

From: [Cherry, Don PSSG:EX](#)
To: [RCSHELP CITZ:EX](#)
Subject: Form Returned: ars653 - 14Nov19.pdf
Date: Thursday, November 14, 2019 8:57:27 AM
Attachments: [ars653 - 14Nov19.pdf](#)

Form Returned: ars653 - 14Nov19.pdf

The attached file is the filled-out form. Please open it to review the data.



RECORDS OFF-SITE TRANSFER / DESTRUCTION REQUEST

Date

2019-11-14

This is an electronic form, do not print. Fill in the required sections and press submit. If you are not sure on how to complete this form, please select the appropriate Help [?](#) buttons that provide instruction. For a general overview of this process and related contact information please click here: [Overview](#)

MCFD instructions for ARS653 from: [MCFD Instructions](#) BPS Organizations Instructions: [BPS Instructions](#)

To Request the Following Services:

* Select the type of service you are requesting by marking the checkbox

- ☐ Transfer records to offsite storage (requesting Accession and Application Numbers)
- ☐ Transfer records to offsite storage using Ongoing Accession Number (OAN) [?](#)
- ☒ Application for Destruction of Records (requesting a Record Destruction Authorization (RDA) Number)

1. Contact for Destruction Request

* Last Name Cherry	* First Name Don	* Email Address Don.Cherry@gov.bc.ca
* Office Name BC Corrections	* Ministry/Agency PSSG	* Phone No. (999-999-9999) 778-698-1761
* Office Location Address (including P.O. Box, if courier required) 1001 Douglas St	* City Victoria	* Postal Code V8W 2C3
Current Location Address of Boxes (if different)	City	Postal Code
Comments - please add any general helpful information regarding the transfer (i.e. alternative contact or special instructions)		

[Submit](#)[GRS/CRO Use Only](#)

From: [RCSHELP CITZ:EX](#)
To: [Cherry, Don PSSG:EX](#)
Subject: Confirmation: ARS653 Received
Date: Thursday, November 14, 2019 8:57:29 AM

please do not reply directly to this email

Thank you for your email, this is confirmation that your ARS653 request has been received and we will soon be in contact with you.

If you have questions, please contact Record Centre Services @ RCSHelp@gov.bc.ca

Thanks,

RCS HELP | Record Centre Services

Government Records Service | Corporate Information and Records Management Office | Ministry of Finance



Please consider the environment before printing this e-mail. Thank you.

From: [RCSHELP CITZ:EX](#)
To: [Cherry, Don PSSG:EX](#)
Subject: RE: Form Returned: ars653 - 14Nov19.pdf
Date: Thursday, November 14, 2019 8:57:29 AM

Thank you very much for your inquiry/request. Please be advised, that we currently have a backlog of requests and you are in the queue. We will do our best to respond as quickly as possible and we thank you for your patience.

Regards,
The Records Centre Services Team

From: RCSHELP CITZ:EX
To: Cherry, Don PSSG:EX
Subject: DE20-540 PSSG
Date: Monday, November 18, 2019 3:05:29 PM
Attachments: ars653 - 14Nov19.pdf

Attached is your Records Destruction Authorization (RDA) form (ARS 518).

- Please complete the following sections in **full**:
 - **Section 2:** Complete branch and location information;
 - **Section 3:** Complete record identification information. Click on the add record button if more space is required;
 - **Section 4:** Complete Branch Authorization. Additionally, and as part of the electronic package, **please include an email with the signature block of the manager (the person authorizing all destructions for your office)**, as GRS requires this as evidence of approval.
- Provide a detailed file list (system generated or Link to ARS 661
<https://www2.gov.bc.ca/gov/content/governments/services-for-government/information-management-technology/records-management/storage>)
- Please **do not** print, sign and scan the form, as we require it in electronic format to proceed.
- Once the above steps are completed, email the completed electronic package to RCSHELP@gov.bc.ca. Electronic package consists of:
 - RDA form (ARS 518);
 - File list; **ONE** attachment which contains **ALL** the file lists for the boxes
 - Approval email including signature block.

File your copy and all attached documents in your **ARCS file 432-35** (Destruction case files – authorized by central agency).

Barb

RCS HELP | Record Centre Services

Government Records Service | Ministry of Citizens' Services

PO Box 9569 Stn Prov Gov't, Victoria, BC V8W 9K1

Fax: 250-387-4122 | Mailto: RCSHELP@gov.bc.ca | Branch Web Site:

http://www.gov.bc.ca/citz/iao/records_mgmt/rcs/

Please consider the environment before printing this e-mail. Thank you.

[Click on me for training videos GRS Learning](#)

NOTE: Videos are now available for filling out the 653 form

-----Original Message-----

From: Cherry, Don PSSG:EX

Sent: November 14, 2019 8:57 AM

To: RCSHELP CITZ:EX

Subject: Form Returned: ars653 - 14Nov19.pdf

Form Returned: ars653 - 14Nov19.pdf

The attached file is the filled-out form. Please open it to review the data.

From: [Cherry, Don PSSG:EX](#)
To: [Rose, Cindy PSSG:EX](#)
Subject: Request for Destruction of Records: FOI (Generals)
Date: Tuesday, November 19, 2019 11:34:23 AM
Attachments: [ars653 - 18Nov19 - RCS.pdf](#)
[DE20-540 PSSG - BC Corrections - File List - 19Nov19.pdf](#)

Cindy, please review the attached ARS653 requesting authority for destruction of records and the accompanying list of files. By way of an email response, including your signature block, please approve this request for submission to Record Centre Services. Please note that upon receipt of your approval, I will completed the approval portion of the ARS653 form.

Thank you,

Don

Don Cherry | Privacy and Information Management Analyst

Strategic Services and Information Management Team

B.C. Corrections Branch

Ministry of Public Safety & Solicitor General

Phone 778 698-1761 | **Mobile** ^{s.17}

E-mail Don.Cherry@gov.bc.ca

*Always contact 77000 first to report a privacy breach / information incident.

From: [Rose, Cindy PSSG:EX](#)
To: [Cherry, Don PSSG:EX](#)
Subject: RE: Request for Destruction of Records: FOI (Generals)
Date: Wednesday, November 20, 2019 9:33:23 AM

Approved.

Cindy Rose

Director, Strategic Communications & Information Management

BC Corrections

Office: 778-974-3003 Cell: **s.17**

From: Cherry, Don PSSG:EX

Sent: Tuesday, November 19, 2019 11:34 AM

To: Rose, Cindy PSSG:EX

Subject: Request for Destruction of Records: FOI (Generals)

Cindy, please review the attached ARS653 requesting authority for destruction of records and the accompanying list of files. By way of an email response, including your signature block, please approve this request for submission to Record Centre Services. Please note that upon receipt of your approval, I will completed the approval portion of the ARS653 form.

Thank you,

Don

Don Cherry | Privacy and Information Management Analyst

Strategic Services and Information Management Team

B.C. Corrections Branch

Ministry of Public Safety & Solicitor General

Phone 778 698-1761 | **Mobile** **s.17**

E-mail Don.Cherry@gov.bc.ca

*Always contact 77000 first to report a privacy breach / information incident.

From: [Cherry, Don PSSG:EX](#)
To: [Rose, Cindy PSSG:EX](#)
Subject: RE: Request for Destruction of Records: FOI (Generals)
Date: Wednesday, November 20, 2019 9:40:05 AM

Thanks, will let you know when process is completed.

From: Rose, Cindy PSSG:EX
Sent: Wednesday, November 20, 2019 9:33 AM
To: Cherry, Don PSSG:EX
Subject: RE: Request for Destruction of Records: FOI (Generals)
Approved.

Cindy Rose

Director, Strategic Communications & Information Management
BC Corrections
Office: 778-974-3003 Cell: **s.17**

From: Cherry, Don PSSG:EX <Don.Cherry@gov.bc.ca>

Sent: Tuesday, November 19, 2019 11:34 AM

To: Rose, Cindy PSSG:EX <Cindy.Rose@gov.bc.ca>

Subject: Request for Destruction of Records: FOI (Generals)

Cindy, please review the attached ARS653 requesting authority for destruction of records and the accompanying list of files. By way of an email response, including your signature block, please approve this request for submission to Record Centre Services. Please note that upon receipt of your approval, I will completed the approval portion of the ARS653 form.

Thank you,

Don

Don Cherry | Privacy and Information Management Analyst

Strategic Services and Information Management Team

B.C. Corrections Branch

Ministry of Public Safety & Solicitor General

Phone 778 698-1761 | **Mobile** **s.17**

E-mail Don.Cherry@gov.bc.ca

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From: [Cherry, Don PSSG:EX](#)
To: [RCSHELP CITZ:EX](#)
Subject: DE20-540 PSSG
Date: Thursday, November 21, 2019 8:27:35 AM
Attachments: [DE20-540 PSSG - BC Corrections - File List - 19Nov19.pdf](#)
[ars653 - 18Nov19 - RCS.pdf](#)
[RE Request for Destruction of Records FOI \(Generals\).msg](#)

As requested, please find attached the completed ARS653 form, File List, and authorization email.

Regards,

Don Cherry | Privacy and Information Management Analyst

Strategic Services and Information Management Team

B.C. Corrections Branch

Ministry of Public Safety & Solicitor General

Phone 778 698-1761 | **Mobile** s.17

E-mail Don.Cherry@gov.bc.ca

*Always contact 77000 first to report a privacy breach / information incident.

2017-71954	2018-03-12 10:39 ...	File folder
2017-74179	2018-03-12 10:51 ...	File folder
2017-74536	2018-03-12 10:55 ...	File folder
2017-74418	2018-03-12 11:22 ...	File folder
2017-73872	2018-03-12 11:28 ...	File folder
2017-74342	2018-03-12 11:29 ...	File folder
2017-73874	2018-03-12 11:31 ...	File folder
2017-74430	2018-03-14 2:42 PM	File folder
2017-74421	2018-03-14 2:43 PM	File folder
2017-74275	2018-03-14 2:44 PM	File folder
2017-74019	2018-03-14 2:45 PM	File folder
2017-74022	2018-03-26 11:25 ...	File folder
2017-74309 (ADM EA texts emails etc)	2018-08-14 4:00 PM	File folder
2017-73669 (OCC Warden DiCatri and P...	2018-08-14 4:09 PM	File folder
2017-73127	2019-04-09 11:11 ...	File folder
2017-74062	2019-09-17 1:08 PM	File folder

2018-80183 (OCC Solitary Confinement)	2018-03-12 11:42 ...	File folder
2018-80184 (Investigations Standards Off...	2018-03-12 11:48 ...	File folder
2018-80843 (Cross-government home an...	2018-03-12 11:50 ...	File folder
2018-80179 (OCC staff levels)	2018-03-12 1:47 PM	File folder
2018-80761 (Lateral staff transfers)	2018-03-21 2:44 PM	File folder
2018-82252 (CCRTIS Policy)	2018-03-26 1:45 PM	File folder
2018-81191 (Inmate jobs and wages)	2018-03-27 10:33 ...	File folder
2018-80180 (OCC BN, Executive Summar...	2018-03-27 1:29 PM	File folder
2018-81533 s.22	2018-03-28 1:40 PM	File folder
2018-81050 (Restorative Justice Stats)	2018-03-29 9:17 A...	File folder
2018-82049 (Merchant Sieben emails re ...	2018-04-04 9:34 A...	File folder
2018-71954 (CIRs)	2018-06-11 12:44 ...	File folder
2018-80182 (OCC inmate violence betwe...	2018-06-11 1:26 PM	File folder
2018-80764 (Pilot project disciplinary he...	2018-06-11 1:33 PM	File folder
2018-82049 (DM and Brent Merchant em...	2018-06-11 1:55 PM	File folder
2018-82050 (Deficiency list OCC)	2018-06-11 1:56 PM	File folder
2018-82298 (Compass Group)	2018-06-11 1:58 PM	File folder
2018-83261 (OCC Litigation)	2018-06-11 4:21 PM	File folder
2018-82924 (OCC Canteen List)	2018-06-11 4:30 PM	File folder
2018-82653 (Chiron lawsuits etc.)	2018-06-11 4:34 PM	File folder
2018-82551 (PGRCC Bus Station Release)	2018-06-11 4:37 PM	File folder
2018-82315 (OCC Final Inspection Report...	2018-06-11 4:39 PM	File folder
2018-82312 (OCC Deficiency Reports)	2018-06-11 4:42 PM	File folder
2018-80560 (Capital Plan - Ministry of Fin...	2018-06-11 4:48 PM	File folder
DIRECT RELEASE (Offender Population D...	2018-06-11 4:51 PM	File folder
2018-82933 (OCC break time and lockup ...	2018-06-12 3:42 PM	File folder
2018-84273 (Compas Contract and Religi...	2018-07-13 9:18 A...	File folder
2018-84478 (Nutritional Requirements In...	2018-07-13 9:25 A...	File folder
2018-82939 (Critical Incident Reports an...	2018-08-14 3:30 PM	File folder
2018-82992 (OCC Civilian Staff Salaries)	2018-08-14 3:34 PM	File folder
2018-83921 (Meals and nutritional values)	2018-08-14 3:39 PM	File folder
2018-84477 (OCC Environmental Testing)	2018-08-14 3:44 PM	File folder

2018-84580 (OCC Canteen and Inmate B...	2018-08-14 3:49 PM	File folder
2018-84702 (Records of complaints agai...	2018-08-14 3:51 PM	File folder
2018-87586 (Fraser Regional - Critical Inc...	2019-01-07 4:21 PM	File folder
2018-87590 (Inmate Transfers)	2019-01-22 8:36 A...	File folder
2018-87241 (BNs - Collective Harms Revi...	2019-01-25 3:13 PM	File folder
2018-PHSA 161-18 Joint FOI	2019-02-04 10:08 ...	File folder
2018-87588 (Fraser Regional - New Ward...	2019-02-20 8:46 A...	File folder
2018-86948 (InspectionReports)	2019-04-09 11:02 ...	File folder
2018-85261 (ACP request from Senator)	2019-04-09 11:04 ...	File folder
2018-85218 (Public Notification)	2019-04-09 11:08 ...	File folder
2018-87386 (NFPC Annual Budget)	2019-04-09 11:20 ...	File folder
2018-87385 (NFPC Inmate Benefit Fund)	2019-04-09 11:21 ...	File folder
2018-86106 (Diversion in BC Indigenous...	2019-04-09 2:25 PM	File folder
2018-80802 (Canteen List)	2019-04-09 2:36 PM	File folder
2018-87943 s.22	2019-04-17 4:34 PM	File folder
2018-87991	2019-04-17 4:35 PM	File folder
2018-87446 (Algorithmic Tools)	2019-04-19 4:32 PM	File folder
2018-81054 (Adult Alternative Measures ...	2019-04-19 4:33 PM	File folder
2018-80181 (OCC medical staff turnover)	2019-04-19 4:34 PM	File folder
2018-82046 s.22	2019-04-19 4:38 PM	File folder
2018-84035	2019-04-19 4:39 PM	File folder
2018-87979	2019-05-25 2:13 PM	File folder
2018-87331 (Research - Community-Cust...	2019-05-25 2:34 PM	File folder

2019-90074 s.22	2019-05-01 4:33 PM	File folder
2019-90079 (Steve DiCatri)	2019-01-22 4:16 PM	File folder
2019-90717 (BN summary - Internal Har...	2019-04-23 2:01 PM	File folder
2019-90921 (Prisoners Legal Services)	2019-03-26 10:42 ...	File folder
2019-91001 ((Surrey Pretrial - 1)	2019-04-13 10:00 ...	File folder
2019-91004 ((Surrey Pretrial - 2)	2019-05-26 9:33 PM	File folder
2019-91005 ((Surrey Pretrial - 3 - ISO)	2019-05-26 10:29 ...	File folder
2019-91016 (Surrey Pretrial - 4)	2019-04-13 10:00 ...	File folder
2019-91086 (VIRCC -CIRs)	2019-03-20 9:34 A...	File folder
2019-91090 (Segregation)	2019-05-26 10:31 ...	File folder
2019-91239 (Religious Training)	2019-05-26 10:39 ...	File folder



RECORDS OFF-SITE TRANSFER / DESTRUCTION REQUEST

Date

2019-11-14

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MCFD instructions for ARS653 from: [MCFD Instructions](#) BPS Organizations Instructions: [BPS Instructions](#)

To Request the Following Services:

* Select the type of service you are requesting by marking the checkbox

- ☐ Transfer records to offsite storage (requesting Accession and Application Numbers)
- ☐ Transfer records to offsite storage using Ongoing Accession Number (OAN) ?
- ☒ Application for Destruction of Records (requesting a Record Destruction Authorization (RDA) Number)

1. Contact for Destruction Request

* Last Name Cherry	* First Name Don	* Email Address Don.Cherry@gov.bc.ca
* Office Name BC Corrections	* Ministry/Agency PSSG	* Phone No. (999-999-9999) 778-698-1761
* Office Location Address (including P.O. Box, if courier required) 1001 Douglas St	* City Victoria	* Postal Code V8W 2C3
Current Location Address of Boxes (if different)	City	Postal Code
Comments - please add any general helpful information regarding the transfer (i.e. alternative contact or special instructions)		

[Submit](#)[GRS/CRO Use Only](#)**ARS 518**

RDA # DE20-540 PSSG

RECORDS DESTRUCTION AUTHORIZATION

- Purpose:** This form is used to document the destruction of government records in accordance with approved records schedules.
- Instructions:** Offices requesting destruction of records must complete sections 2, 3 and 4, before forwarding this form to their designated Records Officer (RO) for approval.
- Each Records Destruction Authorization (RDA) submitted should be accompanied by a file list.
- Requesting offices will arrange for the destruction of the records in accordance with government-wide standards.
- All sections **must** be completed by the requesting office, before submitting the form.
- This form and related file list must be provided to the RO for approval prior to the destruction of any records**

2. Current Legal Custodian

Ministry/Agency PSSG	Division/Region Assistant Deputy Ministers Office
Branch/District BC Corrections	Section/Office Strategic Services and Information Management Team
Current Location of Records (address) Electronic records	Records Created By (If different than custodian)
Office Contact Name and Phone Number (if different than requestor)	

3. Records Identification

Type of Record Format: ☒ Electronic ☐ Physical ☐ Both Definitions

Descriptive Title of Records (commonly used title and/or ARCS/ORCS primary and secondary numbers and titles).

Or, if using the Redundant Source Records Schedule (Special Schedule 206175), please describe the project or ongoing business process.

Freedom of Information Access Requests (292-30) [first record - 2017-71954; final record - 2019-91239; skip 2018-82994]

Start Date (YYYY-MM-DD)

2017-11-16

End Date (YYYY-MM-DD)

2019-05-08

Volume of Records

82

Schedule(s)

292-30 (Non-OPR)

4. Requesting Branch Authorization

The records identified for destruction have been reviewed and are not currently subject to any known litigation discoveries, requests for information under the *Freedom of Information and Protection of Privacy Act*, or any other related legislative requirement(s).

Name	Signature	Title	Date (YYYY-MM-DD)
Cindy Rose	Cindy Rose	Director Strategic Communications	2019-11-21

Office Use Only

From: [RCSHELP CITZ:EX](#)
To: [Cherry, Don PSSG:EX](#)
Subject: Confirmation: ARS653 Received
Date: Thursday, November 21, 2019 8:27:38 AM

please do not reply directly to this email

Thank you for your email, this is confirmation that your ARS653 request has been received and we will soon be in contact with you.

If you have questions, please contact Record Centre Services @ RCSHelp@gov.bc.ca

Thanks,

RCS HELP | Record Centre Services

Government Records Service | Corporate Information and Records Management Office | Ministry of Finance



Please consider the environment before printing this e-mail. Thank you.

From: [Government Records Service Inquiries CITZ:EX](#)
To: [Cherry, Don PSSG:EX](#)
Subject: DE20-540 PSSG APPROVED
Date: Wednesday, November 27, 2019 1:39:26 PM
Attachments: [DE20-540 PSSG - BC Corrections - File List - 19Nov19.pdf](#)
[RE Request for Destruction of Records FOI \(Generals\).msg](#)
[518 DE20-540 82.pdf](#)

Hi Don,
DE20-540 is approved for destruction.
Once the records are destroyed, please reply to this email with your confirmation.
Thank you,

Sara Blake

Records Analyst | Justice and Broader Public Sector
Ministry of Citizens' Services | Government Records Service
Phone: 778-974-3576, email: Sara.Blake@gov.bc.ca
Transforming government through IM solutions
Discover our [GRS Learning Webpage](#)

From: RCSHELP CITZ:EX
Sent: November 25, 2019 8:16 AM
To: Government Records Service Inquiries CITZ:EX
Subject: FOR REVIEW- DE20-540 PSSG

Hi,
For review,
Request has been added to Justice Destruction Log.
Thanks,
roberta

From: Cherry, Don PSSG:EX <Don.Cherry@gov.bc.ca>
Sent: November 21, 2019 8:28 AM
To: RCSHELP CITZ:EX <RCSHELP@gov.bc.ca>
Subject: EDRMS CM: DE20-540 PSSG

As requested, please find attached the completed ARS653 form, File List, and authorization email.
Regards,

Don Cherry | Privacy and Information Management Analyst
Strategic Services and Information Management Team
B.C. Corrections Branch
Ministry of Public Safety & Solicitor General
Phone 778 698-1761 | **Mobile** s.17
E-mail Don.Cherry@gov.bc.ca

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RECORDS OFF-SITE TRANSFER / DESTRUCTION REQUEST

Date

2019-11-14

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* Office Name BC Corrections	* Ministry/Agency PSSG	* Phone No. (999-999-9999) 778-698-1761
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Current Location Address of Boxes (if different)	City	Postal Code
Comments - please add any general helpful information regarding the transfer (i.e. alternative contact or special instructions)		

[Submit](#)[GRS/CRO Use Only](#)**ARS 518**

RDA # DE20-540 PSSG

RECORDS DESTRUCTION AUTHORIZATION

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2. Current Legal Custodian

Ministry/Agency PSSG	Division/Region Assistant Deputy Ministers Office
Branch/District BC Corrections	Section/Office Strategic Services and Information Management Team
Current Location of Records (address) Electronic records	Records Created By (If different than custodian)
Office Contact Name and Phone Number (if different than requestor)	

3. Records Identification

Type of Record Format: ☒ Electronic ☐ Physical ☐ Both Definitions

Descriptive Title of Records (commonly used title and/or ARCS/ORCS primary and secondary numbers and titles).

Or, if using the Redundant Source Records Schedule (Special Schedule 206175), please describe the project or ongoing business process.

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Start Date (YYYY-MM-DD)

2017-11-16

End Date (YYYY-MM-DD)

2019-05-08

Volume of Records

82

Schedule(s)

292-30 (Non-OPR)

4. Requesting Branch Authorization

The records identified for destruction have been reviewed and are not currently subject to any known litigation discoveries, requests for information under the *Freedom of Information and Protection of Privacy Act*, or any other related legislative requirement(s).

Name	Signature	Title	Date (YYYY-MM-DD)
Cindy Rose	Cindy Rose	Director Strategic Communications	2019-11-21

Office Use Only

5. Records Officer Authorization

The records described may be destroyed: ☒ Immediately ☐ Conditional (see comments) ☐ On or After

Date (YYYY-MM-DD)

Comments

Name
Sara Blake

☒ I approve the destruction of these records.

Date (YYYY-MM-DD)
2019-11-27

APPROVED

6. Confirmation of Destruction

Name	Title	Destruction Company	Date (YYYY-MM-DD)
Don Cherry	Privacy and Information Analyst	Deleted electronic records	2019-11-27

From: [Cherry, Don PSSG:EX](#)
To: [Government Records Service Inquiries CITZ:EX](#)
Cc: [Rose, Cindy PSSG:EX](#)
Subject: RE: DE20-540 PSSG APPROVED
Date: Wednesday, November 27, 2019 5:45:59 PM
Attachments: [518 DE20-540 82 - Final.pdf](#)
Importance: High

As requested, I confirm destruction of the records as approved.

Regards,

Don Cherry | Privacy and Information Management Analyst

Strategic Services and Information Management Team

B.C. Corrections Branch

Ministry of Public Safety & Solicitor General

Phone 778 698-1761 | **Mobile** s.17

E-mail Don.Cherry@gov.bc.ca

*Always contact 77000 first to report a privacy breach / information incident.

From: Government Records Service Inquiries CITZ:EX

Sent: Wednesday, November 27, 2019 1:39 PM

To: Cherry, Don PSSG:EX

Subject: DE20-540 PSSG APPROVED

Hi Don,

DE20-540 is approved for destruction.

Once the records are destroyed, please reply to this email with your confirmation.

Thank you,

Sara Blake

Records Analyst | Justice and Broader Public Sector

Ministry of Citizens' Services | Government Records Service

Phone: 778-974-3576, email: Sara.Blake@gov.bc.ca

Transforming government through IM solutions

Discover our [GRS Learning Webpage](#)

From: RCSHELP CITZ:EX

Sent: November 25, 2019 8:16 AM

To: Government Records Service Inquiries CITZ:EX

Subject: FOR REVIEW- DE20-540 PSSG

Hi,

For review,

Request has been added to Justice Destruction Log.

Thanks,

roberta

From: Cherry, Don PSSG:EX <Don.Cherry@gov.bc.ca>

Sent: November 21, 2019 8:28 AM

To: RCSHELP CITZ:EX <RCSHELP@gov.bc.ca>

Subject: EDRMS CM: DE20-540 PSSG

As requested, please find attached the completed ARS653 form, File List, and authorization email.

Regards,

Don Cherry | Privacy and Information Management Analyst

Strategic Services and Information Management Team

B.C. Corrections Branch

Ministry of Public Safety & Solicitor General

Phone 778 698-1761 | **Mobile** s.17

E-mail Don.Cherry@gov.bc.ca

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