

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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SECTION 1

JUSTICE INSTITUTE OF BRITISH COLUMBIA

PRIMARY NUMBERS

8 1 0 0 0 – 8 1 9 9 9

Section 1 covers records relating to the development, delivery, and management of educational services and activities provided by the Justice Institute of British Columbia (JIBC). Created in 1978 with a provincial mandate under the *College and Institute Act* (RSBC 1996, c. 52), JIBC delivers experiential education in justice and public safety in British Columbia and provides its education programs to students and institutions across Canada and internationally.

JIBC offers academic and professional programs and courses that lead to graduate certificates, bachelor's degrees, diplomas, and certificates through its three schools: the School of Public Safety and Security delivering educational programs in policing, sheriffs, security, investigation, enforcement, corrections, firefighting, emergency management, and driver training; the School of Community and Social Justice delivering educational programs in conflict resolution, mediation, negotiation, counseling, leadership, and Aboriginal programs; and the School of Health Sciences delivering educational programs in paramedicine and continuing medical education.

This section includes records relating to: governance and advancement of JIBC's educational mandate through activities such as applied research; development, accreditation and credentialing of academic programs and curriculum; provision of services that enable and enhance the learning experience for students; maintenance of student records; and management of teaching activities.

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81000 JUSTICE INSTITUTE OF BRITISH COLUMBIA – GENERAL

Records not shown elsewhere in the Justice Institute of British Columbia (JIBC) section that relate generally to educational activities of JIBC. Includes cases involving the Human Rights Tribunal, waivers and releases relating to potential liabilities associated with activities undertaken with JIBC, and records relating to awards and recognition received from other organizations and institutions for JIBC's excellence in teaching, curricula design, and educational programs and services. Also includes information about customer/client relationship management such as current and prospective clients, sales opportunities with clients, contracted services with clients, and related marketing of JIBC's services.

NOTE: Customers/clients do not include students. For student records, see primary 81700.

Record types include: correspondence, memoranda, reports, and other types of records as indicated under relevant secondaries.

NOTE: Only records that cannot be classified in a more specific primary or secondary may be classified under this primary.

For accounts receivable, see *ARCS* secondary 935-20.

For contract management relating to services purchased by the JIBC, see *ARCS* secondary 1070-20.

For convocations, see primary 81800.

For course delivery to JIBC students, see primary 81900.

For Dynamics CRM Online Information System Overview, see the ISO section.

For JIBC web site Information System Overview, see the ISO section.

For JIBC web site management, see *ARCS* secondary 340-40.

For ombudsperson's investigations, see *ARCS* secondary 155-20.

For policy development, see secondary 81010-30.

For procurement management, see *ARCS* secondary 1070-30.

For purchase requisitions and purchase orders, see *ARCS* secondary 825-02.

For reports and statistics, see *ARCS* primary 440.

For student confidentiality and release forms relating to specific classes, see secondary 81900-20.

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81000	<u>JUSTICE INSTITUTE OF BRITISH COLUMBIA – GENERAL</u> (continued)			
	Unless otherwise specified below, the agency OPR (JIBC) will retain these records for:	SO	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other agency offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures			
	- OPR	SO	5y	FR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	FR = Throughout this section, the government archives will retain all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. These records have evidential value.			
-01	General	CY+1y	nil	DE
-02	Awards summary listings			
-03	Customer relationship management data (covers data stored in Dynamics CRM Online system) (electronic database records)			
	NOTE: This secondary is not for filing. It is used to schedule the data within the system.			
-04	Photo release forms, waivers, and releases (arrange chronologically by year) (covers waivers and releases from individuals who grant permission to JIBC to use their personal information for purposes specified) (includes original signed copies of photo release forms or other waivers and releases)	SO	50y	DE
	SO = when the photo or other information is used in publication or when the waiver or release is cancelled or rescinded			

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81000 JUSTICE INSTITUTE OF BRITISH COLUMBIA – GENERAL
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50y = The retention period is based on the 50-year limitation period specified in the *Copyright Act* (R.S.C., 1985, c. C-42). The additional one year provides for service of notice and any extensions to the individual authorizing use of his or her photo in JIBC publications.

NOTE: Copyright is automatic when an original literary, dramatic, musical, and artistic work is created. This type of work is seldom registered. Therefore, this secondary should be used for records that prove JIBC copyright on works in which there might be a dispute over ownership.

NOTE: Classify forms signed by students under secondary 81900-20 (Class administration case files), as appropriate to the Division's requirements under educational program requirements. This includes forms such as the HSPnet form for practicum placements in hospitals pertaining to protecting patient confidentiality, BC Ambulance Confidentiality Agreements, Student Records Release forms, student medical conditions form, student profile information, and other related forms.

-20 External awards and recognition case files SO nil DE
(arrange by name of award)
(includes ceremony programs provided by the awarding institution)

SO = when reference value has expired

PIB -30 Human rights complaint and investigation files SO 7y FR
(arrange by name or case number)
(includes harassment complaint forms, letters, e-mail, and other documentation relating to complaints and investigations)

SO = when the investigation and all appeals are completed or when the investigation is disbanded

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81000		<u>JUSTICE INSTITUTE OF BRITISH COLUMBIA – GENERAL</u> (continued)			
		7y = The retention period meets the Institute's reference needs and provides a reasonable period of time for the legal value of the records to be extinguished.			
		FR = The government archives will fully retain Human rights complaint and investigation files because they document human rights cases involving JIBC staff and students. These records have evidential and informational value in documenting relations among students, employees and the employer.			
PIB	-40	Training services case files (arrange by name of client, contract number, training proposal number, or other arrangement based on the Division's requirements) (covers customers/clients that purchase training services from JIBC) (includes client information, training proposals, training materials developed for the client, original contracts with the client, and copy of invoices)	SO	7y	DE
		SO = when training project is completed or when file is no longer required to support administrative or operational activities			
		7y = The retention period ensures that JIBC's financial obligations are satisfied under the <i>Financial Administration Act</i> (RSBC 1996, c. 138), <i>Budget Transparency and Accountability Act</i> (SBC 2000, c. 23), <i>Balanced Budget and Ministerial Accountability Act</i> (SBC 2001, c. 28), and the <i>Financial Information Act</i> (RSBC 1996, c. 140). It also satisfies <i>JIBC's</i> reference requirements and ensures records are available for a reasonable period to facilitate research or reporting requirements.			

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81000 JUSTICE INSTITUTE OF BRITISH COLUMBIA – GENERAL
(continued)

NOTE: Information about clients is entered into the Dynamics CRM Online database. For information about Dynamics CRM Online, see the Dynamics CRM Online Information System Overview.

NOTE: The Finance and Administration Division will issue and retain original invoices issued to clients under ARCS secondary 935-20. Other divisions may retain copies of invoices with the client training services case file under secondary 81000-40.

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			<u>A</u>	<u>SA</u>	<u>FD</u>	
81010	<u>JUSTICE INSTITUTE OF BRITISH COLUMBIA – GOVERNANCE</u>					
	Records relating to governance of JIBC. Includes Board of Governors’ meetings, record of decisions, Board of Governors’ member biographies, and approved JIBC policies.					
	The Board’s responsibility is to oversee the affairs of JIBC, supervise management, and set standards for organizational conduct. The Board is accountable to the Government of British Columbia through the Minister responsible.					
	The Board is composed of eight or more persons appointed by the Lieutenant Governor in Council and the President. Appointed members are eligible for a maximum of six years service in one, two and three-year successive terms. Board members elect the Chair of the Board annually.					
	The Board meets at least six times a year or as often as called by the Chair. The Board operates according to JIBC bylaws and the <i>College and Institute Act</i> (RSBC 1996, c. 52).					
	Record types include: correspondence, memoranda, reports, terms of reference, agendas, minutes, resolutions, briefing notes, handouts, forms, lists, and other types of records as indicated under relevant secondaries.					
	For committees, see <i>ARCS</i> primaries 200 to 201 For Order-in-Council appointments, see <i>ARCS</i> secondary 125-04. For Program Council, see <i>ARCS</i> secondary 200-20.					
	Unless otherwise specified below, the agency OPR (President’s Office) will retain these records for:			SO	7y	FR
	Except where <u>non-OPR retention periods</u> are identified below, all other agency offices will retain these records for:			<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	SO	5y	FR	
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>	
-01	General		CY+1y	nil	DE	

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81010	<u>JUSTICE INSTITUTE OF BRITISH COLUMBIA – GOVERNANCE</u> (continued)			
-02	Board of Governors' member biographies (arrange by year and then by name of member)	SO	7y	FR
	SO = when member's term on the Board expires			
	7y = The retention period satisfies JIBC's reference requirements and ensures records are available for a reasonable period to facilitate research or reporting requirements.			
	FR = The government archives will fully retain Board of Governors' member biographies as they document the work history and community contributions of the members of the Board. These records have historical value.			
VR	-20 Board of Governors' meetings (includes original agendas, signed meeting minutes, meeting packages and background materials that support meeting deliberations and decisions) (arrange by meeting date)	SO	7y	FR
	7y = The retention period satisfies JIBC's reference requirements and ensures records are available for a reasonable period to facilitate research or reporting requirements.			
	FR = The government archives will fully retain Board of Governors' meeting records because they document the activities and decisions of the body responsible for the affairs of the Justice Institute of BC (JIBC). Records include JIBC program proposals and budget summaries, created under secondary 81100-50, directed to the Board for approval. The Board is the decision making body in JIBC and is accountable to the Minister responsible.			

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81010		<u>JUSTICE INSTITUTE OF BRITISH COLUMBIA – GOVERNANCE</u> (continued)			
		<p>NOTE: The Board of Governors’ meeting minutes are referred to as the “Record of Decisions”. The meeting minutes document the official meeting proceedings and decisions. The minutes are used to document all deliberations of the Board including motions, resolutions and approvals of governing decisions. Original signed meeting minutes (the “Record of Decisions”) are kept in binders arranged chronologically by date in the President’s Office.</p>			
VR	-30	Policy – approved (arrange by name of policy)	SO	7y	FR
		<p>FR = The government archives will fully retain the formally approved institutional policies as evidence of the operations and expectations of JIBC students and staff in an institution that delivers unique education programs.</p>			
		<p>NOTE: The President’s Office and the Board of Governors’ approve JIBC policies. JIBC Divisions may develop policies, but the President’s Office is the Office of Primary Responsibility for all approved policies within JIBC.</p>			
	-40	Policy – development (arrange by name of policy) (includes policy research, development, and draft policies)	SO	nil	DE
		<p>SO = when policy is no longer applicable to JIBC’s operations or mandate</p>			

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81100 ACADEMIC PROGRAM PLANNING AND DEVELOPMENT

Records relating to academic program planning and development of JIBC’s educational offerings. Includes development, credentialing, and accreditation of JIBC’s programs, curricula, and courses. Also includes reviews and standards of educational offerings, academic program planning issues, distance education offerings, international programs, and program and course calendars and schedules.

JIBC’s academic program development, review and governance approval process consists of two phases: Concept Phase and Full Program Proposal Phase. During the Concept Phase, the proposal is developed by a program area and undergoes review and approvals by the School Curriculum Committee (SCC), Aboriginal Education Advisory Committee, Vice President’s Academic Council (VPAC) and Program Council. If approved, the program proposal will then go to the Full Program Proposal Phase.

In the Full Program Proposal (FPP) Phase, the concept proposal is developed into a full program proposal incorporating detail that is not provided during the Concept Phase. The full program proposal undergoes reviews and approvals by the SCC, VPAC, Vice President of Academic, Vice President of Finance and Administration, Program Council, Management Committee, and Board of Governors before the proposal is sent to the Ministry of Advanced Education/Degree Quality Assessment Board for Post-Secondary Institute Proposal System (PSIPS) review. In addition to these reviews and approvals, consultations are held with each School and department within JIBC. In the end, the School affected by the program makes the final decision to either implement (approve) or abandon the proposal.

A program is a group of formally related courses. Programs vary in length from days (e.g., TaxiHost Program) to years (e.g., Bachelor of Fire and Safety Studies). At JIBC, a “notional program” is a group of informally related courses as determined by the Office of the Registrar, in conjunction with the Ministry of Advanced Education for reporting purposes.

A curriculum is all the courses of study offered by the JIBC or a curriculum may refer to a group of related courses in a specific program.

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81100 ACADEMIC PROGRAM PLANNING AND DEVELOPMENT
(continued)

A course is a set of learning objectives and activities that are described by a course outline. Courses may vary in length or credit value (credit or non-credit).

Credentialing is the process of evaluating and developing a degree, diploma or certificate that recognizes an area of study and the skills, knowledge, and competencies acquired as a result. The goals of credentialing are to promote and critically analyze degree path and professional path program development and their implementation at JIBC. Through credentialing, JIBC strengthens its academic standards while maintaining its applied practical standards.

Educational accreditation is an important factor in JIBC's academic programs. It is a type of quality assurance process under which services and operations of JIBC or its programs are evaluated by an external body to determine if applicable standards are met.

NOTE: Program development and approval are guided by JIBC's *Program Development and Approval Policy*. International program development is guided by JIBC's *Internationalization Policy*. Approved policies are classified under secondary 81010-30, but the policies may also be classified under secondary 81100-00 since they pertain to academic program planning and development.

For Blackboard Information System Overview, see the ISO section.
For classroom schedules, see primary 81900.

For course delivery, see primary 81900.

For course evaluations relating to specific classes, see primary 81900.

For partnership agreements, see *ARCS* primary 146.

For tuition fee development, see *ARCS* secondary 1120-20.

Record types include: correspondence, memoranda, reports, and other types of records as indicated under relevant secondaries.

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81100	<u>ACADEMIC PROGRAM PLANNING AND DEVELOPMENT</u> (continued)			
	Unless otherwise specified below, the agency OPR (Academic Division) will retain these records for:	SO	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other agency offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures			
	- OPR	SO	5y	FR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General			
-02	Accreditations received (covers current listing of JIBC's accreditations)			
	NOTE: JIBC has earned ISO 9001:2008 certification from the International Organization for Standardization (ISO). JIBC also earned accredited designation through the BC Education Quality Assurance (BCEQA). The BCEQA identifies and promotes public and private post-secondary institutions that have met or exceeded government recognized quality assurance standards.			
	NOTE: JIBC's schools and divisions also have accreditation from other external organizations depending on their niche, such as accreditation from the Canadian Medical Association (CMA), Emergency Medical Assistant Licensing Board (EMALB), Alberta College of Paramedics (ACP), International Fire Service Accreditation Congress (IFSAC), Pro-Board, Insurance Corporation of British Columbia (ICBC), and others.			
-03	Credentialed programs (covers current listing of JIBC's credentialed programs)			

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81100 ACADEMIC PROGRAM PLANNING AND DEVELOPMENT
 (continued)

- 04 Distance education offerings
 (covers current listings of distance education offerings)

NOTE: Development of distance education offerings are classified under secondary 81100-50.

- 05 Online learning data
 (covers data stored in Blackboard Learn online system)
 (electronic database records)

SO = when course is completed and grades are entered in the student information system (TrainingPartner)

NOTE: This secondary is not for filing. It is used to schedule the data within the system.

- 06 Pricing data
 (covers data stored in TrainingPartner online system)
 (electronic database records)

SO = when price for classes, courses, or programs is changed in the student information system (TrainingPartner)

NOTE: This secondary is not for filing. It is used to schedule the data within the system.

- 07 Program and course calendars
 (arrange by year)
 (includes one copy of the final published calendar)

SO nil FR

SO = when reference value has expired

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81100	<u>ACADEMIC PROGRAM PLANNING AND DEVELOPMENT</u> (continued)			
	FR = The government archives will fully retain the Program and course calendars because they provide a history of the programs and courses which JIBC is mandated to provide. The records contain thorough descriptions of courses and programs, the locations and costs of the course offerings.			
-08	Program and course schedules (arrange by program and/or course and then by date)	CY+1y	nil	DE
-20	Academic program planning – issues (arrange by topic)			
	SO = when issues are resolved or no longer required for reference purposes			
-30	Accreditation reviews (arrange by name of program or curriculum) (includes planning for accreditation reviews, information regarding curriculum, credentials of instructors, program requirements, student files selected for accreditation reviews, and other related records)	SO	7y	DE
	SO = when accreditation status changes			
	7y = The retention period satisfies JIBC's reference requirements and ensures records are available for a reasonable period to facilitate research or reporting requirements.			
-40	Credentialing projects, issues and studies (arrange by name of project, issue or study) (covers program proposal, research and supporting documents that are used to conduct and evaluate the project, issue or study)	SO	7y	DE
	SO = when project or study is completed or issue is resolved			

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81100	<u>ACADEMIC PROGRAM PLANNING AND DEVELOPMENT</u> (continued)			
	7y = The retention period satisfies JIBC's reference requirements and ensures records are available for a reasonable period to facilitate research or reporting requirements.			
-50	Curriculum/course/program development case files (arrange by name of curriculum, course, or program) (covers development of education offerings in all modalities including distance offerings as well as international curriculum, courses, and programs) (includes curriculum/course comparative studies, curriculum, program or course proposals, surveys, research materials, needs assessments, research results, program or course/curriculum redevelopment requests and approvals, curriculum or program approval cover sheets, course work plans, funding approvals, sign-offs by client and/or Program Council, and all materials associated with the approved curriculum, course, or program [e.g., student guides, instructor guides, etc.], as applicable to the specific curriculum/course)	SO	7y	DE
	DE = Curriculum/course/program development case files may be destroyed because Full Program Proposals that have received Program Council approval are directed to the Board of Governors and fully retained in their meeting records classified under secondary 81010-20.			
	7y = The retention period satisfies JIBC's reference requirements and ensures records are available for a reasonable period to facilitate research or reporting requirements.			

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81100	<u>ACADEMIC PROGRAM PLANNING AND DEVELOPMENT</u> (continued)			
-60	Curriculum/course evaluations (arrange by name of curriculum/course)	SO	6y	DE
	SO = when one complete cycle of a program is completed			
	6y = The retention period satisfies JIBC's <i>Program Evaluation Policy</i> and related procedures that specify two phases of program evaluation.			
	NOTE: Phase 1 evaluations are conducted after one complete cycle of a program and are designed to improve the overall effectiveness of the program. Phase 1 evaluations are conducted by a Departmental Program Evaluation Committee for each program requiring a Phase 1 Evaluation. Phase 2 evaluations are conducted once every five years and are designed to ensure ongoing program accountability, demand and currency of content. Phase 2 evaluations are conducted by an Institute Program Evaluation Committee.			
-65	Curriculum/course/program surveys (covers data stored in KeySurvey Online Survey Tool) (electronic database records)			
	SO = when survey data is uploaded to other systems for analysis			
	NOTE: This secondary is not for filing. It is used to schedule the data within the system.			

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81200 APPLIED RESEARCH

Records relating to applied research undertaken through JIBC. Includes profiles of research associates, research ethics, research projects, applied research reports, and investigations relating to research misconduct.

Applied research involves the systematic application of scientific principles to solve practical real-world problems that improve the human condition or aid in the development and commercialization of products. Applied research uses the research community's accumulated knowledge, theories, methods of inquiry, and research practices for client or partner driven purpose, and most often engages stakeholders in the process.

Through its Office of Applied Research, JIBC develops new knowledge in emerging disciplines that inform best practice and public policy, enhance justice and public safety curriculum, leverage learning technologies and methodologies, and increase public awareness. Applied research supports continued development of centers of excellence within the justice and public safety communities that provide opportunity for student learning and success, curriculum development, student engagement, and stakeholder interaction.

Record types include: correspondence, memoranda, reports, and other types of records as indicated under relevant secondaries.

- For accounts payable, see *ARCS* primary 925.
- For accounts receivable, see *ARCS* primary 935.
- For audits, see *ARCS* primary 975.
- For contracts, see *ARCS* primary 1070.
- For grants management, see *ARCS* primary 1150.
- For institutional research relating to the JIBC only, see *ARCS* primary 338.
- For research centers and institutes, see *ARCS* primary 230.
- For waivers and releases, see secondary 81000-04.

Unless otherwise specified below, the agency OPR (Applied Research and Graduate Studies) will retain these records for:

SO nil DE

Except where non-OPR retention periods are identified below, all other agency offices will retain these records for:

SO nil DE

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81200	<u>APPLIED RESEARCH</u> (continued)				
	-00	Policy and procedures			
		- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01	General	CY+1y	nil	DE
PIB	-02	Research associates (includes profiles, resumes, and photographs)			
	-20	Applied research projects (arrange by name of project) (covers project objectives, details of grant administration, client information, development of the project concept, results of the research project, cost control and project tracking) (includes research proposals, grant applications, project budgets, project expenditures, project and completion forms)	SO	7y	DE

SO = when project is completed

7y = The retention period ensures that JIBC's financial obligations are satisfied under the *Financial Administration Act* (RSBC 1996, c. 138), *Budget Transparency and Accountability Act* (SBC 2000, c. 23), *Balanced Budget and Ministerial Accountability Act* (SBC 2001, c. 28), and the *Financial Information Act* (RSBC 1996, c. 140). It also satisfies JIBC's reference requirements and ensures records are available for a reasonable period to facilitate research or reporting requirements.

NOTE: If applied research projects require an ethics application, a copy of the application and decision is included in the project file. The original application and decision are retained under secondary 81200-30.

NOTE: A copy of the applied research project report may be retained in secondary 81200-20 as part of the complete project, but one copy of the final report must also be classified under secondary 81200-25.

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[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
81200	<u>APPLIED RESEARCH</u> (continued)			
-25	Applied research reports (arrange by name of report) (covers final and published applied research reports)	SO	nil	FR
	SO = when reference value has expired			
	FR = The government archives will fully retain Applied research reports because they document justice and public safety applied research that engages key players in the goal of developing new knowledge that informs best practice, public policy, and enhances the school curriculum. The reports document the methodology practiced, the information gathered, and the analysis.			
-30	Research ethics applications and decisions (arrange by number) (covers input on human participants) (includes reviews, decisions and approvals)	SO	7y	DE
	SO = when final decision is granted			
	7y = The retention period ensures that JIBC's financial obligations are satisfied under the <i>Financial Administration Act</i> (RSBC 1996, c. 138), <i>Budget Transparency and Accountability Act</i> (SBC 2000, c. 23), <i>Balanced Budget and Ministerial Accountability Act</i> (SBC 2001, c. 28), and the <i>Financial Information Act</i> (RSBC 1996, c. 140). It also satisfies JIBC's reference requirements and ensures records are available for a reasonable period to facilitate research or reporting requirements.			
	NOTE: The Research Ethics Board reports to the Board of Governors supported by the Dean, Office of Applied Research. When a research initiative involves human participants, the policy requires review by the Research Ethics Board. The principal investigator completes the Request for Ethical Review form and a research ethics number is assigned.			

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
81200		<u>APPLIED RESEARCH</u> (continued)			
PIB	-40	Research misconduct investigation case files (arrange by name of researcher) (includes investigations, reviews, decisions and final reports)	SO	9y	DE
		SO= when case is completed			
		9y = The retention period meets the Institute's reference needs and provides a reasonable period of time for the legal value of the records to be extinguished.			

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
81300	<u>FUNDRAISING, DONATIONS AND ENDOWMENTS</u>			
	Records relating to fundraising activities to support JIBC's programs and services. Includes fundraising activities and projects (e.g., book sales), donations and donor profiles, endowments, gifts and appraisals for gifts-in-kind, sponsorships, and sponsor donations.			
	Record types include: correspondence, memoranda, reports, and other types of records as indicated under relevant secondaries.			
	For bank deposits, see ARCS primary 985.			
	For grants management, see ARCS primary 1150.			
	For income tax receipts, see ARCS secondary 1210-02.			
	For Raiser's Edge Information System Overview, see the ISO section.			
	For trust accounts, see ARCS primary 1130.			
	For waivers and releases, see secondary 81000-04.			
	Unless otherwise specified below, the agency OPR (Finance and Administration Division) will retain these records for:	FY+1y	6y	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other agency offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures			
	- OPR	SO	5y	FR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General	CY+1y	nil	DE
PIB	-02 Donor and sponsor profiles (arrange by year) (includes list of donors/sponsors)	SO	nil	DE
	SO = when reference value has expired			
	-03 Gifts-in-kind appraisals			

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
81300	<u>FUNDRAISING, DONATIONS AND ENDOWMENTS</u> (continued)			
-04	Fundraising data (covers data stored in Raiser's Edge online system) (electronic database records)	SO	nil	DE
	SO = when data is no longer required to support fundraising efforts			
	NOTE: This secondary is not for filing. It is used to schedule the data within The Raiser's Edge application.			
PIB	-20 Donations and endowments (arrange by name of donor or sponsor) (includes donor contact information sheets, copies of donor receipts and other supporting documents)			
	-30 Fundraising projects (arrange by name of project)	SO	7y	DE
	SO = when project is completed			
	7y = The retention period ensures that JIBC's financial obligations are satisfied under the <i>Financial Administration Act</i> (RSBC 1996, c. 138), <i>Budget Transparency and Accountability Act</i> (SBC 2000, c. 23), <i>Balanced Budget and Ministerial Accountability Act</i> (SBC 2001, c. 28), and the <i>Financial Information Act</i> (RSBC 1996, c. 140). It also satisfies JIBC's reference requirements and ensures records are available for a reasonable period to facilitate research or reporting requirements.			

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A SA FD

81700 STUDENT RECORDS

Records relating to registration and tracking of information of JIBC students. Includes student applications for admissions and enrolment, appeals, reassessments and conduct, awards, diplomas, degrees, certificates, transcripts, Recognition for Prior Learning (RPL), and convocation programs.

NOTE: The complete student record is held electronically in the student information system (TrainingPartner). Unless otherwise noted in this primary, information identified in the secondaries below held in paper form, is used to update the student information system (TrainingPartner).

Record types include: correspondence, memoranda, reports, and other types of records as indicated under relevant secondaries.

For class attendance, see primary 81900.

For CompTracker Information System Overview, see the ISO section.

For convocation event planning, see ARCS primary 220.

For Human Rights complaints, see primary 81000.

For legal requests for records, see ARCS primary 352.

For personal information requests under the *Freedom of Information and Protection of Privacy Act*, see ARCS primary 292.

For personal information requests for correction, see ARCS primary 293.

For student financial assistance, see primary 81800.

For TrainingPartner Information System Overview, see the ISO section.

For tuition fee development, see ARCS primary 1120.

For waivers and releases not relating to individual class participation, see secondary 81000-04.

Unless otherwise specified below, the agency OPR (JIBC) will retain these records for:

CY+2y nil DE

Except where non-OPR retention periods are identified below, all other agency offices will retain these records for:

SO nil DE

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
81700		<u>STUDENT RECORDS</u> (continued)			
	-00	Policy and procedures - OPR - <u>non-OPR</u>	SO <u>SO</u>	5y <u>nil</u>	FR <u>DE</u>
	-01	General	CY+1y	nil	DE
	-02	Convocation programs (arrange chronologically by year) (covers Honourary Degree recipients)	SO	nil	FR
		SO = when reference value has expired			
		FR = The government archives will fully retain Convocation programs because they document the order of proceedings and the names of graduates at a JIBC formal event. These records have historical value.			
		NOTE: Honourary Degree recipients are identified at least five months in advance of each convocation by the Honours Committee. Information about Honourary Degree nominees and approvals are maintained in the Honours Committee meeting files under ARCS primary 200.			
VR	-03	Requests for replacement certificates, degrees and diplomas			
	-04	Requests for transcripts			
PIB/VR	-05	Student information data files (covers data stored in TrainingPartner (electronic database records)	SO	60y	DE
		SO = when data is migrated to a new application			
		60y = Under JIBC's <i>Student Records</i> policy, student records must be retained for 60 years.			

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A SA FD

81700 STUDENT RECORDS (continued)

VR = Because these records document the history of the students' relationship with JIBC and information about students can be requested from other governing bodies, these records serve as the main source of student information in JIBC and need to be protected and retained for the life of the student.

NOTE: Pricing properties in TrainingPartner are classified under secondary 81100-07.

NOTE: This secondary is not for filing. It is used to schedule the data within the system.

PIB -20 Recognition for Prior Learning (RPL) SO+1y 2y DE
(arrange by student identifier and then by year)
(includes application form, assessment and other documents relating to evaluation of course equivalencies)

SO = when RPL evaluation process is completed and information is entered in the student information system (TrainingPartner)

NOTE: JIBC supports flexible prior learning assessment and qualifications recognition that meet students' needs. The recognition for prior learning (RPL) is consistent with JIBC's policies and standards as well as established practice in the post-secondary system.

Academic studies, graduate and undergraduate studies, and professional and continuing professional studies may allow up to 50 percent of program credits through a combination of prior learning assessment and credit transfers from approved courses and programs at other post-secondary institutions or other organizations. For some degree programs, up to 75 percent credits can be transferred from other recognized programs.

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
81700	<u>STUDENT RECORDS</u> (continued)				
		Divisions may set more restrictive allowances for prior learning assessment and qualification recognition where considered necessary to maintain the quality, integrity or financial viability of the program.			
PIB/VR	-30	Student appeals, assessments/re-assessments, and conduct issues (arrange by student identifier and then by year) (covers appeals and conduct issues, marks assessments/re-assessments, behavior issues, plagiarism, cheating, and related records)	SO	5y	DE
		SO = when appeal, assessment/re-assessment, or conduct issue is settled and final report is submitted			
	-40	Student applications for admission and enrolment (arrange by year) (includes application forms, candidate assessments, student profiles including emergency contact information, and tuition payment receipts)			
	-50	Student graduation and completion (arrange by year) (includes awards of recognition, certificates, degrees, diplomas or other awards)			
		NOTE: In some instances, JIBC administers and grades exams, and certifies students without delivering the course. An external agency delivers the course. In these instances, class files are not created under secondary 81900-20. Instead, copies of certificates are classified under secondary 81700-50.			
	-60	Student transcripts and grades (arrange by year) (includes information release forms, copy of Registrar's transcript and original Student Information Sheet)			

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

81800 STUDENT SERVICES – GENERAL

Records relating to assisting current or prospective students with their education requirements. Includes orientation information provided through the Student Handbook (e.g., application procedures, admission requirements, tuition fees, transfer credits, general course and program planning, credentials for certificates, diplomas or degree requirements, skills upgrading, university or college transfer credits, etc.).

The program advising function provides assistance to prospective students and promotes JIBC’s programs. The function also helps prospective students with understanding and fulfilling the procedure to apply for JIBC programs and courses.

Record types include: correspondence, memoranda, reports, and other types of records as indicated under relevant secondaries.

- For convocation event planning, see *ARCS* primary 220.
- For convocation programs, see secondary 81700-02.
- For Human Rights complaints, see primary 81000.
- For library services, see *ARCS* primaries 358 and 360.
- For publications development, see *ARCS* primaries 308 and 312.
- For student records, see primary 81700.
- For TrainingPartner Information System Overview, see the ISO section.
- For tuition fees, see *ARCS* primary 1120.
- For waivers and releases, see secondary 81000-04.

Unless otherwise specified below, the agency OPR (Academic Division) will retain these records for:

SO nil DE

Except where non-OPR retention periods are identified below, all other agency offices will retain these records for:

SO nil DE

-00	Policy and procedures	- OPR - <u>non-OPR</u>	SO <u>SO</u>	5y <u>nil</u>	FR <u>DE</u>
-01	General		CY+1y	nil	DE
-02	Student advisory handouts and materials				

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			<u>A</u>	<u>SA</u>	<u>FD</u>
81800		<u>STUDENT SERVICES – GENERAL</u> (continued)			
VR	-03	Student Handbook (includes final version of the approved Student Handbook)	SO	7y	FR
		FR = The government archives will fully retain the Student Handbook as it provides a succinct summary of the services and amenities that were made available to JIBC students. These records have historical and informational value.			
		VR = The Student Handbook is the basis for learning policies and procedures in JIBC.			
		NOTE: For development of the Student Handbook, see ARCS primary 312.			
PIB	-20	Academic advising – student case files (arrange by name of student) (includes advice provided to individual students)			
		SO = when reference value has expired			
		NOTE: A case file for individual students is opened when the student requires ongoing advice.			

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
81810	<u>STUDENT SERVICES – FINANCIAL ASSISTANCE</u>			
	Records relating to review and award of financial assistance to JIBC students. Includes financial aid types and availability, bursaries, awards, scholarships, and payment management of financial assistance awards.			
	Record types include: correspondence, memoranda, reports, and other types of records as indicated under relevant secondaries.			
	For accounts payable, see ARCS primary 925. For accounts receivable, see ARCS primary 935. For student records, see primary 81700. For TrainingPartner Information System Overview, see the ISO section. For tuition fees, see ARCS primary 1120. For waivers and releases, see secondary 81000-04.			
	Unless otherwise specified below, the agency OPR (Finance and Administration Division) will retain these records for:	SO	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other agency offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures			
	- OPR	SO	5y	FR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General	CY+1y	nil	DE
-02	Student financial aid types and availability (includes information about government loans, grants, and external awards)			
	SO = when current information is updated			
-20	Award case files (arrange by name of award) (covers the Dr. Joseph and Dr. Rosalie Segal Awards, Minerva Foundation Award, Jocelyn Roberts Memorial Award, Emergency Medical Association (EMA) Education Fund Award, and the Paramedicine Education Award) (includes award criteria and applications)	SO+2y	nil	DE
	SO = when award is granted			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
81810	<u>STUDENT SERVICES – FINANCIAL ASSISTANCE</u> (continued)			
-30	Bursary case files (arrange by name of bursary) (includes bursary criteria and applications)	FY+1y	6y	DE
8y =	The retention period ensures that JIBC’s financial obligations are satisfied under the <i>Financial Administration Act</i> (RSBC 1996, c. 138), <i>Budget Transparency and Accountability Act</i> (SBC 2000, c. 23), <i>Balanced Budget and Ministerial Accountability Act</i> (SBC 2001, c. 28), and the <i>Financial Information Act</i> (RSBC 1996, c. 140). It also satisfies JIBC’s reference requirements and ensures records are available for a reasonable period to facilitate research or reporting requirements.			
NOTE:	The JIBC bursary program is established from tuition fees. Bursaries and awards may also be established through the JIBC Foundation. Bursaries are intended to offset the costs of tuition, mandatory fees, books, supplies, and related educational obligations.			
NOTE:	The JIBC Bursary Selection Committee decides on the awarding of all bursaries. Decisions of the JIBC Bursary Selection Committee are final. Procedures and criteria for bursaries are approved by the JIBC Management Committee. Internal bursary procedures and criteria for bursary award are classified in secondary 81810-00. For JIBC Bursary Selection Committee proceedings, see ARCS primary 200.			
NOTE:	The JIBC Bursary Selection Committee and the Student Services and Registration Office help to administer bursaries funded by the JIBC Foundation.			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
81810	<u>STUDENT SERVICES – FINANCIAL ASSISTANCE</u> (continued)			
-40	Scholarship case files (arrange by name of scholarship) (covers for example: the Community Safety Scholarship and the Project Hero Scholarship) (includes scholarship criteria and applications)	FY+1y	6y	DE
8y =	The retention period ensures that JIBC’s financial obligations are satisfied under the <i>Financial Administration Act</i> (RSBC 1996, c. 138), <i>Budget Transparency and Accountability Act</i> (SBC 2000, c. 23), <i>Balanced Budget and Ministerial Accountability Act</i> (SBC 2001, c. 28), and the <i>Financial Information Act</i> (RSBC 1996, c. 140). It also satisfies JIBC’s reference requirements and ensures records are available for a reasonable period to facilitate research or reporting requirements.			

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A SA FD

81900 TEACHING ADMINISTRATION

Records relating to delivery of course content to students. The course content may be delivered online, in person, and may be instructor-led or self-paced. Includes teaching and reference materials as relevant to the course or program area.

A class is one instance of a course or a course section. Several classes of a course may be offered simultaneously or on different dates, and may be offered in different delivery methods such as online, face-to-face, or correspondence. A class always delivers the learning objectives specified by the related course outline, but the date and method of delivery will vary from class to class.

Record types include: correspondence, memoranda, reports, assignments, examinations, handouts, manuals, checklists, registration lists, evaluations, and other types of records as indicated under relevant secondaries.

- For appeals of final grades, see primary 81700.
- For Blackboard Information System Overview, see the ISO section.
- For CompTracker Information System Overview, see the ISO section.
- For course certificates, see primary 81700.
- For final grades, see primary 81700.
- For LXR-Test Information System Overview, see the ISO section.
- For Questionmark Perception Information System Overview, see the ISO section.
- For Security Training Information System Overview, see the ISO section.
- For student records, see primary 81700.
- For training equipment inventory, see ARCS secondary 705-20.

Unless otherwise specified below, the agency OPR (Academic Division) will retain these records for: SO nil DE

Except where non-OPR retention periods are identified below, all other agency offices will retain these records for: SO nil DE

-00	Policy and procedures	- OPR - <u>non-OPR</u>	SO <u>SO</u>	5y <u>nil</u>	FR <u>DE</u>
-01	General		CY+1y	nil	DE

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A SA FD

81900 TEACHING ADMINISTRATION (continued)

- 02 Cancelled classes
 (includes class change forms and class master forms)
- 03 Classroom schedules

 SO = when schedules are updated
- 04 Classroom scheduling data
 (covers data stored in Easy Schedule online system)
 (electronic database records)

 SO = when schedules are updated

 NOTE: This secondary is not for filing. It is used to schedule the data within the system.

- PIB -05 Examinations/tests applications data
 (covers data stored in LXR-Test, Questionmark Perception, and Remark online systems)
 (electronic database records)
- SO = when grades are entered in the student information system (TrainingPartner)
- NOTE: Examination software is used to prepare, administer and grade student examinations. Examination results are entered in the student information system (TrainingPartner).
- Two examination applications are currently used by JIBC. They are LXR-Test (used by Police Academy, Pacific Traffic Education Centre, and School of Health Science) and Questionmark Perception (used by the Fire and Safety Division, and the School of Health Sciences).
- NOTE: This secondary is not for filing. It is used to schedule the data within the system.

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		<u>A</u>	<u>SA</u>	<u>FD</u>	
81900	<u>TEACHING ADMINISTRATION</u> (continued)				
PIB	-20	Class administration case files (arrange by name and/or number of class and/or date of class and/or student name) (includes class checklists, application forms for classes [or student information forms as specific to class checklists], class syllabus/schedules, training plans, class attendance lists, class address list, course evaluation summaries, classroom booking requests, equipment/audio-visual requests, supplies requests, copy of course manual, classroom planner, notes from instructors, summary reports of completed assignments and exams or other reports, medical fitness assessment forms, and other related records that document the history of the activities of the class)	SO+1y	2y	DE
	SO =	when the class is completed and final grades are assigned, verified and posted			
	NOTE:	In addition to, or instead of, creating class files, some Divisions create student files relating to each instance of a class or program. The information in the student files is not always entered in the student information system (TrainingPartner), but is necessary to track student progress through a specific program (e.g., Police Academy opens both class and student files). Therefore, student information pertaining to classes taken by students may be held in paper form only.			
	NOTE:	Registration forms for classes/courses may be received directly from the student or from an organization where the student is an employee. An organization may register and pay for several of its employees to attend a course at JIBC. Where the employer is registering and paying for the students, an account agreement is set up to manage the individual registrations. For account agreements, see ARCS secondary 1150-30.			

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A SA FD

81900 TEACHING ADMINISTRATION (continued)

NOTE: Each student's information relating to their history with JIBC including program, course, or class enrolment, final grades, certificate awards, etc. must be entered in the student information system (TrainingPartner). The records in the student information system (TrainingPartner) will be retained according to the retention schedule under secondary 81700-05.

- 30 Class/course reference materials
(arrange by name and/or number of course)
(includes materials approved for use in courses/classes such as instructor guides, student guides, course examinations, course exercises, course handouts, course forms, course materials checklists, course textbooks and readings, videos, audio recordings, and other materials relevant to class/course delivery)

NOTE: This secondary is for reference purposes only and may contain a listing and/or samples of approved course materials as well as course masters used in online training delivery. Approved curriculum is classified under secondary 81100-50.

- PIB -40 Competency tracking data
(covers data stored in CompTracker online system)
(electronic database records)
- SO = when final grades are entered in the student information system (TrainingPartner)

NOTE: This secondary is not for filing. It is used to schedule the data within the system.

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			<u>A</u>	<u>SA</u>	<u>FD</u>
81900		<u>TEACHING ADMINISTRATION</u> (continued)			
PIB	-50	Examinations/tests – security training (arrange by exam number and then by student identifier) (includes exams, answer sheets, and reports submitted to the Ministry responsible)	SO+1y	2y	DE
		SO = when final report is submitted to the Security Programs Licensing Division of the Ministry of Public Safety and Solicitor General			
PIB	-55	Examinations/tests – security training data (covers data stored in Security Training Database online system) (electronic database records)			
		SO = when functions supported by the database are no longer performed by JIBC			
		NOTE: Information about students from other institutions that write security training examinations administered by JIBC is not included in JIBC’s student information system (TrainingPartner). The information is maintained separately in the Security Training Database.			
		NOTE: This secondary is not for filing. It is used to schedule the data within the system.			