
| ARCS-00200-20/1065410A | s. 17 | Date Created | 2010-11-01 |
| ARCS-00200-20/1065510 ^{s. 17} | | Date Created | 2010-12-01 |

| | |
|--|-------------------------|
| ARCS-00200-20/1071711A s. 17 s. 17 | Date Created 2011-09-01 |
| ARCS-00200-20/1071811A s. 17 | Date Created 2011-09-26 |
| ARCS-00200-20/1071911A s. 17 | Date Created 2011-08-01 |
| ARCS-00200-20/1072011A | Date Created 2011-08-01 |
| ARCS-00200-20/1072111A | Date Created 2011-08-01 |
| ARCS-00200-20/1076711A s. 17 | Date Created 2011-03-20 |
| ARCS-00200-20/1076811A | Date Created 2011-01-01 |
| ARCS-00200-20/1076911A | Date Created 2011-01-01 |
| ARCS-00200-20/1078211A s. 17 | Date Created 2011-01-01 |
| ARCS-00200-20/1078311A | Date Created 2011-01-01 |
| ARCS-00200-20/1078411A | Date Created 2011-01-01 |
| ARCS-00200-20/1078511A s. 17 | Date Created 2011-01-01 |
| ARCS-00200-20/1079811A s. 17 | Date Created 2011-01-01 |
| ARCS-00200-20/1080711A s. 17 | Date Created 2011-01-01 |
| ARCS-00200-20/1080811A-02 s. 17 <small>s. 17</small> | Date Created 2013-01-01 |
| ARCS-00200-20/1080911A s. 17 | Date Created 2011-01-01 |
| ARCS-00200-20/1081011A s. 17 | Date Created 2011-01-01 |
| ARCS-00200-20/1081111A s. 17 s. 17 | Date Created 2011-01-01 |
| ARCS-00200-20/1081211A s. 17 | Date Created 2011-01-01 |

| | | | |
|--|-------------------------|-----|------------------------------|
| ARCS-00200-20/1081311A s. 17 s. 17 | Date Created 2011-01-01 | | |
| ARCS-00200-20/1081611A HESLG - s. 17 s. 17 | Date Created 2011-01-01 | | |
| ARCS-00200-20/1081911A s. 17 | Date Created 2011-01-10 | | |
| ARCS-00220-20/1085512A s. 17 | Date Created 2012-02-27 | one | Close date March 31, 2012 |
| ARCS-00220-20/1011010A s. 17 | Date Created 2010-04-01 | one | Close date March 31, 2011 |
| ARCS-00230-20/1001301A | Date Created 2001-01-01 | one | Close date December 31, 2004 |
| ARCS-00293-60/1000612A s. 17 | Date Created 2012-08-01 | | |
| ARCS-00293-60/1001810 | Date Created 2010-06-01 | | |
| ARCS-00293-60/1001910A | Date Created 2010-11-01 | | |
| ARCS-00312-05/1001215A s. 17 s. 17 | Date Created 2015-11-01 | | |
| ARCS-00312-20/1003114A s. 17 | Date Created 2014-01-01 | | |
| ARCS-00312-20/1003214A | Date Created 2014-01-01 | | |
| ARCS-00312-20/1003414A | Date Created 2014-01-01 | | |
| ARCS-00312-20/1007208A s. 17 | Date Created 2008-04-01 | | |
| ARCS-00312-20/1007408 | Date Created 2008-04-01 | | |
| ARCS-00312-20/1007608A s. 17 | Date Created 2008-01-01 | | |
| ARCS-00330-25/1001216A s. 17 | Date Created 2016-06-01 | | |
| ARCS-00338-30/1000716A s. 17 | Date Created 2016-01-01 | | |
| ARCS-00345-50/1000608 s. 17 | Date Created 2008-04-01 | | |

ARCS-00345-50/1000609A s. 17 s. 17

Date Created 2009-01-01

s. 17

ARCS-00345-50/1000614 s. 17

Date Created 2014-01-01

ARCS-00345-50/1001805 s. 17

Date Created 2005-03-07

ARCS-00345-50/1002005A s. 17

Date Created 2005-01-01

s. 14

ARCS-00400-20/1000817 s. 17

Date Created 2017-07-14

ARCS-00400-20/1007803 s. 17

Date Created 2003-01-01

ARCS-00400-20/1008210A s. 17

Date Created 2010-07-01

ARCS-00400-20/1009506A s. 17

Date Created 2006-01-01

ARCS-00400-20/1010213A s. 17

Date Created 2013-01-01

ARCS-00400-20/1013211A s. 17

Date Created 2011-03-01

ARCS-00400-20/1015114 s. 17

Date Created 2014-01-01

s. 14

ARCS-00400-20/1016008A s. 17
s. 17

Date Created 2008-01-01

Close

ARCS-00400-20/101815A s. 17

Date Created 2015-03-23

s. 14

ARCS-00440-20/1003009A s. 17

Date Created 2009-03-19

ARCS-00825-02/1001911A s. 17

Date Created 2011-08-01

ARCS-00825-02/1002011A s. 17

Date Created 2011-12-01

| | | | | |
|------------------------|-------|-------------------------|-------|--|
| ARCS-00925-20/1024010A | s. 17 | Date Created 2010-12-14 | | |
| ARCS-00925-20/1520812A | s. 17 | Date Created 2012-03-14 | Close | Documents are now kept electronically only |
| ARCS-00950-20/1001217A | | Date Created 2017-11-09 | | |
| ARCS-00950-20/1001312A | s. 17 | Date Created 2012-01-24 | | |
| ARCS-00950-20/1001317A | s. 17 | Date Created 2017-01-01 | Close | End date is March 31 2020 |
| ARCS-00950-20/1002510A | s. 17 | Date Created 2010-05-05 | | |
| ARCS-00950-20/1002710A | s. 17 | Date Created 2010-11-08 | | |
| ARCS-00950-20/1006007A | | Date Created 2007-04-01 | | |
| ARCS-01050-04/1001907A | | Date Created 2007-01-01 | Close | End date March 31, 2008 |
| ARCS-01070-20/1005518A | s. 17 | Date Created 2018-01-01 | Close | End date March 31, 2019 |
| ARCS-01070-20/1005618A | s. 17 | Date Created 2018-01-01 | Close | March 31, 2018 |
| ARCS-01070-20/1007417A | s. 17 | Date Created 2017-02-10 | | |
| ARCS-01070-20/1007617A | s. 17 | Date Created 2017-03-17 | | |
| ARCS-01070-20/1008016A | s. 17 | Date Created 2016-01-01 | | |
| ARCS-01070-20/1008116A | s. 17 | Date Created 2016-04-27 | | |
| ARCS-01070-20/1008217A | s. 17 | Date Created 2017-03-29 | | |
| ARCS-01070-20/1008417A | s. 17 | Date Created 2017-11-21 | | |
| ARCS-01070-20/1013615A | s. 17 | Date Created 2015-06-22 | | |
| ARCS-01070-20/1013715A | s. 17 | Date Created 2015-06-24 | | |

ARCS-01070-20/1013815A s. 17 s. 17

ARCS-01070-20/1014215A

ARCS-01070-20/1014515A

ARCS-01070-20/1024714A

ARCS-01070-20/1024814A

ARCS-01070-20/1024914A

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ARCS-01070-20/1026114A

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Date Created 2015-06-22

Date Created 2015-11-16

Date Created 2015-09-18

Date Created 2014-01-01

Date Created 2014-01-01

Date Created 2014-01-01

Date Created 2014-01-01

Date Created 2014-01-01

Date Created 2014-01-01

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Date Created 2013-01-01

s. 17

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| ARCS-01070-20/1029213A | | | Date Created | 2013-09-10 |
| ARCS-01070-20/1029313A | | | Date Created | 2013-05-23 |
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| ARCS-01070-20/1036608A | S. 17 | | Date Created | 2008-04-01 |
| ARCS-01070-20/104510 | S. 17 | | Date Created | 2009-12-01 |
| ARCS-01070-20/1054412A-02 | S. 17 | S. 17 | Date Created | 2012-01-01 |
| ARCS-01070-20/1057212A | 2013-09 | S. 17 | Date Created | 2012-06-01 |
| ARCS-01070-20/1057812A | S. 17 | | Date Created | 2012-01-01 |
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| ARCS-01070-20/1063312A | | Date Created | 2012-01-01 | |
| ARCS-01070-20/1113310 | s. 17 | Date Created | 2010-01-01 | |
| ARCS-01070-30/1000618A | s. 17 | Date Created | 2018-01-01 | Closeclose date March 31, 2018 - cross reference with 1070094s. 17 |
| ARCS-01070-30/1000717A | s. 17 | Date Created | 2017-11-09 | Closeclose date March 31, 2018 - cross reference with 1070136s. 17 |

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| ARCS-01070-30/1005114 | S. 17 | s. 17 | Date Created | 2014-01-01 | | |
| ARCS-01070-30/1005913 | S. 17 | | Date Created | 2013-10-31 | | |
| ARCS-01150-20/1002710 | S. 17 | | Date Created | 2010-08-16 | Close | Close date March 31, 2011 |
| ARCS-01150-20/1004211A | S. 17 | | Date Created | 2011-05-27 | Close | Close date March 31, 2012 |
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| ARCS-01150-20/1005012A | S. 17 | | Date Created | 2012-03-19 | Close | Close date March 31, 2013 |
| ARCS-01150-20/1005112A | S. 17 | | Date Created | 2012-03-19 | Close | Close date March 31, 2013 |
| ARCS-01150-20/1005214A | S. 17 | | Date Created | 2014-01-01 | Close | Close date March 31, 2015 |
| ARCS-01150-20/1005314A | S. 17 | | Date Created | 2014-01-01 | Close | Close date March 31, 2015 |
| ARCS-01150-20/1005414A | S. 17 | | Date Created | 2014-01-01 | Close | Close date March 31, 2015 |
| ARCS-01150-20/1005512 | S. 17 | | Date Created | 2012-01-01 | Close | Close date March 31, 2013 |
| ARCS-01150-20/1005514 | S. 17 | | Date Created | 2014-01-01 | Close | Close date March 31, 2015 |
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| ARCS-01150-20/1005714 | S. 17 | | Date Created | 2014-01-01 | Close | Close date March 31, 2015 |
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| ARCS-01150-20/1021608A | s. 17 | Date Created 2008-11-01 | Close | Close date March 31, 2009 |
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| ARCS-01150-30/1001217 | s. 17 | Date Created 2017-10-18 | Close | Close date March 31, 2018 |
| ARCS-01150-30/1001317A | s. 17 | Date Created 2017-11-09 | Close | Close date March 31, 2018 |
| ARCS-01385-20/1006818A | s. 22 | Date Created 2018-01-03 | Leave open | |
| ARCS-01385-20/1007618 ^{s. 22} | s. 22 | Date Created 2018-06-11 | Leave open | |
| ARCS-01385-20/1007718 ^{s. 22} | s. 22 | Date Created 2018-06-15 | Leave open | |
| ARCS-01385-20/1007818A | s. 22 | Date Created 2018-06-20 | Close | close date is Jan 30 2021 |
| ARCS-01385-20/1008518A | s. 22 | Date Created 2018-11-26 | Leave open | |
| ARCS-01385-20/1009617A | s. 22 | Date Created 2017-02-13 | Leave open | |
| ARCS-01385-20/1009817A | s. 22 | Date Created 2017-03-27 | Leave open | |
| ARCS-01385-20/1010017A ^{s. 22} | s. 22 | Date Created 2017-05-01 | Close | Close date is April 30 2022 |
| ARCS-01385-20/1010117 ^{s. 22} | s. 22 | Date Created 2017-05-24 | Leave open | |
| ARCS-01385-20/1010216 ^{s. 22} | s. 22 | Date Created 2016-10-25 | Leave open | |
| ARCS-01385-20/1010315A | s. 22 | Date Created 2015-10-28 | Leave open | |
| ARCS-01385-20/1010316 ^{s. 22} | s. 22 | Date Created 2016-11-02 | Leave open | |
| ARCS-01385-20/1010317A | s. 22 | Date Created 2017-06-19 | Leave open | |

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|-----------------------|----------------|-------------------------|-------|------------|------------------------------|
| ARCS-01385-201010515A | s. 17 s. 22 | Date Created 2015-10-28 | s. 17 | Leave open | |
| ARCS-01385-201011617A | s. 22 | Date Created 2017-11-07 | | Leave open | |
| ARCS-01385-201017812 | s. 22 | Date Created 2012-04-01 | | Leave open | |
| ARCS-01385-201018012A | s. 22 | Date Created 2012-04-01 | | Close | close date is April 1, 2022 |
| ARCS-01385-201020405 | s. 22 | Date Created 2005-10-05 | | Leave open | |
| ARCS-01385-201021807 | s. 22 | Date Created 2007-01-16 | | Leave open | |
| ARCS-01730-051000616 | s. 22 | Date Created 2016-01-01 | | Close | close date is April 19, 2019 |

| ORC CODE | SUMMARY | DATE CREATED | LOCATION/OWNER/RESPONSIBILITY | ACTION |
|---|---------|-------------------------|-------------------------------|--------|
| CHP-62330-02/1001814A ^{s. 17} | S. 17 | Date Created 2014-01-01 | S. 17 | |
| CHP-62330-02/1001914 ^{s. 17} | | Date Created 2014-01-01 | | |
| CHP-62330-02/1002014 ^{s. 17} | S. 17 | Date Created 2014-01-01 | | |
| CHP-62330-02/1003008A ^{s. 17} | | Date Created 2008-01-01 | | |
| CHP-62330-02/1004907A ^{s. 17} | S. 17 | Date Created 2007-01-01 | | |
| CHP-62330-03/1001814 ^{s. 17} | | Date Created 2014-01-01 | | |
| CHP-62330-20/1001214 ^{s. 17} | | Date Created 2014-05-01 | | |
| CHP-62330-20/1001900A ^{s. 17} | | Date Created 2000-01-01 | | |
| CHP-62330-20/1004508 ^{s. 17} | | Date Created 2008-05-01 | | |
| CHP-62330-20/1005505A ^{s. 17} | S. 17 | Date Created 2005-01-01 | | |
| CHP-62330-20/1009709A ^{s. 17} | S. 17 | Date Created 2009-04-01 | | |
| CHP-62330-20/1009809 ^{s. 17} | | Date Created 2009-01-01 | | |
| CHP-62330-20/1010009A ^{s. 17} | S. 17 | Date Created 2009-01-01 | | |
| CHP-62330-30/1000616A-02 ^{s. 17} | S. 17 | Date Created 2016-09-01 | | |
| CHP-62330-30/1000618A ^{s. 17} | S. 17 | Date Created 2018-07-18 | | |
| CHP-62330-30/1001217 ^{s. 17} | S. 17 | Date Created 2017-03-31 | | |
| CHP-62330-30/1001317A ^{s. 17} | S. 17 | Date Created 2017-01-19 | | |
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| CHP-62330-30/1003803A-06 ^{s. 17} | S. 17 | Date Created 2014-12-31 | | |
| CHP-62330-30/1003903 ^{s. 17} | S. 17 | Date Created 2003-01-01 | | |
| CHP-62330-30/1005515A ^{s. 17} | S. 17 | Date Created 2015-11-01 | | |
| CHP-62330-30/1005615A ^{s. 17} | S. 17 | Date Created 2015-01-01 | | |
| CHP-62330-30/1005715A ^{s. 17} | S. 17 | Date Created 2015-03-01 | | |

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| CHP-62330-30/1009609A | | | Date Created 2009-01-01 |
| CHP-62330-30/1009614 | s. 17 | | Date Created 2014-01-01 |
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| CHP-62330-30/1010314A | s. 17 | | Date Created 2014-09-01 |
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| CHP-62330-30/1010714A | s. 17 | | Date Created 2014-07-14 |
| CHP-62330-30/1010813 ^h | s. 17 | | Date Created 2013-01-01 |
| CHP-62330-30/1010814A | s. 17 | | Date Created 2014-07-01 |
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| CHP-62330-30/1010913A-05 | s. 17 s. 17 | | Date Created 2013-11-01 |
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| CHP-62330-30/1011009A | s. 17 | | Date Created 2009-03-01 |
| CHP-62330-30/1011014A | s. 17 s. 17 | | Date Created 2014-11-26 |
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| CHP-62330-30/1011210A | s. 17 | | Date Created 2010-01-01 |

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| CHP-62330-30/1011810 | s. 17 | Date Created | 2010-02-01 |
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| CHP-62330-30/1021707A | s. 17 | Date Created | 2007-01-01 |
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| CHP-62420-30/1001916A | s. 17 | Date Created | 2016-06-01 |
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| CHP-62420-30/1002016A | s. 17 | Date Created | 2016-10-01 |
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| CHP-62420-30/1003014A | s. 17 | Date Created | 2014-02-03 |
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| CHP-62420-30/1011207A-02 s. 17 | Date Created 2007-01-01 |
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| CHP-62420-30/1011607A | Date Created 2007-01-01 |
| CHP-62420-30/1011707 | Date Created 2007-01-01 |

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| s. 14 | | |
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| CHP-62420-40/1001809A | s. 17 | Date Created 2009-01-01 |
| CHP-62420-40/1001996A-03 ^{s. 17} | s. 17 | Date Created 2009-01-01 |
| CHP-62420-40/1002413 ^{s. 17} | s. 17 | Date Created 2013-09-01 |
| CHP-62420-40/1002415A | s. 17 | Date Created 2015-09-28 |
| CHP-62420-40/1002507A | s. 17 | Date Created 2007-01-01 |
| CHP-62420-40/1002513A | s. 17 | Date Created 2013-08-26 |
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| CHP-62420-40/1004312A | s. 17 | Date Created 2012-01-01 |
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| CHP-62420-40/1004712 | Date Created 2012-11-06 |
| CHP-62420-40/1004808 | Date Created 2008-01-01 |
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| CHP-62420-40/1004908A ^{s. 17} | Date Created 2008-01-01 |
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| CHP-62420-40/1005408A ^{s. 17} | Date Created 2008-04-01 |
| CHP-62420-40/1005411A ^{s. 17} | Date Created 2011-07-01 |
| CHP-62420-40/1005508A-02 ^{s. 17} | Date Created 2008-01-01 |
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| CHP-62420-40/1005611A ^{s. 17} | Date Created 2011-01-01 |
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| CHP-62420-40/1005911A ^{s. 17} | Date Created 2011-01-01 |
| CHP-62420-40/1006011A | Date Created 2011-04-08 |
| CHP-62420-40/1006111A ^{s. 17} | Date Created 2011-01-01 |
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| CHP-62420-40/1009110A ^{s. 17} | Date Created 2010-01-01 |
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| CHP-62420-40/1009310A ^{s. 17} | Date Created 2010-06-01 |
| CHP-62420-40/1009510A ^{s. 17} | Date Created 2010-01-01 |
| CHP-62420-40/1009610A ^{s. 17} | Date Created 2010-01-01 |
| CHP-62420-40/1010110A ^{s. 17} | Date Created 2010-01-01 |
| CHP-62420-40/1010310 | Date Created 2010-12-01 |

s. 17

CHP-62420-40/1010410A s. 17

CHP-62420-45/1000620A

CHP-62420-45/1001209A s. 17

CHP-62420-45/1001211A

CHP-62420-45/1001213A s. 17

CHP-62420-45/1001311

CHP-62420-45/1002708

CHP-62420-50/1000604 s. 17

CHP-62420-50/1000610A s. 17

CHP-62420-50/1000615A s. 17

CHP-62420-50/1000616A s. 17

CHP-62420-50/1001313 s. 17

CHP-62420-50/1001399A-0^{s. 17}

CHP-62420-50/1002002^{s. 17}

s. 17

Date Created 2010-11-01

Date Created 2020-02-21

Date Created 2009-01-01

Date Created 2011-07-01

Date Created 2013-12-02

Date Created 2011-01-01

Date Created 2008-01-01

Date Created 2004-01-01

Date Created 2010-10-24

Date Created 2015-09-03

Date Created 2016-06-24

Date Created 2013-01-01

Date Created 2001-01-01

Date Created 2002-01-01

Action
Leave open
Close

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Ministry of Health Services
PHSB

| Accession # | | 97-4970 | Application Number: 232527 | Queried Box #: | O L V E P V O N R L L C | Date Opened | Date | Retention | Final |
|-------------|--------|--|----------------------------|----------------|-------------------------------|----------------|-------------|-------------|-------------|
| Box # | Sched. | Classification | Description | | | | | | |
| 1 | 100001 | 925-20 ^{s. 17} | ^{s. 17} | | Y V 1 | 01-OCT-2015 | 31-MAR-2016 | FY+1y/6y/DE | 01-APR-2023 |
| | | 1070-20/2013-146 | | | Y V 1 | 01-JUN-2012 | 31-MAR-2013 | SO/7y/DE | 01-APR-2020 |
| | | 1070-20/2013-149 | | | Y V 1 | 01-JUN-2012 | 30-MAR-2013 | SO/7y/DE | 01-APR-2020 |
| | | 1070-20/C ^{s. 17} | | | Y V 1 | 01-JUN-2012 | 30-MAR-2013 | SO/7y/DE | 01-APR-2020 |
| | | 1070-20 ^{s. 17} | | | Y V 1 | 14-AUG-2012 | 30-MAR-2013 | SO/7y/DE | 01-APR-2020 |
| | | 1070-20 ^{s. 17} | | | Y V 1 | 07-JAN-2014 | 31-MAR-2015 | SO/7y/DE | 01-APR-2022 |
| | | 1070-20 | | | Y V 1 | 01-JAN-2015 | 31-DEC-2015 | SO/7y/DE | 01-JAN-2023 |
| | | 1070-2 ^{s. 17} PROCUREMENT | | | Y V 1 | 28-FEB-2014 | 31-DEC-2014 | SO/7y/DE | 01-JAN-2022 |
| | | 1070-20 ^{s. 17} | | | Y V 1 | 01-JAN-2014 | 01-JAN-2014 | SO/7y/DE | 01-JAN-2021 |
| | | 1070-20/ ^{s. 17} | | | Y V 1 | 18-SEP-2015 | 31-DEC-2015 | SO/7y/DE | 01-JAN-2023 |
| | | 1240-20 ^{s. 17} | | | Y V 1 | 01-APR-2015 | 31-MAR-2016 | FY+1y/6y/DE | 01-APR-2023 |
| | | 1240-20/ ^{s. 17} | | | Y V 1 | 01-APR-2014 | 31-MAR-2015 | FY+1y/6y/DE | 01-APR-2022 |

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|-------------|--------|----------------|----------------------------|----------------|-------------------------------|----------------|-------------|-------------|-------------|
| Box # | Sched. | Classification | Description | | | | | | |
| 100001 | | 1240-20/s. 17 | s. 17 | | Y V 1 | 01-APR-2012 | 31-MAR-2013 | FY+1y/6y/DE | 01-APR-2020 |
| | | 1240-20/ | | | Y V 1 | 01-APR-2013 | 31-MAR-2014 | FY+1y/6y/DE | 01-APR-2021 |
| | | 1240-20/ | | | Y V 1 | 01-APR-2014 | 31-MAR-2015 | FY+1y/6y/DE | 01-APR-2022 |
| | | 1240-20/ | | | Y V 1 | 01-APR-2015 | 31-MAR-2016 | FY+1y/6y/DE | 01-APR-2023 |
| | | 1240-20/s. 17 | | | Y V 1 | 01-APR-2014 | 31-MAR-2015 | FY+1y/6y/DE | 01-APR-2022 |
| | | 1240-20/ | | | Y V 1 | 01-APR-2015 | 31-MAR-2016 | FY+1y/6y/DE | 01-APR-2023 |
| | | 1240-20/s. 17 | | | Y V 1 | 01-APR-2012 | 31-MAR-2013 | FY+1y/6y/DE | 01-APR-2020 |
| | | 1240-20/ | | | Y V 1 | 01-APR-2013 | 31-MAR-2014 | FY+1y/6y/DE | 01-APR-2021 |
| | | 1240-20/ | | | Y V 1 | 01-APR-2014 | 31-MAR-2015 | FY+1y/6y/DE | 01-APR-2022 |
| | | 1240-20/ | | | Y V 1 | 01-APR-2015 | 31-MAR-2016 | FY+1y/6y/DE | 01-APR-2023 |
| | | 1240-20/ | | | Y V 1 | 01-APR-2015 | 31-MAR-2016 | FY+1y/6y/DE | 01-APR-2023 |
| | | 1240-20/ | | | Y V 1 | 01-APR-2015 | 31-MAR-2016 | FY+1y/6y/DE | 01-APR-2023 |
| | | 1240-20/ | | | Y V 1 | 01-APR-2014 | 31-MAR-2015 | FY+1y/6y/DE | 01-APR-2022 |
| | | 1240-20/ | | | Y V 1 | 01-APR-2014 | 31-MAR-2015 | FY+1y/6y/DE | 01-APR-2022 |
| | | 1240-20/ | | | Y V 1 | 01-APR-2015 | 31-MAR-2016 | FY+1y/6y/DE | 01-APR-2023 |
| | | 1240-20/s. 17 | | | Y V 1 | 01-APR-2015 | 31-MAR-2016 | FY+1y/6y/DE | 01-APR-2023 |

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|-------------|--------|----------------|----------------------------|----------------|---------|-------------|-------------|-------------|-------------|
| Box # | Sched. | Classification | Description | | P V O N | Opened | | | |
| | | | | | R L L C | | | | |
| 100001 | | 1240-20/ | s. 17 | | | | | FY+1y/6y/DE | 01-APR-2023 |
| | | 1240-20/ | s. 17 | | Y V 1 | 01-APR-2014 | 31-MAR-2015 | FY+1y/6y/DE | 01-APR-2022 |
| | | 1240-20/ | s. 17 | | Y V 1 | 01-APR-2014 | 31-MAR-2015 | FY+1y/6y/DE | 01-APR-2022 |
| | | 1240-20/ | | | Y V 1 | 01-APR-2014 | 31-MAR-2015 | FY+1y/6y/DE | 01-APR-2022 |
| | | 1240-20/ | | | Y V 1 | 01-APR-2014 | 31-MAR-2015 | FY+1y/6y/DE | 01-APR-2022 |
| | | 1240-20/ | | | Y V 1 | 01-APR-2013 | 31-MAR-2014 | FY+1y/6y/DE | 01-APR-2021 |
| | | 1240-20/ | | | Y V 1 | 01-APR-2014 | 31-MAR-2015 | FY+1y/6y/DE | 01-APR-2022 |
| | | 1240-20/ | | | Y V 1 | 01-APR-2014 | 31-MAR-2015 | FY+1y/6y/DE | 01-APR-2022 |
| | | 1240-20/ | | | Y V 1 | 01-APR-2012 | 31-MAR-2013 | FY+1y/6y/DE | 01-APR-2020 |
| | | 1240-20/ | | | Y V 1 | 01-APR-2013 | 31-MAR-2014 | FY+1y/6y/DE | 01-APR-2021 |
| | | 1240-20/ | | | Y V 1 | 01-APR-2014 | 31-MAR-2015 | FY+1y/6y/DE | 01-APR-2022 |

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|-------------|--------|----------------|----------------------------|----------------|-------------------------------|----------------|-------------|-------------|-------------|
| Box # | Sched. | Classification | Description | | | | | | |
| 2 | 100001 | 1070-20 | s. 17 | s. 17 | Y V 1 | 07-JAN-2014 | 31-MAR-2017 | SO/7y/DE | 01-APR-2024 |
| | | 1180-20 | | | Y V 1 | 28-NOV-2017 | 31-MAR-2018 | FY+1y/6y/DE | 01-APR-2025 |
| | | 1240-20 | | | Y V 1 | 01-APR-2016 | 31-MAR-2017 | FY+1y/6y/DE | 01-APR-2024 |
| | | 1240-20 | | | Y V 1 | 01-APR-2017 | 31-MAR-2018 | FY+1y/6y/DE | 01-APR-2025 |
| | | 1240-20 | | | Y V 1 | 01-MAY-2017 | 31-MAR-2018 | FY+1y/6y/DE | 01-APR-2025 |
| | | 1240-20 | | | Y V 1 | 19-NOV-2017 | 31-MAR-2018 | FY+1y/6y/DE | 01-APR-2025 |
| | | 1240-20 | | | Y V 1 | 01-MAY-2017 | 31-MAR-2018 | FY+1y/6y/DE | 01-APR-2025 |
| | | 1240-20 | | | Y V 1 | 01-APR-2016 | 31-MAR-2017 | FY+1y/6y/DE | 01-APR-2024 |
| | | 1240-20 | | | Y V 1 | 01-APR-2016 | 31-MAR-2017 | FY+1y/6y/DE | 01-APR-2024 |
| | | 1240-20 | | | Y V 1 | 01-APR-2017 | 31-MAR-2018 | FY+1y/6y/DE | 01-APR-2025 |
| | | 1240-20 | | | Y V 1 | 01-APR-2016 | 31-MAR-2017 | FY+1y/6y/DE | 01-APR-2024 |
| | | 1240-20 | | | Y V 1 | 01-APR-2017 | 31-MAR-2018 | FY+1y/6y/DE | 01-APR-2025 |
| | | 1240-20 | | | Y V 1 | 01-APR-2015 | 31-MAR-2016 | FY+1y/6y/DE | 01-APR-2023 |
| | | 1240-20 | | | Y V 1 | 01-APR-2017 | 31-MAR-2018 | FY+1y/6y/DE | 01-APR-2025 |
| | | 1240-20 | | | Y V 1 | 01-APR-2015 | 31-MAR-2016 | FY+1y/6y/DE | 01-APR-2023 |

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|-------------|--------|---|--|----------------|---------|-------------|-------------|-------------|-------------|
| Box # | Sched. | Classification | Description | | P V O N | Opened | | | |
| | | | | | R L L C | | | | |
| 100001 | | 1240-20/ s. 17 | s. 17 | | Y V 1 | 09-OCT-2017 | 31-MAR-2018 | FY+1y/6y/DE | 01-APR-2025 |
| | | 1240-20/ | | | Y V 1 | 01-APR-2015 | 31-MAR-2016 | FY+1y/6y/DE | 01-APR-2023 |
| | | 1240-20/ | | s | Y V 1 | 01-APR-2015 | 31-MAR-2016 | FY+1y/6y/DE | 01-APR-2023 |
| | | 1240-20/ | | t | Y V 1 | 01-APR-2015 | 31-MAR-2016 | FY+1y/6y/DE | 01-APR-2023 |
| | | 1240-20/ | | | Y V 1 | 19-NOV-2016 | 31-MAR-2017 | FY+1y/6y/DE | 01-APR-2024 |
| | | 1240-20/ | | | Y V 1 | 19-NOV-2017 | 31-MAR-2018 | FY+1y/6y/DE | 01-APR-2025 |
| | | 1240-20/ | | | Y V 1 | 01-APR-2015 | 31-MAR-2016 | FY+1y/6y/DE | 01-APR-2023 |
| | | 1240-20/ | | | Y V 1 | 01-APR-2016 | 31-MAR-2017 | FY+1y/6y/DE | 01-APR-2024 |
| | | 1240-20/ | | | Y V 1 | 01-MAY-2017 | 31-MAR-2018 | FY+1y/6y/DE | 01-APR-2025 |
| | | 1240-20/ | | | Y V 1 | 01-APR-2015 | 31-MAR-2016 | FY+1y/6y/DE | 01-APR-2023 |
| | | 1240-20/ | | | Y V 1 | 01-APR-2016 | 31-MAR-2017 | FY+1y/6y/DE | 01-APR-2024 |
| | | 1240-20/ | | | Y V 1 | 09-OCT-2017 | 31-MAR-2018 | FY+1y/6y/DE | 01-APR-2025 |