

## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by Corporate Information Management Branch. For assistance in implementing ORCS, contact your Records Officer.

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### **INFORMATION SYSTEM OVERVIEW**

#### **Name of Creating Agency**

Ministry of Health  
Emergency Medical Assistants Licensing Board

#### **System Title**

Emergency Medical Assistant Registry System (EMARS)

#### **Purpose**

EMARS is a registration tracking system for emergency medical assistants (EMAs). It keeps track of their qualifications, certifications, licenses, and renewal dates.

#### **Information Content**

EMARS contains the full name, address, license number, license category, license expiry date, place of employment, and employee number (if employed by the Emergency Health Services Commission) of each EMA granted a license or temporary license under the *Health Emergency Act* (RSBC 1996, c. 182).

#### **Inputs, Processes, and Outputs**

##### **Inputs**

Staff at the EMA Licensing Branch enters information pertaining to an EMA's qualifications, certifications, licenses, and renewal dates into the EMARS on an ongoing basis. This data is obtained from paper records classified in the related paper case file.

##### **Processes**

The system keeps tracks of EMA licensing data beginning when an individual receives a license. This information is updated upon further training, license renewal, or other training or licensing-related events.

##### **Outputs**

EMARS generates a variety of pre-defined and user-defined reports, including management reports and summaries of staffing data. The system also prints licenses and has the ability to export data for use with other software applications.

#### **Technical Maintenance**

Electronic records are maintained on the system until their retention schedule is completed. In most cases, this parallels the schedule for the related paper records. The electronic records are then purged from the system. Any exceptions to this purge routine are noted under relevant secondaries.

For retention and disposition schedules, see relevant primaries, which are listed in the classification section below.

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### Classification

#### Electronic System

The electronic system is not classified in the ORCS. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition."

#### Electronic Records

<b>Secondary No.</b>	<b>Secondary Title</b>
27250-21	EMA licensing case files – electronic

#### Inputs

<b>Secondary No.</b>	<b>Secondary Title</b>
27250-20	EMA licensing case files - paper
27250-30	EMA licensing evaluation case files – paper
27250-31	EMA Licensing Evaluation Tracking System

#### Outputs

<b>Secondary No.</b>	<b>Secondary Title</b>
27000-03	Emergency Medical Assistants Licensing Board ad hoc reports
27250-20	EMA licensing case files – paper
27250-30	EMA licensing evaluation case files - paper

#### Other Related Records

- For transitory electronic data processing (EDP) records, see special schedule 102902 in the ARCS manual.
- For computer system backup records, see special schedule 112910 in the ARCS manual.
- For administrative records relating to the system, see ARCS section 6 and other relevant primaries.

#### System Scheduling and Disposition

The system will be destroyed when the function it supports is no longer performed, and/or when the approved retention schedules covering the information on it have elapsed, and/or the information has been preserved elsewhere.