First Report
Select Standing Committee on Public Accounts

April 9, 2014

To the Honourable
Legislative Assembly of the
Province of British Columbia

Honourable Members:

I have the honour to present herewith the First Report of the Select Standing Committee on Public Accounts (the Committee) for the Second Session of the Fortieth Parliament.

At meetings on March 12, 2014, and April 9, 2014, the Committee examined the retention and disposal applications made to it by the Public Documents Committee and recommends to the Legislative Assembly the following:

- That the management of the retention and final disposition of the operational records of the Banking and Cash Management Branch, Ministry of Finance, be in accordance with the records schedules, standards, and guidelines described in the *Banking and Cash Management Operational Records Classification System,* as amended.
- That the management of the retention and final disposition of the operational records of the Business Management Office, Ministry of Health, be in accordance with the records schedules, standards, and guidelines described in the *Business and Contract Management Ongoing Records Schedule.*
- That the management of the retention and final disposition of the operational records of the Commercial Vehicle Safety and Enforcement Branch, Ministry of Transportation and Infrastructure, be in accordance with the records schedules, standards, and guidelines described in the *Commercial Vehicle Safety and Enforcement Operational Records Classification System.*
- That the management of the retention and final disposition of the operational records of Emergency Management BC, Ministry of Justice, be in accordance with the records schedules, standards, and guidelines described in the *Emergency Management Services Operational Records Classification System,* as amended.

- That the management of the retention and final disposition of the operational records of the International Education Branch, Ministry of Education, be in accordance with the records schedules, standards, and guidelines described in the *Global Education Programs Operational Records Classification System.*
- That the management of the retention and final disposition of the operational records of Highway Constructors Limited be in accordance with the records schedules, standards, and guidelines described in the *Highway Constructors Limited Ongoing Records Schedule.*
- That the management of the retention and final disposition of the operational records of the Income Tax Branch, Ministry of Finance, be in accordance with the records schedules, standards, and guidelines described in the *Income Taxation Operational Records Classification System,* as amended.
- That the management of the retention and final disposition of the operational records of the Information Security Branch, Ministry of Technology, Innovation and Citizens' Services, be in accordance with the records schedules, standards, and guidelines described in the *Information Technology Services Operational Records Classification System* as amended.
- That the management of the retention and final disposition of the operational records of the Intellectual Property Program, Ministry of Technology, Innovation and Citizens' Services, be in accordance with the records schedules, standards, and guidelines described in the *Intellectual Property Management Ongoing Records Schedule.*
- That the management of the retention and final disposition of the operational records of the Justice Institute of British Columbia be in accordance with the records schedules, standards, and guidelines described in the *Justice Institute of British Columbia Operational Records Classification System.*
- That the management of the retention and final disposition of the operational records of Medical Services Operations and Policy, Ministry of Health, be in accordance with the records schedules, standards, and guidelines described in the *Medical Services Plan Operational Records Classification System,* as amended (Amendment 1)
- That the management of the retention and final disposition of the operational records of the Medical Services Division, Ministry of Health, be in accordance with the records schedules, standards, and guidelines described in the *Medical Services Plan Operational Records Classification System* as amended (Amendment 2).
- That the management of the retention and final disposition of the operational records of HealthLink BC, Ministry of Health, be in accordance with the records schedules, standards, and guidelines described in the *Non-Emergency Health Information Services Operational Records Classification System.*
- That the management of the retention and final disposition of the operational records of the Office of Protocol, Office of the Premier, be in accordance with the records schedules, standards, and guidelines described in the *Office of Protocol Operational Records Classification System,* as amended.
- That the management of the retention and final disposition of the operational records of Procurement Services and Supply Services, Ministry of Technology, Innovation and Citizens' Services, be in accordance with the records schedules, standards, and guidelines described in the *Procurement Project Services Ongoing Records Schedule.*

- That the management of the retention and final disposition of the operational records of the Provincial Health Services Authority be in accordance with the records schedules, standards, and guidelines described in the *Provincial Health Services Authority ARCS Supplement*.
- That the management of the retention and final disposition of the operational records of the Screening Mammography Program, Provincial Health Services Authority, be in accordance with the records schedules, standards, and guidelines described in the *Screening Mammography Client Registration and Examination Ongoing Records Schedule*.
- That the management of the retention and final disposition of the operational records of the Tourism and Small Business Division, Ministry of Jobs, Tourism and Skills Training, and Responsible for Labour, be in accordance with the records schedules, standards, and guidelines described in the *Support to Motion Picture Production Ongoing Records Schedule.*
- That the management of the retention and final disposition of the general administration and information technology records of the ministries of Government of British Columbia, be amended in accordance with the *Administrative Records Classification System* (*ARCS*) *Miscellaneous Amendment.*
- That the management of the retention and final disposition of the human resources management and payroll services records created and received by the British Columbia agencies, boards and commissions covered by the *Document Disposal Act (*RSBC 1995, c.99) with their own internal human resources and payroll services, be in accordance with the records schedules, standards, and guidelines described *Human Resources ARCS Supplement.*
- That the management of the retention and final disposition of the operational records of the Government Records Service, Information Access Operations, Ministry of Technology, Innovation and Citizens' Services, be in accordance with the records schedules, standards, and guidelines described in the *Records Management Services Operational Records Classification System.*
- That the management of the retention and final disposition of the operational records of the Revenue Solutions Branch, Revenue Division, Ministry of Finance, be in accordance with the records schedules, standards, and guidelines described in the *Revenue and Student Loan Contract Management Operational Records Classification System*.

Respectfully submitted on behalf of the Committee,

Bruce Ralston, MLA
Chair