

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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.

INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Ministry of Health
Emergency Medical Assistants Licensing Board

System Title

First Responder Registry System (FRRS)

Purpose

The FRRS is a registration tracking system for first responders, who are typically employees of police forces, fire departments, and other service providers as approved by the Emergency Health Services Commission. The system keeps track of first responder qualifications, certifications, licenses, and license renewal dates.

Information Content

FRRS contains the full name, address, license number, license category, license expiry date, and place of employment or organizational affiliation of each first responder 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 first responders' qualifications, certifications, licenses, and renewal dates into FRRS on an ongoing basis. This data is obtained from paper records classified on the related paper case file.

Processes

The system tracks first responder licensing data and is updated upon further training, license renewal, or other training or license-related events.

Outputs

FRRS generates a variety of pre-defined and user-defined reports, including management reports and summaries of data. This 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

Secondary No.	Secondary Title
27250-51	First responder licensing case files – electronic

Inputs

Secondary No.	Secondary Title
27250-30	EMA licensing evaluation case files - paper
27250-50	First responder licensing case files – paper

Outputs

Secondary No.	Secondary Title
27000-03	Emergency Medical Assistants Licensing Board ad hoc reports
27250-50	First responder licensing 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.