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Core Policy and Procedures Manual Information Management and Information Technology
Management

Information Management and Information Technology Management

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Table of Contents

12.1 Objectives

The objectives of this chapter are to:

- Provide guidance for key legislation, including
  - *Document Disposal Act*;
  - *Electronic Transactions Act*;
  - *Freedom of Information and Protection of Privacy Act*; and
  - *Personal Information Protection Act*.
- Define authorities, responsibilities and accountabilities for information and technology management.
- Provide a policy framework within which government can derive the maximum benefits from the use of information and technology.
- Establish policies for the management of information and technology activities.

12.2 General

12.2.1 Principles

Information management is a core component of government infrastructure; it is the intellectual capital of responsible governance. Best practice policies and standards result in efficient, accountable and cost-effective use of resources. Information technology constitutes the full spectrum of technologies and services that support information management. The Government Chief Information Officer (CIO) is responsible for the corporate management of information and information technology. The principles underlying effective management are:

- information is a vital government asset that must be managed and, where appropriate, shared to maximize investments;
- information and technology are key components in delivering cost-effective government services to the public;

- information and technology have the potential, when planned and managed properly, to improve productivity and reduce costs to government;
- information and technology are strategic enablers of quality government service delivery;
- the management and business principles applied to other government resources should be applied to information and technology resources; and
- the private sector is to play a major role in supplying services for the development and support of information technology.

12.2.2 IM/IT Governance

As Chief Information Officer and technology strategist for major government information and technology initiatives (see CPPM chapter 2 section 2.4.1, Central Agency Policy Responsibility Areas) the Office of the Government CIO is the central authority for the government of British Columbia responsible for Chapter 12. The policies contained in this section should be considered in conjunction with other core policy areas on planning (chapter 3), procurement (chapter 6), fees and licensing (chapter 7), asset management (chapter 8), financial systems and controls (chapter 13), risk management (chapter 14), general security (chapter 15), business continuity (chapter 16) and loss management (chapter 20).

The Office of the Government CIO also maintains four major manuals that support the Core Policy and Procedure Manual (CPPM) Chapter 12. They are the:

- Information and Technology Manual (Supplement to CPPM Chapter 12);
- Freedom of Information and Protection of Privacy Policy and Procedures Manual;
- Recorded Information Management Manual; and
- Information Security Policy.

Additionally there are a variety of standards, directives and memoranda that support core policy located on the Government CIO's website.

In May 2006 Cabinet "Mandate[d] the Chief Information Officer with governance authority for standards setting, oversight and approvals for the Province's information and communications technology." The following authorities, responsibilities and accountabilities reflect past ones that have been ascribed to the Government CIO and new ones that have been developed as part of the Government CIO's Governance Working Group's work. They also include authorities, responsibilities and accountabilities ascribed to Ministries and/or Ministry CIOs in the past version of this chapter as well as those recommended through the work of the Government CIO's Governance Working Group.

Government Chief Information Officer

The Government CIO develops, proposes, and maintains corporate-wide IM/IT policy, procedures and standards, and evaluates compliance. Areas associated with this authority include data access, electronic identity management, records management, information management, information technology, privacy, security applications, and systems of government.

Governance and Policy:

a) Legislation

- Recommends legislation in the areas of information and technology management, including access rights in the public and private sector, privacy, security, records management and electronic service delivery.
- Ensures the legislated Personal Information Directory summaries in the Personal Information Directory are maintained.

b) Policies, Procedures, and Standards

- Proposes corporate IM/IT architecture and related policy, procedures and standards to protect and manage information as a government asset.
- Ensures the privacy and security of citizens through the policies, procedures and standards governing citizens' information held by the Province.
- Ensures government's information systems are designed to be interoperable, secure, and able to authenticate and authorize appropriate access.
- Ensures ministries procure information and technology management goods and services compatible with the government infrastructure.
- Clarifies the interpretation of corporate IM/IT policies, procedures and standards.

c) Compliance Monitoring

- Develops mechanisms and processes to ensure compliance with corporate IM/IT policies, procedures and standards.

- Proposes corporate IM/IT performance metrics that enable ministry compliance.
- Informs ministry CIOs of their responsibilities in complying with corporate IM/IT policies, procedures and standards.
- Recommends and reviews audits in coordination with other central authorities to ensure compliance with corporate IM/IT policies, procedures and standards.
- Accesses audit report data to identify information management practices, and information system infrastructure and applications.
- Identifies information necessary for the performance of the Government CIO's duties from any public officer.

d) Advising Government

- Advises senior ministry decision makers, committees and councils, Treasury Board and Cabinet regarding telecommunications, access rights in the public and private sector, privacy, information and technology management, records management, security and electronic service delivery.
- Provides analysis and recommendations to Treasury Board Staff on initiatives, submissions and/or proposals related to information and technology management.

Strategic IM/IT Planning:

a) IM/IT Planning Framework

- Leads the strategic planning process for corporate IM/IT governance.
- Develops, maintains and facilitates the implementation of an integrated government-wide IM/IT planning framework.
- Facilitates the corporate strategic IM/IT planning process and ensures the alignment of IM/IT plans with government's strategic direction.
- Develops and maintains working relationships with Broader Public Sector (BPS) CIOs to communicate government's IM/IT strategic direction and promote the alignment of BPS IM/IT with core government.
- Ensures that the Province is aware of and keeping pace with legislation, policy trends and issues in other jurisdictions.
- Defines corporate vendor engagement strategies to deliver government's IM/IT priorities.

b) Information Resource Planning

- Provides leadership and strategic direction to ministries for the development of the annual Information Resource Management Planning (IRMP) process.
- Coordinates ministry IRMPs with government's IM/IT strategic directions and priorities.

c) IM/IT Human Resource Capital Planning

- Recommends the strategic direction for human resource capital needed to focus on IM/IT functions across government.
- Identifies human, financial and technical resources required to deliver corporate IM/IT strategic plan.
- Advises Public Service Agency on IM/IT human resource capacity required to achieve government's IM/IT strategic directions and priorities.
- Ensures that awareness and training activities inform staff and contractors of their rights, roles and accountabilities for the security, privacy and management of government's IM/IT assets.

Strategic Infrastructure Development:

- Defines the technological direction and framework for IM/IT across government.
- Provides the strategic direction for cross-ministry IM/IT projects.
- Evaluates new information technologies to determine applicability to government business processes.
- Ensures that structures and reporting relationships for IM/IT sub-committees support strategic infrastructure development. Reviews the IM/IT implications of agreements involving compatibility with government's IM/IT infrastructure and strategic directions.
- Designs strategic infrastructure and coordinates activities to enable stakeholder participation in development of the next generation government network.
- Closes the Digital Divide for First Nations communities, and establishes the basis for implementing the next generation government network.
- Provides leadership and obtains resources for key IM/IT projects to facilitate the ongoing development of government's strategic infrastructure.

Transformational Opportunity Analysis:

- Chairs the CIO Council.
- Advises ministries on the hiring of the ministry CIO.
- Researches and reports on transformational activities and leading IM/IT practices in other jurisdictions.
- Identifies and assesses transformational or integrating IM/IT opportunities in government and, where requested, in the Broader Public Sector.
- Promotes the development of cross-government business processes and an enterprise architecture.
- Ensures alignment to the government's strategic direction for major IM/IT projects and projects with service integration implications through project milestone sign-offs and final project approvals.
- Proposes efficiency and effectiveness measures for improvements in the application of information and technology.

Security:

- Provides the overall strategic direction and policy for securing government's information technology infrastructure and government records including electronic information.
- Ensures that measures are established to assess compliance with IM/IT security policies, procedures and standards.

Ministry Chief Information Officer

Governance and Policy:

a) Governance Authority

- Reports to their respective ministry ADM accountable for IM/IT, with a functional reporting relationship between the Government CIO and the ministry CIO.
- Maintains accountability for all business and operational IM/IT initiatives that have no cross-government implications.
- Maintains accountability for IM, budgets, records management, forms management, privacy, security, e-services, business architecture, ministry applications, information management, IM/IT strategic planning and IT (including ministry infrastructure).
- Manages information and technology, and all related support activities.
- Ensures that the delegated responsibility for information and technology is carried out fully.
- Develops an IM/IT workforce strategy to support business transformation, information protection, business continuity and succession planning in consultation with the ministry Strategic HR Director.

b) Legislation

- Provides legislated Personal Information Directory summaries for the Personal Information Directory.

c) Policies and Standards

- Reinforces IM/IT core policies and standards from a risk management perspective.

d) Compliance Monitoring

- Ensures compliance with the IM/IT core policies and standards.

e) Advice to Government

- Ensures that information technology plans address human resource requirements in terms of job design, training and working environment.

Strategic IM/IT Planning:

a) IM/IT Planning Framework

- Establishes strategic direction, consistent with overall government IM/IT direction.
- Participates in ministry service plans and corporate IM/IT planning.
- Accesses the Executive table of each ministry, with stronger emphasis on strategic discussions, rather than just operational issues.

b) Information Resource Planning

- Plans the three year Information Resource Management Plan.
- Works together with other ministry CIOs on horizontal initiatives, both within and across sectors, and adapting to changing priorities.

c) IM/IT Human Capital Planning

- Develops staff to make safe, effective and efficient use of information and technology.
- Manages ministry information resources, ensuring that sound information management practices are followed.

Transformational Opportunity Analysis:

- Provides business analysis and project management expertise.

Strategic Infrastructure Development:

- Functions with a greater role in Information Management within their ministry.
- Supports ministry line of businesses applications.
- Supports ministry-unique applications.
- Develops ministry specific applications if and when required.

Security:

- Protects information holdings in all physical, electronic and digital formats commensurate with its value and sensitivity at all stages in the life cycle of the activity to preserve the confidentiality, integrity, availability, intended use and value of all records.
- Uses security categories approved by Risk Management Branch.
- Identifies and categorizes information and other assets based on the degree of injury (low, medium, high).

12.3 Policy

12.3.1 Appropriate Use of Government Resources

Objectives

- Meet the requirements mandated by the Standards of Conduct.
- Maximize productivity and prevent risks to network security and performance.
- Protect the privacy, confidentiality and security of government's information.
- Increase adherence to government information and technology-related legislation, policies and standards.
- Promote public trust in government's use of information and technology assets.

General

All users of government's information and technology resources must take responsibility for, and accept the duty to, actively protect information and technology assets. This includes taking responsibility to be aware of, and adhere to, all relevant legislation, policies and standards. Government uses information technologies to support employees and other authorized users to work efficiently in delivering services to citizens. Proper use of these technologies assists in the daily management of information, saves time and money, reduces administrative overhead and improves service delivery. The technologies include, but are not limited to, information systems, services (e.g., web services; messaging services); computers (e.g., hardware, software); and telecommunications networks and associated assets (e.g., telephones, facsimiles, cell phones, laptops, personal digital assistants). Improper use may jeopardize the confidentiality, integrity and availability of government's information and technology assets, and may put personal information protection, security or service levels at risk.

Policy

a) Appropriate Use of Information Technology

1. Users must use government-provided information technology resources as the business tools required to do their work and provide efficient service delivery. This use is subject to the same restrictions and management review process as any other government resource.
2. Users must use information and technology resources in accordance with the Standards of Conduct, and applicable terms and conditions. The following conditions, and others that may be established by the Government CIO from time to time, apply to all users:

Users must not:

- attempt to circumvent or subvert system or network security measures;
- propagate viruses knowingly or maliciously;
- detrimentally affect the productivity, integrity or security of government systems;
- obtain files from unauthorized or questionable non-government sources (e.g., racist material, pornography, file swapping sites);
- access Internet sites that might bring the public service into disrepute or harm government's reputation, such as those that carry offensive material;
- access radio stations or video clips (typically referred to as "streaming" audio or video) over the Internet, unless the access is work-related and authorized;
- download non-work related files, such as Freeware, Shareware, movie or music files;
- divulge, share or compromise their own or another's government authentication credentials;
- transmit or otherwise expose sensitive or personal information to the internet;
- use information and technology resources for commercial solicitation or for conducting or pursuing their own business interests or those of another organization;
- distribute hoaxes, chain letters, or advertisements;
- send rude, obscene or harassing messages;
- send, forward and/or reply to large distribution lists concerning non-government business. In addition, users must consider the impact on the network when creating and using large, work-related distribution lists; and
- attempt to obscure the origin of any message or download material under an assumed internet address.

Users must:

- comply with all applicable legislation, regulations, policies and standards;
- use all appropriate anti-virus precautions when accessing non-government data and systems from the government network;
- adhere to licensing agreements for all software used;
- respect copyright and other intellectual property rights in relation to both programs and data;
- only use the email account provided by government from the government network when exchanging email with outside systems;
- use approved security measures when accessing the government network from home or a non-government computer;
- only use messaging forums (e.g., Internet Relay Chat, internet newsgroups) when conducting work-related business or exchanging technical or analytical information; and
- use the rules for complex passwords to create password.

3. Employees must have their manager's permission for the personal use of government information technology resources. Personal use of government information technology resources must not occur during peak hours (i.e., 8 a.m. to 5 p.m.) and must be consistent with professional conduct and the Standards of Conduct.

4. Any content created or transmitted using government equipment or retained within the government network will be managed as a government record. There is no expectation of personal privacy related to the use of government information technology resources except for specific privileged communications (i.e.. Cabinet, solicitor/client, and union representative communications).

5. Inappropriate use of government information technology resources will be investigated on a case-by-case basis. Individuals misusing government information technology resources are subject to disciplinary action, including dismissal, cancellation of contract, and/or other legal remedies.

12.3.2 Information and Technology Planning

Objectives

- Establish planning tools to integrate government's strategic information and technology directions, ministry service plans, and information management and information technology plans.
- Help ministries align information and technology investments with program objectives, and improve services to the public.
- Improve accountability on information and technology initiatives.
- Evolve an enterprise architecture plan that supports the information and technology needs of government.
- Provide strategies for managing information and technology during daily operations, including critical incidents management.
- Facilitate the re-establishment of operations during, and immediately following, a critical incident or other serious disruption.

General

The Office of the CIO oversees the information and technology planning cycle to locate, foster and monitor key issues, opportunities and investments in e-government infrastructure and services. The Government CIO has overall responsibility for the Information Resource Management Planning (IRMP) process. This annual planning cycle is driven by the broader business planning cycle of the government (see CPPM chapter 3, Part 1, Objectives). The development of an IRMP helps ministries align information and technology investments with government strategic plans, ministry service plans, information management and technology plans and program objectives to provide improved services to the businesses and citizens of British Columbia. The IRMP provides an opportunity to assess and strategize for optimization of shared services and consider or implement alternate service delivery approaches.

Vital records and business continuity planning is another key planning area that ensures government's business will continue by keeping information safe and accessible and timely recovery of operations following a service disruption. Plans must include how to re-establish the systems and records that enable government to operate effective and efficiently. Service disruptions can range from a short term inability to access records or services to more significant longer term critical incidents where entire networks may be affected.

Policy

a) Information Resource Management Plans

1. An update of a three to five year Information Resource Management Plan must be submitted annually to the Government Chief Information Officer and Treasury Board Staff.

b) Vital Records and Information Technology Business Continuity Plans

1. Government must create and maintain a business continuity plan that includes identification and management of its vital records.
2. Vital records must be maintained so that re-establishing the legal, financial and functional responsibilities of government is achieved quickly after a catastrophic event or crisis.
3. Vital records must be maintained in a manner that meets current environmental and security standards.
4. Ministries must develop, or work with their supporting infrastructure technology service providers to develop, Business Continuity and Disaster Recovery Plans on all information systems and the associated technology infrastructure and test them regularly.

   See CPPM chapter 16 Business Continuity Management, chapter 14 Risk Management and the Government CIO website Information Resource Management Planning.

12.3.3 Information Management

Part I: Data Management and Architecture

Objectives

- Derive maximum business benefit from information and technology.
- Facilitate and enhance government's ability to make informed decisions.
- Improve the accuracy and timeliness of data.
- Increase system effectiveness and efficient access to data.
- Share data within legislative authority to improve service delivery to citizens of British Columbia.

General

To demonstrate that services are delivered efficiently and effectively, government must have access to the data in various computer systems, files and reports. Consistent data management practices allow a common structure for data access, integrated programs/services, data sharing and interoperability with government information systems. The use of data within government is governed by legislation that applies to all public bodies. More specific legislation also authorizes ministry program management and information collection including, in some cases, personal information.

Policy

a) Data Management

1. The Government CIO must define, maintain and publish government data definitions and structures to maximize the business value of shared data.
2. Data and corresponding information systems must be identified, classified, inventoried, documented and maintained

throughout their lifecycle.

3. Ministries must establish and maintain a data administration/architecture program to manage the design, integrity, availability, and efficient use of data and information systems.
4. Data and corresponding information systems must have an identified Data Custodian.

See Data Administration Standards.

Part II: Personal Information Protection

Objectives

- Ensure the lawful collection, use, retention, disclosure, disposition and security of personal information by public bodies within British Columbia.
- Assure citizens that privacy principles are being taken into account during the design, implementation and evolution of programs, systems and services.
- Ensure that Privacy Impact Assessments are completed and that privacy issues that arise through these assessments are dealt with prior to implementation.
- Ensure that Information Sharing Agreements are completed when a ministry shares personal information with a party external to the ministry.
- Record summaries of Information Sharing Agreements, Privacy Impact Assessments and Personal Information Banks in the Personal Information Directory.

General

To promote government accountability and protect personal information privacy as described in the *Freedom of Information and Protection of Privacy Act* (the Act) all public bodies must comply with the provisions of the Act and its regulation. The FOIPPA Policy and Procedures Manual is a supplemental manual (publicly available) that interprets the Act by describing the operational policies and procedures that ministries and other government offices must use in carrying out their legislated responsibilities. In some cases public bodies may have other legislation specific to their business that adds privacy, confidentiality or security provisions regarding personal information management, (e.g., *Medicare Protection Act*).

Two standard tools that assist ministries in the management of personal information are Privacy Impact Assessments (PIA) and Information Sharing Agreements. Ministries are required to conduct a PIA for new or revised projects, programs, applications, systems or new enactments. The PIA process determines if the privacy protection requirements of the Act are met. In all cases part 1 (basic information) of the PIA should be completed to assess whether personal information is being collected. Where it is determined that personal information is collected the complete PIA is required, whereas if it is not being collected then only part 1 is required. The PIA supports government business objectives by ensuring the collection, use, retention, disclosure and security of information is conducted consistent with the Act and government policies, procedures and protocols. Information Sharing Agreements establish relationships, responsibilities, security requirements, access rights, and authentication requirements between ministries and the data consumers to whom they supply government information. Information Sharing Agreements may also be used in conjunction with alternate service delivery data management contracts and privacy protection schedules or with research agreements to clarify responsibilities of all of the involved parties.

The Act requires that the Minister Responsible for this Act must maintain and publish a Personal Information Directory (PID) to provide summary information about records in the custody or under the control of ministries of the government of British Columbia and about the use and disclosure of those records. The IM/IT Privacy and Legislation Branch of the Government CIO's office (see Information and Privacy) maintains the central directory of Personal Information Banks, Privacy Impact Assessments and Information Sharing Agreements created by and/or operating on behalf of provincial ministries. Ministries as custodians of the data have the knowledge of the personal information holdings and the responsibility to supply the summaries for inclusion into the PID in a timely manner.

To ensure a proactive privacy framework, sound principles of privacy, security and confidentiality must be understood by all users of personal data and incorporated into daily practice within public bodies. This involves developing a culture where privacy is seen as a design objective for information and technology not an obstacle to be overcome. Personal privacy is a right protected through legislation, policies and best practices by the Government of British Columbia.

Policy

a) Privacy Impact Assessments

1. A Privacy Impact Assessment (PIA) must be conducted to determine if a project, program, application, system or new enactment collects, uses, retains or discloses or secures personal information.
2. A preliminary PIA must be completed during the feasibility or initiation stage of any project, program, application, system or enactment. A formal PIA must be finalized, including the sections on security and retention of personal information, before implementation of any project, program, application, system or enactment.
3. Ministries must review existing summaries in the government Personal Information Directory, PIA section, at least once a

year, and submit new summaries as needed within 30 days of the final signing off of a PIA.

b) Information Sharing Agreements

1. Ministries must develop Information Sharing Agreements to cover personal information exchanges outside of the immediate program area, as required. These agreements must include a compliance review requirement and schedule of planned reviews.
2. Ministries must review existing sharing agreement summaries in the government Personal Information Directory, Information Sharing Agreement section, at least annually, and submit new summaries as needed within 30 days after approval of an Information Sharing Agreement.

c) Personal Information Banks

1. Ministries must maintain a directory of Personal Information Banks and review the existing Personal Information Banks summaries in the government Personal Information Directory at least annually.
2. New Personal Information Bank summaries must be submitted to the government Personal Information Directory within 30 days of implementation.

d) Personal Information Management

1. People who manage access or use government information must receive privacy and information management training on initial employment and as required thereafter.
2. Personal information in the custody or control of public bodies must be stored, managed and accessed solely within Canada throughout its lifecycle, except in specified circumstances.
3. Remote access from a foreign country to personal data, including viewing, is prohibited except in specified circumstances.
4. Ministries must use the principles of "need-to-know" and "least privilege" when authorizing access to personal information.

Part III: Managing Information

Objectives

- Assign responsibility and accountability for the management of information within the custody, or under the control of, government.
- Assure compliance with legislation, policies and standards.
- Create and retain a full and accurate record documenting decisions and actions.
- Provide relevant information in a timely, useable, cost-effective, and accurate manner.
- Preserve government information in a manner that retains the information's authenticity, reliability, accessibility and integrity for as long as required.
- Support transparent and effective access to government information within legally established privacy and confidentiality restrictions.

General

The *Interpretation Act* definition of "record" includes all recorded information, whatever the media or format. Information management is a core component of government infrastructure and ensures that critical characteristics such as authenticity, reliability, integrity and usability of a record are preserved and protected for as long as required.

Government must appropriately provide access to, manage, preserve and dispose of its records in compliance with the *Document Disposal Act*, the *Freedom of Information and Protection of Privacy Act*, and other relevant legislation, policies and standards, in order to:

- ensure government accountability;
- provide evidence of its activities and organizational structure;
- document its responsibilities, rights and entitlements; and
- preserve records of enduring value.

Records deemed to have enduring value will be preserved in the government archives. Government records are eligible for final disposition when their scheduled active and semi-active retention periods have expired.

The Government of British Columbia standards for the classification and scheduling of its records are documented in the Administrative Records Classification System (ARCS), the Operational Records Classification Systems (ORCS), ongoing records schedules and other approved records schedules. ARCS and ORCS support the automated scheduling and classification of records within an Enterprise Document and Records Management System (EDRMS). The implementation of the government standard

EDRMS software in conjunction with other digital preservation practices and procedures (e.g., storage and media management, metadata standards) supports government's requirements for long-term records preservation.

Policy

a) Governance of Recorded Information

1. Government must manage all records created and received during the conduct of its business activities.
2. Ministries must establish and maintain a recorded information management program.
3. Ministries must establish and maintain a forms management program.
4. Government records must be managed and preserved to remain authentic, reliable, trustworthy, secure, complete and accessible over time and location regardless of media or format.
5. Ministries transferring records to off-site storage must use approved records centres.

See CPPM chapter 15, Security.

b) Classification, Scheduling and Maintenance of Government Records

1. Ministries must implement and maintain the government standard records classification and scheduling systems (i.e., ARCS, ORCS, Ongoing Records Schedules).
2. Ministries must develop records classification systems for their operational records (ORCS).
3. Ministries must use the government standard Enterprise Document and Records Management System (EDRMS) when implementing an electronic document and records management system.
4. Government records must remain authentic, reliable and accessible after any conversion or migration from one media, format, or system to another.

c) Storage and Disposition of Government Records

1. Government records must be disposed of securely in accordance with approved records retention and disposition schedules and asset management processes.
2. Ministries must establish internal records disposition procedures.
3. Government records scheduled for archival retention must be maintained in a manner that preserves their integrity and authenticity up to and throughout transfer to the government archives.
4. Government records scheduled for destruction must be destroyed in a method appropriate for the recording media and that maintains the security of the information and the privacy of individuals.

See CPPM chapter 6, Disposal of Surplus Assets, chapter 8, Asset Management and chapter 20, Loss Management.

d) Working Outside the Workplace

1. Reasonable security measures must be made to safeguard electronic storage devices and paper-based confidential and/or personal information while in transport and in use outside the workplace.
2. The most appropriate electronic method for accessing confidential and/or personal information must be established prior to working outside the workplace in accordance with the Working Outside the Workplace Policy.
3. Confidential and/or personal information must not be downloaded/stored to a non-government computer or other device (for example, smartphone, memory stick/card, external hard drive, etc.).

See the Working Outside the Workplace Policy

Part IV: Sharing of Government Information

Objectives

- Adhere to government strategic directions for information management.
- Respond to citizens' needs and expectations of connecting with government electronically, and increasing government accountability to the public.
- Improve ministry products, services and programs.
- Enhance understanding of information used to make decisions.
- Promote efficient and effective sharing while leveraging experience and knowledge of data already collected within government.

- Exchange personal information between a public body and a person, a group of persons or an organization, as allowed within privacy and ministry-specific legislation regarding personal information.

General

Government information is an asset that may be under the custody or control of a ministry or other government agency but is collected for, and owned corporately by, the Crown, i.e., the Province. To achieve the government's goal of effective and efficient citizen-centred service delivery, and to improve public service outcomes, the sharing of relevant information by authorized users must be done across service teams and for common or integrated programs. Sharing of information must be allowed under the *Freedom of Information and Protection of Privacy Act* or another enactment prior to disclosure. The authorized and appropriate use of information within government benefits the citizens and the Government of British Columbia. In particular:

- Routine release is the disclosure of information held by a public body without the necessity of a more costly formal Freedom of Information request.
- Contacting government electronically is becoming a normal part of communications between government, businesses and citizens in British Columbia. An employee's work email address is defined in the *Freedom of Information and Protection of Privacy Act* as contact information and is not therefore personal information. However, the release of a government email address may be restricted in cases involving employee health and safety issues.
- Legally mandated information-sharing requests, e.g., where requirements to disclose information for legal cases or inquiries, are to be addressed to the appropriate ministry solicitor, Legal Services Branch.

Policy

a) Routine Release of Information

1. Ministries must promote the routine release of information, where allowed by the Freedom of Information and Protection of Privacy Act.
2. Ministries may charge fees for information made available routinely, as pre-approved by Treasury Board.

b) Internal Use of Government Information Assets

1. Originating ministries providing information to internal-to-government users must not charge for information in its basic format. The originating ministry is to determine the basic format for the information. Special circumstances to be negotiated between the two parties.
2. The originating ministry must allow access to information for internal-to-government users in its basic format in the most cost-effective manner (e.g., intranet website). Information access costs are to be borne by the requesting ministry.
3. The information held by the originating ministry must be considered the correct or official version. Internal-to-government users must ensure that the most current version of information be used.
4. Requesting ministries do not have the right to reproduce, market or distribute information to external-to-government users without the approval of the originating ministry. Originating ministries should develop and provide liability disclaimers appropriate for the information being disseminated.
5. To protect confidentiality and security, the information being shared must be documented and shared only on a need-to-know and least privilege basis.

See CPPM chapter 7, section 7.3.2 Fees and Licenses, Privacy Protection Schedule (PPS) and Procurement, Part I, 6.3.3.e, Administration, policy 12.

c) Publication of Government Email Addresses

1. Government email addresses, including generic office email addresses, must be kept up to date and published in the British Columbia Government Directory except where exempted for health and safety reasons.
2. Generic office email IDs may be used when required to meet operational requirements. A specific, designated owner must manage each generic office email ID.
3. Individual alias email IDs must not be used.
4. Government email addresses must not be made available electronically in bulk form external to government (e.g., electronic files, distribution lists).
5. Government e-mail addresses must use the government naming convention (i.e.,firstname.surname@gov.bc.ca) and must not include a host name.

d) Disclosure Requirements for Legal Proceedings

1. Ministries must list all relevant records in their custody or control under the Attorney General's discovery of documents.
2. Government records destruction schedules must be suspended during court orders for Demand of Discovery.

3. Records disposition must be suspended during legally mandated reviews (e.g., litigation, document discovery, and commissions of inquiry.)

e) Crown Copyright

See CPPM chapter 6 Procurement, section 6.3.4.e, <u>Crown Copyright</u>.

f) Intellectual Property

See CPPM chapter 6 Procurement, section 6.3.4.f., <u>Disposal of Intellectual Property</u>.

12.3.4 Electronic Identity Management

Objectives

- Interact electronically with businesses and citizens to conduct business transactions.
- Facilitate the legal use of electronic signatures in e-services between government and citizens and businesses.
- Provide assurance to users of e-services that the privacy, confidentiality, integrity and security of their information will be maintained to the highest possible standard.
- Promote public confidence in management of the identity and eligibility information used for government electronic service delivery.

General

BC government strategic direction includes a commitment to integrate services and to deliver them electronically where possible. This strategy supports a client-centric framework that will assist and enable ministries to deliver services better through improved access to business and citizen online services.

To enable electronic service delivery, the BC government passed the *Electronic Transactions Act* to support its move into the global electronic economy. The principle purpose of the Act is to provide legal equivalence between paper and electronic documents and signatures, except in limited circumstances.

Identity management consists of a number of processes that include:

- registration and issuing of electronic identities and credentials;
- identity proofing - how government proves an individual is who they claim to be;
- authentication - how government knows a user is who they claim to be when accessing services online;
- authorization - decisions about what services an individual is eligible for; and
- access controls - controls around what information a user will see and how users' views will be managed.

Policy

a) Electronic Signatures

1. Ministries must consider the benefits of using electronic signatures in all e-service initiative designs, and choose the manner of signature(s) that best serves the initiative.

b) Identity Management

1. All users must have a unique application user logon profile.
2. Government e-services requiring user authentication must use the Enterprise Security Gateway for authentication, unless an exemption has been granted by the Government CIO.

12.3.5 Information Technology Management

Objectives

- Promote the principles and best practices of project management in all information and technology projects.
- Provide a context for overall government direction within which ministries can establish their information and technology architecture directions.
- Maximize information technology system to system and human to system interoperability.
- Maximize effectiveness and efficiency of information technology implementation and operations.

- Encourage compatibility and supportability across the government's information and technology environment.
- Lower service costs to government through effective information technology procurement practice.
- Optimize the use, performance and cost of information technology resources.

General

In British Columbia government strategic direction includes a commitment to integrate services and to deliver them electronically where possible. This strategy supports a client centric framework that will assist and enable ministries to deliver services better through improved access to business and citizen online services.

Professional project management is the basis for developing sound strategic and operational information and technology initiatives. Project management includes incorporating best practices, standards and proven methodologies to foster a consistent formal approach that maximizes success in information and technology initiatives.

Corporate information technology standards serve as a "building code" to provide client centered services regarding interoperability, efficiency, security and privacy while recognizing that the least amount of regulation promotes innovation and where appropriate, competition. This will result in some standards being high-level (e.g., statements of best practices, industry standards, and recognized leading methodologies) while others, of necessity, will be at a lower level (e.g., services, products, or tools).

The purpose of corporate shared services is to employ best practices in cost control, optimizing return on investments, implementing standardization and improving the effectiveness and efficiency of services, products and tools. The Government CIO has authority to identify where a corporate approach should be used in planning for shared services, new initiatives and procuring information and technology assets. (see CPPM Chapter 6, section 6.3.5 a, Information Management and Information Technology Procurement).

Evaluations provide assurance to Treasury Board, the Government CIO and senior ministry management that information technology best practices, policies, standards and guidelines have been implemented and are functioning effectively across government. Routine evaluation of information technology is a change management methodology that impacts daily operations, service delivery planning, modifying existing systems or implementing new systems, and forms a key component of Enterprise Risk Management feeding into the annual business planning cycle.

Policy

a) Information and Technology Project Management

1. Responsibility for the management and control of information and technology projects resides with executive-level program management through the annual IRMP process.
2. Ministries must select a methodology for the development of information systems appropriate for the size, complexity, nature and cost of the development project.
3. A Project Steering Committee must be established to provide direction and decision making for any high-risk major development project.
4. Major information and technology projects must be monitored against a documented master project plan.
5. Post Implementation Reviews must be done on all major projects.
6. Development of information systems must be conducted by the private sector unless an exemption is granted by the Government CIO.
7. Information system application plans that will use or interface with a shared computer facility or service must include a government-wide approach and, where available, use shared services to achieve economies of scale in the use and management of information and technology.
8. Development of new financial systems or enhancements, changes or revisions to existing ones must be formally approved in accordance with CPPM chapter 13, Financial Systems and Controls.
9. Development of new electronic commerce systems or enhancements, changes or revisions must be formally approved by Banking and Cash Management to ensure compliance with payment card industry (PCI) standards.

See CPPM chapter 7, section 7.3.8 - Acceptance of Electronic Payments, and the IM/IT Standards Manual.

b) Information Technology Standards

1. Standards and exemptions from published standards, must be approved by the Government CIO.
2. Standards must support the efficient, secure operation of systems while maintaining privacy.
3. Standards must provide the least amount of regulation to promote innovation and competition, where appropriate.
4. Standards must maximize effectiveness and efficiency for information technology planning, design, implementation and operations.

c) Information and Technology Procurement and Unsolicited Proposals

1. Government-wide approaches and standards must be used in information and technology asset procurement and in managing unsolicited information and technology proposals by vendors.

See CPPM chapter 6, section 6.3.5, Information Management and Information Technology Procurement.

d) Information Technology Operations and Evaluation

1. Ministries, in conjunction with Workplace Technology Services, must establish and maintain inventories of computer hardware, software and related communications equipment.
2. Ministries must identify a funding source in the annual ministry information technology plan for the evaluation of compliance, system or security controls identified for a project, system or application.

See CPPM chapter 8, Asset Management and chapter 20, Loss Management.

12.3.6 Information and Technology Security

Objectives

- Ensure appropriate security measures are established for all data, information, applications, hardware, associated documentation and computer facilities.
- Support incorporation of privacy principles in the design of information systems.
- Support access to data, software and computer facilities, based on demonstrated need and authorization.
- Ensure information is viewed and managed as an asset that must be protected commensurate with its value.
- Select only those vendors who will undertake to comply with the security policies of this chapter when contracting for data processing services or engaged in alternate service delivery initiatives.

General

Security is the responsibility of all employees, contractors and others who have access to, use or manage the information and technology assets of government. Information systems security includes the protection of personal data, systems, documentation, computer-generated information and facilities from accidental or deliberate threats to confidentiality, integrity or availability. Security policies apply to all locations where information is processed or stored by, or on behalf of government (e.g., Workplace Technology Services, ministry and contracted computer facilities).

Policy

a) Security

1. A formal management framework will be established to initiate, implement, monitor and enforce information and technology security within the Government of British Columbia.
2. Security requirements must be assessed, identified and documented to determine security implications and control requirements when there is a requirement for third parties to access government assets. Security controls must be documented and agreed to with the third party.
3. Information and technology assets must be classified, inventoried and recorded with an identified owner who is responsible for achieving and maintaining appropriate protection of those assets.
4. Users of government assets must continue to be aware of, and understand, their role in reducing the risk of theft, fraud or misuse of government assets. Changes in responsibilities, roles, contracts or employments must be managed.
5. Operating procedures must be documented and monitored to ensure the correct and secure operation of information and communication technologies.
6. Third party service delivery agreements must be monitored for compliance, and changes managed to ensure that the services delivered meet or exceed specified requirements.
7. Operational requirements for new systems must be established, documented and tested prior to acceptance and use. Future capacity requirements should be made to reduce the risk of system overload or failure.
8. Documents, computer media, data and system documentation must be protected from unauthorized disclosure, modification, removal or destruction.
9. Data and information exchanges within government, or with an external entity, must be secure and managed through a documented process.
10. Government information and technology assets will be monitored regularly and logs maintained to identify inappropriate access, use, or other security events.
11. Access to information, systems, and business processes must be managed and controlled on the basis of business and

security requirements.

12. Access to, or from, internal and external networks and network services must be managed and controlled.
13. Security requirements must be assessed, identified, documented, and agreed to during all stages of development.
14. The security controls of new or modified information systems and services must be reviewed prior to implementation.
15. Information and technology assets will be protected commensurate with the identified risks and security requirements.
16. Information security incidents, events and weaknesses must be managed and communicated to the Government Chief Information Officer for corrective action, if appropriate.
17. Information security management requirements must be integrated into the business continuity planning process to protect information systems and communication technologies from disasters, loss of service or information security failures.
18. The security of information systems and communications technologies must be regularly reviewed to ensure compliance with applicable legislation, policies, standards and documented security controls.

b) Reporting the Loss or Unauthorized Disclosure of Government Information

1. The Government Chief Information Officer is responsible for the coordination, investigation, and resolution of information incidents.
2. All actual or suspected information incidents must be reported immediately using the Information Incident Management Process.
3. The Government Chief Information Officer is responsible on behalf of government, for liaising with the Office of the Information and Privacy Commissioner regarding an actual or suspected privacy breach.

See CPPM chapter 15, Security and CPPM L, Loss Reporting, and the Information Security Policy Manual.

12.4 Information and References

12.4.1 Definitions

Administrative Records Classification System (ARCS) – The government-wide standard for classifying, filing, retrieving and disposition scheduling of administrative records. ARCS also includes freedom of information and protection of privacy designations. ARCS is a block numeric system, reflecting function and subject. See also ORCS.

Application – A collection of computer hardware, computer programs, databases, procedures and knowledge workers that work together to perform a related group of services or business processes.

Attorney General's discovery of documents – A demand for discovery of the documents which are or have been in the party's possession or control relating to any matter in question in the action, and the other party shall comply with the demand by delivering a list of the documents that are or have been in the party's possession or control relating to every matter in question in the action.

Basic format information – information used by the originating ministry to conduct its business. Examples could include raw data or value-added information in either electronic or hard copy formats.

Computer media – An object or device that electronic information is stored on. It includes, but is not limited to, tapes, disks, diskettes and computer hard drives.

Court ordered for Demand of Discovery – The court may order that a party deliver a list of the documents that relate to a matter in question in the action to any other party and that, although not in the possession or control of the party against whom the order is made, are within that party's power.

Data – The data that is an individual fact (datum) or multiple facts (data), or a value, or a set of values, but is not significant to a business in and of itself. Data is the raw material stored in a structured manner that, given context, turns into information.

Data Custodian – A senior manager for a business area responsible for data requirements, standards, access rules, business training, etc. They define the business value, scope, standards and services of the organization's data within the context of their mandate.

Electronic Signature – Information in electronic form that a person has created or adopted in order to sign a record and that is in, attached to, or associated with, the record.

Government – Any ministry, agency, board, commission, Crown corporation, institution, committee or council reporting or responsible to the Government of British Columbia.

Government records – All records, regardless of physical format, that are received, created, deposited, or held by or in any ministry, agency, board, commission, Crown corporation, institution, committee or council reporting or responsible to the Government of British Columbia.

The Interpretation Act (RSBRITISH COLUMBIA 1996, c. 238, s. 29) defines "record" as follows: "'record' includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by any means whether graphic, electronic, mechanical or otherwise."

Government records consist of records in every physical format, including electronic records, film, audio and audiovisual tapes.

Government records include cabinet ministers' records that are created and/or accumulated and used by a minister (or a minister's office) in developing, implementing and/or administering programs of government. Government records do not include legislative records.

The retention and final disposition of most government records is governed by the Document Disposal Act. See also Executive records, MLA records, Non-government records, Personal records.

Host Name – Any name that is included in an email ID that can be used to identify the network address of a computer.

Information – The data in context. The meaning given to data or the interpretation of data, based on its context, for purposes of decision-making. The finished product as a result of the interpretation of the data.

Information Incident - a single or a series of unwanted or unexpected events that threaten privacy or information security. Information incidents include the collection, use, disclosure, access, disposal, or storage of information, whether accidental or deliberate, that is not authorized by the business owner of that information. Information incidents include privacy breaches (see the Process for Responding to Privacy Breaches). 12.3.6

Information and Technology Resources – Information and communications technologies, including data, information systems, network services (e.g., web services; messaging services); computers (e.g., hardware, software); telecommunications networks, and associated assets (e.g., telephones, facsimiles, cell phones, laptops, personal digital assistants).

Information Management – The application of systematic planning, controls and standards to the creation, use, transmission, retrieval, retention, conversion, final disposition, and preservation of information resources in all formats, and the improvement of information handling systems of all kinds.

Information System – A system (including people, machines, methods of organization, and procedures) which provides input, storage, processing, communications, output and control functions in relation to information and data. Normally used to describe computerized systems, including data processing facilities, data base administration, hardware and software which contain machine-readable records. A collection of manual and automated components that manages a specific data set or information resource.

Information Technology – The common term for the entire spectrum of technologies for information processing, including software, hardware, communications technologies and related services.

Internet – The global interconnection of data networks or bulletin board systems that commonly use (but are not limited to) the Internet Protocol.

Least Privilege – A security principle requiring that each subject in a system be granted the most restrictive set of privileges (or lowest clearance) needed for the performance of authorized tasks. The application of this principle limits the damage that can result from accident, error or unauthorized use.

Major Project – A project that is over six months duration or identified as high risk or cost greater than or equal to $250,000.

Master Project Plan – A document that describes the common vision of the project, the overall project management functions, specific deliverables and establishes the detailed project workplan and budget.

Need-to-know – A privacy principle where access is restricted to authorized individuals whose duties require such access. Individuals are not entitled to access merely because of status, rank or office.

The need-to-know principle may be implemented in various ways. These include physically segregating and controlling access to certain records, listing individuals who may access certain records, or installing access controls on automated information systems.

The need-to-know principle is especially important in protecting the privacy of individuals as required by the *Freedom of Information and Protection of Privacy Act.*

Ongoing records schedule – A records schedule that authorizes the retention and final disposition, on a continuing basis, of the types of records described in the schedule. ARCS and ORCS serve as ongoing records schedules for ministry or agency administrative records and operational records. Special records schedules are another type of ongoing records schedules.

Operational Records Classification System (ORCS) – An integrated records classification and scheduling system tailored to the operational records of a specific function or program of government, in accordance with government-wide standards. ORCS facilitate classification, filing, retrieval and disposition; ORCS may also be used to identify vital records and freedom of information and privacy designations. ORCS is a block numeric records classification system, reflecting function and subject.

Originating ministry – The ministry or agency which is the prime or original holder of the information.

Payment Card Industry (PCI) Standards – payment systems standards issued through the international Payment Card Industry Security Standards Council and required by the payment card industry.

Record – Includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by any means whether graphic, electronic, mechanical or otherwise.

Requesting ministry – The ministry or agency requesting information from the originating ministry. This policy will use the term "information" to encompass raw data, summaries, abstractions, consolidations and other products derived from data.

Routine Release – The disclosure of certain types of information as a matter of course without the necessity of a formal Freedom of Information (FOI) request. Routine release includes, but is not limited to, the release of records that have been designated as available without a formal request under section 71 of the Act. Routine release may be reactive (responding to requests for information when received) or proactive (systematically disseminating information in advance of requests using mechanisms such as the Internet, libraries, etc.).

Security event – An identified occurrence of a system or service state indicating a possible breach of information security policy or failure of safeguards, or a previously unknown situation that may be security relevant.

User – Persons (including employees and contractors) authorized to access and/or use government information technology resources.

Vital Records – The records of government that contain information essential to:

- conduct of emergency operations during and immediately following a disaster;
- resumption/continuation of government services or operations;
- re-establishment of the legal, financial and functional responsibilities of government; and
- re-establishment of the rights and obligations of individuals, corporate bodies and other governments with respect to the Government of British Columbia.

12.4.2 Links

The following links will provide the reader with additional details and guidelines from the Office of the Government CIO information management and information technology policies and standards, directives and memos, key support manuals and information technology security.

1. Legislation
   a. *Freedom of Information and Protection of Privacy Act* and Freedom of Information and Protection of Privacy Regulation (B.C. Reg. 323/93)
      Personal Information Protection Act and Personal Information Protection Act Regulations (B.C. Reg. 473/2003)
      Electronic Transactions Act
   b. *Document Disposal Act*

2. Branches

   Knowledge and Information Services Branch
   http://www.cio.gov.bc.ca/cio/kis/index.page?/

      Freedom of Information and Protection of Privacy Policy and Procedures Manual
      http://www.cio.gov.bc.ca/cio/priv_leg/manual/index.page?

      IM/IT Supplemental Manual (currently under revision)
      http://www.cio.gov.bc.ca/local/cio/about/documents/cpm12.pdf

   Information Security Branch
   http://www.cio.gov.bc.ca/cio/informationsecurity/index.page?

      Information Security Policy Manual
      http://www.cio.gov.bc.ca/local/cio/informationsecurity/policy/isp.pdf

   Information Access Operations
   http://www.gov.bc.ca/citz/iao/records_mgmt

Recorded Information Management Policy and Procedures Manual
http://www.gov.bc.ca/citz/iao/records_mgmt/policy_standards/rim_manual/index.html

Provincial Treasury Banking/Cash Management - PCI DSS Resource Centre
http://gww.fin.gov.bc.ca/gws/pt/bcm/bankPCI.stm

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ARCS and *ORCS* User Guide

2011 • Version 1.0

BRITISH
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Contents

BRITISH
COLUMBIA
The Best Place on Earth Ministry of
Citizens' Services   last edit 2012-02-09   *CORP029* Page 21 3
OOP-2013-00046

1. Introduction

1.1 General

This document explains the purpose, organization, and elements of the *Administrative Records Classification System (ARCS)* and *Operational Records Classification Systems (ORCS)*. It is designed to help you understand, interpret and use *ARCS* and *ORCS*.

1.2 What are *ARCS* and *ORCS*?

ARCS and *ORCS* are combined records classification and scheduling systems that facilitate the efficient and systematic organization, retrieval, storage, and destruction or permanent retention of the government's records. *ARCS* is the government standard for **administrative records**. *ORCS* are specific to **operational records**.

A standard **classification system** is the cornerstone of an effective records management program. *ARCS* and *ORCS* identify and describe the records created by offices throughout government, and organize them into a structure that reflects administrative and operational functions. This organizational structure ensures that records can be quickly and easily identified, documented and retrieved.

ARCS and *ORCS* are also records scheduling systems. A **records schedule** is a timetable that governs the life span of a record from creation, through active use within an office and retention in off-site storage, to destruction or transfer to the government archives.

The records schedules in *ARCS* and *ORCS* ensure that records are retained for sufficient periods of time to meet the legal, operational, audit, fiscal or other requirements of government. Records schedules identify records with enduring value for transfer to the government archives. Records schedules also provide for the timely destruction of records when they are no longer required to support the government's operational and administrative functions.

> *Records that have only short-term or temporary usefulness are considered to be 'transitory records' and may be disposed of when no longer needed. Since they will not become part of a final record of decision, and do not fulfill any administrative or operational functions, they do not need to be filed in the office recordkeeping system and should be destroyed when no longer needed. For more information see the special schedule for Transitory Records (schedule 102901).*

1.3. The Organization of *ARCS* and *ORCS*

ORCS and *ARCS* have one or more numbered sections covering broad categories corresponding to major operational or administrative functions and program activities.

ORCS also include:
- An Information System Overview Section, which identifies and describes electronic records. For more information about electronic records and the Information System Overview, see **2.12**.
- An Executive Summary, Table of Contents, Introduction, and Index.

- Appendices (optional) that provide additional information relevant to the *ORCS* and the records it covers.

For more information about <u>*ORCS*</u> and a selection of approved <u>*ORCS*</u>, see the <u>IAO Record Management</u> web site.

The <u>primary</u> is the basic building block of *ARCS* and *ORCS*. Primaries are identified with a three, four, or five digit number. Each primary also has a descriptive title. Primaries are subdivided into two-digit <u>secondary</u> classifications.

The first primary in each section is called a section default primary. It provides general information relating to the whole section and to records repeated in other primaries throughout the section.

Groups of related primaries, called **primary blocks**, appear together, indicated by two-part titles and an initial "general" primary.

BRITISH COLUMBIA
The Best Place on Earth   Ministry of
Citizens' Services   last edit 2012-02-09   CORP029 Page 23 5
                                                                 OOP-2013-00046

2. How to Read a Primary

The format of *ARCS* and *ORCS* primaries, although nearly identical for both systems, does allow for slight variations. The sample primary below includes pointers to text to explain why each annotated element of the primary is important. Where necessary these explanations will cover any inconsistencies between the *ORCS* and *ARCS* format.

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 it has been implemented according to government policy and procedures. For assistance, contact your Records Officer.

	A	SA	FD

2.1

23120   EXTRATERRESTRIAL REGISTRATION AND TRACKING

2.2 — Records relating to the registration of extraterrestrial visitors to the province. Extraterrestrials are registered and tracked to ensure they do not contravene provincial legislation. Registrants must provide identifying information and report regularly to the government liaison.

Record types include registration forms, reference materials, photographs, videotapes, correspondence, and reports.

2.4 — For a description of the Extraterrestrial Registration System (ERS), see Information System Overview (ISO) section.
For records relating to diplomatic etiquette and protocol, see *ARCS* primary 415.

2.5

2.6 — Unless otherwise specified below, the ministry OPR (Unidentified Flying Objects Branch) will retain these records for:

	A	SA	FD
Unless otherwise specified below, the ministry OPR (Unidentified Flying Objects Branch) will retain these records for:	CY+1y	3y	DE
Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:	SO	nil	DE

2.3

		A	SA	FD
-00 Policy and procedures	- OPR	SO	5y	FR
	- non-OPR	SO	nil	DE

-01   General

(continued on next page)

2.7

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
FOI = Freedom of Information/Privacy	y = year	OD = Other Disposition
OPR = Office of Primary Responsibility		VR = Vital Records

2012/02/09   last revised:2012/02/09   Schedule 222222   ETRT ORCS   Section 1 - 1

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 it has been implemented according to government policy and procedures. For assistance, contact your Records Officer.

			<u>A</u>	<u>SA</u>	<u>FD</u>
23120	EXTRATERRESTRIAL REGISTRATION AND TRACKING (continued)				

			A	SA	FD
	-03	Extraterrestrial reports and statistics	CY+1y	3y	FR

        FR =   The government archives will fully retain these records because they document extraterrestrial visitors to the province.

			A	SA	FD
	-04	Visits by unidentified extraterrestrials	SO	NA	NA

        NA =   Reclassify to secondary 23120-20 when visitor confirmed.

2.8 ——FOI: Access is restricted under the *Freedom of Information and Protection of Privacy Act* (RSBC 1996, c. 165, s. 15(1)(b)).

			A	SA	FD
PIB	-20	Extraterrestrial registrant case files (arrange by registration number)	SO+3y	300y	SR

2.9

        SO =   when extraterrestrial visitor leaves the province

        303y =   allows for file to be reopened if registrant returns

        SR =   The government archives will selectively retain these records because they document the effect of extraterrestrial visitors on the province. The office will box files relating to green extraterrestrials with other records with a final disposition of FR; all other files will be boxed separately and destroyed.

			A	SA	FD
VR	-30	Extraterrestrial Registration System (ERS) (electronic database)	SO	nil	DE

2.10

2.11   SO =   when the function supported by the database is no longer performed by government

---

2.1   Primary Number and Title

Each primary in *ARCS* and *ORCS* has a primary number and a title. The title reflects the function to which the records grouped under the primary relate.

2.2   Scope Note

The scope note describes the records to be classified within the primary; the administrative or operational function to which the records relate; and the activities and/or work processes leading to records creation. It also lists the record types (e.g., memos, forms, reports) and media (e.g., photographs, video recordings).

2.3   Secondary Number and Title

Secondary numbers and titles designate specific <u>record series</u> or groupings of records relating to the function covered by the primary. Secondary titles describe specific types of records and secondary numbers link them to the records retention and disposition schedule. The two-digit secondary number is added to the primary number to form the file number (e.g., 100-20 or 23120-04).

There are three types of secondaries: reserved secondaries, subject secondaries, and case file secondaries.

2.3.1. Reserved Secondaries

Reserved secondaries cover records series that are repeated in several primaries. For example, secondaries -00 and -01 are reserved throughout *ARCS* and in all *ORCS*.

Secondary -00 is reserved for "Policy and procedures" records; that is, records that document the requirements for how an organization carries out its business. This includes draft and approved policy documents, working materials and correspondence, precedent-setting documents, procedural guidelines and manuals, and standards documentation.

Secondary -01 is reserved for "general" records that cannot be classified in specified subject or case file secondaries. Use secondary -01 when:

- The document does not relate to any of the existing secondaries, but does fall within the primary.
- The document contains information of a general nature and does not reflect actions or decisions of the creating office.

Note that the retention period for secondary -01 is often shorter than related subject or case file secondaries and that the designated final disposition is most often destruction.

BRITISH COLUMBIA
The Best Place on Earth   Ministry of
Citizens' Services   last edit 2012-02-09   CORP029 Page 26 8
OOP-2013-00046

Do not use the "General" secondary for records that relate to two or more of the subject or case files secondaries. Instead, file the official file copy in one folder and duplicates in the other relevant folder(s). When appropriate, provide a cross-reference between files.

2.3.2 Subject Secondaries (-02 to -19)

Secondary numbers -02 to -19 are used for specific subjects and other non-case file series. These are commonly referred to as subject files.

Subject files may be coded to aid in retrieval. Coded subject files usually consist of many different files, each dealing with a different aspect of the same subject. Codes may take the form of names, titles, abbreviations, or other alphabetic/alphanumeric codes. An oblique (/) separates the code from the secondary number.

In the sample primary, secondaries -03 (Extraterrestrial reports and statistics) and -04 (Visits by unidentified extraterrestrials) are subject secondaries.

2.3.3. Case File Secondaries (-20 and higher)

Case file secondary numbers are used for files relating to a common function or activity. A case file is part of a series of similar files, each containing records pertaining to a specific time-limited event, project, transaction, or product, or to a specific person, organization, or other entity. The records within each file are generally consistent with other files in the same series. For example, the same types of forms may appear in every file. Case file series are assigned secondary numbers -20 and higher (-30, -40, -50, etc.).

Individual files within case file series are usually identified with a file code. The code identifies the specific person, event, project, or other entity covered by the file. Codes can take many forms (e.g., proper names, acronyms, alphanumeric). An oblique (/) separates the code from the secondary number. For guidelines on developing file codes, see the Standard Coding System.

In the sample primary, secondaries -20 (Extraterrestrial registrant case files) and -30 (Extraterrestrial Registration System) are case file secondaries.

2.4   Cross References

Cross references point users to other related classifications.

2.5   Records Retention and Disposition Schedule

The retention and disposition schedule, which is linked to each secondary (or record series, indicates how long records should be retained in active storage space, when or if they should be transferred to semi-active storage, what their final disposition will be, and when that will take place.

Scheduling information for each record series is indicated in the A (Active), SA (Semi-active), and FD (Final Disposition) columns to the right of the secondary classification. The abbreviations used in each column are explained in 2.7, "Key of Terms."

2.5.1. Active (A) Retention Period

The active column indicates the length of time a record is retained in the active phase of its life cycle. Active records are used frequently and therefore are maintained in the office space and equipment of the creating office.

Entries in the active column use the designations of "SO", or "CY" or "FY", and when applicable, have an additional time period indicated. For example:

CY+1y
Maintain all records created or received within the calendar year (1 January to 31 December) together until the end of the calendar year. Then retain them for an additional calendar year.

In the sample primary, extraterrestrial reports and statistics (secondary -03) are active for the calendar year (CY) of their receipt or creation, plus one more year.

FY+1y
Maintain all records created or received within the fiscal year (1 April to 31 March) together until the end of the fiscal year. Then retain them for an additional fiscal year. When required by financial administration policy and procedures, place financial records relating to the prior fiscal year, but created or received after March 31, on the file for the prior fiscal year.

For information about Superseded or Obsolete (SO) and other terms and abbreviations used in the active retention period column, see 2.7.1.

2.5.2. Semi-active (SA) Retention Period Column
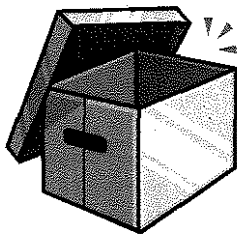
Semi-active records are used only occasionally and therefore need not be maintained in expensive office space. Semi-active records retain administrative, operational, fiscal, audit, or legal value for the ministry or agency that created the records. Semi-active records should be stored in a government-approved records storage facility (see *Core Policy and Procedures Manual, c. 12.3.3, part 111, a), 5)* or, if they are electronic, in your office record keeping system.

In the sample primary, the extraterrestrial reports and statistics (secondary -03) are semi-active for three years.

2.5.3. Final Disposition (FD) Column

The final disposition column indicates that records with enduring value to the Province are preserved and those that have no enduring value are destroyed. Records are eligible for final disposition when their active and semi-active retention periods have expired.

In the sample primary, extraterrestrial reports and statistics (secondary -03) are fully retained. This means they will be transferred to the custody of, and can be accessed only through, the British Columbia Archives (also referred to as the government archives). The Extraterrestrial Registration System (secondary -30) will be destroyed when the function supported by the database is no longer performed by government.

2.6   Office of Primary Responsibility (OPR)

The OPR maintains the official or master record in order to satisfy operational, financial, legal, audit, and other requirements. All other offices are non-OPR offices. Non-OPR retention periods and final dispositions are differentiated from OPR retention periods by being underscored. The disposition of non-OPR records must coincide with or precede the disposition of OPR records. Your Records Officer is responsible for designating OPR offices.

2.6.1. OPR in *ORCS*

In *ORCS*, the name of the OPR appears in a statement beneath the cross-references (e.g., *Unless otherwise specified below, the ministry OPR (Unidentified Flying Objects Branch) will retain these records for...*).

The *ORCS* non-OPR retention and dispositions can appear in the active, semi-active, and final disposition columns to the right of a secondary classification or they default to a non-OPR retention and disposition established for the primary as a whole. The default non-OPR retention and disposition appears in a statement beneath the cross-references (e.g., *Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for: SO nil DE*).

To simplify the use of *ARCS* and *ORCS* in automated systems (e.g., EDRMS TRIM), all new and amended *ORCS* have a standard non-OPR retention period and final disposition of SO nil DE.

2.6.2. OPR in *ARCS*

OPR names do not appear in *ARCS*. Instead ministries designate the OPR based on their individual requirements. *ARCS* has a standard non-OPR retention period and final disposition of SO nil DE. For the names of your ministry or agency's *ARCS* OPRs, contact your Records Officer.

BRITISH COLUMBIA
The Best Place on Earth   Ministry of
Citizens' Services   last edit 2012-02-09   CORP029   Page 29
OOP-2013-00046

In the sample primary, the Unidentified Flying Objects Branch is the OPR. All other offices holding records covered by this primary are <u>non-OPR</u> with a retention and disposition of <u>SO nil DE</u>.

2.7 Key of Terms

A variety of terms and abbreviations are used in the active, semi-active and final disposition columns.

2.7.1 Terms Used in the Active and Semi-Active Retention Period Columns

a. Calendar-based abbreviations

These are used in combination with numbers, to indicate how long records will be kept in the office or offsite:

w	=	week
m	=	month
y	=	year
CY	=	Calendar Year (1 January to 31 December)
FY	=	Fiscal Year (1 April to 31 March)

b. SO = Superseded or Obsolete

"SO" identifies records for which an active retention period cannot be predetermined because retention is dependent upon the occurrence of some event or action. This retention category is used in *ARCS* and *ORCS* in the following different ways:

    i.   Routine Records

"SO" is commonly used to indicate the active retention period for records that are useful for reference or informational purposes. In those cases, "SO" is not defined by a specific event or action, but is used to allow the creating offices the authority to decide when the records have no further value and are ready for storage or disposition.

The most common retention period is:

<u>Active</u>	<u>Semi-Active</u>	<u>Final Disposition</u>
SO	nil	DE

SO is used throughout *ARCS* and *ORCS* to streamline the disposition of records with short-term retention value, especially for <u>non-OPR</u> offices. Upon authorization of the Records Officer, records with the above retention and disposition schedule may be destroyed when no longer required.

In the sample primary, <u>non-OPR</u> policy and procedures files (secondary -00) are designated SO.

ii. Specific Definition of SO

"SO" is also used to identify the active retention period for records that must be retained until a case is closed or some other specified event occurs. It may not be possible to predict the length of time a file may be required for active use, and "SO" is defined in terms of some specific action, event, or the completion of a procedure.

In the sample primary, Extraterrestrial registrant case files (secondary -20) are active for SO+3y, with SO defined as "when extraterrestrial visitor leaves the province". This means that the OPR will retain a file in active storage space for three years after the relevant visitor has left, after which the records upon authorization of the Records Officer will be transferred to off-site storage.

c. NA = Not Applicable

"NA" is used when records are not covered by the secondary at a specified stage of their lifecycle. The reasons for the "NA" designation are stated in a note under the secondary.

In the sample primary, visits by Unidentified extraterrestrials files (secondary -04) have a semi-active and final disposition of "NA" because files are reclassified to secondary -20 when the visitor is identified.

d. nil = no semi-active retention period

"Nil" is used in the semi-active column to identify records with no semi-active retention period.

Many types of government records remain active as long as they serve an administrative or operational function, after which, they have no semi-active retention period and are ready for final disposition.

In the sample primary, the semi-active period for records in <u>non-OPR</u> offices is designated as <u>nil</u>. This means that the records are ready for destruction (as designated in the final disposition column) upon expiry of the active period and authorization of the Records Officer.

2.7.2 Terms Used in the Final Disposition Column (FD)

The purpose of the final disposition column is explained in 2.5.3.

Some government records contain information that has long-term value to the agency responsible for them, the government generally, and/or the public. These records are

part of the documentary heritage of the Province of British Columbia and are transferred to the custody government archives for permanent retention.

The final disposition of records can be full retention, selective retention, or destruction, as explained below.

Check to ensure that you have authorization from your Records Officer prior to disposing of government records.

a. FR = Full Retention

"FR" means that a government archivist has determined that all of the records covered by a secondary have enduring value and will be preserved in their entirety by the British Columbia Archives. Under the terms of full retention, the archivist responsible may destroy unnecessary duplicates, publications, waste and scrap materials, ephemera, and other items which are not an integral part of the record series. The reasons for full retention may be explained in an "FR =" statement.

In the sample primary, Extraterrestrial reports and statistics (secondary -03) are FR "because they document extraterrestrial visitors to the province."

b. SR = Selective Retention

"SR" means that a government archivist has determined that a portion of these records have enduring value and should be retained by the government archives. The reasons and criteria for selective retention may be explained in an "SR =" statement.

In the sample primary, Extraterrestrial registrant case files (secondary -20) are SR "because they document extraterrestrial visitors to the province" and the selection criteria is to retain "all files relating to green extraterrestrials."

SR statements may include instructions to box selected records separately from those to be destroyed. The instructions for extraterrestrial registrant case files require the OPR to box records selected for retention in the government archives separately from those identified for destruction.

c. DE = Destruction

The final disposition of records that have insufficient enduring value to justify their preservation is physical destruction. In some cases, especially in section default primaries, the destruction is justified with a "DE =" note.

d. OD = Other Disposition

"OD" means that the final disposition of the records will be through permanent transfer from the Government of British Columbia to another entity. A final

BRITISH COLUMBIA
The Best Place on Earth

Ministry of
Citizens' Services

last edit 2012-02-09

CORP029 Page 32 14
OOP-2013-00046

disposition note will provide information relating to the specific method to be used for alienation of the records (e.g., sale, transfer, or other method).

e. NA = Not Applicable

Where appropriate, some government records are reclassified to a new primary and/or secondary at the end of their active or semi-active retention period. The final disposition of such records is NA. See the explanation of NA in 2.7.1.

2.7.3 Other Terms

The purpose of the other terms that appear in the key of terms is explained in other sections; see references below:

FOI =	**Freedom of Information/Privacy**	see 2.8
OPR =	**Office of Primary Responsibility**	see 2.5
PIB =	**Personal Information Bank**	see 2.8
VR =	**Vital Record**	see 2.11

2.8   Freedom of Information and Protection of Privacy

Personal Information Banks (PIB) The *Freedom of Information and Protection of Privacy Act* (RSBC 1996, c. 165, s. 69 (1)) defines a PIB as a collection of personal information that is organized or retrievable by the name of an individual or by an identifying number, symbol, or other particular assigned to an individual. PIBs can be identified in *ARCS* and *ORCS*. In the sample primary, the PIB acronym appears to the left of the Extraterrestrial registrant case files secondary (-20). In *ARCS*, PIBs are identified with a note underneath the relevant secondary.

Where more information about why the information contained in a record series is restricted, in whole or in part, from public disclosure, a special form of explanatory note ("FOI =") is used to explain the access restrictions for the secondary and to point to the section of the *Freedom of Information and Protection of Privacy Act* that allows for the exemption. In the sample primary, the Visits by unidentified extraterrestrials secondary (-04) has an FOI note which quotes section 15 (1)(b) of the *Act* to justify restricting access.

2.9   Explanatory Notes

Explanatory notes are used in *ARCS* and *ORCS* to help you understand the records, to explain office procedures and practice, and to summarize provisions governing the creation, processing, accessing, and disposition of documents. There are two types of explanatory notes: qualifiers and other notes.

2.9.1 Qualifiers

Qualifiers provide information that will help you organize and access the files covered by a secondary. They appear directly under a secondary title, in curved brackets.

- "Includes" qualifier lists types or forms of records covered by the secondary. If there is no includes qualifier, see the "Records types include ..." sentence in the scope note for this information.
- "Arrange" qualifier gives the method of arrangement. In the sample primary, the Extraterrestrial registrant case files secondary (-20) instructs records creators to "arrange by registration number."
- Physical format designations: see 2.10 for an explanation of this qualifier.

2.9.2 Other Notes

The notes below are presented in the order in which they may appear below a secondary.

OPR =	Provides the name of the office of primary responsibility if it is different from the primary default OPR. See discussion of OPR in section 2.5.
SO =	Explains when a file designated SO should be closed. See discussion of SO in section 2.7.1.
##y =	Gives reasons for active and/or semi-active retention periods that are longer than seven years. In the sample primary, there is a "303y =" note under secondary -20.
NA =	Explains why the usual active, semi-active, or final disposition designation does not apply. See discussion of NA in section 2.7.1.
SR/FR/DE =	Explains why records are being selectively or fully retained, or (if not self-evident) why they are being destroyed. See discussion of these notes in section 2.7.2.
FOI:	Explains issues of confidentiality relating to the records. See discussion of the FOI note in section 2.8.
NOTE:	Provides other useful information related to the scope of the secondary, such as history of the records, volume of the records, filing procedures, whether there is an ongoing accession number, or location of copies.

2.10 Physical Format Designations

Physical format designations are used if the records classified under a particular secondary consist of textual records in physical formats other than text on paper or textual records stored in electronic form (e.g., Word documents).

Records relating to a common function or activity, but in a different physical format, are classified under the same secondary, unless the versions contain different information or require different retention periods. In those cases, the physical formats may have separate secondaries, with the format identified in the secondary title rather than in a qualifier.

The physical format designation is expressed as a qualifier under the secondary title. In the sample primary, the Extraterrestrial Registration System (secondary -30) is identified in a qualifier as an electronic database.

Examples of physical format designations are: paper, microfilm, microfiche, computer output microfilm (COM), computer output microfiche (COMfiche), optical disk, electronic database, and electronic records.

Information about special media, such as photographs, maps, and sound recordings, is conveyed in an "(includes)" qualifier or in the paragraph of the scope note beginning "Includes" or "Records types include". All records in a file or folder are covered by the same retention schedule, regardless of media. Related information in an electronic database is subject to the same schedule; for example, in the sample primary, registration information in the ERS (secondary -30) concerning a specific extraterrestrial can be purged when the relevant extraterrestrial registrant case file (under secondary -20) becomes inactive.

2.11 Vital Records

Vital records are those containing information essential to the functioning of government during and after a disaster, and essential for preserving the rights of citizens.

In the sample primary, the Extraterrestrial Registration System (secondary -30) is identified as a vital record.

2.12 Electronic Records and the Information System Overview (ISO)

Information required for the scheduling of electronic records in ORCS is documented in an ISO and Information System Overview for an Subsystem (ISOS).

An ISO serves three purposes:

- ↓ It provides a high-level description of the function and information content of the system, in other words a map of the data managed by the system and the major stages through which it flows while being processed;
- ↓ It documents the recordkeeping context of the system by identifying how the system and related records are classified in the *ORCS*;

BRITISH
COLUMBIA
The Best Place on Earth   Ministry of
Citizens' Services   last edit 2012-02-09   *CORP029*   Page 35
OOP-2013-00046

ꜜ It may be used to schedule the electronic system by indicating when its active life
    ends and what the final disposition will be.

Electronic records (i.e., records created and maintained on an electronic system) are
scheduled under secondaries like all other forms of records, as well as being
documented in the ISO.

An <u>electronic system</u> may be scheduled in the ISO Section, and also may be
included under the primary covering the function or activity to which it relates. In the
sample primary, the Extraterrestrial Registration System (ERS) appears as
secondary -30.

A system related to functions covered by an entire section of the *ORCS* will appear in
the section default primary, or if it relates to the entire *ORCS*, in the *ORCS* default
primary. Information in the database relating to specific entities is covered by the
schedules relating to the relevant case files; for example, the registration information
in the ERS concerning a specific extraterrestrial can be purged when the relevant
extraterrestrial registrant case file (under secondary -20) becomes inactive.

BRITISH
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Ministry of **Citizens' Services
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Government Records Service

Information Access Operations Branch, Government Records Service supports a
government-wide framework for the management of recorded information. This
framework includes policies, standards and strategic direction for the creation,
security, accessibility, retention, disposition and preservation of records.

The branch provides central records management support services to ministries,
Crown Corporations and agencies including:

- Advisory services
- Contracted records storage
- Centralized records management training
- Operational Records Classification System (ORCS) development
- Administrative Records Classification System (ARCS) development and
  maintenance
- Archival appraisal
- Enterprise Document and Records Management System (EDRMS)
  implementation
- Records management systems administration

ARCS Online

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ORCS

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Special Schedules

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Ministry of Citizens' Services and Open Government

Records Schedules for Special Categories of Records

Some types of records can be scheduled for retention and disposition in broad categories which may apply to all ministries and agencies. These are normally routine, transitory, and ephemeral records or data which serve no ongoing purpose.

Special schedules also cover executive records, commission of inquiry records, record copies of published maps, and information stored on special media, such as videotape, optical disk, paintings, maps, plans, photographs, and other sound, film, video, photographic, or cartographic media.

Special government-wide ongoing records schedules have been approved for the following categories of administrative and operational records.

Commission of Inquiry Records	112907
Computer System Electronic Backup Records has been superseded by *ARCS* secondary 6820-05	
Electronic Mail	102903
Executive Records	102906
General Records Schedule	112909
Government House Records	112911
Lieutenant-Governor Records	112912
Record Copies of Published Maps	112908
Redundant Source Records	206175
Special Media Records	102905
Transitory Electronic Data Processing (EDP) Records	102902
Transitory Records	102901
Unsolicited Records	112913
Voice Mail Records	112914
Word Processing Records	102904
Year 2000 (Y2K) Project Documentation and Test Data	112916

Government Records Service (GRS) delegates the authority to administer the retention and disposition authorities for the routine and transitory records included in these schedules to the Records Officer of ministries and agencies covered by the *Document Disposal Act*.

Records covered by the following special schedules must be transferred to GRS contracted off-site storage facilities when they are considered superseded or obsolete, for selective retention by the government archives: Special media records; Executive records; Commission of inquiry records; record copies of published maps; Government House records; and Lieutenant-Governor records.

Although applicable to all government agencies covered by the *Document Disposal Act*, the General Records Schedule (112909) is applied by GRS or government archives staff only.

Ministries and other agencies may propose new government-wide schedules or amendments to existing schedules by completing a records services application (ARS 118) and submitting it to their Records Officer.

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BRITISH
COLUMBIA

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Ministry of Citizens' Services and Open Government

Executive Records (schedule 102906)

A   SA   FD
SO   10y   SR

Executive records are the administrative and operational records of the offices of ministers, deputy ministers, assistant deputy ministers, and equivalent positions.

Included are records in all formats and media and records classified and scheduled under all primaries of the *Administrative Records Classification System* (*ARCS*) and *Operational Records Classification System* (*ORCS*) or other records schedules.

This special schedule for executive records takes precedence over retention periods and final dispositions indicated in *ARCS* and *ORCS*, unless one of those records classification systems specifies a longer retention period or full retention for a given record series.

If an ORCS has been developed to include records of an executive office, the retention periods and final disposition of the ORCS will take precedence over this schedule.

SO = when file is closed

NOTE: Contact your Records Officer before disposing of any records from executive offices. Off-site storage and retrieval services may be arranged through Records Centre Services at (250) 387-1583.

10y = All executive records will be retained for a minimum combined active and semi-active retention period of ten years from the date of file closure.   In some cases, a longer combined active and semi-active retention period may be required under *ARCS* or *ORCS*.

SR = The government archives will selectively retain executive records because of their significant operational, legal, historical, evidential, informational, or other values.

Executive records often document the development, implementation, operation, and evaluation of government legislation, programs, and services. Such records are unique primary source documents and will be retained.

The government archives will fully retain records which pertain to legal precedence, audits or special investigations.

The government archives will fully retain for their evidential value all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. Draft and duplicate materials which hold no evidential value may be purged and discarded.

Executive records may contain a large volume of transitory and ephemeral material. For example, ministers often receive high volumes of form letters relating to a single issue.   In most instances, a sample will be retained and the rest will be discarded. In unusual instances, all letters may be retained.

As with all government records, routine records of no value will be discarded. Unnecessary duplicates, publications, waste and scrap materials, and other items which are not an integral part of the record series will be purged and destroyed.

Print and Close   Cancel

BRITISH
COLUMBIA

100 - ADMINISTRATION - GENERAL

Records not shown elsewhere in the administration section which relate generally to general administrative functions and activities of B.C. government ministries and agencies.

Record types include appointment books, calendars, diaries, meeting room booking records, and convenience copies of correspondence.

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

non-OPR NOTE: Offices will retain non-OPR copies of records for SO nil DE

Primary-Secondary	Records Series	OPR		
		A	SA	FD
100-00	Policy and procedures	SO	nil	DE
	DE = These records can be destroyed upon authorization of the Records Officer because significant policies and procedures are retained by the government archives in the records of central agencies.			
100-01	General	CY+2y	nil	DE
100-20	Correspondence convenience copies (since 1980/01) (also known as day files and chronological files)	3m	nil	DE
	NOTE: These records consist of copies of correspondence created since 1 January 1980 that are arranged in chronological order for administrative convenience. Classify the official file copy on the appropriate ARCS or ORCS secondary.			
100-25	Correspondence convenience copies (pre-1980/01) (also known as day files and chronological files)	NA	NA	SR
	NA = Active and semi-active retention periods have elapsed for records created prior to 1 January 1980.			
	SR = The government archives will selectively retain convenience copies of correspondence created before 1 January 1980. A government archivist will select convenience copies of correspondence that provide evidence of government programs for which the government archives lacks sufficient documentation in its holdings.			
100-30	Appointment and meeting scheduling records (includes appointment books, calendars, diaries,	SO	nil	DE

meeting room booking records, and other
planners.

NOTE: Apply the Special Schedule for Executive
Records (102906) to executive (e.g., minister,
deputy minister, and assistant deputy minister or
equivalent) appointment and meeting scheduling
records. Set aside executive appointment books,
calendars, and other planners regularly for
transfer to the government archives (print
electronic versions and box with other SR records
or transfer via the government EDRMS).

Next

Print and Close   Cancel

OOP-2013-00046
2013-01-16

BRITISH
COLUMBIA

102 - ADMINISTRATION - STAFF MEETINGS

Records relating to ministry/agency staff meetings, including internal management-level meetings.

Record types include correspondence, agendas, minutes, and reports.

non-OPR NOTE: Offices will retain non-OPR copies of records for SO nil DE

Primary-Secondary	Records Series	OPR		
		A	SA	FD
102-00	Policy and procedures	SO	nil	DE
102-01	General	CY+2y	nil	DE
102-20	Staff meetings	CY+2y	nil	DE
	DE= Staff meeting records can be destroyed upon authorization of the Records Officer because information concerning significant agenda items are included in ministry/agency executive committee meetings, which are selectively retained by the government archives under the Executive Records schedule (102906)			

BRITISH
COLUMBIA

Print and Close   Cancel

155 - APPRECIATION, COMPLAINTS, INVITATIONS

Records relating to general complaints, invitations, and expressions of appreciation, congratulation, sympathy, and regret. This primary also covers investigations conducted by the Office of the Ombudsperson.

Records types include correspondence and reports.

For general inquiries, see primary 320.

non-OPR NOTE: Offices will retain non-OPR copies of records for SO nil DE

Primary-Secondary	Records Series	OPR		
		A	**SA**	**FD**
155-00	Policy and procedures	SO	nil	DE
155-01	General	CY+2y	nil	DE
155-03	(superseded by secondary -08 Invitations and greetings)			
155-04	Aknowledgements and regrets (supersedes and merges former secondaries -04 letters of appreciation/thanks, -06 condolences and apologies, and -07 letters of congratulation)	SO	nil	DE
155-05	Complaints or criticism	SO	nil	DE
	SO = upon resolution, and no longer required for reference purposes			
	NOTE: Classify records relating to the monitoring of specific cases under secondary -30.			
155-06	(superseded by secondary -04 Acknowledgements and regrets)			
155-07	(superseded by secondary -04 Acknowledgements and regrets)			
155-08	Invitations and greetings (supersedes and merges former secondaries -03 greetings, messages, and cards; -08 invitations; and -10 letters of introduction)	SO	nil	DE
155-10	(superseded by secondary -08 Invitations and greetings)			
155-20	Ombudsperson's investigations	SO	2y	FR	PIB

SO = upon completion of investigation

FR = The government archives will fully retain one copy of each Ombudsperson's investigation because they document significant interaction between the government and the public, and how disputes about government actions arise and are resolved.

155-30	Complaint case files (supersedes former secondary 460-20 Complaint case files)	SO+1y	nil	DE	PIB

SO = upon resolution of complaint

Print and Close   Cancel

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COLUMBIA

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Services and Open
Government

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Operations

  Freedom of Information

Managers, Information
Access

  Records Management

  ARCS Online

  About ARCS

  Administration
  (100 to 499)

  Buildings and
  Properties
  (500 to 699)

  Equipment and
  Supplies
  (700 to 899)

  Financial Management
  (900 to 1299)

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  Management
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  Information
  Technology
  (6000 to 6999)

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160 - ASSOCIATION, CLUB, SOCIETY VOLUNTARY PARTICIPATION

Records relating to voluntary participation and/or membership in associations, clubs, societies, and
equivalent organizations, but not boards, councils, or commissions.

Records types include correspondence and reports.

For boards, councils, or commissions, see primary 200.
For mandated or legislated relationships with associations and societies, see the relevant program *ORCS*.

non-OPR NOTE: Offices will retain non-OPR copies of records for SO nil DE

Primary-Secondary	Records Series	OPR		
		A	*SA*	*FD*
160-00	Policy and procedures	SO	nil	DE
160-01	General	CY+2y	nil	DE
160-20	Associations, clubs, societies - since 1997	SO	nil	DE
	SO = when association, club or society is no longer active and/or files have been closed for one year			
	DE = Upon authorization of the Records Officers, the ministry or agency will destroy association, club, and society files opened on or after 1 January 1997 at the end of their active retention period.			
	NOTE: After 1 January 1997, records relating to a mandated or legislated relationship between the ministry/agency and an association, club, or society must be classified in the relevant program *ORCS*.			
160-25	Associations, clubs, societies - pre-1997	SO	nil	SR
	SO = when no longer needed for reference purposes			
	SR = The government archives will selectively retain association, club, and society files opened before 1 January 1997 because they often document operational functions of the government ministry or agency and the interaction between government and non-government organizations regarding these operational functions.			
	The government archives will retain those files that document a significant mandated or legislated relationship between the ministry and an association, club, or society.			

Previous | Next

OOP-2013-00046

2013-01-16

BRITISH
COLUMBIA

Print and Close   Cancel

188 - CHARITABLE CAMPAIGNS

Records relating to ministry/agency charitable fundraising activities and charitable payroll deduction campaigns (e.g., United Way and Provincial Employee Community Services Fund [PECSF]).

Records types include correspondence, reports, forms, and gaming event licences.

For sponsorships, see primary 220.

non-OPR NOTE: Offices will retain non-OPR copies of records for SO nil DE

Primary-Secondary	Records Series	OPR		
		A	*SA*	*FD*
188-00	Policy and procedures	SO	nil	DE
188-01	General	CY+2y	nil	DE
188-02	(superseded by secondary -20 Charitable campaign case files)			
188-03	(superseded by secondary -20 Charitable campaign case files)			
188-04	(superseded by secondary -20 Charitable campaign case files)			
188-05	(superseded by secondary -20 Charitable campaign case files)			
188-20	Charitable campaign files	FY+1y	6y	DE
	(supersedes and merges former secondaries 188-02 Savings bond payroll purchase campaigns, 188-03 Provincial Employees Community Services Fund, 188-04 Red Cross blood donor clinic, 188-05 United Way Campaign)			
	7y = The retention period satisfies the longest retention period (i.e., five years) required by the provincial gaming enforcement branch for the retention of gaming event licences and supporting records, and is consistent with the retention period for related financial records classified under section 4 Financial Management.			

Print and Close   Cancel

BRITISH
COLUMBIA

Print and Close   Cancel

200 - COMMITTEES - GENERAL

Records relating to the establishment, organization, and functions of committees not
shown elsewhere in this primary block. This includes all similar groups (e.g., boards,
commissions, councils, panels, sub-committees, task forces, and working groups).

Records types include correspondence, notices, agendas, minutes, reports, and
handouts.

For associations, clubs, and societies, see primary 160.
For reporting boards, agencies, and Crown corporations, see primary 282.

non-OPR NOTE: Offices will retain non-OPR copies of records for SO nil DE

Primary-Secondary	Records Series	OPR		
		A	*SA*	*FD*
200-00	Policy and procedures	SO	nil	DE
200-01	General	CY+2y	nil	DE
200-20	Committee files (supersedes and merges former secondaries 200-20 General committees, 202-20 Ministry committees, 204-20 Inter-ministerial committees, 205-20 International committees, and 206-20 Inter-provincial/federal committees) SO = when committee is no longer active and/or file/volume has been closed for one year	SO	7y	SR

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BRITISH
COLUMBIA

Print and Close   Cancel

230 - COOPERATION AND LIAISON

Records relating to routine cooperation and liaison between B.C. government
ministries and agencies, and with other governments, governmental organizations,
and institutions. This involves the exchange of information and general
announcements and notifications.

Records types include correspondence and reports.

NOTE: Classify program-specific information under the appropriate *ARCS* or *ORCS*
secondary.

For general inquiries, see primary 320.
For transitory records, see the Transitory Records schedule 102901.

non-OPR NOTE: Offices will retain non-OPR copies of records for SO nil DE

Primary-Secondary	Records Series	OPR		
		A	*SA*	*FD*
230-00	Policy and procedures	SO	nil	DE
230-01	General	CY+2y	nil	DE
230-20	Cooperation and liaison files (supersedes and merges former secondaries 230-20 Cooperation and liaison - case files, 232-20 Ministries and government institutions, 233-20 Crown corporations, 235-20 Federal government departments, branches, and agencies, 238-20 Foreign countries, 238-30 International governmental organizations, 240-20 Municipalities, 240-30 Regional districts, 240-40 Improvement districts, 240-50 School districts, 240-60 Aboriginal groups, primary 242 Cooperation and Liaison - Provincial, and secondary 245-20 Educational institutions - case files)	CY+2y	nil	DE

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BRITISH COLUMBIA

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255 - CORRESPONDENCE MANAGEMENT

Records relating to the control and tracking of correspondence. This includes the establishment of policies and guidelines on the format, terminology, and style of outgoing correspondence, as well as the referral and tracking of incoming correspondence.

Records types include correspondence.

For general incoming correspondence, see secondary 320-30.
For postal delivery logbooks, see secondary 375-06.
For program-specific correspondence, see the appropriate *ARCS* or *ORCS* secondary.
For reply letters for referred executive correspondence, see primary 280.
For signing authorities, see primary 265.

non-OPR NOTE: Offices will retain non-OPR copies of records for SO nil DE

Primary-Secondary	Records Series	OPR		
		A	*SA*	*FD*
255-00	Policy and procedures	SO	nil	DE
255-01	General	CY+2y	nil	DE
255-04	(superseded by secondary -20 Correspondence management files)			
255-05	(superseded by secondary -20 Correspondence management files)			
255-06	(superseded by secondary -20 Correspondence management files)			
255-07	(superseded by secondary -20 Correspondence management files)			
255-20	Correspondence management files (supersedes and merges former secondaries 255-04 Correspondence guidelines, 255-05 External standards, 255-06 Plain language, 255-07 Gender inclusive language, and 255-20 Correspondence projects) SO = upon project completion or cancellation, resolution of issue, or provision of information, whichever is relevant	SO+1y	nil	DE	
255-30	Correspondence tracking 10y = This is consistent with the retention period for executive briefing notes and correspondence referral replies, which are classified under primary 280.	CY+9y	nil	DE PIB

NOTE: Secondary -30 covers the tracking of incoming correspondence that has been referred for a reply. It may also be used to track other types of records (e.g., briefing notes, Treasury Board submissions, and internal policies). Correspondence tracking systems include CLIFF.

NOTE: Classify the "official file copy" of tracked documents under the appropriate secondary (e.g., classify executive briefing notes and minister's letters under secondaries 280-20 and -30 respectively).

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COLUMBIA

Print and Close   Cancel

292 - INFORMATION AND PRIVACY - FREEDOM OF INFORMATION

Records relating to the management of access to government information as stipulated in the *Freedom of Information and Protection of Privacy Act* (FOIPPA) (RSBC 1996, c. 165, part two), and subject to federal and other provincial freedom of information (FOI) legislation for responding to requests for consultation. This primary includes the review by the Office of the Information and Privacy Commissioner (OIPC) of a public body's decision regarding a request for records as regulated by FOIPPA (part five), as well as the identification of categories of records available to the public without application under FOIPPA.

Records types include correspondence; written requests for information and request forms; copies of retrieved records; staff time logs; notices of transfer, fees or extension of time; file lists, indexes or finding aids; reports; and other types of records as indicated under relevant secondaries.

For accounts payable, see primary 925.
For agreements, see primary 146.
For routine inquiries regarding services provided by a ministry or agency, see primary 320.

The ministry or agency **OPR** is the **information access office** unless otherwise specified below.

non-OPR NOTE: Offices will retain non-OPR copies of records for SO nil DE

Primary-Secondary	Records Series	OPR		
		A	*SA*	*FD*
292-00	Policy and procedures (may include copies of OIPC orders)	SO	nil	DE
292-01	General	CY+2y	nil	DE
292-02	Request tracking	CY+1y	nil	DE
292-03	(superseded by secondary -50 Freedom of information issues)			
292-04	(superseded by secondary -50 Freedom of information issues)			
292-05	Public Record Index	CY+1y	nil	DE
292-20	Public use records case files	SO+1y	nil	DE
	SO = when not required for reference			
	NOTE: This secondary is intended for documentation about public use records. Public use records are those created or organized specifically with the expectation of public access.			

| 292-25 | Public Record Index case files | SO+1y | nil | DE | |

SO = upon publication of the Index

NOTE: This secondary is used to collect information about categories of records available to the public without submitting a request for access as prescribed under FOIPPA (s. 71). The information in these files is used to update and maintain the Public Record Index.

| 292-27 | Routine release review files
(covers "reactive" and "proactive" release of information) | SO+1y | nil | DE | |

SO = when records reviewed for routine release are no longer created and have been disposed of in accordance with the approved records retention and disposition schedule

NOTE: Routine release means the disclosure of certain types of information as a matter of course without the necessity of a formal Freedom of Information (FOI) request. Routine release includes (but is not limited to) the release of records that have been designated as available without a formal request under FOIPPA (s. 71). Routine release may be reactive (responding to requests for information when received) or proactive (systematically disseminating information in advance of requests using mechanisms such as the Internet or libraries).

| 292-30 | FOI requests and related complaints
(includes letter of acknowledgement, notice of extension, working notes, news clippings, summary of analysis, request response package including cover letter and copies of severed documents, mediation materials, and related commissioner and judicial recommendations and orders) | SO | 5y | SR | PIB |

SO = when file is closed, all avenues of appeal are exhausted, and the information is no longer needed for reference

SR = The government archives will retain those FOI request and related complaint files that document OIPC inquiries or judicial reviews. These records provide evidence of the way in which FOI requests are responded to throughout government. Each time files covered by this secondary are being boxed to send off-site, the relevant information access analyst will identify significant files. All files covered by this secondary that are not selected will be destroyed.

| 292-40 | FOI requests for personal information
(includes letter of acknowledgement, notice of extension, working notes, news clippings, summary of analysis, request response package including cover letter and copies of severed documents, request | SO | 5y | SR | PIB |

to correct personal information, and
commissioner and judicial
recommendations and orders)

SO = when request is closed, all avenues
of appeal are exhausted, and the
information is no longer needed for
reference

SR = The government archives will retain
files that document commissioner's
inquiries or judicial reviews. These records
provide evidence of the way in which FOI
requests are responded to throughout
government. Each time files covered by
this secondary are being boxed to send off-
site, the relevant Information access
analyst will identify significant files. All files
covered by this secondary that are not
selected will be destroyed.

292-45	FOI consultation requests (covers responses to requests for consultation from other public bodies and other jurisdictions within and outside of B.C.)	SO	5y	DE

SO = when request is closed

292-50	Freedom of information issues (supersedes and merges former secondaries 292-03 Release of information, 292-04 Exceptions to disclosure, and 292-50 Freedom of information issues)	SO	5y	DE

SO = when issue has been resolved, the
information is no longer current, and/or
the information is no longer required for
reference purposes

DE = Records classified under this
secondary can be destroyed because
freedom of information issues are
sufficiently documented in executive
records and central agency records under
the Information and Privacy ORCS.

Previous | Next

Print and Close   Cancel

BRITISH
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Print and Close   Cancel

324 - COMMUNICATIONS - SPEECHES AND PRESENTATIONS

Records relating to ministry/agency staff speeches and presentations, including relevant speeches and presentations received from external government bodies and organizations.

Records types include correspondence, speaking notes, transcripts, handouts, and presentation slides.

For training session presentation material, see primary 1735.

non-OPR NOTE: Offices will retain non-OPR copies of records for: SO nil DE

Primary-Secondary	Records Series	OPR		
		A	SA	FD
324-00	Policy and procedures	SO	nil	DE
324-01	General	CY+2y	nil	DE
324-02	Arrangements for speaking engagements	CY+2y	nil	DE
324-20	Minister's speeches (covers speeches relating to ministerial issues, not constituency matters) (supersedes and merges former secondaries 324-20 Minister's speeches - individual and 324-30 Minister's speeches - compilation) DE = These records can be destroyed upon authorization of the Records Officer because minister's speeches are retained by the Public Affairs Bureau.	SO	nil	DE
324-30	(superseded by secondary -20 Minister's speeches)			
324-40	Staff speeches and presentations SR = The government archives will retain speeches and presentations that provide significant documentation of research by government staff, and the history of government bodies or government decisions.	SO	nil	SR
324-45	Other speeches and presentations	SO	nil	DE

Previous | Next

Print and Close   Cancel

BRITISH
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Print and Close   Cancel

330 - COMMUNICATIONS - MEDIA RELATIONS

Records relating to information relevant to ministry/agency relations with the media.

Records types include correspondence, news releases, backgrounders, bulletins, advisories, public service announcements, and transcripts.

non-OPR NOTE: Offices will retain non-OPR copies of records for: SO nil DE

Primary-Secondary	Records Series	OPR		
		A	**SA**	**FD**
330-00	Policy and procedures	SO	nil	DE
330-01	General	CY+2y	nil	DE
330-02	(superseded by secondary -25 Media relations files)			
330-03	(superseded by secondary 295-06 Telephone/contact lists)			
330-04	(superseded by secondary -25 Media relations files)			
330-20	(superseded by secondary -25 Media relations files)			
330-25	Media relations files (supersedes and merges former secondaries 330-02 External media releases, 330-04 Contacts with media, 330-20 Media release projects - individual, 330-30 Media release projects - compilation, 330-40 News conferences, and 330-50 Radio and television interviews) SO = upon project completion or cancellation, or provision of information, and when no longer required for reference purposes DE = These records can be destroyed upon authorization of the Records Officer because media relations records are retained by the Public Affairs Bureau.	SO	nil	DE
330-30	(superseded by secondary -25 Media relations files)			
330-40	(superseded by secondary -25 Media relations files)			
330-50	(superseded by secondary -25 Media relations files)			

Print and Close   Cancel

BRITISH
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Print and Close   Cancel

400 - PLANNING, PERFORMANCE, AND PROJECTS

Records relating to ministry/agency planning and performance, including branch and
program planning, as well as projects and initiatives undertaken for cross-government
benefit (e.g., mentoring, climate action, knowledge management, and workstation
refresh) or by administrative program areas (with the exception of building and
Information Technology [IT] development projects). Record types include
correspondence, templates, reports, and other types of records as indicated under
relevant secondaries.

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

For budget planning, see primary 1000.
For building projects, see primary 525.
For employee performance and development plans (EPDPs), see primary 1385.
For the government's overall strategic plan, see the records of Treasury Board Staff.
For "operational" projects, see the relevant program ORCS.
For project management oversight and support, see primary 405.
For staffing planning, see primary 1580.
For strategic human resource planning, see primary 1705.
For IT projects, see primary 6450.

non-OPR NOTE: Offices will retain non-OPR copies of records for: SO nil DE

Primary-Secondary	Records Series	OPR		
		A	**SA**	**FD**
400-00	Policy and procedures	SO	nil	DE
400-01	General (supersedes and merges former secondaries 380-02 Financial and 380-03 Personnel)	CY+2y	nil	DE
400-02	Final annual reports (not covered in an *ORCS*) (supersedes final published reports classified under former secondary 442-20 annual reports)	SO	nil	FR
	OPR = Ministry/agency's own annual report if it is not classified under the relevant *ORCS*. Apply the non-OPR retention period and final disposition to all other published annual reports.			
	FR = The government archives will fully retain each ministry/agency final published annual report (not covered in an *ORCS*) because they summarize the B.C. government's goals, objectives, and performance measures in regards to its policies, programs, and services.			
	Each year staff will set aside one copy of each final published annual report for transfer to the government archives (print and box with other FR records or transfer via the			

government EDRMS).

NOTE: The development of these reports is covered by secondary -20.

NOTE: Annual reports were replaced in fiscal year 2002/03 by annual service plan reports.

400-03 (superseded by secondary -20 Ministry/agency planning and performance files)

400-04 (superseded by secondary -20 Ministry/agency planning and performance files)

400-05 (superseded by secondary -20 Ministry/agency planning and performance files)

400-06 (superseded by secondary -20 Ministry/agency planning and performance files)

400-07 (superseded by secondary -20 Ministry/agency planning and performance files)

400-08 (superseded by secondary -20 Ministry/agency planning and performance files)

400-09 (superseded by secondary -20 Ministry/agency planning and performance files)

400-10	Final internal strategic and business plans	SO	nil	FR

FR = The government archives will fully retain final approved internal strategic and business plans because they provide a concise description of ministry/agency program goals, objectives, and performance measures.

After each significant update, staff will set aside one copy of each final approved strategic and business plan for transfer to the government archives (print and box with other FR records or transfer via the government EDRMS).

NOTE: The development of these plans is covered by secondary -20.

400-20	Ministry/agency planning and performance files (supersedes and merges former secondaries 400-03 Standards development, 400-04 Modelling, 400-05 Goal-setting (objectives), 400-06 Joint planning strategies (inter-agency), 400-07 Strategic planning, 400-08 Business planning, 400-09 Mission statements, 400-20 Program planning files, 400-30 Program implementation files, 410-02 Quality assurance, 410-03 Service standards, annual, monthly, quarterly, trimester, and weekly planning and performance reports classified under former primaries 440, 442,	SO	2y	DE

444, 446, and 448, 875-02 Ministry fleet plan targets (annual), and 6600 Information resource management - general)
(includes correspondence, workplans, annual service plans, annual service plan reports, quarterly reports, trimester reports, monthly reports, weekly reports, business plans, information technology [IT] plans, knowledge management plans, climate change plans, spreadsheets, and working documents)

SO = when no longer required for planning or performance evaluation and reporting

DE = Ministry/agency planning and performance files can be destroyed upon authorization of the Records Officer because planning activities are sufficiently documented in secondaries -02 and -10, or in primary 280, ministry ORCS, and executive records.

NOTE: This secondary covers researching, establishing, and implementing ministry/agency objectives, goals, performance measures, targets, priorities, and programs, as well as the development of plans, reports, and other goal-setting documents. It also includes knowledge management strategies, plans, and activities.

| 400-30 | (superseded by secondary -20 Ministry/agency planning and performance files or the relevant program ORCS) | | | |

| 400-40 | Cross-government and administrative project files (supersedes and merges former secondaries 105-30 Organization/reorganization projects, 336-20 Public relations projects, projects formerly covered by 295-20 Ministry current issues and projects, 380-20 Project files, and 736-05 Program status and needs) (includes correspondence, business cases, project charters, meeting agendas and minutes, records of decisions, reports, and deliverables) | SO | 2y | DE |

SO = upon project completion or cancellation

DE = Cross-government and administrative project files can be destroyed upon authorization of the Records Officer because significant projects are adequately documented in executive records covered by primary 280 and/or by Special Schedule for Executive Records (102906).

NOTE: This secondary covers cross-government and administrative program projects and initiatives (e.g., mentoring, climate action, knowledge management, workstation refresh, but not building and computer application development and enhancement projects). Projects range from small, short-term assignments to large-scale, complex projects that require business cases, project plans, project charters, detailed scope, schedule, and budget documentation, risk management plans, and overall project management.

400-50	Management review/evaluation of internal programs (supersedes former secondary 410-20 Program evaluation project files and 975-60 Other audits and reviews) SO = upon completion of review or evaluation and when corrective action is taken DE = These records can be destroyed upon authorization of the Records Officer because significant management reviews and evaluations are adequately documented in executive records covered by primary 280 and/or by Special Schedule for Executive Records (102906). NOTE: These records document management reviews and evaluations of the effectiveness of internal programs in achieving their objectives and the efficiency with which they are administered.	SO	2y	DE

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BRITISH
COLUMBIA

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423 - RECORDS MANAGEMENT - FILE SYSTEMS

Records relating to the control and administration of ministry/agency files.

Record types include correspondence, file lists, indexes, and reports.

For agreements, see primary 146.

The ministry or agency **OPR** is the **records officer officers** unless otherwise specified below.

non-OPR NOTE: Offices will retain non-OPR copies of records for: SO nil DE

Primary-Secondary	Records Series	OPR		
		A	*SA*	*FD*
423-00	Policy and procedures (supersedes and merges 423-00 and former secondary 423-02 File operations)	SO	nil	DE
423-01	General	CY+2y	nil	DE
423-02	(superseded by secondary -00 Policy and procedures)			
423-03	Current file lists	SO	nil	DE
	DE = This information is also contained in other files which are fully retained by the government archives.			
	NOTE: All offices must open secondary 423-03 in order to meet legal evidence requirements by maintaining a record of all files opened and used under *ARCS* and *ORCS*.			
423-05	File retrieval indexes	SO	nil	DE
	SO = when updated and the records to which the indexes refer have been disposed of			
	DE = These indexes may be destroyed because those required for the retrieval of records with a final disposition of selective or full retention are identified and retained in the relevant program ORCS and/or accession case file (secondary 432-20).			
423-06	(superseded by secondary -20 Custody management case files)			
423-07	(superseded by secondary 420-06 Records management service requests)			
423-20	Custody management files	SO	nil	DE

(supersedes and merges former secondaries
423-06 Transfer of legal custody and 423-20
Custody management case files)

SO = upon completion of transfer and when
no longer required for reference purposes

NOTE: This secondary is for actual cases
where the legal custody of records is
transferred to or from other
ministries/agencies, or the legal custody is
permanently transferred from the provincial
government to another entity (i.e., permanent
alienation of records). The legal custodian is
the office responsible for the
administration/care of the records.

423-30	Records inventories and retention studies (supersedes and merges former secondaries 425-20 Ministry/agency inventories and 425-30 Retention studies)	SO	nil	DE

NOTE: Classify inventories and retention
studies relating to *ORCS* development under
primary 430.

Print and Close   Cancel

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Print and Close   Cancel

432 - RECORDS MANAGEMENT - STORAGE AND FINAL DISPOSITION

Records relating to the off-site storage, retrieval, and final disposition of ministry/agency records.

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

For records schedules, see primary 430.

The ministry or agency **OPR** is the **records officer offices** unless otherwise specified below.

non-OPR NOTE: Offices will retain non-OPR copies of records for: SO nil DE

Primary-Secondary	Records Series	OPR		
		A	*SA*	*FD*
432-00	Policy and procedures	SO	nil	DE
432-01	General	CY+2y	nil	DE
432-02	Records storage, retrieval, disposition reports (supersedes and merges former secondaries 432-02 Records transfers, 432-03 Records retrievals, 432-04 Access authorizations/restrictions, 432-06 Records destruction, 432-07 Archival custody, 432-08 Special disposition, and related reports classified under former Reports and Statistics primaries 440 to 448)	SO+2y	nil	DE
432-03	(superseded by secondary -02 Records storage, retrieval, disposition reports)			
432-04	(superseded by secondary -02 Records storage, retrieval, disposition reports)			
432-06	(superseded by secondary -02 Records storage, retrieval, disposition reports)			
432-07	(superseded by secondary -02 Records storage, retrieval, disposition reports)			
432-08	(superseded by secondary -02 Records storage, retrieval, disposition reports)			
432-09	Accession register	SO	nil	DE
	SO = when the ministry or agency no longer requires the information			
432-20	Accession case files (includes correspondence, file lists, Records	SO	nil	DE

Services Application forms [ARS 118], Records Storage Transfer Requests [ARS 645], Authority to Apply Approved Schedule by Ministry or Agency [ARS 517A], Authority to Transfer Records and Apply Approved Schedule [ARS 617), and disposition notices)

SO = upon final disposition of all records included in accession and when the ministry or agency no longer requires the information

DE = These files can be destroyed upon authorization of the Records Officer because accession files and documentation relating to the final disposition of records accessioned in storage facilities managed by the central records management agency are fully retained by the government archives under the *Archives and Records ORCS* (schedule 881148).

432-30	Destruction case files (covers final disposition actions [i.e., destructions] administered by individual offices upon authorization of the Records Officer) (includes correspondence, file lists, Records Destruction Authorization Forms [518], and Form D - Tobacco Form for Destruction Applications)	SO+1y	5yr	FR

OPR = The Records Officer's office is the OPR for these records. All other offices must apply the non-OPR retention period and final disposition to these records.

SO = upon completion of disposition action and when the ministry or agency no longer requires the information

FR = Destruction case files will be fully retained because they document decisions by government ministries to destroy records that have not been accessioned in storage facilities managed by the central agency. This disposition is consistent with accession files held by the central agency.

Print and Close   Cancel

BRITISH
COLUMBIA

490 - VISIT AND TRIP PLANNING

Records relating to business trip planning, as well as information on royal and dignitary visits.

Record types include correspondence, itineraries, and reports.

For employee travel authorizations, expenses, and claims, see primary 1240.
For protocol, see primary 415.

non-OPR NOTE: Offices will retain non-OPR copies of records for: SO nil DE

Primary-Secondary	Records Series	OPR			
490-00	Policy and procedures	SO	nil	DE	
490-01	General	CY+2y	nil	DE	
490-20	(superseded by secondary -30 Trip planning files)				
490-30	Trip planning files (supersedes and merges former secondaries 490-20 Dignitary visit case files and 490-30 Travel case files)	SO+1y	nil	DE	PIB
	SO = upon trip completion or cancellation				
	DE = These records can be destroyed upon authorization of the Records Officer because significant records (e.g., royal and dignitary visits) are retained by the Protocol and Events Branch.				

BRITISH
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700 - EQUIPMENT AND SUPPLIES - GENERAL

Records not shown elsewhere in the equipment and supplies section which relate generally to ministry/agency acquisition, maintenance, and repair of equipment and supplies in compliance with the Province's asset management and procurement policies and directives.

Record types include correspondence, forms, work orders, and reports.

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

For asset inventories and surplus disposals, see primary 705.
For contracts, see primary 1070.
For equipment-related accident and incident investigations, see primary 110.
For purchase requisitions and orders, see primary 825.
For sign-out records, see secondary 470-03.

non-OPR NOTE: Offices will retain non-OPR copies of records for: SO nil DE

Primary-Secondary	Records Series	OPR		
		A	**SA**	**FD**
700-00	Policy and procedures	SO	nil	DE
700-01	General	FY+1y	nil	DE
700-02	Equipment and supplies subject files (supersedes and merges former secondaries 700-07 Ergonomic standards, 703-02 Lists of equipment available, 703-03 Rental rates, 703-80 Suppliers - general, 710-02 Projectors, 710-03 Tape recorders, 710-04 Televisions, 710-05 Videocassette recorders [VCRs], 710-06 Photographic equipment, 725-02 Signs, 725-03 Fencing, 735-02 Cleaning services, 735-03 Dress regulations, 735-04 Uniforms, 735-05 Protective clothing, 736-03 Maintenance issues, 760-02 Fuel procurement, 760-03 Fuel performance, 760-04 Fuel supply, 765-02 Natural gas, 765-03 Oil, 770-02 Gasoline, 770-03 Oils and lubricants, 770-04 Aviation fuel, 770-05 Alternate fuels [propane, etc.], 795-03 Survival kits, 795-04 First aid kits, 855-03 Computer supply report, 855-05 Stationery supply report, 855-06 Ministry supply services, 855-07 Dated products (calendars, diaries, etc.), 875-03 Vehicle master list, 875-05 Buses [general information], 875-06 Cars [general information], 875-07 Motorcycles [general information], 875-08 Trailers [general information], 875-09 Trucks [general information], 877-02 Alternate fuel conversions, and 890-03 Water vehicle master list)	SO	nil	DE
700-04	(superseded by appropriate equipment			

history file under secondaries 700-20
Equipment and supplies history files, <u>737-25</u> Computer hardware and software history files, <u>747-20</u> Firearm history and issuance files, <u>847-20</u> Special item history files, <u>877-20</u> Motor vehicle history files, and <u>877-50</u> Watercraft history files)

700-05   (superseded by secondary <u>182-20</u> Ministry/agency visual identity files)

700-06   (superseded by appropriate equipment history file under secondaries 700-20 Equipment and supplies history files, <u>737-25</u> Computer hardware and software history files, <u>747-20</u> Firearm history and issuance files, <u>847-20</u> Special item history files, <u>877-20</u> Motor vehicle history files, and <u>877-50</u> Watercraft history files)

700-07   (superseded by secondary -02 Equipment and supplies subject files)

700-20	Equipment and supplies history files (supersedes and merges former secondaries 700-04 Guarantees and warranties, 700-06 Equipment loans, 700-20 Equipment history files, 700-30 Supply history files, 703-04 Technical and operating manuals, 703-20 Light equipment, 703-40 Heavy equipment, 703-60 Supplies, 710-20 Audiovisual and photographic equipment history files, 725-20 Material/supply history files, 735-20 Clothing issued to employees, 775-02 Purchasing furniture justification reports, 785-20 Laboratory equipment history files, 795-20 Medical equipment history files, 805-20 Imaging equipment and supplies, 815-02 Technical service repairs, 815-03 Photocopier maintenance, 815-04 Photocopier requests/renewals, 815-20 Office machine history files, 855-03 Computer supply report, 855-05 Stationery supply report, 858-02 Base stations, 858-03 Cellular phones, 858-04 Facsimiles, 858-05 Modems, 858-06 Portables, 858-07 Radios, 858-08 Radiotelephones, 858-09 Repeaters, 858-11 Telephones, 858-12 Voice messaging systems, 858-20 Telecommunication equipment history files, 858-25 Facsimile equipment history files, 858-30 Telephone equipment files, 858-35 Radiotelephone equipment history files, 858-40 Voice messaging system equipment files, 858-45 Radio equipment history files, 858-50 Telecommunication equipment research files, and primary 865 Vehicles - Air)	SO+1y	2y	DE

SO = upon replacement or disposal of equipment

3y = The retention period is based on the two-year limitation period for commencing an action arising from property damage or personal injury under the *Limitation Act* (RSBC 1996, c. 266, s. 3), plus one year for the service of documents.

700-30   (superseded by secondary -20 Equipment and supplies history files)

BRITISH
COLUMBIA

920 - ACCOUNTS - GENERAL

Records relating to ministry and agency financial accounts not shown elsewhere in this
primary block. This primary covers financial account analysis and reconciliation and
chart of accounts development and maintenance.

Record types include correspondence, working papers, and reports.

For budget development, see primary 1000.
For financial statements, see primary 1180.
For ministry bank accounts, see primary 985.
For payroll accounting, see the records of Payroll Services.
For public accounts preparation and reporting, see primary 1180.
For special purpose accounts and trust funds, see primary 1130.

non-OPR NOTE: Offices will retain non-OPR copies of records for: SO nil DE

Primary-Secondary	Records Series	OPR		
		A	*SA*	*FD*
920-00	Policy and procedures	SO	7y	DE
920-01	General	FY+1y	nil	DE
920-02	Chart of accounts (supersedes former secondary 910-02 Accounting codes)

SO = when replaced by a new, approved version

7y = The retention period is consistent with the retention period for period-end reports classified under secondary 1180-20 because earlier chart of accounts may be required to locate financial information in those reports.

NOTE: Each ministry and agency must establish and receive Office of the Comptroller General approval of a chart of accounts. The chart of accounts ensures consistent identification and reporting of financial information. | SO+1y | 6y | DE |
| 920-20 | Financial account analysis and reconciliation files (supersedes former secondary 910-30 Reconciliations) (covers the reconciliation of revenues, expenses, balance sheet items, and the resolution of related issues and problems) | FY+1y | 6y | DE |

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925 - ACCOUNTS - PAYABLE

Records relating to amounts owed by ministries and agencies, which are paid from the consolidated revenue fund (CRF). The CRF is the main operating account of the B.C. government into which all public money of the government is held, other than exempted trust funds.

Record types include correspondence, applications, and other types of records as indicated under relevant secondaries.

For charge cards, see primary 1105.
For financial transaction batches, see primary 1050.
For payments from trust funds exempt from the CRF, see secondary 1130-03.
For salary payments, see the records of Payroll Services.

non-OPR NOTE: Offices will retain non-OPR copies of records for: SO nil DE

Primary-Secondary	Records Series	OPR		
		A	*SA*	*FD*
925-00	Policy and procedures	SO	7y	DE
925-01	General (supersedes and merges former secondaries 505-01 General, 505-02 Building occupancy changes, 505-03 Client charges, 505-04 Portfolio review (ministry savings), 505-05 Billing advice - accommodation charges, 505-06 "Reoccurring" invoices (aged invoices), 505-07 Adjustment requests)	FY+1y	nil	DE
925-03	(superseded by secondary -20 Accounts payable files)			
925-04	(superseded by secondary -20 Accounts payable files)			
925-05	(superseded by secondary -20 Accounts payable files)			
925-06	Direct deposit applications	FY+1y	nil	DE
	NOTE: This secondary covers copies of supplier and employee (i.e., non payroll) direct deposit applications maintained by ministries and agencies. The originals are maintained by Corporate Accounting Services for seven years after the supplier is no longer active. For payroll direct deposit applications, see the records of Payroll Services			
925-20	Accounts payable files (includes invoices, receipts, statements, payment requisitions, travel vouchers, expense claims, and other written requests for payment) (supersedes former secondaries 910-07	FY+1y	6y	DE

security deposits, 925-03 Overdue accounts, 925-04 Invoice summary sheets, 925-05 Equalized payments, 925-30 Statements of account, 1055-02 Consolidated revenue fund, and 1155-02 Claim documents)

8y = The retention period is based on the six-year limitation period for commencing an action under the *Limitation Act* (RSBC 1996, c. 266, s. 3) and the six-year assessment period under the *Income Tax Act* (RSC 1985, c. I-5, ss. 230(4) and 231.1)

NOTE: For administrative convenience, offices may classify expense claims under this secondary rather than under secondary 1240-20 or 1050-09. Other accounts payable batches may also be classified under this secondary rather than with financial transaction batches under secondary 1050-09.

925-30   (superseded by secondary -20 Accounts payable files)

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OOP-2013-00046
2013-01-16

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935 - ACCOUNTS - RECEIVABLE

Records relating to amounts due to ministries and agencies. This involves the accounting and reconciliation of receivables, the collection of overdue accounts, and the write-off or extinguishment of uncollectible accounts.

Record types include correspondence, invoices, receipts, and reports.

For accounts receivable period-end reporting, see primary 1180.
For bank deposits, see secondary 985-03.
For claims made under cost-sharing agreements, see primary 950.
For encumbrances, see primary 1095.

non-OPR NOTE: Offices will retain non-OPR copies of records for: SO nil DE

Primary-Secondary	Records Series	OPR		
		A	SA	FD
935-00	Policy and procedures	SO	7y	DE
935-01	General	FY+1y	nil	DE
935-03	Cash register tapes and data (also known as point of sale systems) NOTE: Office of the Comptroller-General authorizes the removal of credit card data from financial records in accordance with established policy and PCI (Payment Card industry) requirements. Read memorandum here.	FY+1y	6y	DE
935-20	Accounts receivable files (supersedes former secondaries 910-07 Security deposits, 935-25 Accounts receivable/receipt books, 1055-02 Consolidated revenue fund)	FY+1y	6y	DE
935-25	(superseded by secondary -20 Accounts receivable files)			
935-30	Outstanding accounts subject to the *Limitation Act* (covers the collection of overdue accounts) SO = upon the end of the fiscal year in which the debt is collected or written off 7y = The retention period is based on the six-year limitation period under the *Limitation Act* (RSBC 1996, c. 266, s. 3). NOTE: Outstanding accounts not subject to the *Limitation Act* (e.g., court fines) are covered in the *ORCS* of the appropriate program area.	SO+1y	6y	DE

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940 - ACCOUNTS - STANDING AND OTHER ADVANCES

Records relating to the control, reconciliation, and accountability of advances (e.g., petty cash, travel, and supplier advances).

Record types include correspondence, request forms, and reports.

For accounts payable, see secondary 925-20.
For salary advances, see the records of Payroll Services.
For travel cards, see primary 1105.

non-OPR NOTE: Offices will retain non-OPR copies of records for: SO nil DE

Primary-Secondary	Records Series	OPR		
		A	SA	FD
940-00	Policy and procedures	SO	7y	DE
940-01	General	FY+1y	nil	DE
940-02	(superseded by secondary -20 Advance accounting and reconciliation files)			
940-03	(superseded by secondary -20 Advance accounting and reconciliation files)			
940-04	(superseded by secondary -20 Advance accounting and reconciliation files, and since 2003 by the records of Payroll Services)			
940-05	(superseded by secondary -20 Advance accounting and reconciliation files, and since 2003 by the records of Payroll Services)			
940-07	(superseded by secondary -20 Advance accounting and reconciliation files)			
940-20	Advance accounting and reconciliation files (supersedes and merges former secondaries 940-02 Field-float, 940-03 Petty cash, 940-04 Salary, 940-05 Seconded or exchange employee, 940-07 Working capital, 940-30 Other advances) NOTE: For administrative convenience, these records may be classified with other financial reconciliation files under secondary 920-20.	FY+1y	6y	DE
940-30	(superseded by secondary -20 Advance accounting and reconciliation files)			

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1050 - FINANCIAL TRANSACTION BATCHING AND POSTING

Records relating to the batching and posting of financial transactions.

Records types include correspondence, journal vouchers, batch tickets, invoices, cancelled cheques, receipts, and forms.

non-OPR NOTE: Offices will retain non-OPR copies of records for: SO nil DE

Primary-Secondary	Records Series	OPR		
		A	**SA**	**FD**
1050-00	Policy and procedures	SO	7y	DE
1050-01	General	FY+1y	nil	DE
1050-02	(superseded by secondary -09 Financial transaction batches)			
1050-03	(superseded by secondary -09 Financial transaction batches)			
1050-04	Journal vouchers (includes batched journal vouchers (JVs) and source documents) (supersedes former secondaries 1100-03 Transfer of expenditures, 1100-05 Central agency chargebacks, 1155-02 Claim documents, and 1180-02 Financial reporting systems) NOTE: JVs are used to record internal transfers of money, sales of products and services to internal customers (e.g., chargeback and cost recovery transactions), and to make corrections to previously recorded transactions. They are used to update the general ledger and to a lesser extent subsidiary ledgers such as accounts payable. NOTE: For administrative convenience, these records may be classified with other financial transaction batches under secondary -09.	FY+1y	6y	DE
1050-05	(superseded by secondaries 985-03 Bank deposits, -04 Journal vouchers, or -09 Financial transaction batches, whichever is consistent with local office practice)			
1050-06	(superseded by secondary -09 Financial transaction batches)			
1050-07	(superseded by secondary -09 Financial transaction batches)			

1050-08	(superseded by secondary -09 Financial transaction batches)			
1050-09	Financial transaction batches (includes batched invoices, receipts, payment requisitions, travel and business expense claims, cancelled cheques, and stop payment and cheque replacement forms, and supporting documentation such as signed bonds of indemnity) (supersedes and merges former secondaries 1050-02 Returned cheques, 1050-03 Cheque requisitions, 1050-05 Deposits, 1050-06 Travel vouchers, 1050-07 Voucher/requisition triplicates, quadruplicates, etc., 1050-08 Replacement (in lieu) cheques, and 1050-10 Batch control)	FY+1y	6y	DE
	NOTE: For administrative convenience, batched expense claims may be classified under this secondary rather than under 1240-20 or 925-20. Other accounts payable batches may be classified with all other accounts payable records under secondary 925-20.			
1050-10	(superseded by secondary -09 Financial transaction batches)			

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2013-01-16

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1310 - AWARDS AND RECOGNITION

Records relating to programs that award and recognize employee contributions to improvements in service, operations, and the work environment.

Record types include correspondence, applications, evaluation and approval forms, and reports.

NOTE: This primary is designed for ministries and agencies that participate in employee recognition programs developed and administered by the BC Public Service Agency (BCPSA).   Agencies not served by BCPSA will need additional secondaries and different retention periods.   For guidance, please contact your Records Officer.

For ceremony planning, see secondary 220-20.

non-OPR NOTE: Offices will retain non-OPR copies of records for: SO nil DE

Primary-Secondary	Records Series	OPR		
		A	*SA*	*FD*
1310-00	Policy and procedures	SO	nil	DE
1310-01	General	CY+1y	nil	DE
1310-02	(superseded by secondary -05 Award and recognition program information files, effective November 22, 2007)			
1310-03	(superseded by secondary -05 Award and recognition program information files, effective November 22, 2007)			
1310-04	(superseded by secondary -05 Award and recognition program information files, effective November 22, 2007)			
1310-05	Award and recognition program information files (arrange by program if volume warrants)

NOTE: This secondary covers general information about BCPSA developed award programs (e.g., Premier's Innovation and Excellence Awards, Improvement Awards, Staff Appreciation Awards, Long Service Awards, Public Service Week) as well as ministry-specific recognition programs (e.g., five-year service recognition awards and ministry receptions in support of the Long Service Awards Program). | SO | nil | DE |
| 1310-20 | (superseded by secondary -50 Awards and recognition applicant/recipient files, | | | |

effective November 22, 2007)

1310-30	(superseded by secondary -50 Awards and recognition applicant/recipient files, effective November 22, 2007)				
1310-40	(superseded by secondary -50 Awards and recognition applicant/recipient files, effective November 22, 2007)				
1310-50	Award and recognition applicant/recipient files (arrange by program and/or employee, if volume warrants)	SO+1y	nil	DE	PIB

SO = when decision is rendered, and if relevant, upon conclusion of appeal periods and appeals

NOTE: Improvement Awards Program (IAP) decisions may be appealed to the IAP program manager within 90 days of the decision. Employees retain the right to recognition for their IAP ideas for one year after receiving notice that their ideas are declined.

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1385 - EMPLOYEE SUPERVISION AND DEVELOPMENT

Records relating to the day-to-day supervision and development of employees (including volunteers) at the worksite. This includes the management of employees on sick leave and their return to work, as well as investigations of alleged employee misconduct.

Record types include correspondence, employee performance and development plans (EPDPs), applications, forms, agreements, reports, and photographs.

NOTE: The official employee personnel file is held by the BC Public Service Agency (BCPSA). Agencies not served by BCPSA will need additional secondaries and different retention periods. For guidance, please contact your Records Officer.

For Article 29 committees, see secondary 202-20.
For complaints, disputes, and grievances, see secondary 1480-20.
For criminal record check consent forms, see secondary 1665-04.
For executive leadership development applications, see secondary 1705-02.
For personal protective equipment fit tests, see secondary 1560-08.
For training course development and delivery, see primary 1735.

non-OPR NOTE: Offices will retain non-OPR copies of records for: SO nil DE

Primary-Secondary	Records Series	OPR		
		A	SA	FD
1385-00	Policy and procedures	SO	nil	DE
1385-01	General	CY+1y	nil	DE
1385-02	(closed effective November 22, 2007)			
1385-20	Branch employee files (arrange by surname)	SO	nil	DE	PIB

SO = when no longer required by manager/supervisor or upon expiry of retention periods stipulated in the collective agreement (e.g., disciplinary records)

NOTE: The official employee personnel file is held by BCPSA, but supervisors/managers may retain certain job-specific records. They may include confirmation/verification of employment records, copies of job descriptions, agreements to work different hours, time and leave reporting records, approved vacation requests, EPDPs and related training and development information, investigations of alleged misconduct, relocation information, ergonomic assessments and related letters to employees, building access information, exit

interviews, and return to work plans for employees on health-related absences.

NOTE: When EPDPs or equivalent plans are used as an appraisal form signed by the employee and supervisor, a copy is sent to BCPSA for filing on the employee's personnel file.

NOTE: Employee training information is recorded on the Corporate Human Resource Information and Payroll System (CHIPS), which is maintained by BCPSA.

1385-21   (closed effective November 22, 2007)

Print and Close   Cancel

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1550 - LEAVE AND TIME REPORTING

Records relating to reporting and approving employee attendance.

Most BC Government employees report their time worked and leave taken on an automated time and leave reporting system. However, paper timesheets and leave forms may be used for employees with irregular work schedules (e.g., shift or on call workers) and electronic forms are used to approve employee additions to base pay after the payroll deadline.

Record types include correspondence, forms, reports, and copies of timesheets and leave forms.

NOTE: The official employee pay files and leave and time reporting records are held by TELUS Sourcing Solutions (TSS)-BC on behalf of Provincial Human Resource Management System (HRMS) Partnership Branch. Agencies not served by TSS-BC will need additional secondaries and different retention periods. For guidance, please contact your Records Officer.

For gross pay over $10,000 reports, see primary 1100.
For payroll expenditure reports, see primary 1100.
For recovery of salary dollars from employee transfers, see primary 1190.
For write-offs of uncollectible salary overpayments, see primary 935.

non-OPR NOTE: Offices will retain non-OPR copies of records for: SO nil DE

Primary-Secondary	Records Series	OPR			
		A	SA	FD	
1550-00	Policy and procedures	SO	nil	DE	
1550-01	General	CY+1y	nil	DE	
1550-02	(closed effective November 22, 2007)				
1550-20	(closed effective November 22, 2007)				
1550-30	Branch or field office leave/time reporting files (arrange by employee surname) SO = when no longer required by current manager/ supervisor NOTE: For administrative convenience, these records may be classified on the relevant branch employee file under secondary 1385-20, rather than under this secondary.	SO	nil	DE	PIB
1550-50	(superseded by secondary -30 Branch or field office leave/time reporting files effective November 22, 2007)				

Previous | Next

Print and Close   Cancel

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Print and Close   Cancel

1665 - STAFFING, RECRUITMENT, AND COMPETITIONS

Records relating to the staffing of positions, including recruitment of employees and competitions for vacant positions.

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

NOTE: This primary is designed for ministries and agencies served by the BC Public Service Agency (BCPSA). Agencies not served by BCPSA will need additional secondaries and different retention periods. For guidance, please contact your Records Officer.

For branch employee files, see secondary 1385-20.
For direct recruitment, including appointments, see secondary 1385-20.
For executive leadership development and advancement, see secondary 1705-02.
For job descriptions, see secondary 1360-20.

non-OPR NOTE: Offices will retain non-OPR copies of records for: SO nil DE

Primary-Secondary	Records Series	OPR		
		A	SA	FD
1665-00	Policy and procedures	SO	nil	DE
1665-01	General	CY+1y	nil	DE
1665-02	(superseded by secondary -20 Staffing competition files, effective April 2006)			
1665-03	Model interview questions	SO	nil	DE
1665-04		CY	5y	DE
	Criminal record check consent forms (not hired)			
	6y = The six-year retention period satisfies the five-year retention period required by Royal Canadian Mounted Police (RCMP) Canadian Police Information Centre (CPIC) auditors for the retention of *Criminal Records Review Act* (RSBC 1996, c. 86) consent forms.			
	NOTE: This secondary covers unsuccessful applicants' consent forms and for records checks under the *Criminal Records Review Act* and *Public Service Act Directive 3.6 Police Records Checks*			
	NOTE: Consent forms of successful job applicants are sent to BCPSA for filing on the relevant employee personnel file.			

NOTE: As required by part D of *Public Service Act Directive 3.6 Police Record Checks*, ministries are required to destroy or return all police documentation to job applicants, including the results of police record checks, and eliminate all references that identify applicants with criminal records. Therefore, police record check consent forms should only indicate that a check has been undertaken.

1665-05	Selection standards reference material	SO	nil	DE

NOTE: This secondary covers a reference collection of standard qualifications for public service positions, which are developed by BCPSA.

1665-06	Student recruitment/selection information	SO	nil	DE

NOTE: This secondary includes co-op, articling, intern, and summer student recruitment information. When students are hired, their employment records are sent to BCPSA for filing on their employee personnel files. Copies may be maintained by their supervisors on the branch employee file under secondary 1385-20.

1665-07	Unsolicited offers of service - not considered (includes résumés)	SO	nil	DE	PIB

NOTE: This secondary covers unsolicited résumés and similar personal offers of service that were not considered. Applications and résumés of applicants under consideration are classified under secondary -20.

1665-20		SO+2y	nil	DE

Staffing competition files (includes correspondence, applications, résumés, job descriptions, posting request forms, job postings, eligibility lists, and tests) (arrange by competition)

SO = upon the date the successful applicant is placed into new position (i.e., the effective date of the appointment), and if an eligibility list or inventory has been established, when the list has been exhausted or the term of the list has expired, whichever is earlier

2y = The two-year retention period satisfies the audit requirements of the Office of the Merit Commissioner.

NOTE: These files include candidates' qualifications, scores, and test results, competition assessment tools including criteria and rating methodology, copies of approvals or waivers for special

considerations or restrictions, reference
check procedures and ranking guides,
decisions, copies of offer letters, and
letters of regret and feedback to
unsuccessful candidates.

NOTE: Original applications and
résumés of successful candidates are
sent to BCPSA for filing on the relevant
employee personnel file. Copies are
retained on the competition files.

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Ministry of **Citizens' Services and Open Government**

ORCS e-Reference Library

Office of the Premier and Executive Council

This *ORCS* establishes a classification system and retention and disposition schedule for the operational records created by Executive Council and its president, the Premier. The Executive Council consists of the Premier and all Cabinet Ministers. The Executive Council determines government policy and is held responsible by the Legislative Assembly for the operation of the provincial government. The Office of the Premier, and Executive Council with its committees and their secretariats, spans parts of several ministries and is under the charge of several different deputy ministers.

These records relate to the formulation and integration of planning and policy directions for the Province; coordination of the response made by the Government to correspondence received by the Premier from the general public, other jurisdictions, industry and corporations; issues on the development, maintenance, monitoring and inspection of various projects and programs of the ministries of the Government of British Columbia in relationship to provincial, territorial, federal and international governments and organizations; and provision of support functions to the Premier in his or her capacity as Premier.

There was an amendment to the *ORCS* approved May 31, 2012. See the Register of Amendments and Appendix A for a summary of the changes.

EXECUTIVE SUMMARY
EXECUTIVE SUMMARY FOR AMENDMENT 1

REGISTER OF AMENDMENTS

User Guide

SECTION 1	10000 – 10999	CABINET OFFICE
SECTION 2	11000 – 11999	CORRESPONDENCE
SECTION 3	12000 – 12999	INTERGOVERNMENTAL RELATIONS
SECTION 4	14000 – 14999	OFFICE OF THE PREMIER
ISO SECTION	CLIFF	CORRESPONDENCE TRACKING SYSTEM
	CERTS	CERTIFICATE PRODUCTION DATABASE
APPENDICES	APPENDIX A	SUMMARY OF CHANGES TO THE *OFFICE OF THE PREMIER AND EXECUTIVE COUNCIL ORCS* (CONCORDANCE TABLE)
	APPENDIX B	ONGOING ACCESSION NUMBERS

INDEX

PREM *ORCS*   Schedule 881099 Approval date: 7 July 1994 last revised: 31
May 2012

This version of the *ORCS* is provided for research or reference purposes only. For the
most current version of an approved *ORCS* and pending amendments, contact your
ministry or corporate records officer.

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OOP-2013-00046
2013-01-21

This records schedule is approved in accordance with the Document Disposal Act (RSBC 1979, c. 95). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the British Columbia Archives and Records Service. For assistance in implementing ORCS, contact your Records Officer.

A   SA   FD

S E C T I O N   4

O F F I C E   O F   T H E   P R E M I E R

P R I M A R Y   N U M B E R S

1 4 0 0 0   -   1 4 9 9 9

Section 4 covers records relating to the functions of the Office of the Premier of the Province of British Columbia. The Office of the Premier provides support to the Premier in his or her capacity as Premier. These support functions include: response to correspondence and enquiries; scheduling of public appearances and private meetings undertaken in the capacity of Premier; writing speeches on government issues; and liaison and coordination of access to and information about the government.

NOTE: Records of the Premier as the President of Executive Council are classified in Section 1. Records of correspondence to and responses from the Premier as head of the Government of British Columbia are classified in Section 2. Records of the Premier as Leader of the political party which forms the Government of British Columbia are political records and as such are not covered here.

A = Active   CY = Calendar Year   DE = Destruction
SA = Semi-active   FY = Fiscal Year   SR = Selective Retention by BCARS
FD = Final Disposition NA = Not Applicable   FR = Full Retention by BCARS
OPR = Office of Primary Responsibility   w = week m = month y = year
PIB = Personal Information Bank   PUR = Public Use Records
BCARS = B.C. Archives and Records Service   SO = Superseded or Obsolete

This records schedule is approved in accordance with the <u>Document Disposal Act</u> (RSBC 1979, c. 95). It constitutes authority for retention and disposition of the records described herein provided <u>ORCS</u> has been implemented according to standards approved by the British Columbia Archives and Records Service. For <u>assistance in implementing ORCS, contact your Records Officer.</u>

<u>A</u>   <u>SA</u>   <u>FD</u>

14000 - OFFICE OF THE PREMIER - 14999

PRIMARY NUMBERS AND PRIMARY SUBJECTS

14000   OFFICE OF THE PREMIER - GENERAL

14200   LIAISON -   GENERAL
14210   -   ACCESS
14250   -   COORDINATION

14500   SCHEDULING

14600   SPEECHES AND OTHER PRESENTATIONS

A = Active   CY = Calendar Year   DE = Destruction
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standards approved by the British Columbia Archives and Records Service. For
assistance in implementing ORCS, contact your Records Officer.

	A	SA	FD

14000 OFFICE OF THE PREMIER – GENERAL

Records not shown elsewhere in the Office of the
Premier section which relate generally to the
functions of the office.

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

	A	SA	FD
Unless otherwise specified below, the Office of the Premier as OPR retains these records for	SO	10y	SR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	SO	nil	DE

Secondary categories

	A	SA	FD
-00 Policy and procedures	SO	5y	FR
-01 General			

This records schedule is approved in accordance with the <u>Document Disposal Act</u> (RSBC 1979, c. 95). It constitutes authority for retention and disposition of the records described herein provided <u>ORCS</u> has been implemented according to standards approved by the British Columbia Archives and Records Service. For <u>assistance in implementing ORCS, contact your Records Officer.</u>

	<u>A</u>	<u>SA</u>	<u>FD</u>
14200 <u>LIAISON - GENERAL</u>			
Records relating to facilitating access to government and coordinating the flow of information on government policies and issue areas not shown elsewhere in the block.			
Unless otherwise specified below, the Office of the Premier as OPR retains these records for	SO	10y	SR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	<u>SO</u>	<u>nil</u>	<u>DE</u>

<u>Secondary categories</u>

		<u>A</u>	<u>SA</u>	<u>FD</u>
-00	Policy and procedures	SO	5y	FR
-01	General			
-02	Honorary patrons			

SR = BCARS will remove and discard duplicates

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCARS
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCARS
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	A	SA	FD

14210 LIAISON - ACCESS

Records relating to facilitating access to government by individuals and groups who are normally not part of the ongoing information networks of government liaison. Includes responses to inquiries from the public, reports on the management of issues, and topical research.

	A	SA	FD
Unless otherwise specified below, the Office of the Premier as OPR retains these records for	SO	10y	SR
All other offices in Officer of the Premier, and Executive Council with its committees and their secretariats, retain these records for	SO	nil	DE

Secondary categories

		A	SA	FD
-00	Policy and procedures	SO	5y	FR
-01	General			

PIB -20 Individual access
         (arrange by personal name)

     -30 Community access
         (arrange by group name)

     SR = BCARS will remove and discard duplicates

This records schedule is approved in accordance with the <u>Document Disposal Act</u>
(RSBC 1979, c. 95). It constitutes authority for retention and disposition of
the records described herein provided <u>ORCS</u> has been implemented according to
standards approved by the British Columbia Archives and Records Service. For
<u>assistance in implementing ORCS, contact your Records Officer.</u>

	<u>A</u>	<u>SA</u>	<u>FD</u>

14250 <u>LIAISON - COORDINATION</u>

Records relating to facilitating access to
government and coordinating the flow of information
on government policies and issue areas. Includes
liaison with and the sharing of information between
and among: the Premier; the Cabinet; ministerial,
executive and administrative assistants; and
community groups.

Unless otherwise specified below, the Office of the Premier as OPR retains these records for	SO	10y	SR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	<u>SO</u>	<u>nil</u>	<u>DE</u>

<u>Secondary categories</u>

-00	Policy and procedures	SO	5y	FR
-01	General			
-02	Information sessions for "assistants"			
-03	Workshops and retreats for "assistants"			

NOTE: "Assistants" is short for ministerial,
      executive and administrative assistants.

-20   Ministry liaison
          (arrange by ministry name)

-30   Agencies, boards, commissions and crown
          corporations liaison
          (arrange by name)

A = Active   CY = Calendar Year   DE = Destruction
SA = Semi-active   FY = Fiscal Year   SR = Selective Retention by BCARS
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BCARS = B.C. Archives and Records Service   SO = Superseded or Obsolete

<u>A</u>   <u>SA</u>   <u>FD</u>

14250   <u>LIAISON - COORDINATION</u>   (Continued)

    -40   Town, municipality and district liaison
            (arrange by electoral district)

    -50   Community liaison
            (arrange by group name)

    SR -   BCARS will remove and discard duplicates

A = Active	CY = Calendar Year	DE = Destruction
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FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCARS
OPR = Office of Primary Responsibility		w = week m = month y = year
PIB = Personal Information Bank		PUR = Public Use Records
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		<u>A</u>	<u>SA</u>	<u>FD</u>

14500   <u>SCHEDULING</u>

Records relating to the creation of the Premier's schedule. Includes event requests, the response made, and the cover sheet generated by the correspondence tracking system. May also include information about the group making the request, speaking notes, and practical aids such as maps and floor plans.

For the correspondence tracking system, see
      primary 11020.

	A	SA	FD
Unless otherwise specified below, the Office of the Premier as OPR retains these records for	CY+1y	10y	SR
All other offices in Office of the Premier and Executive Council, with its committees and their secretariats, retain these records for	<u>SO</u>	<u>nil</u>	<u>DE</u>

<u>Secondary categories</u>

		A	SA	FD
-00	Policy and procedures	SO	5y	FR
-01	General			
-02	Premier's itinerary (includes day-by-day schedule)			
-03	Monthly calendar			
-04	Undated request file (includes requests where date can't be set, but meeting is still wanted)	SO	NA	NA
	SO = when date is set			
	NA = reclassify to -20 when a date is set			
-20	Pending acceptances	SO	NA	NA
	SO = when date has passed			
	NA = reclassify to -30 when date has passed			

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	<u>A</u>	<u>SA</u>	<u>FD</u>

14500 <u>SCHEDULING</u> (Continued)

-30   Closed event requests
          (includes accepted and not accepted
          invitations and supporting
          documentation)
          (arrange by group name)

-40   Itineraries of ministers   – <u>non-OPR</u>   <u>SO</u>   <u>nil</u>   <u>DE</u>
          (used to determine if minister can fill
          in for Premier)

SR =   BCARS will remove and discard duplicates

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	<u>A</u>	<u>SA</u>	<u>FD</u>

14600 <u>SPEECHES AND OTHER PRESENTATIONS</u>

Records relating to speeches, lectures, addresses and other presentations made by the Premier speaking as the Premier of the province.

	A	SA	FD
Unless otherwise specified below, the Office of the Premier as OPR retains these records for	SO	10y	SR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	<u>SO</u>	<u>nil</u>	<u>DE</u>

<u>Secondary categories</u>

		A	SA	FD
-00	Policy and procedures	SO	5y	FR
-01	General			
-20	Premier's speeches and other presentations (arrange chronologically by individual speech)			

SR = BCARS will remove and discard duplicates

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BRITISH COLUMBIA

Print and Close   Cancel

Ministry of **Citizens' Services and Open Government**

ORCS e-Reference Library

Office of the Premier and Executive Council

This *ORCS* establishes a classification system and retention and disposition schedule for the operational records created by Executive Council and its president, the Premier. The Executive Council consists of the Premier and all Cabinet Ministers. The Executive Council determines government policy and is held responsible by the Legislative Assembly for the operation of the provincial government. The Office of the Premier, and Executive Council with its committees and their secretariats, spans parts of several ministries and is under the charge of several different deputy ministers.

These records relate to the formulation and integration of planning and policy directions for the Province; coordination of the response made by the Government to correspondence received by the Premier from the general public, other jurisdictions, industry and corporations; issues on the development, maintenance, monitoring and inspection of various projects and programs of the ministries of the Government of British Columbia in relationship to provincial, territorial, federal and international governments and organizations; and provision of support functions to the Premier in his or her capacity as Premier.

There was an amendment to the *ORCS* approved May 31, 2012. See the Register of Amendments and Appendix A for a summary of the changes.

EXECUTIVE SUMMARY
EXECUTIVE SUMMARY FOR AMENDMENT 1

REGISTER OF AMENDMENTS

User Guide

INDEX

PREM *ORCS*   Schedule 881099 Approval date: 7 July 1994 last revised: 31
                                   May 2012

This version of the *ORCS* is provided for research or reference purposes only. For the
most current version of an approved *ORCS* and pending amendments, contact your
ministry or corporate records officer.

Print and Close   Cancel

<u>A</u>   <u>SA</u>   <u>FD</u>

S E C T I O N   2

C O R R E S P O N D E N C E

P R I M A R Y   N U M B E R S

1 1 0 0 0 - 1 1 9 9 9

Section 2 covers records relating to the coordination of the response made by the Government of British Columbia to correspondence received by the Premier from the general public, other jurisdictions, industry and corporations. Also included are letters, messages and certificates sent out by the Premier.

A = Active   CY = Calendar Year   DE = Destruction
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<u>A</u>   <u>SA</u>   <u>FD</u>

11000 - CORRESPONDENCE - 11999

PRIMARY NUMBERS AND PRIMARY SUBJECTS

11000   CORRESPONDENCE - GENERAL

11020   CORRESPONDENCE TRACKING SYSTEM (CLIFF)

11100   GENERAL CORRESPONDENCE

11150   CORRESPONDENCE WITH GOVERNMENTS - GENERAL
11180   - BRITISH COLUMBIA
11200   - CANADA
11220   - FOREIGN
11260   - LOCAL
11280   - PROVINCIAL AND TERRITORIAL

11300   CORRESPONDENCE WITH INDUSTRY AND CORPORATIONS

11400   OTHER MAIL ITEMS - GENERAL
11430   - CARDS AND FORMS
11450   - NO ANSWER POSSIBLE
11470   - PETITIONS
11480   - VOLUME ISSUES

11600   REQUESTS FOR CONGRATULATORY CERTIFICATES

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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	A	SA	FD

11000   CORRESPONDENCE – GENERAL

Records relating to the general administration of the correspondence management unit within the Office of the Premier.

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

	A	SA	FD
Unless otherwise specified below, Correspondence Branch as OPR retains these records for	2y	13y	FR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	SO	nil	DE

Secondary categories

		A	SA	FD
-00	Policy and procedures	SO	5y	FR
-01	General			

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	A	SA	FD

11020 CORRESPONDENCE TRACKING SYSTEM (CLIFF)

Records relating to the correspondence tracking system (called CLIFF) electronic database within the Office of the Premier. Includes the entry of each item of mail which requires a reply or which is sent out. This system traces all of this type of correspondence in and out from the Premier which is not sent in inter-department mail envelopes. The referral slip generated by CLIFF may include the name, address, organization, constituency, subject, log number, date of letter, date received, date of response, to whom the item is referred, and other information.

	A	SA	FD
Unless otherwise specified below, Correspondence Branch as OPR retains these records for	2y	13y	FR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	SO	nil	DE

Secondary categories

		A	SA	FD
-00	Policy and procedures	SO	5y	FR
-01	General			
-03	Referral slips	SO	NA	NA
	(run daily)			

SO = when attached to logged correspondence
NA = remains with logged correspondence

-04   Volume issue statistics report
        (run weekly)

-05   Incoming mail report
        (run weekly)
        (includes the daily mail count, cards
        and forms count, volume issues count
        and a summary)

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			A	SA	FD
	11020	CORRESPONDENCE TRACKING SYSTEM (Continued)			
	-06	Open volume issues report (run weekly) (contains volume issue correspondence not yet answered by writers)			
	-07	Outstanding referrals by ministry report (run monthly)	2y	nil	DE
	-09	Duplicates report (run as required to check duplicates in volume issues) SO = when new report run	SO	nil	DE
	-10	Volume issue referral slips report (run as required for batches submitted to writers on volume issues) SO = when new report run	SO	nil	DE
	-12	Constituency report (general or volume issue) (run as required; lists correspondents by constituency, which is determined from postal code) SO = when report is no longer required	SO	nil	DE
PIB	-13	Correspondence tracking system database (CLIFF) SO = retain for the duration of two administrations	SO	nil	DE

NOTE: See appendix J for an Information System
Overview of the correspondence tracking
system database (CLIFF).

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		<u>A</u>	<u>SA</u>	<u>FD</u>

11100 GENERAL CORRESPONDENCE

Records relating to general (personalized)
correspondence received by the Office of the Premier
from the general public and copies of letters sent
from the Office of the Premier to the general
public. The general public includes individuals,
groups, societies and associations. Includes reply
correspondence generated by the Office of the
Premier or by ministry referrals. General
correspondence is logged on the correspondence
tracking system.

For certificates, which may accompany messages, see
        primary 11600.

	A	SA	FD
Unless otherwise specified below, Correspondence Branch as OPR retains these records for	2y	13y	FR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	<u>SO</u>	<u>nil</u>	<u>DE</u>

Secondary categories

		A	SA	FD
-00	Policy and procedures	SO	5y	FR
-01	General			
-04	Reply formats (master copies)			
-05	Writer's cover sheets (contains listing of letters in a word processing document) SO = when letters ready for signature	SO	nil	DE
-06	Drafts of letters SO = when letter is revised	SO	nil	DE
-07	Chronological outgoing letters (contains "flimsies" in date order)			

(Continued on next page)

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FD = Final Disposition   NA = Not Applicable   FR = Full Retention by BCARS
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			<u>A</u>	<u>SA</u>	<u>FD</u>

11100 <u>GENERAL CORRESPONDENCE</u> (Continued)

2y 13y FR

PIB	-20	General correspondence case files (arrange alphabetically by surname or group name) (if the correspondence has been forwarded to a ministry for an answer, file may include copy of ministry reply)			

NOTE: Hate mail, obscene mail and threatening mail is not answered. The correspondence is logged on the correspondence tracking system and the file is closed.

PIB	-25	Messages — group events (arrange by type of event, such as grand openings, pageants, reunions, rodeos, etc.)			
PIB	-30	Messages — individuals (arrange by type of situation, such as birthday, condolence, congratulatory, retirement, wedding, etc.)			
PIB	-35	Messages — sports (arrange by type of sport, such as bowling, golf, martial arts, etc.)			
PIB	-40	Frequent correspondents (arrange by surname) (includes correspondence from persons who write on a frequent basis to the Premier).	1y	nil	DE
	-50	Invitations to events SO = when logged on CLIFF NA = forward with referral slip to primary 14500 "Scheduling" for action	SO	NA	NA

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FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCARS
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0318r:5021r:94/07/07   Schedule 881099   ORCS/PREM

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	<u>A</u>	<u>SA</u>	<u>FD</u>
11150 CORRESPONDENCE WITH GOVERNMENTS - GENERAL			
Records not shown elsewhere in this primary block which relate to the correspondence exchange between government and the Office of the Premier. These letters are logged on the correspondence tracking system.			
Unless otherwise specified below, Correspondence Branch as OPR retains these records for	2y	13y	FR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	<u>SO</u>	<u>nil</u>	<u>DE</u>
<u>Secondary categories</u>			
-00 Policy and procedures	SO	5y	FR
-01 General			

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCARS
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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	<u>A</u>	<u>SA</u>	<u>FD</u>

11180   <u>CORRESPONDENCE WITH GOVERNMENTS - BRITISH COLUMBIA</u>

Records relating to the correspondence exchange between the Lieutenant-Governor, Members of the Legislative Assembly, the Speaker, ministers' offices, etc. and the Office of the Premier. These letters are logged on the correspondence tracking system.

Correspondence for the Office of the Premier and Executive Council Operations arriving from other government offices (e.g., correspondence arriving in inter-department mail envelopes) is forwarded to the appropriate office unopened and unlogged.

	A	SA	FD
Unless otherwise specified below, Correspondence Branch as OPR retains these records for	2y	13y	FR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	<u>SO</u>	<u>nil</u>	<u>DE</u>

Secondary categories

		A	SA	FD
-00	Policy and procedures	SO	5y	FR
-01	General			
-20	Government groups (includes ministries, boards, commissions, agencies and legislative offices) (arrange by chart of account number)	2y	13y	FR
-30	Members of the Legislative Assembly (arrange by electoral district)			

A = Active
SA = Semi-active
FD = Final Disposition
OPR = Office of Primary Responsibility
PIB = Personal Information Bank
BCARS = B.C. Archives and Records Service

CY = Calendar Year
FY = Fiscal Year
NA = Not Applicable

DE = Destruction
SR = Selective Retention by BCARS
FR = Full Retention by BCARS
w = week   m = month   y = year
PUR = Public Use Records
SO = Superseded or Obsolete

0318r:5021r:94/07/07   Schedule 881099   ORCS/PREM   SEC 2
Page 107   9
OOP-2013-00046

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	<u>A</u>	<u>SA</u>	<u>FD</u>

11200 <u>CORRESPONDENCE WITH GOVERNMENTS – CANADA</u>

Records relating to the correspondence exchange between the Governor General, the Prime Minister's Office, ministers' offices, senators, Members of Parliament, federal departments, federal agencies, etc. and the Office of the Premier. These letters are logged on the correspondence tracking system.

	A	SA	FD
Unless otherwise specified below, Correspondence Branch as OPR retains these records for	2y	13y	FR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	<u>SO</u>	<u>nil</u>	<u>DE</u>

<u>Secondary categories</u>

		A	SA	FD
-00	Policy and procedures	SO	5y	FR
-01	General			

-20 Federal departments/agencies
     (arrange by department or agency name)

-25 Consulates and embassies
     (arrange by country)

-30 Members of Parliament
     (arrange by political party membership)

-35 Senators

-40 Governor General

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	<u>A</u>	<u>SA</u>	<u>FD</u>
11220 <u>CORRESPONDENCE WITH GOVERNMENTS – FOREIGN</u>			

Records relating to the correspondence exchange between foreign heads of state, foreign governments, embassies, high commissions, consulates, etc. and the Office of the Premier. These letters are logged on the correspondence tracking system.

For correspondence from Canadian embassies and consulates, see secondary 11200-25.

	A	SA	FD
Unless otherwise specified below, Correspondence Branch as OPR retains these records for	2y	13y	FR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	<u>SO</u>	<u>nil</u>	<u>DE</u>

<u>Secondary categories</u>

		A	SA	FD
-00	Policy and procedures	SO	5y	FR
-01	General			
-20	Foreign governments (arrange by country)			

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCARS
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCARS
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	<u>A</u>	<u>SA</u>	<u>FD</u>

11260　<u>CORRESPONDENCE WITH GOVERNMENTS – LOCAL</u>

Records relating to the correspondence exchange between local governments in British Columbia and the Office of the Premier. Includes regional districts, municipal governments, etc. These letters are logged on the correspondence tracking system.

	A	SA	FD
Unless otherwise specified below, Correspondence Branch as OPR retains these records for	2y	13y	FR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	<u>SO</u>	<u>nil</u>	<u>DE</u>

<u>Secondary categories</u>

		A	SA	FD
-00	Policy and procedures	SO	5y	FR
-01	General			
-20	Local government case files (arrange by government)			

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	<u>A</u>	<u>SA</u>	<u>FD</u>

**11280   <u>CORRESPONDENCE WITH GOVERNMENTS - PROVINCIAL AND</u>
              <u>TERRITORIAL</u>**

Records relating to the correspondence exchange
between provincial and territorial governments and
the Office of the Premier. These letters are logged
on the correspondence tracking system. Includes
local and regional governments in other provinces
and the Territories.

	A	SA	FD
Unless otherwise specified below, Correspondence Branch as OPR retains these records for	2y	13y	FR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	<u>SO</u>	<u>nil</u>	<u>DE</u>

<u>Secondary categories</u>

		A	SA	FD
-00	Policy and procedures	SO	5y	FR
-01	General			

-20   Provincial and territorial case files
          (arrange by government)

A = Active	CY = Calendar Year	DE = Destruction
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0318r:5021r:94/07/07   Schedule 881099   ORCS/PREM   SEC P 2013-00046

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	<u>A</u>	<u>SA</u>	<u>FD</u>

11300   <u>CORRESPONDENCE WITH INDUSTRY AND CORPORATIONS</u>

Records relating to the correspondence exchange between corporations, businesses, etc. and the Office of the Premier. These letters are logged on the correspondence tracking system.

	A	SA	FD
Unless otherwise specified below, Correspondence Branch as OPR retains these records for	2y	13y	FR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	<u>SO</u>	<u>nil</u>	<u>DE</u>

Secondary categories

		A	SA	FD
-00	Policy and procedures	SO	5y	FR
-01	General			
-20	Corporation case files (arrange by organization)			

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	<u>A</u>	<u>SA</u>	<u>FD</u>
11400 OTHER MAIL ITEMS - GENERAL			
Records relating in general to correspondence received by the Office of the Premier which requires no individual response. This correspondence is not logged on the correspondence tracking system.			
Unless otherwise specified below, Correspondence Branch as OPR retains these records for	SO	nil	DE
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	<u>SO</u>	<u>nil</u>	<u>DE</u>
<u>Secondary categories</u>			
-00 Policy and procedures	SO	5y	FR
-01 General			

A = Active   CY = Calendar Year   DE = Destruction
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FD = Final Disposition   NA = Not Applicable   FR = Full Retention by BCARS
OPR = Office of Primary Responsibility   w = week   m = month   y = year
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	<u>A</u>	<u>SA</u>	<u>FD</u>

11430 OTHER MAIL ITEMS - CARDS AND FORMS

Records relating to correspondence received by the Office of the Premier which consists of non-personalized correspondence such as form letters, newspaper clip-outs, pre-written material copied and submitted by an individual and pre-printed material about a contemporary issue. This correspondence requires no individual response and is not logged on the correspondence tracking system, although its volume is monitored.

	A	SA	FD
Unless otherwise specified below, Correspondence Branch as OPR retains these records for	SO	nil	DE
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	<u>SO</u>	<u>nil</u>	<u>DE</u>

Secondary categories

		A	SA	FD
-00	Policy and procedures	SO	5y	FR
-01	General			
-02	Checklist for cards and forms (contains a copy of the item, number of items in the daily batch and identifying information)	CY+1y	5y	FR
-20	Cards and forms SO = when counted and recorded 10y = can be used to create mailing lists	SO	10y	DE

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	<u>A</u>	<u>SA</u>	<u>FD</u>

11450   <u>OTHER MAIL ITEMS - NO ANSWER POSSIBLE</u>

Records relating to correspondence received by the Office of the Premier which has no return address, was returned by the post office as undeliverable, results from bulk mailings from lengthy address lists ("junk mail"), or is sent because the Premier is on the mailing list of an organization. This correspondence requires no individual response and is not logged on the correspondence tracking system.

	A	SA	FD
Unless otherwise specified below, Correspondence Branch as OPR retains these records for	SO	nil	DE
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	<u>SO</u>	<u>nil</u>	<u>DE</u>

<u>Secondary categories</u>

		A	SA	FD
-00	Policy and procedures	SO	5y	FR
-01	General			
-20	Unanswerables (includes those with no return address, those undeliverable by the post office and not logged on CLIFF, and those resulting from bulk mailings)			
	SO = when vetted by letter writers			
-25	Logged unanswerables (includes correspondence which has been logged on CLIFF)	SO	NA	NA
	SO = when letter writer has exhausted all possibility of getting the correct address			
	NA = attach to response filed in secondary 11100-20 to show that outgoing reply was not received			

(Continued on next page)

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	<u>A</u>	<u>SA</u>	<u>FD</u>

11450   <u>OTHER MAIL ITEMS – NO ANSWER POSSIBLE</u>   (Continued)

		A	SA	FD
-30	Publications	SO	NA	NA

    SO = when vetted by letter writers
    NA = forward to appropriate office in
         government (usually the Legislative
         Library)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>

11470   <u>OTHER MAIL ITEMS – PETITIONS</u>

Records relating to petitions received by the Office of the Premier. If a petition is accompanied by correspondence from a person or group, that letter is logged and a general correspondence response may be generated. Signatures on the petitions are counted, a copy of the text of the petition is made, and the checklist for volume issues is completed. Names from petitions are not logged on the correspondence tracking system.

For general correspondence, see primary 11100.

	A	SA	FD
Unless otherwise specified below, Correspondence Branch as OPR retains these records for	SO	nil	DE
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	<u>SO</u>	<u>nil</u>	<u>DE</u>

<u>Secondary categories</u>

		A	SA	FD
-00	Policy and procedures	SO	5y	FR
-01	General			
-02	Checklist for petitions	CY+1y	5y	FR
	(contains a copy of the text of the item, number of names on the petition and identifying information)			
-20	Petitions	SO	10y	DE
	SO = when names counted and recorded			
	10y = can be used to create mailing lists			
	NOTE: Original petitions of small size which merit an individualized response are filed in secondary 11100-20 with the related general correspondence.			

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0318r:5021r:94/07/07   Schedule 881099   ORCS/PREM   SECT 2 17 19

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(RSBC 1979, c. 95). It constitutes authority for retention and disposition of
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standards approved by the British Columbia Archives and Records Service. For
<u>assistance in implementing ORCS, contact your Records Officer.</u>

	<u>A</u>	<u>SA</u>	<u>FD</u>
11480 OTHER MAIL ITEMS - VOLUME ISSUES			

Records relating to volume issue correspondence
received by the Office of the Premier from the
general public. Volume issue correspondence is
general correspondence about a contemporary issue.
This correspondence is grouped by issue and
circulated. Letters which merit an individualized
reply may be selected from the grouping for a
personalized answer. These letters become general
correspondence. All other letters are replied to
with a form letter generated specifically for the
volume issue. This correspondence is not completely
logged on the correspondence tracking system, but
name, address, and volume issue topic is entered.

For general correspondence, see primary 11100.

	A	SA	FD
Unless otherwise specified below, Correspondence Branch as OPR retains these records for	SO	nil	DE
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	<u>SO</u>	<u>nil</u>	<u>DE</u>

<u>Secondary categories</u>

		A	SA	FD
-00	Policy and procedures	SO	5y	FR
-01	General			
-02	Check list for volume issues (daily) (enumerates letters received pro and con on each issue and identifying information)	CY+1y	5y	FR
-03	Volume issues reports (listing of current volume issues)	CY+1y	5y	FR
-04	Volume issues reply formats (master copies)	CY+1y	5y	FR
-20	Volume issues case files SO = when standard storage box is filled 10y = can be used to create mailing lists	SO	10y	DE

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	<u>A</u>	<u>SA</u>	<u>FD</u>

11600 REQUESTS FOR CONGRATULATORY CERTIFICATES

Records relating to requests for congratulatory certificates from the Premier. Requests arrive in the public mail, by telephone, or from other government offices. Possible requests include certificates for meetings, weddings, birthdays, anniversaries, and retirement. Completed congratulatory message request forms are generated and sent to the office of the Chief of Protocol so that that office may notify other government officials who may need to send out additional certificates. The form is returned from Protocol and the information on it is entered on the certificate production database. Certificates are generated by the database, signed and mailed out. Request correspondence is not individually logged on the correspondence tracking system.

For congratulatory letter messages from the Premier about group events, individual accomplishments, or sporting events, see secondaries 11100-25 to -35.

	A	SA	FD
Unless otherwise specified below, Correspondence Branch as OPR retains these records for	2y	nil	DE
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	<u>SO</u>	<u>nil</u>	<u>DE</u>

<u>Secondary categories</u>

		A	SA	FD
-00	Policy and procedures	SO	5y	FR
-01	General			
-02	Forward file for requests (arrange by date to be sent)	SO	NA	NA

SO = when certificate sent

(Continued on next page)

0318r:5021r:94/07/07   Schedule 881099   ORCS/PREM   SEC 2 19 21

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			<u>A</u>	<u>SA</u>	<u>FD</u>

11600 <u>REQUESTS FOR CONGRATULATORY CERTIFICATES</u> (Continued)

PIB	-03	Certificate production database SO = retain for the duration of the government's mandate	SO	nil	DE
PIB	-20	Congratulatory message request forms (arrange alphabetically by celebrant) (includes the requesting letter, if available, attached to the form)			
	-30	Certificates SO = when signed and mailed NA = certificate is sent to member of public	SO	NA	NA
	NOTE:	See appendix K for an Information System Overview of the certificate production database.			

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Protocol and Events

Operational Records Classification System (ORCS)

I N D E X

This index provides an alphabetical guide to ORCS subject headings and relevant primary number(s) in which documents relating to a specific subject or function may be classified. It should also aid the user in retrieving, by subject, documents which have been classified and filed.

Employees responsible for records classification should use this index as a means of access to the contents of ORCS. Once they have located what appear to be relevant index entries for a given subject, they should refer to the primary or primaries listed in order to determine which is the correct classification and also to determine the correct secondary. Often, the primary scope notes will clarify whether or not a document should be classified in a given primary. Primary scope notes should be read carefully as they delineate a primary's subject and content.

This index contains an alphabetical listing of:

   a)   all keywords which appear in primary titles;
   b)   all keywords which appear in secondary titles;
   c)   keywords which appear in primary scope notes;
   d)   common synonyms for indexed keywords; and
   e)   common abbreviations.

Cross-references:

"See" references indicate that the subject heading sought is indexed under an alternate entry (a more appropriate keyword, a full or official name, etc.).

"See also" references are used when additional information can be found in another entry.

- A -

ALEXANDER MACKENZIE BICENTENNIAL   50100

ANNIVERSARY PROGRAMS
    -Alexander Mackenzie Bicentennial   50100
    -Maritime Bicentennial   50100
    -Victoria Anniversary   50100

ANNUAL PREMIERS' CONFERENCES   50340

- B -

B.C.
    -Registrar of Companies   51500
    -use of name   51500

BEREAVEMENT NOTICES AND ACKNOWLEDGMENTS   50600

BIOGRAPHIES
    -Consular Corps   50500

BIRTHDAY CONGRATULATORY MESSAGES   50400

BOOKINGS, TOUR GUIDES   51400

BRITISH COLUMBIA
    -symbols   51300
    -use of name   51500

BRITISH COLUMBIA LEGISLATURE
    -ceremonies   50220
    -open-houses   51200
    -Opening of the Session   50220
    -Royal Assent   50220
    -Throne Speech   50220

SUBJECT HEADINGS	PRIMARY NUMBERS

- C -

CANADA
-ceremonies	50240
-External Affairs	50600
-royal births, weddings, deaths	50240
-Secretary of State	50600
-state funerals	50240
-symbols	51300

CARILLON (See PROVINCIAL CARILLON)

CARILLONNEURS	51000

CATALOGUES
-suppliers (giftware)	50700

CEREMONIES
-British Columbia Legislature	50220
-Canada	50240
-general	50200
-gun salutes	50200
-marks of respect	50200

CLOTHING FOR TOUR GUIDES	51400

COMMEMORATIVE PROGRAMS	50100

CONFERENCE MANAGEMENT
-general	50300
-international	50320
-national	50340
-provincial	50360

CONFERENCE AND EVENT SERVICES	51120

CONGRATULATORY MESSAGES
-birthday	50400
-wedding anniversary	50400

CONSULAR CORPS
-biographies	50500
-motor vehicles	50500
-privileges and immunities	50500

CORPORATION LOGOS AND NAMES	51300

GUIDES (See TOUR GUIDES)

GUN SALUTES   50200

- H -

HEAD(S)
    -of government, visits   51600
    -of state, visits   51600

HEALTH
    -Forum on Health Reform   50360
    -Women's Health Conference   50360

HONOURS AND AWARDS
    -general   50800
    -Long Service Awards   50820
    -Order of British Columbia   50840
    -Order of the Dogwood   50800
    -Queen Elizabeth II Scholarship   50860

HOTEL FACILITIES   51140

- I -

IMMUNITIES AND PRIVILEGES
    -Consular Corps   50500

INTERNATIONAL
    -expositions   51200
    -symbols   51300

INTERNATIONAL CONFERENCE MANAGEMENT
    -Clinton-Yeltsin Conference   50320
    -general   50320
    -Globe '94   50320
    -Williamsburg Conference   50320

INVENTORY
    -of giftware   50700

- J -

- K -

- L -

LEGISLATIVE PRECINCT
    -open-houses   51200
    -tour guides   51400
    -use of facilities   50900

LOGOS (See SYMBOLS)

LONG SERVICE AWARDS   50820

- M -

MAINTENANCE
    -carillon   51000

MANAGEMENT
    -conference   50300-50360

MARITIME BICENTENNIAL   50100

MARKS OF RESPECT   50200

MESSAGES
    -congratulatory, birthday   50400
    -congratulatory, wedding anniversary   50400

MOTOR VEHICLES
    -Consular Corps   50500

- N -

NATIONAL CONFERENCE MANAGEMENT
    -Annual Premiers' Conferences   50340
    -Federal-Provincial Ministers' Conferences   50340

NETHERLANDS CENTENNIAL CARILLON (See PROVINCIAL CARILLON)

- O -

OPEN-HOUSES
    -B.C Legislature   51200

OPENING OF THE SESSION   50220

ORDER OF BRITISH COLUMBIA   50840

ORDER OF BRITISH COLUMBIA ADVISORY COUNCIL   50840

ORDER OF THE DOGWOOD   50800

- P -

PRECEDENCE AND ETIQUETTE
    -bereavement notices and acknowledgments   50600
    -External Affairs (Canada)   50600
    -forms of address   50600
    -precedence lists   50600
    -Secretary of State (Canada)   50600

PREMIER'S SUMMITS   50360

PRICE LISTS
    -suppliers (giftware)   50700

PRIVILEGES AND IMMUNITIES
    -Consular Corps   50500

PROGRAMS
    -anniversary   50100
    -commemorative   50100

PROTOCOL AND EVENTS, GENERAL   50000

PROVINCIAL CARILLON
    -carillonneurs   51000
    -equipment and maintenance   51000
    -Netherlands Centennial Carillon   51000
    -publicity   51000
    -use of carillon precinct   51000

PROVINCIAL CONFERENCE MANAGEMENT
    -Forum on Health Reform   50360
    -Forum on the Revitalization and Renewal of the Public Service   50360
    -Premier's Summits   50360
    -Women's Health Conference   50360

- T -

THRONE SPEECH   50220

TOUR GUIDES
  -clothing   51400
  -compliments and complaints   51400
  -general   51400
  -tour bookings   51400
  -training packages   51400

TRAINING
  -tour guide   51400

- U -

USE OF CARILLON PRECINCT   51000

USE OF NAME "BRITISH COLUMBIA"   51500

- V -

VICTORIA ANNIVERSARY   50100

VISITS
  -general   51600
  -heads of government   51600
  -heads of state   51600
  -Royal Family   51600

- W -

WEDDING ANNIVERSARY CONGRATULATORY MESSAGES 50400

WOMEN'S HEALTH CONFERENCE   50360

- X -

- Y -

- Z -

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<u>A</u>   <u>SA</u>   <u>FD</u>

SECTION 1

PROTOCOL AND EVENTS

PRIMARY NUMBERS

50000 - 51999

This section covers records relating to providing protocol and events management services on behalf of the government of British Columbia, including planning and executing visits to the province by members of the Royal Family, heads of state, ambassadors and other distinguished people; administering provincial conferences and ceremonies; and arranging for groups to perform at the Legislative Buildings. This includes records relating to: the organization of official ceremonies and functions; provision of logistical support for provincial-sponsored events and conferences; organization of province-wide commemorative events; management of the province's symbols, honours and awards programs, such as the Order of British Columbia and Long Service Awards; conducting tours of the Legislative Buildings; and administering the province's congratulatory messages program.

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GS07:PROTORCS:94/07/07   Schedule 881036   ORCS/PROT   Page 130
                                                                       SECT. 1 - 1
                                                                       OOP-2013-00046

A   SA   FD

50000 - PROTOCOL AND EVENTS - 51999

PRIMARY NUMBERS AND PRIMARY SUBJECTS

50000   PROTOCOL AND EVENTS - GENERAL

50100   ANNIVERSARY PROGRAMS

50200   CEREMONIES - GENERAL
50220   - BRITISH COLUMBIA LEGISLATURE
50240   - CANADA

50300   CONFERENCE MANAGEMENT - GENERAL
50320   - INTERNATIONAL
50340   - NATIONAL
50360   - PROVINCIAL

50400   CONGRATULATORY MESSAGES

50500   CONSULAR CORPS

50600   ETIQUETTE AND PRECEDENCE

50700   GIFTWARE

50800   HONOURS AND AWARDS - GENERAL
50820   - LONG SERVICE AWARDS
50840   - ORDER OF BRITISH COLUMBIA
50860   - QUEEN ELIZABETH II SCHOLARSHIP

50900   LEGISLATIVE PRECINCT

51000   PROVINCIAL CARILLON

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<u>A</u>   <u>SA</u>   <u>FD</u>

		A	SA	FD
51100	REFERENCE AND RESEARCH - GENERAL			
51120	- CONFERENCE AND EVENT SERVICES			
51140	- HOTEL FACILITIES			
51200	SPECIAL EVENTS			
51300	SYMBOLS			
51400	TOUR GUIDES			
51500	USE OF NAME "BRITISH COLUMBIA"			
51600	VISITS			

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	A	SA	FD

50000 PROTOCOL AND EVENTS - GENERAL

Records not shown elsewhere in the protocol and events section which relate generally to the provision of protocol and events management services on behalf of the government of British Columbia. Includes correspondence and memoranda.

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

	A	SA	FD
Unless otherwise specified below, the ministry OPR (Protocol and Events Branch) will retain these records for:	CY+1y	nil	DE
Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:	SO	nil	DE
-00 Policy and procedures - OPR	SO	5y	FR
- non-OPR	SO	nil	DE
-01 General			

2y =   This meets the creating agency's information requirements and provides for effective management of the agency's operational functions.

FR =   BCARS will fully retain for their evidential value all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. Draft and duplicate materials which hold no evidential value may be purged and discarded.

(Continued on next page)

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A   SA   FD

50000 PROTOCOL AND EVENTS - GENERAL (Continued)

DE =   Records have no further primary or residual value
        for administrative or operational functions of the
        creating agency and do not contribute to the
        historical and cultural continuity of the province.

FOI: Contact your ministry's Manager of Information
        and Privacy for advice on the disclosure of
        information contained in these records.

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OPR = Office of Primary Responsibility   w = week   m = month   y = year
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<u>A</u>   <u>SA</u>   <u>FD</u>

50100 <u>ANNIVERSARY PROGRAMS</u>

Records relating to the participation of the Province of British Columbia in commemorative programs, usually of a long duration and involving several jurisdictions, which recognize the anniversary of an historically important occasion. This includes the Maritime Bicentennial, the Victoria Anniversary and the Alexander Mackenzie Bicentennial. Includes correspondence, memoranda, event schedules and other material documenting the research, design, development and administration of the anniversary program.

For records relating to the planning and administration of special events other than anniversary programs, see primary 51200.

Unless otherwise specified below, the ministry OPR (Protocol and Events Branch) will retain these records for: CY+1y   nil   DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for: <u>SO</u>   <u>nil</u>   <u>DE</u>

			A	SA	FD
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-20	Anniversary program case files (arrange first chronologically by year, then by anniversary name)		CY+2y	4y	SR

(Continued on next page)

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A   SA   FD

50100 ANNIVERSARY PROGRAMS (Continued)

7y =   This meets the creating agency's information requirements, ensures fiscal and audit control, protects government's legal rights and liabilities and provides for effective management of the agency's operational functions.

SR =   BCARS will retain all anniversary program case files for their historical and research interest but may selectively destroy records within files which are not consistent with these values.

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FD = Final Disposition NA = Not Applicable   FR = Full Retention by BCARS
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BCARS = B.C. Archives and Records Service   SO = Superseded or Obsolete

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<u>A</u>   <u>SA</u>   <u>FD</u>

50200 <u>CEREMONIES - GENERAL</u>

Records relating to general ceremonial procedures and protocols for ceremonies such as toasts for special occasions, gun salutes and marks of respect not shown elsewhere in this primary block. Includes correspondence, memoranda, and records of proceedings for general ceremonial events.

For Canadian state ceremonies, see primary 50240.
For ceremonies of the legislature of British Columbia,
    see primary 50220.

Unless otherwise specified below, the ministry OPR
(Protocol and Events Branch) will retain these records for: CY+1y   nil   DE

Except where non-OPR retention periods are
identified below, all other ministry offices
will retain these records for: <u>SO</u>   <u>nil</u>   <u>DE</u>

			A	SA	FD
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	SO	nil	DE
-01	General				
-20	General ceremonies (arrange alphabetically by ceremony name)		SO	nil	DE

SO = when ceremonial procedures are amended or eliminated

DE = General ceremonial procedures and protocols have no significant informational or historical value for the archives of British Columbia.

A = Active   CY = Calendar Year   DE = Destruction
SA = Semi-active   FY = Fiscal Year   SR = Selective Retention by BCARS
FD = Final Disposition   NA = Not Applicable   FR = Full Retention by BCARS
OPR = Office of Primary Responsibility   w = week m = month y = year
PIB = Personal Information Bank   PUR = Public Use Records
BCARS = B.C. Archives and Records Service   SO = Superseded or Obsolete

This records schedule is approved in accordance with the <u>Document Disposal Act</u> (RSBC 1979, c. 95) It constitutes authority for retention and disposition of the records described herein provided <u>ORCS</u> has been implemented according to standards approved by the British Columbia Archives and Records Service. For assistance in implementing ORCS, contact your records officer.

<div align="right">

<u>A</u>   <u>SA</u>   <u>FD</u>

</div>

50220 <u>CEREMONIES - BRITISH COLUMBIA LEGISLATURE</u>

Records relating to the ceremonial functions of the legislature of British Columbia. Ceremonial functions include the Throne Speech, Opening of the Session, Royal Assent, and other legislature ceremonies as declared by the Executive Council or the Legislative Assembly. Includes correspondence, memoranda, lists of participants, speeches and ceremonial program timetables.

For Canadian state ceremonies, see primary 50240.

			A	SA	FD
Unless otherwise specified below, the ministry OPR (Protocol and Events Branch) will retain these records for:			CY+1y	nil	DE
Except where non-OPR retention periods are identified below, all other ministry 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				
-20	British Columbia legislature ceremonies (arrange alphabetically by ceremony name)		CY+1y	3y	FR

5y = This meets the creating agency's information and referral requirements for the duration of a possible political tenure and provides for effective management of this aspect of the agency's operational functions.

FR = BCARS will fully retain all British Columbia legislature ceremonies case files for their anticipated research and historical value.

A = Active   CY = Calendar Year   DE = Destruction
SA = Semi-active   FY = Fiscal Year   SR = Selective Retention by BCARS
FD = Final Disposition   NA = Not Applicable   FR = Full Retention by BCARS
OPR = Office of Primary Responsibility   w = week m = month y = year
PIB = Personal Information Bank   PUR = Public Use Records
BCARS = B.C. Archives and Records Service   SO = Superseded or Obsolete

This records schedule is approved in accordance with the <u>Document Disposal Act</u> (RSBC 1979, c. 95) It constitutes authority for retention and disposition of the records described herein provided <u>ORCS</u> has been implemented according to standards approved by the British Columbia Archives and Records Service. For assistance in <u>implementing ORCS, contact your records officer.</u>

	<u>A</u>	<u>SA</u>	<u>FD</u>

50240 <u>CEREMONIES - CANADA</u>

Records relating to the procedures and observation of state ceremonies declared by the Governor General and the Parliament of Canada. State ceremonies include state funerals and royal births, weddings and deaths. Includes correspondence, memoranda, ceremony programs, seating plans and lists of participating British Columbian government officials and other citizens.

For ceremonies of the legislature of British Columbia,
    see primary 50220.

			A	SA	FD
Unless otherwise specified below, the ministry OPR (Protocol and Events Branch) will retain these records for:			CY+1y	nil	DE
Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:			SO	nil	DE
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	SO	nil	DE
-01	General				
-20	Canadian state ceremonies (arrange alphabetically by ceremony name)		CY+1y	nil	SR

SR = BCARS will selectively retain those files which best document the role of the Government of British Columbia in the observance of state ceremonies.

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCARS
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCARS
OPR = Office of Primary Responsibility		w = week m = month y = year
PIB = Personal Information Bank		PUR = Public Use Records
BCARS = B.C. Archives and Records Service		SO = Superseded or Obsolete

This records schedule is approved in accordance with the <u>Document Disposal Act</u> (RSBC 1979, c. 95) It constitutes authority for retention and disposition of the records described herein provided <u>ORCS</u> has been implemented according to standards approved by the British Columbia Archives and Records Service. For assistance in implementing ORCS, contact your records officer.

	<u>A</u>	<u>SA</u>	<u>FD</u>

50300 <u>CONFERENCE MANAGEMENT - GENERAL</u>

Records relating to the planning and management of conferences held on behalf of the Government of British Columbia, or in which the Province of British Columbia is represented, not shown elsewhere in this primary block.

For records relating to conference services and hotel
      facilities, see primaries 51120 and 51140.
For records relating to conferences attended, but not
      managed, by branch personnel, see <u>ARCS</u>
      primary 220.

			A	SA	FD
Unless otherwise specified below, the ministry OPR (Protocol and Events Branch) will retain these records for:			CY+1y	nil	DE
Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:			SO	nil	DE
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	SO	nil	DE
-01	General				

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCARS
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCARS
OPR = Office of Primary Responsibility		w = week m = month y = year
PIB = Personal Information Bank		PUR = Public Use Records
BCARS = B.C. Archives and Records Service		SO = Superseded or Obsolete

This records schedule is approved in accordance with the <u>Document Disposal Act</u> (RSBC 1979, c. 95) It constitutes authority for retention and disposition of the records described herein provided <u>ORCS</u> has been implemented according to standards approved by the British Columbia Archives and Records Service. For assistance in implementing ORCS, contact your records officer.

	<u>A</u>	<u>SA</u>	<u>FD</u>

50320 <u>CONFERENCE MANAGEMENT - INTERNATIONAL</u>

Records relating to the planning and administration of international conferences. International conferences include Globe '94, the Clinton-Yeltsin Conference and the Williamsburg Conference.

For records relating to conference services and hotel
    facilities, see primaries 51120 and 51140.

	A	SA	FD
Unless otherwise specified below, the ministry OPR (Protocol and Events Branch) will retain these records for:	CY+1y	nil	DE
Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:	SO	nil	DE

			A	SA	FD
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	SO	nil	DE
-01	General				
-20	International conferences case files (includes plan books, lists of contacts and participants, registration records, schedule of events, conference programs and papers, service contracts, printing orders, floor plans, telecommunication arrangements, meeting agendas, budget details and records relating to office and other special equipment) (arrange first chronologically by year, then alphabetically by conference name)		CY+2y	4y	SR

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCARS
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCARS
OPR = Office of Primary Responsibility		w = week m = month y = year
PIB = Personal Information Bank		PUR = Public Use Records
BCARS = B.C. Archives and Records Service		SO = Superseded or Obsolete

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This records schedule is approved in accordance with the Document Disposal Act (RSBC 1979, c. 95) It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the British Columbia Archives and Records Service. For assistance in implementing ORCS, contact your records officer.

A   SA   FD

50320 CONFERENCE MANAGEMENT - INTERNATIONAL (Continued)

7y = This meets the creating agency's information and referral requirements, ensures fiscal and audit control, protects government's legal rights and liabilities, and provides for effective management of the agency's operational functions.

SR = BCARS will selectively retain those records which best document the proceedings of international conferences for their historical, research and cultural value.

A   = Active   CY = Calendar Year   DE = Destruction
SA = Semi-active   FY = Fiscal Year   SR = Selective Retention by BCARS
FD = Final Disposition NA = Not Applicable   FR = Full Retention by BCARS
OPR = Office of Primary Responsibility   w = week   m = month   y = year
PIB = Personal Information Bank   PUR = Public Use Records
BCARS = B.C. Archives and Records Service   SO = Superseded or Obsolete

This records schedule is approved in accordance with the Document Disposal Act (RSBC 1979, c. 95) It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the British Columbia Archives and Records Service. For assistance in implementing ORCS, contact your records officer.

	A	SA	FD

50340 CONFERENCE MANAGEMENT - NATIONAL

Records relating to the planning and administration of national conferences. National conferences include Annual Premiers' Conferences, Federal-Provincial Ministers' Conferences and other inter-provincial and provincial-territorial conferences.

For records relating to conference services and hotel facilities, see primaries 51120 and 51140.

	A	SA	FD
Unless otherwise specified below, the ministry OPR (Protocol and Events Branch) will retain these records for:	CY+1y	nil	DE
Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:	SO	nil	DE

			A	SA	FD
-00	Policy and procedures	- OPR	SO	5y	FR
		- non-OPR	SO	nil	DE
-01	General				
-20	National conferences case files (includes plan books, lists of contacts and participants, registration records, schedule of events, conference programs and papers, service contracts, printing orders, floor plans, telecommunication arrangements, meeting agendas, budget details and records relating to office and other special equipment) (arrange first chronologically by year, then alphabetically by conference name)		CY+2y	4y	SR

(Continued on next page)

A = Active
SA = Semi-active
FD = Final Disposition
OPR = Office of Primary Responsibility
PIB = Personal Information Bank
BCARS = B.C. Archives and Records Service

CY = Calendar Year
FY = Fiscal Year
NA = Not Applicable

DE = Destruction
SR = Selective Retention by BCARS
FR = Full Retention by BCARS
w = week m = month y = year
PUR = Public Use Records
SO = Superseded or Obsolete

This records schedule is approved in accordance with the <u>Document Disposal Act</u> (RSBC 1979, c. 95) It constitutes authority for retention and disposition of the records described herein provided <u>ORCS</u> has been implemented according to standards approved by the British Columbia Archives and Records Service. For assistance in implementing ORCS, contact your records officer.

<u>A</u>   <u>SA</u>   <u>FD</u>

50340 <u>CONFERENCE MANAGEMENT - NATIONAL</u> (Continued)

7y =   This meets the creating agency's information and referral requirements, ensures fiscal and audit control, protects government's legal rights and liabilities, and provides for effective management of the agency's operational functions.

SR =   BCARS will selectively retain those records which best document the proceedings of national conferences for their historical, research and cultural value.

A   = Active
SA = Semi-active
FD = Final Disposition
OPR = Office of Primary Responsibility
PIB = Personal Information Bank
BCARS = B.C. Archives and Records Service

CY = Calendar Year
FY = Fiscal Year
NA = Not Applicable

DE = Destruction
SR = Selective Retention by BCARS
FR = Full Retention by BCARS
w = week m = month y = year
PUR = Public Use Records
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	A	SA	FD

50360 CONFERENCE MANAGEMENT - PROVINCIAL

Records relating to the planning and administration of conferences exclusive to the Province of British Columbia. Provincial conferences include Premier's Summits and other provincial conferences such as the Forum on the Revitalization and Renewal of the Public Service, the Forum on Health Reform and the Women's Health Conference. Includes plan books, lists of contacts and participants, registration records, schedule of events, conference programs and papers, service contracts, printing orders, floor plans, telecommunication arrangements, meeting agendas, budget details and records relating to the procurement of office and other special equipment.

For records relating to conference services and hotel
        facilities, see primaries 51120 and 51140.

		A	SA	FD
Unless otherwise specified below, the ministry OPR (Protocol and Events Branch) will retain these records for:		CY+1y	nil	DE
Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:		SO	nil	DE
-00 Policy and procedures	- OPR	SO	5y	FR
	- non-OPR	SO	nil	DE
-01 General				
-20 Premier's Summits case files (arrange first chronologically by year, then alphabetically by conference name)		CY+2y	4y	SR
-30 Provincial conferences case files (arrange first chronologically by year, then alphabetically by conference name)		CY+2y	4y	SR

(Continued on next page)

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCARS
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCARS
OPR = Office of Primary Responsibility		w = week m = month y = year
PIB = Personal Information Bank		PUR = Public Use Records
BCARS = B.C. Archives and Records Service		SO = Superseded or Obsolete

A   SA   FD

50360 CONFERENCE MANAGEMENT - PROVINCIAL (Continued)

7y =   This meets the creating agency's information and referral requirements, ensures fiscal and audit control, protects government's legal rights and liabilities, and provides for effective management of the agency's operational functions.

SR =   BCARS will selectively retain those records which best document the proceedings of Premier's Summit conferences and other conferences exclusive to the Province of British Columbia for their historical, research and cultural value.

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCARS
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCARS
OPR = Office of Primary Responsibility		w = week m = month y = year
PIB = Personal Information Bank		PUR = Public Use Records
BCARS = B.C. Archives and Records Service		SO = Superseded or Obsolete

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	<u>A</u>	<u>SA</u>	<u>FD</u>

50400 <u>CONGRATULATORY MESSAGES</u>

Records relating to the congratulatory message program of the Province of British Columbia. Upon request, residents of British Columbia are eligible to receive congratulatory messages when they celebrate a 65th and above birthday and/or a 25th and above wedding anniversary. Messages will vary according to the occasion being celebrated by the recipient and may come from their Member of the Legislative Assembly, the Premier, the Leader of the Official Opposition in British Columbia and the Leader of the Third Party in British Columbia, the Prime Minister of Canada, the Lieutenant-Governor of British Columbia, the Governor General of Canada or Her Majesty The Queen. Includes correspondence, memoranda, application forms and, for some occasions, copies of birth or marriage certificates.

		A	SA	FD
Unless otherwise specified below, the ministry OPR (Protocol and Events Branch) will retain these records for:		CY+1y	nil	DE
Except where non-OPR retention periods are identified below, all other ministry 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				

PIB   -20   Birthday anniversary messages
(arrange first chronologically by date then, alphabetically by celebrant's name)

PIB   -30   Wedding anniversary messages
(arrange first chronologically by date then, alphabetically by celebrants' names)

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCARS
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCARS
OPR = Office of Primary Responsibility		w = week m = month y = year
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<div style="text-align: right;">

A   SA   FD
</div>

50400 CONGRATULATORY MESSAGES (Continued)

DE = The records have no significant archival value for research purposes and are created solely as a courtesy to recipients of the congratulatory messages.

FOI: Contact your ministry's Manager of Information and Privacy for advice on the disclosure of information contained in these records.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the Document Disposal Act (RSBC 1979, c. 95) It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the British Columbia Archives and Records Service. For assistance in implementing ORCS, contact your records officer.

		A	SA	FD

50500 CONSULAR CORPS

Records relating to the foreign consular corps located in British Columbia, its membership and privileges. Includes correspondence, biographies of consuls and consuls-general and information about motor vehicles registered to members of the consular corps.

		A	SA	FD
Unless otherwise specified below, the ministry OPR (Protocol and Events Branch) will retain these records for:		CY+1y	nil	DE
Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:		SO	nil	DE
-00 Policy and procedures - OPR		SO	5y	FR
- non-OPR		SO	nil	DE
-01 General				
-02 Motor vehicles		SO+1y	nil	DE
SO = when vehicle changed				
-03 Privileges and immunities		SO+1y	nil	DE
SO = when privileges or immunities amended				
-20 Consular corps biographies (arrange alphabetically by name of country)		SO+1y	nil	DE
SO = when new consul or consul-general appointed				
-30 Consular corps correspondence (arrange alphabetically by name of country)		CY+2y	2y	DE

(Continued on next page)

A = Active CY = Calendar Year DE = Destruction
SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCARS
FD = Final Disposition NA = Not Applicable FR = Full Retention by BCARS
OPR = Office of Primary Responsibility w = week m = month y = year
PIB = Personal Information Bank PUR = Public Use Records
BCARS = B.C. Archives and Records Service SO = Superseded or Obsolete

GS07:PROTORCS:94/07/07 Schedule 881036 ORCS/PROT Page 149

This records schedule is approved in accordance with the Document Disposal Act (RSBC 1979, c. 95) It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the British Columbia Archives and Records Service. For assistance in implementing ORCS, contact your records officer.

<u>A</u>   <u>SA</u>   <u>FD</u>

50500 <u>CONSULAR CORPS</u> (Continued)

5y = This meets the creating agency's information and referral requirements and addresses tenure of consular postings considerations.

DE = Records have no further primary or residual value for administrative or operational functions of the creating agency and do not contribute to the historical and cultural continuity of the province.

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCARS
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCARS
OPR = Office of Primary Responsibility		w = week m = month y = year
PIB = Personal Information Bank		PUR = Public Use Records
BCARS = B.C. Archives and Records Service		SO = Superseded or Obsolete

GS07:PROTORCS:94/07/07   Schedule 881036   ORCS/PROT   Page 150

This records schedule is approved in accordance with the <u>Document Disposal Act</u> (RSBC 1979, c. 95) It constitutes authority for retention and disposition of the records described herein provided <u>ORCS</u> has been implemented according to standards approved by the British Columbia Archives and Records Service. For assistance in <u>implementing ORCS, contact your records officer.</u>

		<u>A</u>	<u>SA</u>	<u>FD</u>

50600 <u>ETIQUETTE AND PRECEDENCE</u>

Records relating to etiquette and protocol used by the Government of British Columbia in communications with the federal government, other provincial or territorial governments, municipal governments and representatives of foreign governments. Includes correspondence, memoranda, lists of authorized forms of titular address, bereavement notices and their acknowledgment, and the rules governing the treatment of dignitaries according to the established order of precedence within the diplomatic and consular corps, the Executive Council, the Judiciary, the Clergy, etc.

		A	SA	FD
Unless otherwise specified below, the ministry OPR (Protocol and Events Branch) will retain these records for:		CY+1y	nil	DE
Except where non-OPR retention periods are identified below, all other ministry 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 Bereavement notices and acknowledgments				
-03 External Affairs (Canada)				
-04 Secretary of State (Canada)				
-20 Forms of address		SO	nil	DE

       (arrange alphabetically by name of group)

       SO = when forms of address are amended

		SO	nil	DE
-30 Precedence lists		SO	nil	DE

       (arrange alphabetically by name of group)

       SO = when precedence lists are amended

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCARS
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCARS
OPR = Office of Primary Responsibility		w = week m = month y = year
PIB = Personal Information Bank		PUR = Public Use Records
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This records schedule is approved in accordance with the Document Disposal Act (RSBC 1979, c. 95) It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the British Columbia Archives and Records Service. For assistance in implementing ORCS, contact your records officer.

	A	SA	FD

50700 GIFTWARE

Records relating to the description, purchase, inventory and distribution of giftware. Giftware is uniquely British Columbian in nature and is available in limited quantity to the Lieutenant-Governor, Premier, Ministers, Speaker of the House, Members of the Legislative Assembly and, when authorized, other provincial representatives who are receiving visitors or travelling on official business. Includes correspondence, memoranda, inventory lists, suppliers' catalogues and price lists.

	A	SA	FD
Unless otherwise specified below, the ministry OPR (Protocol and Events Branch) will retain these records for:	CY+1y	nil	DE
Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:	SO	nil	DE
-00 Policy and procedures - OPR	SO	5y	FR
- non-OPR	SO	nil	DE
-01 General			
-02 Giftware inventory	SO	nil	DE
-03 Suppliers' catalogues, price lists	SO	nil	DE

SO = when inventory, catalogues and price
  lists are updated

DE = Giftware inventories, catalogues and price
  lists are transitory in nature and, when updated,
  have no significant informational or historical
  value for the archives of British Columbia.

-20   Requests and distribution
       (arrange alphabetically by name of recipient)

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCARS
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCARS
OPR = Office of Primary Responsibility		w = week m = month y = year
PIB = Personal Information Bank		PUR = Public Use Records
BCARS = B.C. Archives and Records Service		SO = Superseded or Obsolete

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			<u>A</u>	<u>SA</u>	<u>FD</u>

50800 <u>HONOURS AND AWARDS - GENERAL</u>

Records relating to the definitions, use and display of the honours and awards of British Columbia not shown elsewhere in this primary block. Includes the Order of the Dogwood.

			A	SA	FD
Unless otherwise specified below, the ministry OPR (Protocol and Events Branch) will retain these records for:			CY+1y	nil	DE
Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:			SO	nil	DE
-00	Policy and procedures	- OPR	SO	5y	FR
		- non-OPR	SO	nil	DE
-01	General		CY+1y	nil	DE
PIB -20	Order of the Dogwood case files (arrange first chronologically by year of award, then alphabetically by recipients' names)		CY+1y	nil	FR

FR = BCARS will fully retain all Order of the Dogwood case files for their anticipated research interest and their contribution to the historical and cultural continuity of the province.

FOI: Contact your ministry's Manager of Information and Privacy for advice on the disclosure of information contained in these records.

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCARS
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCARS
OPR = Office of Primary Responsibility		w = week m = month y = year
PIB = Personal Information Bank		PUR = Public Use Records
BCARS = B.C. Archives and Records Service		SO = Superseded or Obsolete

This records schedule is approved in accordance with the <u>Document Disposal Act</u> (RSBC 1979, c. 95) It constitutes authority for retention and disposition of the records described herein provided <u>ORCS</u> has been implemented according to standards approved by the British Columbia Archives and Records Service. For assistance in <u>implementing ORCS, contact your records officer.</u>

	<u>A</u>	<u>SA</u>	<u>FD</u>

50820 <u>HONOURS AND AWARDS - LONG SERVICE AWARDS</u>

Records relating to the provincial Long Service Awards program which honours employees who have been with the provincial government for 25 or more years. An annual ceremony is held at Government House. Includes lists of recipients, photographs, and lists of head table guests and VIPs.

			A	SA	FD
	Unless otherwise specified below, the ministry OPR (Protocol and Events Branch) will retain these records for:		CY+1y	nil	DE
	Except where non-OPR retention periods are identified below, all other ministry 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 -20	Long Service Awards case files (arrange first chronologically by year of award, then alphabetically by recipients' names)		CY+1y	nil	SR

SR = BCARS will retain a chronological sample of Long Service Awards case files according to the following method: the retention of records from one year out of every ten.

FOI: Contact your ministry's Manager of Information and Privacy for advice on the disclosure of information contained in these records.

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCARS
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCARS
OPR = Office of Primary Responsibility		w = week m = month y = year
PIB = Personal Information Bank		PUR = Public Use Records
BCARS = B.C. Archives and Records Service		SO = Superseded or Obsolete

This records schedule is approved in accordance with the <u>Document Disposal Act</u> (RSBC 1979, c. 95) It constitutes authority for retention and disposition of the records described herein provided <u>ORCS</u> has been implemented according to standards approved by the British Columbia Archives and Records Service. For assistance in implementing ORCS, contact your records officer.

<u>A</u>   <u>SA</u>   <u>FD</u>

50840 <u>HONOURS AND AWARDS - ORDER OF BRITISH COLUMBIA</u>

Records relating to the administration of the Order of British Columbia program which was established under the <u>Provincial Symbols and Honours Act</u> (SBC 1989, c. 10) to recognize distinguished British Columbians. Those appointed to the Order are selected by an advisory council which, as stipulated in the Act, includes: the Chief Justice of British Columbia (Chairman), the Speaker of the Legislative Assembly, the Deputy Minister responsible for the Order of British Columbia, the President of either the University of B.C., Simon Fraser University, or the University of Victoria (on a two-year, rotating term basis), the President of the Union of B.C. Municipalities and two members of the Order recommended by the Advisory Council. The Lieutenant-Governor is the Honorary Chairman. Includes correspondence, memoranda, nomination forms, records of Advisory Council meetings, records of presentation ceremonies, brochures and photographic prints and negatives.

		A	SA	FD
Unless otherwise specified below, the ministry OPR (Protocol and Events Branch) will retain these records for:		CY+1y	nil	DE
Except where non-OPR retention periods are identified below, all other ministry 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 Order of British Columbia Advisory Council		CY+1y	3y	FR
-03 Presentation ceremonies		CY+1y	3y	FR
(includes investiture ceremony programs and photographic prints and negatives) (arrange chronologically by year of ceremony)				

(Continued on next page)

A   = Active
SA = Semi-active
FD = Final Disposition
OPR = Office of Primary Responsibility
PIB = Personal Information Bank
BCARS = B.C. Archives and Records Service

CY = Calendar Year
FY = Fiscal Year
NA = Not Applicable

DE = Destruction
SR = Selective Retention by BCARS
FR = Full Retention by BCARS
w = week   m = month   y = year
PUR = Public Use Records
SO = Superseded or Obsolete

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

			A	SA	FD

50840 HONOURS AND AWARDS - ORDER OF BRITISH COLUMBIA
(Continued)

PIB	-20	Order of British Columbia case files (includes both nominees and recipients) (arrange first chronologically by year of award, then alphabetically by names of nominees and recipients)	CY+1y	3y	FR

FOI: Contact your ministry's Manager of Information and Privacy for advice on the disclosure of information contained in these records.

5y = This meets the creating agency's information and referral requirements and provides effective management of the agency's operational functions.

FR = BCARS will fully retain all Order of British Columbia Advisory Council records and all Order of British Columbia presentation ceremony and nominee/recipient case files for their anticipated research interest and their contribution to the historical and cultural continuity of the province.

A = Active
SA = Semi-active
FD = Final Disposition
OPR = Office of Primary Responsibility
PIB = Personal Information Bank
BCARS = B.C. Archives and Records Service

CY = Calendar Year
FY = Fiscal Year
NA = Not Applicable

DE = Destruction
SR = Selective Retention by BCARS
FR = Full Retention by BCARS
w = week   m = month   y = year
PUR = Public Use Records
SO = Superseded or Obsolete

This records schedule is approved in accordance with the Document Disposal Act (RSBC 1979, c. 95) It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the British Columbia Archives and Records Service. For assistance in implementing ORCS, contact your records officer.

			A	SA	FD

50860 HONOURS AND AWARDS - QUEEN ELIZABETH II SCHOLARSHIP

Records relating to the administration of the Queen Elizabeth II Scholarship program which provides financial assistance to persons meeting prescribed criteria for study in the United Kingdom. Successful candidates are chosen by a selection committee. Includes correspondence, memoranda, application forms, award notifications and copies of financial records.

			A	SA	FD
Unless otherwise specified below, the ministry OPR (Protocol and Events Branch) will retain these records for:			CY+1y	nil	DE
Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:			SO	nil	DE
-00	Policy and procedures	- OPR	SO	5y	FR
		- non-OPR	SO	nil	DE
-01	General				
PIB -20	Queen Elizabeth II Scholarships case files (includes applicants and recipients) (arrange first chronologically by year of award, then alphabetically by names of applicants and recipients)		CY+1y	3y	FR

5y = This meets the creating agency's information and referral requirements and provides effective management of the agency's operational functions.

(Continued on next page)

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCARS
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCARS
OPR = Office of Primary Responsibility		w = week m = month y = year
PIB = Personal Information Bank		PUR = Public Use Records
BCARS = B.C. Archives and Records Service		SO = Superseded or Obsolete

<u>A</u>   <u>SA</u>   <u>FD</u>

50860 <u>HONOURS AND AWARDS - QUEEN ELIZABETH II</u>
      <u>SCHOLARSHIP</u> (Continued)

FR = BCARS will fully retain all Queen Elizabeth II Scholarship case files for their anticipated research interest and their contribution to the historical and cultural continuity of the province.

FOI: Contact your ministry's Manager of Information and Privacy for advice on the disclosure of information contained in these records.

A = Active   CY = Calendar Year   DE = Destruction
SA = Semi-active   FY = Fiscal Year   SR = Selective Retention by BCARS
FD = Final Disposition   NA = Not Applicable   FR = Full Retention by BCARS
OPR = Office of Primary Responsibility   w = week m = month y = year
PIB = Personal Information Bank   PUR = Public Use Records
BCARS = B.C. Archives and Records Service   SO = Superseded or Obsolete

This records schedule is approved in accordance with the Document Disposal Act (RSBC 1979, c. 95) It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the British Columbia Archives and Records Service. For assistance in implementing ORCS, contact your records officer.

	A	SA	FD

50900 LEGISLATIVE PRECINCT

Records relating to guidelines concerning the use of facilities within the legislative buildings and the legislative precinct. Includes correspondence, memoranda, inquiries and requests from special interest groups, school bands and members of the general public.

For records relating to functions of the legislature and
      ceremonies for which the Minister of Government
      Services has responsibility, see primary 50220.
For records relating to guided tours of the legislative
      buildings, see primary 51400.

		A	SA	FD
Unless otherwise specified below, the ministry OPR (Protocol and Events Branch) will retain these records for:		CY+1y	nil	DE
Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:		SO	nil	DE
-00 Policy and procedures	- OPR	SO	5y	FR
	- non-OPR	SO	nil	DE
-01 General				
-20 Legislative precinct functions case files (arrange first chronologically by year of function, then alphabetically by function name)		CY+2y	2y	SR

5y = This meets the creating agency's information and referral requirements, protects government's legal rights and liabilities, and provides effective management of the agency's operational functions.

(Continued on next page)

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCARS
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCARS
OPR = Office of Primary Responsibility		w = week m = month y = year
PIB = Personal Information Bank		PUR = Public Use Records
BCARS = B.C. Archives and Records Service		SO = Superseded or Obsolete

A   SA   FD

50900 LEGISLATIVE PRECINCT (Continued)

SR = BCARS will retain a random sample of these records based upon their uniqueness or pertinence to current or past government initiatives for their residual historical and research value.

This records schedule is approved in accordance with the <u>Document Disposal Act</u> (RSBC 1979, c. 95) It constitutes authority for retention and disposition of the records described herein provided <u>ORCS</u> has been implemented according to standards approved by the British Columbia Archives and Records Service. For assistance in <u>implementing ORCS, contact your records officer.</u>

<u>A</u>   <u>SA</u>   <u>FD</u>

51000 <u>PROVINCIAL CARILLON</u>

Records relating to the Netherlands Centennial Carillon, carillon recitals, carillon programs for special events and use of the carillon precinct by vendors and other applicants. Includes correspondence, memoranda, vendor contract negotiations, lists of performances and arrangements for performing artists.

Unless otherwise specified below, the ministry OPR (Protocol and Events Branch) will retain these records for: CY+1y   nil   DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for: <u>SO</u>   nil   <u>DE</u>

			A	SA	FD
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Carillon equipment and maintenance				
-03	Carillon publicity				
-04	Carillonneurs		SO+1y	nil	SR

SO =   when new carillonneur appointed

-05   Use of carillon precinct

-20   Carillon programs case files   SO+1y   nil   SR
            (arrange chronologically by year)

SO =   when program changed or discontinued

SR =   BCARS will selectively retain for their anticipated research and historical value, those records which best document the role of carillonneurs and the provincial carillon program of the Government of British Columbia.

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCARS
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCARS
OPR = Office of Primary Responsibility		w = week m = month y = year
PIB = Personal Information Bank		PUR = Public Use Records
BCARS = B.C. Archives and Records Service		SO = Superseded or Obsolete

This records schedule is approved in accordance with the Document Disposal Act (RSBC 1979, c. 95) It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the British Columbia Archives and Records Service. For assistance in implementing ORCS, contact your records officer.

	A	SA	FD

51100 REFERENCE AND RESEARCH - GENERAL

Records relating to specialized reference and research material not shown elsewhere in this primary block. Includes correspondence, memoranda, brochures, maps, reports and other related material.

	A	SA	FD
Unless otherwise specified below, the ministry OPR (Protocol and Events Branch) will retain these records for:	CY+1y	nil	DE
Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:	SO	nil	DE
-00 Policy and procedures - OPR	SO	5y	FR
- non-OPR	SO	nil	DE
-01 General			

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCARS
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCARS
OPR = Office of Primary Responsibility		w = week m = month y = year
PIB = Personal Information Bank		PUR = Public Use Records
BCARS = B.C. Archives and Records Service		SO = Superseded or Obsolete

This records schedule is approved in accordance with the Document Disposal Act (RSBC 1979, c. 95) It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the British Columbia Archives and Records Service. For assistance in implementing ORCS, contact your records officer.

	A	SA	FD

51120 REFERENCE AND RESEARCH - CONFERENCE AND EVENT SERVICE

Records relating to an accumulation of specialized reference and research material concerning services required for the planning and administration of conferences and events. This includes information about mobile catering facilities, special printing requirements, commemorative T-shirts and other information, notations, recommendations, etc., that assist in the successful organization of conferences and events. Includes correspondence, memoranda, price lists, photographs and other related material.

	A	SA	FD
Unless otherwise specified below, the ministry OPR (Protocol and Events Branch) will retain these records for:	CY+1y	nil	DE
Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:	SO	nil	DE
-00 Policy and procedures - OPR	SO	5y	FR
- non-OPR	SO	nil	DE
-01 General			
-20 Conference and event services case files (arrange first alphabetically by type of service for organizational structure, then alphabetically by name or subject)	SO	nil	DE

SO = when no longer required for reference and research purposes

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A = Active   CY = Calendar Year   DE = Destruction
SA = Semi-active   FY = Fiscal Year   SR = Selective Retention by BCARS
FD = Final Disposition   NA = Not Applicable   FR = Full Retention by BCARS
OPR = Office of Primary Responsibility   w = week   m = month   y = year
PIB = Personal Information Bank   PUR = Public Use Records
BCARS = B.C. Archives and Records Service   SO = Superseded or Obsolete

This records schedule is approved in accordance with the <u>Document Disposal Act</u> (RSBC 1979, c. 95) It constitutes authority for retention and disposition of the records described herein provided <u>ORCS</u> has been implemented according to standards approved by the British Columbia Archives and Records Service. For assistance in implementing ORCS, contact your records officer.

	<u>A</u>	<u>SA</u>	<u>FD</u>

51140 <u>REFERENCE AND RESEARCH - HOTEL FACILITIES</u>

Records relating to an accumulation of specialized reference and research material concerning facilities provided by hotels for conferences and other special events. Includes correspondence, hotel brochures, maps, floor plans, security arrangements, recreational amenities and other relevant information, reports and recommendations.

			A	SA	FD
Unless otherwise specified below, the ministry OPR (Protocol and Events Branch) will retain these records for:			CY+1y	nil	DE
Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:			SO	nil	DE
-00	Policy and procedures	- OPR	SO	5y	FR
		- non-OPR	SO	nil	DE
-01	General				
-20	Hotel facilities case files (arrange first by geographic location for organizational structure, then, alphabetically by name of hotel)		SO	nil	DE

SO = when no longer required for reference and research purposes

---

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCARS
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCARS
OPR = Office of Primary Responsibility		w = week m = month y = year
PIB = Personal Information Bank		PUR = Public Use Records
BCARS = B.C. Archives and Records Service		SO = Superseded or Obsolete

This records schedule is approved in accordance with the <u>Document Disposal Act</u> (RSBC 1979, c. 95) It constitutes authority for retention and disposition of the records described herein provided <u>ORCS</u> has been implemented according to standards approved by the British Columbia Archives and Records Service. For assistance in <u>implementing ORCS, contact your records officer.</u>

			<u>A</u>	<u>SA</u>	<u>FD</u>

51200 <u>SPECIAL EVENTS</u>

Records relating to the planning and administration of events and activities of the Government of British Columbia which may involve observance of social or diplomatic conventions. These special events include British Columbia's pavilions at international expositions, "open-houses" at the legislature and events commemorating special holidays and other occasions, usually of a short duration. Includes lists of participating persons, groups and organizations, the schedule of events and other documents relating to the research, design, development and administration of the event package.

For records relating to the planning and development of
    anniversary programs, see primary 50100.
For records relating to the planning and development of
    conference packages, see primaries 50300 - 50360.

			A	SA	FD
Unless otherwise specified below, the ministry OPR (Protocol and Events Branch) will retain these records for:			CY+1y	nil	DE
Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:			SO	nil	DE
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	SO	nil	DE
-01	General				
-20	Special events case files (arrange first chronologically by year, then alphabetically by event name)		CY+2y	4y	FR

(Continued on next page)

This records schedule is approved in accordance with the <u>Document Disposal Act</u> (RSBC 1979, c. 95) It constitutes authority for retention and disposition of the records described herein provided <u>ORCS</u> has been implemented according to standards approved by the British Columbia Archives and Records Service. For assistance in implementing ORCS, contact your records officer.

<u>A</u>   <u>SA</u>   <u>FD</u>

51200 <u>SPECIAL EVENTS</u> (Continued)

7y = This meets the creating agency's information requirements, ensures fiscal and audit control, protects government's legal rights and liabilities, and provides for effective management of the agency's operational functions.

FR = BCARS will fully retain all special events case files for their anticipated historical and cultural research interest.

A   = Active   CY = Calendar Year   DE = Destruction
SA = Semi-active   FY = Fiscal Year   SR = Selective Retention by BCARS
FD = Final Disposition   NA = Not Applicable   FR = Full Retention by BCARS
OPR = Office of Primary Responsibility   w = week   m = month   y = year
PIB = Personal Information Bank   PUR = Public Use Records
BCARS = B.C. Archives and Records Service   SO = Superseded or Obsolete

This records schedule is approved in accordance with the <u>Document Disposal Act</u> (RSBC 1979, c. 95) It constitutes authority for retention and disposition of the records described herein provided <u>ORCS</u> has been implemented according to standards approved by the British Columbia Archives and Records Service. For assistance in implementing ORCS, contact your records officer.

<u>A</u>   <u>SA</u>   <u>FD</u>

51300 <u>SYMBOLS</u>

Records relating to the definitions, display and use of symbols of British Columbia, Canada, charitable, private and public corporations and foreign countries. This includes rules governing the use of corporate logos and names, regulations concerning the names and symbols of foreign countries, as well as provincial, federal, corporate and foreign flag protocol. Includes correspondence, memoranda, reports and illustrations of flags, symbols and logos.

For records relating to the use of the name "British Columbia",
        see primary 51500.

			A	SA	FD
Unless otherwise specified below, the ministry OPR (Protocol and Events Branch) will retain these records for:			CY+1y.	nil	DE
Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:			SO	nil	DE
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	SO	nil	DE
-01	General				
-02	Flag protocol		SO	nil	FR

FR = BCARS will fully retain flag protocol records for their anticipated research and historical value.

(Continued on next page)

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCARS
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCARS
OPR = Office of Primary Responsibility		w = week m = month y = year
PIB = Personal Information Bank		PUR = Public Use Records
BCARS = B.C. Archives and Records Service		SO = Superseded or Obsolete

This records schedule is approved in accordance with the Document Disposal Act (RSBC 1979, c. 95) It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the British Columbia Archives and Records Service. For assistance in implementing ORCS, contact your records officer.

		A	SA	FD
51300 SYMBOLS (Continued)				
-20	British Columbia symbols (arrange alphabetically by provincial symbol name)	SO	nil	FR
	FR = BCARS will fully retain British Columbia symbols case files for their anticipated research and historical value.			
-30	Canada symbols (arrange alphabetically by national symbol name)	SO	nil	DE
-40	Corporation logos and names (arrange alphabetically by corporation name)	SO	nil	DE
-50	International symbols (arrange alphabetically by country name)	SO	nil	DE

SO = when rules amended or symbols, names or logos changed

NOTE: Please notify the Royal British Columbia Museum before disposing of any files which contain badges, crests, symbols, or flags.

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCARS
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCARS
OPR = Office of Primary Responsibility		w = week m = month y = year
PIB = Personal Information Bank		PUR = Public Use Records
BCARS = B.C. Archives and Records Service		SO = Superseded or Obsolete

This records schedule is approved in accordance with the <u>Document Disposal Act</u> (RSBC 1979, c. 95) It constitutes authority for retention and disposition of the records described herein provided <u>ORCS</u> has been implemented according to standards approved by the British Columbia Archives and Records Service. For assistance in <u>implementing ORCS, contact your records officer.</u>

			<u>A</u>	<u>SA</u>	<u>FD</u>

51400 <u>TOUR GUIDES</u>

Records relating to the provision, training and duties of tour guides for the legislative precinct. Includes background research material, tour development packages, clothing specifications for guides, compliments and complaints, and reserved bookings for tours by various groups.

For records relating to use of the facilities and grounds of the legislative precinct, see primary 50900.

			A	SA	FD
Unless otherwise specified below, the ministry OPR (Protocol and Events Branch) will retain these records for:			CY+1y	nil	DE
Except where non-OPR retention periods are identified below, all other ministry 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	Clothing for tour guides		SO	nil	DE

SO = when clothing specifications are changed

-03	Compliments and complaints				
-20	Tour bookings				
-30	Tour guide training packages		SO+1y	nil	DE

SO = when training package is revised

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCARS
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCARS
OPR = Office of Primary Responsibility		w = week m = month y = year
PIB = Personal Information Bank		PUR = Public Use Records
BCARS = B.C. Archives and Records Service		SO = Superseded or Obsolete

This records schedule is approved in accordance with the Document Disposal Act (RSBC 1979, c. 95) It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the British Columbia Archives and Records Service. For assistance in implementing ORCS, contact your records officer.

	A	SA	FD

51500 USE OF NAME "BRITISH COLUMBIA"

Records relating to the use of the name "British Columbia" or the initials "B.C." by companies, societies and associations to ensure that such usage does not imply that an organization is related to the provincial government. By agreement with the B.C. Registrar of Companies and relevant ministries, clients are referred to Protocol and Events branch who then research the appropriateness of the use of the name "British Columbia". Includes correspondence, memoranda, research material and reports.

For records relating to symbols of British Columbia, see primary 51300.

			A	SA	FD
Unless otherwise specified below, the ministry OPR (Protocol and Events Branch) will retain these records for:			CY+1y	nil	DE
Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:			SO	nil	DE
-00	Policy and procedures	- OPR	SO	5y	FR
		- non-OPR	SO	nil	DE
-01	General				
-02	Approval and rejection log		SO	nil	DE

SO = when appropriate action has been completed for each entry on the log

		A	SA	FD
-20	Use of name "British Columbia" case files (arrange alphabetically by applicant organization name)	CY+2y	2y	SR

(Continued on next page)

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCARS
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCARS
OPR = Office of Primary Responsibility		w = week m = month y = year
PIB = Personal Information Bank		PUR = Public Use Records
BCARS = B.C. Archives and Records Service		SO = Superseded or Obsolete

This records schedule is approved in accordance with the Document Disposal Act (RSBC 1979, c. 95) It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the British Columbia Archives and Records Service. For assistance in implementing ORCS, contact your records officer.

A   SA   FD

51500 USE OF NAME "BRITISH COLUMBIA" (Continued)

5y = This meets the creating agency's information requirements, ensures audit control, protects government's legal rights and liabilities, and provides for effective management of the agency's operational functions.

SR = BCARS will retain a chronological sample according to the following method: one year out of every five.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the Document Disposal Act (RSBC 1979, c. 95) It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the British Columbia Archives and Records Service. For assistance in implementing ORCS, contact your records officer.

		A	SA	FD

51600 VISITS

Records relating to visits to British Columbia by national and international dignitaries and delegations. This includes visits by foreign heads of state and government officials, members of the British Royal Family and other individuals and groups given an official reception by the Government of British Columbia.
Includes the schedule of events, visit packages, correspondence, memoranda and reports.

			A	SA	FD
Unless otherwise specified below, the ministry OPR (Protocol and Events Branch) will retain these records for:			CY+1y	nil	DE
Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:			SO	nil	DE
-00	Policy and procedures	- OPR	SO	5y	FR
		- non-OPR	SO	nil	DE
-01	General				
-20	Heads of state/government visits case files (arrange first chronologically by date of visit, then alphabetically by name of visitor)		CY+1y	nil	SR
-30	Miscellaneous visits case files (arrange first chronologically by date of visit, then alphabetically by name of visitor)		CY+1y	nil	SR
-40	Royal Family visits case files (arrange first chronologically by date of visit, then alphabetically by name of visitor)		CY+1y	nil	SR

(Continued on next page)

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FD = Final Disposition
OPR = Office of Primary Responsibility
PIB = Personal Information Bank
BCARS = B.C. Archives and Records Service
CY = Calendar Year
FY = Fiscal Year
NA = Not Applicable
DE = Destruction
SR = Selective Retention by BCARS
FR = Full Retention by BCARS
w = week m = month y = year
PUR = Public Use Records
SO = Superseded or Obsolete

GS07:PROTORCS:94/07/07   Schedule 881036   ORCS/PROT   SECT. 1 - 43

A   SA   FD

51600 VISITS (Continued)

SR =   BCARS will retain all files documenting the visitor reception function of the Government of British Columbia for their cultural and historical research interest but may selectively destroy records within files which are not consistent with these values.

A = Active   CY = Calendar Year   DE = Destruction
SA = Semi-active   FY = Fiscal Year   SR = Selective Retention by BCARS
FD = Final Disposition   NA = Not Applicable   FR = Full Retention by BCARS
OPR = Office of Primary Responsibility   w = week   m = month   y = year
PIB = Personal Information Bank   PUR = Public Use Records
BCARS = B.C. Archives and Records Service   SO = Superseded or Obsolete

A   SA   FD

SECTION 3

INTERGOVERNMENTAL RELATIONS

PRIMARY NUMBERS

12000 - 12999

Section 3 covers records relating to the participation of the
Government of British Columbia in provincial and territorial, federal
and international conferences, meetings, symposia and seminars. It
also covers records relating to issues on the development, maintenance,
monitoring and inspection of various projects and programs of the
ministries of the Government of British Columbia in relationship to
provincial and territorial, federal and international governments and
organizations. An extensive reference section is included concerning
liaison activities between the Government of British Columbia and
governments and organizations of Canada, the United States of America
and other foreign countries.

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<u>A</u>   <u>SA</u>   <u>FD</u>

12000 – INTERGOVERNMENTAL RELATIONS – 12999

PRIMARY NUMBERS AND PRIMARY SUBJECTS

12000	INTERGOVERNMENTAL RELATIONS – GENERAL
12100	INTERGOVERNMENTAL CONFERENCES – GENERAL
12120	– FEDERAL-PROVINCIAL/TERRITORIAL
12140	– INTERNATIONAL
12160	– PROVINCIAL/TERRITORIAL
12500	INTERGOVERNMENTAL RELATIONS ISSUES – GENERAL
12510	– AGRICULTURAL
12520	– COMMUNICATIONS
12530	– CONSTITUTIONAL
12540	– CONSUMER
12550	– CORPORATE
12560	– CULTURAL
12570	– ECONOMIC
12580	– EDUCATIONAL
12590	– ENERGY
12600	– ENVIRONMENTAL
12610	– FINANCIAL
12620	– FISHERIES
12630	– FORESTRY
12640	– GOVERNMENT SERVICES
12650	– HEALTH
12660	– HIGHWAYS
12670	– HOUSING
12680	– IMMIGRATION
12690	– JOB TRAINING
12700	– JUSTICE
12710	– LABOUR
12720	– LANDS
12730	– MINES
12740	– MUNICIPAL
12750	– NATIVE

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<u>A</u>   <u>SA</u>   <u>FD</u>

12000 - INTERGOVERNMENTAL RELATIONS - 12999

PRIMARY NUMBERS AND PRIMARY SUBJECTS

(continued)
12760 INTERGOVERNMENTAL RELATIONS ISSUES - PARKS
12780   - POST-SECONDARY EDUCATION
12800   - PROCUREMENT
12810   - RECREATION AND LEISURE
12830   - SCIENCE AND TECHNOLOGY
12840   - SOCIAL
12860   - TOURISM
12870   - TRADE
12880   - TRANSPORTATION
12890   - WOMEN

12900 INTERGOVERNMENTAL RELATIONS REFERENCE - GENERAL
12920   - CANADA
12930   - INTERNATIONAL
12950   - UNITED STATES

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0318r:5018r:94/07/07   Schedule 881099   ORCS/PREM   SECT 3 - 3

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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	A	SA	FD

12000   INTERGOVERNMENTAL RELATIONS - GENERAL

Records relating to the general administration of
intergovernmental relations not shown elsewhere in
this section.

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

	A	SA	FD
Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for	SO	15y	FR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	SO	nil	DE

<u>Secondary categories</u>

		A	SA	FD
-00	Policy and procedures	SO	5y	FR
-01	General			
-20	Intergovernmental relations concerns (arrange by type of concern)			
-30	British Columbia House inquiries (arrange by name of requestor)	1y	nil	DE

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	<u>A</u>	<u>SA</u>	<u>FD</u>

12100 <u>INTERGOVERNMENTAL CONFERENCES - GENERAL</u>

Records relating to the participation of the Government of British Columbia in conferences, committee meetings, symposia, and seminars not shown elsewhere in this block. Includes schedules, pre-conference papers, briefs, reports and post-conference summaries.

For supplemental material, see the appropriate issues primary.

	A	SA	FD
Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for	5y	10y	FR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	<u>SO</u>	<u>nil</u>	<u>DE</u>

<u>Secondary categories</u>

		A	SA	FD
-00	Policy and procedures	SO	5y	FR
-01	General			
-20	General conference files (arrange alphabetically by conference name)			

A = Active   CY = Calendar Year   DE = Destruction
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<u>A</u>   <u>SA</u>   <u>FD</u>

12120   INTERGOVERNMENTAL CONFERENCES – FEDERAL-PROVINCIAL /TERRITORIAL

Records relating to the participation of the Government of British Columbia in conferences, committee meetings, symposia and seminars with the federal government and the provincial and territorial governments of Canada. Includes schedules, pre-conference papers, briefs, reports and post-conference summaries.

For records relating to provincial/territorial conferences exclusive of the federal government, see primary 12160.

For supplemental material, see the appropriate issues primary.

	A	SA	FD
Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for	5y	10y	FR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	SO	nil	DE

Secondary categories

	A	SA	FD
-00 Policy and procedures	SO	5y	FR
-01 General			
-20 Federal-provincial/territorial conference files (arrange alphanumerically by conference name)			

A = Active   CY = Calendar Year   DE = Destruction
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FD = Final Disposition NA = Not Applicable FR = Full Retention by BCARS
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	<u>A</u>	<u>SA</u>	<u>FD</u>

12140 <u>INTERGOVERNMENTAL CONFERENCES - INTERNATIONAL</u>

Records relating to the participation of the Government of British Columbia in international conferences, committee meetings, symposia, and seminars. Includes schedules, pre-conference papers, briefs, reports and post-conference summaries.

For supplemental material, see the appropriate issues primary.

	A	SA	FD
Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for	5y	10y	FR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	<u>SO</u>	<u>nil</u>	<u>DE</u>

<u>Secondary categories</u>

		A	SA	FD
-00	Policy and procedures	SO	5y	FR
-01	General			
-20	International conference files (arrange alphanumerically by conference name)			

A = Active   CY = Calendar Year   DE = Destruction
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FD = Final Disposition   NA = Not Applicable   FR = Full Retention by BCARS
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Page 180

0318r:5018r:94/07/07   Schedule 881099   ORCS/PREM SECT 3

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	<u>A</u>	<u>SA</u>	<u>FD</u>

12160 <u>INTERGOVERNMENTAL CONFERENCES – PROVINCIAL /TERRITORIAL</u>

Records relating to the participation of the Government of British Columbia in provincial and territorial conferences, committee meetings, symposia, and seminars, exclusive of the federal government. Includes schedules pre-conference papers, briefs, reports and post-conference summaries.

For records relating to provincial/territorial conferences including the federal government, see primary 12120.

For supplemental material, see the appropriate issues primary.

	A	SA	FD
Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for	5y	10y	FR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	<u>SO</u>	<u>nil</u>	<u>DE</u>

<u>Secondary categories</u>

		A	SA	FD
-00	Policy and procedures	SO	5y	FR
-01	General			
-20	Provincial/territorial conference files (arrange alphanumerically by conference name)			

A = Active
SA = Semi-active
FD = Final Disposition
OPR = Office of Primary Responsibility
PIB = Personal Information Bank
BCARS = B.C. Archives and Records Service

CY = Calendar Year
FY = Fiscal Year
NA = Not Applicable

DE = Destruction
SR = Selective Retention by BCARS
FR = Full Retention by BCARS
w = week   m = month   y = year
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	A	SA	FD

12500 INTERGOVERNMENTAL RELATIONS ISSUES - GENERAL

Records relating to issues, not shown elsewhere in this block.

	A	SA	FD
Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for	SO	15y	FR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	SO	nil	DE

Secondary categories

	A	SA	FD
-00 Policy and procedures	SO	15y	FR
-01 General			

-20   General issue files

/02   Legislative proposals.
/03   Government of Canada
/04   International governments
/05   Provincial/territorial governments
/06   United States federal and
          state governments
/07   Associations

(arrange alphabetically by issue within.
tertiary)

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0318r:5018r:94/07/07   Schedule 881099   ORCS/PREM   SECT 3

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assistance in implementing ORCS, contact your Records Officer.

	A	SA	FD

12510 INTERGOVERNMENTAL RELATIONS ISSUES – AGRICULTURAL

Records relating to issues on the development,
maintenance, monitoring and analysis of agricultural
policies and programs. Includes crop insurance,
regulated marketing and milk supply quotas.

	A	SA	FD
Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for	SO	15y	FR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	SO	nil	DE

Secondary categories

	A	SA	FD
-00 Policy and procedures	SO	15y	FR
-01 General			

-20   Agricultural issue files

/02   Legislative proposals
/03   Government of Canada
/04   International governments
/05   Provincial/territorial governments
/06   United States federal and
         state governments
/07   Associations

(arrange alphabetically by issue within
tertiary)

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	<u>A</u>	<u>SA</u>	<u>FD</u>

12520 <u>INTERGOVERNMENTAL RELATIONS ISSUES - COMMUNICATIONS</u>

Records relating to issues on the development,
maintenance, monitoring and analysis of
communications policies and programs. Includes
telecommunications and video teleconferencing.

For records relating to government
communications networks (i.e., PROVNET),
see <u>ARCS</u> primary 215.

Unless otherwise specified below, Intergovernmental
Relations as OPR retains these records for — SO — 15y — FR

All other offices in Office of the Premier, and
Executive Council with its committees and their
secretariats, retain these records for — <u>SO</u> — <u>nil</u> — <u>DE</u>

Secondary categories

-00 Policy and procedures — SO — 15y — FR
-01 General

-20 Communications issue files

/02 Legislative proposals
/03 Government of Canada
/04 International governments
/05 Provincial/territorial governments
/06 United States federal and
     state governments
/07 Associations

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	<u>A</u>	<u>SA</u>	<u>FD</u>

12530   <u>INTERGOVERNMENTAL RELATIONS ISSUES – CONSTITUTIONAL</u>

Records relating to issues on reforms to the
Canadian federal system, changes to the Constitution
of Canada, and on development, maintenance,
monitoring and analysis of federal/provincial,
inter-provincial and international agreements,
policies and programs. Includes maritime
boundaries, constitutionally protected language
rights and Senate reform.

	A	SA	FD
Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for	SO	15y	FR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	<u>SO</u>	<u>nil</u>	<u>DE</u>

<u>Secondary categories</u>

	A	SA	FD
-00 Policy and procedures	SO	15y	FR
-01 General			

-20   Constitutional issue files

    /02   Legislative proposals
    /03   Government of Canada
    /04   International governments
    /05   Provincial/territorial governments
    /06   United States federal and
              state governments
    /07   Associations

    (arrange alphabetically by issue within
    tertiary)

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0318r:5018r:94/07/07   Schedule 881099   ORCS/PREM   SEC 013-00042

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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	A	SA	FD

12540 INTERGOVERNMENTAL RELATIONS ISSUES - CONSUMER

Records relating to issues on the development,
maintenance, monitoring and analysis of consumer
oriented policies and programs. Includes
residential tenancy, regulation of cemeteries,
funerals and motor vehicle dealers.

	A	SA	FD
Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for	SO	15y	FR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	SO	nil	DE

Secondary categories

		A	SA	FD
-00	Policy and procedures	SO	15y	FR
-01	General			

-20   Consumer issue files

/02   Legislative proposals
/03   Government of Canada
/04   International governments
/05   Provincial/territorial governments
/06   United States federal and
         state governments
/07   Associations

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tertiary)

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Page 186
OOP-2013-00046
0318r:5018r:94/07/07   Schedule 881099   ORCS/PREM   SECT 3 - 13

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assistance in implementing ORCS, contact your Records Officer.

	A	SA	FD

12550 INTERGOVERNMENTAL RELATIONS ISSUES – CORPORATE

Records relating to issues on the development,
maintenance, monitoring and analysis of policies
and programs respecting corporations. Includes
corporate registration and financial institutions.

	A	SA	FD
Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for	SO	15y	FR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	SO	nil	DE

Secondary categories

		A	SA	FD
-00	Policy and procedures	SO	15y	FR
-01	General			
-20	Corporate issue files			

    /02   Legislative proposals
    /03   Government of Canada
    /04   International governments
    /05   Provincial/territorial governments
    /06   United States federal and
           state governments
    /07   Associations

(arrange alphabetically by issue within
tertiary)

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	A	SA	FD

12560 INTERGOVERNMENTAL RELATIONS ISSUES - CULTURAL

Records relating to issues on the development,
maintenance, monitoring and analysis of policies
and programs respecting culture and heritage.
Includes multiculturalism, museums and heritage
agreements.

	A	SA	FD
Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for	SO	15y	FR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	SO	nil	DE

Secondary categories

		A	SA	FD
-00	Policy and procedures	SO	15y	FR
-01	General			
-20	Cultural issue files			

/02   Legislative proposals
/03   Government of Canada
/04   International governments
/05   Provincial/territorial governments
/06   United States federal and
           state governments
/07   Associations

(arrange alphabetically by issue within
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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	<u>A</u>	<u>SA</u>	<u>FD</u>

12570 <u>INTERGOVERNMENTAL RELATIONS ISSUES – ECONOMIC</u>

Records relating to issues on the development, maintenance, monitoring and analysis of the business and venture capital and economic policies and programs within British Columbia. Includes business development, regional development agreements and economic union.

	A	SA	FD
Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for	SO	15y	FR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	<u>SO</u>	<u>nil</u>	<u>DE</u>

<u>Secondary categories</u>

		A	SA	FD
-00	Policy and procedures	SO	15y	FR
-01	General			
-20	Economic issue files			

      /02 Legislative proposals
      /03 Government of Canada
      /04 International governments
      /05 Provincial/territorial governments
      /06 United States federal and
            state governments
      /07 Associations

(arrange alphabetically by issue within tertiary)

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SA = Semi-active
FD = Final Disposition
OPR = Office of Primary Responsibility
PIB = Personal Information Bank
BCARS = B.C. Archives and Records Service

CY = Calendar Year
FY = Fiscal Year
NA = Not Applicable
Responsibility

DE = Destruction
SR = Selective Retention by BCARS
FR = Full Retention by BCARS
w = week m = month y = year
PUR = Public Use Records
SO = Superseded or Obsolete

0318r:5018r:94/07/07   Schedule 881099   ORCS/PREM SEC7013-00046

Page 189

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<u>assistance in implementing ORCS, contact your Records Officer.</u>

			<u>A</u>	<u>SA</u>	<u>FD</u>

12580 <u>INTERGOVERNMENTAL RELATIONS ISSUES – EDUCATIONAL</u>

Records relating to issues on the development,
maintenance, monitoring and analysis of educational
policies and programs (K-12). Includes native
education, minority language education and English
as a Second Language.

	A	SA	FD
Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for	SO	15y	FR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	<u>SO</u>	<u>nil</u>	<u>DE</u>

<u>Secondary categories</u>

		A	SA	FD
-00	Policy and procedures	SO	15y	FR
-01	General			

-20   Educational issue files

/02   Legislative proposals
/03   Government of Canada
/04   International governments
/05   Provincial/territorial governments
/06   United States federal and
            state governments
/07   Associations

(arrange alphabetically by issue within
tertiary)

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assistance in implementing ORCS, contact your Records Officer.

	A	SA	FD

12590 INTERGOVERNMENTAL RELATIONS ISSUES – ENERGY

Records relating to issues on the development,
maintenance, monitoring and analysis of energy
policies and programs. Includes hydro-electricity,
natural gas and mineral development.

	A	SA	FD
Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for	SO	15y	FR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	SO	nil	DE

Secondary categories

		A	SA	FD
-00	Policy and procedures	SO	15y	FR
-01	General			

-20 Energy issue files

    /02 Legislative proposals
    /03 Government of Canada
    /04 International governments
    /05 Provincial/territorial governments
    /06 United States federal and
            state governments
    /07 Associations

    (arrange alphabetically by issue within
    tertiary)

A = Active CY = Calendar Year DE = Destruction
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0318r:5018r:94/07/07 Schedule 881099 ORCS/PREM Page 191

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	<u>A</u>	<u>SA</u>	<u>FD</u>

12600 <u>INTERGOVERNMENTAL RELATIONS ISSUES – ENVIRONMENTAL</u>

Records relating to issues on the development, maintenance, monitoring and analysis of environmental policies and programs. Includes air quality, waste and water management and environmental cooperation.

	A	SA	FD
Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for	SO	15y	FR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	<u>SO</u>	<u>nil</u>	<u>DE</u>

<u>Secondary categories</u>

		A	SA	FD
-00	Policy and procedures	SO	15y	FR
-01	General			

-20 Environmental issue files

    /02   Legislative proposals
    /03   Government of Canada
    /04   International governments
    /05   Provincial/territorial governments
    /06   United States federal and
            state governments
    /07   Associations

(arrange alphabetically by issue within tertiary)

A = Active   CY = Calendar Year   DE = Destruction
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Page 192
OOP-2013-00046
0318r:5018r:94/07/07   Schedule 881099   ORCS/PREM   SECT 3 – 19

This records schedule is approved in accordance with the <u>Document Disposal Act</u> (RSBC 1979, c. 95). It constitutes authority for retention and disposition of the records described herein provided <u>ORCS</u> has been implemented according to standards approved by the British Columbia Archives and Records Service. For <u>assistance in implementing ORCS, contact your Records Officer.</u>

	<u>A</u>	<u>SA</u>	<u>FD</u>

12610 <u>INTERGOVERNMENTAL RELATIONS ISSUES – FINANCIAL</u>

Records relating to issues on the development, maintenance, monitoring and analysis of revenue generating and other financial policies and programs. Includes taxation, offloading and fiscal arrangements.

	A	SA	FD
Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for	SO	15y	FR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	<u>SO</u>	<u>nil</u>	<u>DE</u>

<u>Secondary categories</u>

		A	SA	FD
-00	Policy and procedures	SO	15y	FR
-01	General			
-20	Financial issue files			

        /02   Legislative proposals
        /03   Government of Canada
        /04   International governments
        /05   Provincial/territorial governments
        /06   United States federal and
                    state governments
        /07   Associations

        (arrange alphabetically by issue within tertiary)

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	A	SA	FD

12620 INTERGOVERNMENTAL RELATIONS ISSUES – FISHERIES

Records relating to issues on the development, maintenance, monitoring and analysis of fisheries policies, programs and resources. Includes aquaculture, fisheries management and driftnet fishing.

	A	SA	FD
Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for	SO	15y	FR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	SO	nil	DE

Secondary categories

		A	SA	FD
-00	Policy and procedures	SO	15y	FR
-01	General			

-20   Fisheries issue files

    /02   Legislative proposals
    /03   Government of Canada
    /04   International governments
    /05   Provincial/territorial governments
    /06   United States federal and
           state governments
    /07   Associations

(arrange alphabetically by issue within tertiary)

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	A	SA	FD

12630   INTERGOVERNMENTAL RELATIONS ISSUES - FORESTRY

Records relating to issues on the development, maintenance, monitoring and analysis of forestry policies, programs and resources. Includes silviculture and forest management.

	A	SA	FD
Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for	SO	15y	FR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	SO	nil	DE

Secondary categories

		A	SA	FD
-00	Policy and procedures	SO	15y	FR
-01	General			

-20	Forestry issue files

/02   Legislative proposals
/03   Government of Canada
/04   International governments
/05   Provincial/territorial governments
/06   United States federal and
           state governments
/07   Associations

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	<u>A</u>	<u>SA</u>	<u>FD</u>

12640 <u>INTERGOVERNMENTAL RELATIONS ISSUES – GOVERNMENT SERVICES</u>

Records relating to issues on the development, maintenance, monitoring and analysis of policies and programs respecting services provided to government. Includes protocol and superannuation.

	A	SA	FD
Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for	SO	15y	FR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	<u>SO</u>	<u>nil</u>	<u>DE</u>

<u>Secondary categories</u>

	A	SA	FD
-00 Policy and procedures	SO	15y	FR
-01 General			

-20 Government services issue files

    /02   Legislative proposals
    /03   Government of Canada
    /04   International governments
    /05   Provincial/territorial governments
    /06   United States federal and
            state governments
    /07   Associations

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Page 196

0318r:5018r:94/07/07   Schedule 881099   ORCS/PREM   SECT 3 - 23

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	A	SA	FD

12650   INTERGOVERNMENTAL RELATIONS ISSUES - HEALTH

Records relating to issues on the development, maintenance, monitoring and analysis of health policies and programs. Includes mental health, long-term care and nutrition.

	A	SA	FD
Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for	SO	15y	FR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	SO	nil	DE

Secondary categories

		A	SA	FD
-00	Policy and procedures	SO	15y	FR
-01	General			

-20   Health issue files

/02   Legislative proposals
/03   Government of Canada
/04   International governments
/05   Provincial/territorial governments
/06   United States federal and
          state governments
/07   Associations

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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	A	SA	FD

12660 INTERGOVERNMENTAL RELATIONS ISSUES – HIGHWAYS

Records relating to issues on the development, maintenance, monitoring and analysis of highway policies and programs. Includes national highway policy.

	A	SA	FD
Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for	SO	15y	FR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	SO	nil	DE

Secondary categories

	A	SA	FD
-00 Policy and procedures	SO	15y	FR
-01 General			

-20 Highway issue files

```
/02   Legislative proposals
/03   Government of Canada
/04   International governments
/05   Provincial/territorial governments
/06   United States federal and
         state governments
/07   Associations
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Page 198
OOP-2013-00046
0318r:5018r:94/07/07   Schedule 881099   ORCS/PREM SECT 3 - 25

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	A	SA	FD

12670 INTERGOVERNMENTAL RELATIONS ISSUES - HOUSING

Records relating to issues on the development, maintenance, monitoring and analysis of housing policies and programs. Includes seniors' housing and low-income housing.

	A	SA	FD
Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for	SO	15y	FR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	SO	nil	DE

Secondary categories

	A	SA	FD
-00 Policy and procedures	SO	15y	FR
-01 General			

-20   Housing issue files

        /02   Legislative proposals
        /03   Government of Canada
        /04   International governments
        /05   Provincial/territorial governments
        /06   United States federal and
                  state governments
        /07   Associations

        (arrange alphabetically by issue within
        tertiary)

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0318r:5018r:94/07/07   Schedule 881099   ORCS/PREM   SECT20-33-0026

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	<u>A</u>	<u>SA</u>	<u>FD</u>

12680 INTERGOVERNMENTAL RELATIONS ISSUES - IMMIGRATION

Records relating to issues on the development, maintenance, monitoring and analysis of immigration policies, programs and agreements. Includes business immigrants, refugees and settlement issues.

	A	SA	FD
Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for	SO	15y	FR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	<u>SO</u>	<u>nil</u>	<u>DE</u>

<u>Secondary categories</u>

	A	SA	FD
-00 Policy and procedures	SO	15y	FR
-01 General			
-20 Immigration issue files			

      /02   Legislative proposals
      /03   Government of Canada
      /04   International governments
      /05   Provincial/territorial governments
      /06   United States federal and
             state governments
      /07   Associations

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Page 200

0318r:5018r:94/07/07   Schedule 881099   ORCS/PREM   SECT 3 - 27
QOP-2013-00046

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the records described herein provided ORCS has been implemented according to
standards approved by the British Columbia Archives and Records Service. For
assistance in implementing ORCS, contact your Records Officer.

	A	SA	FD

12690 INTERGOVERNMENTAL RELATIONS ISSUES – JOB TRAINING

Records relating to issues on the development,
maintenance, monitoring and analysis of job training
policies, programs and agreements. Includes labour
market matters, vocational rehabilitation and the
Labour Market Training Board.

	A	SA	FD
Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for	SO	15y	FR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	SO	nil	DE

Secondary categories

		A	SA	FD
-00	Policy and procedures	SO	15y	FR
-01	General			
-20	Job training issue files			

    /02   Legislative proposals
    /03   Government of Canada
    /04   International governments
    /05   Provincial/territorial governments
    /06   United States federal and
             state governments
    /07   Associations

(arrange alphabetically by issue within
tertiary)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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standards approved by the British Columbia Archives and Records Service. For
<u>assistance in implementing ORCS, contact your Records Officer.</u>

	<u>A</u>	<u>SA</u>	<u>FD</u>

12700 INTERGOVERNMENTAL RELATIONS ISSUES - JUSTICE

Records relating to issues on the development,
maintenance, monitoring and analysis of policies,
programs and services regarding the administration
of justice and other matters pertaining to
contemporary legal issues. Includes criminal
justice, police services and human rights.

Unless otherwise specified below, Intergovernmental
Relations as OPR retains these records for — SO — 15y — FR

All other offices in Office of the Premier, and
Executive Council with its committees and their
secretariats, retain these records for — <u>SO</u> — <u>nil</u> — <u>DE</u>

<u>Secondary categories</u>

-00 Policy and procedures — SO — 15y — FR
-01 General

-20 Justice issue files

/02 Legislative proposals
/03 Government of Canada
/04 International governments
/05 Provincial/territorial governments
/06 United States federal and
        state governments
/07 Associations

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tertiary)

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assistance in implementing ORCS, contact your Records Officer.

	A	SA	FD

12710   INTERGOVERNMENTAL RELATIONS ISSUES – LABOUR

Records relating to issues on the development,
maintenance, monitoring and analysis of labour
policies and programs. Includes pay equity,
employment standards and minimum wage.

	A	SA	FD
Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for	SO	15y	FR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	SO	nil	DE

Secondary categories

		A	SA	FD
-00	Policy and procedures	SO	15y	FR
-01	General			

-20   Labour issue files

/02   Legislative proposals
/03   Government of Canada
/04   International governments
/05   Provincial/territorial governments
/06   United States federal and
        state governments
/07   Associations

(arrange alphabetically by issue within
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	A	SA	FD

12720   INTERGOVERNMENTAL RELATIONS ISSUES – LANDS

Records relating to issues on the development, maintenance, monitoring and analysis of policies and programs respecting the allocation and utilization of Crown lands (excluding Crown forest and Crown park lands). Includes agricultural lands, surveys and resource mapping and sale of Crown lands.

	A	SA	FD
Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for	SO	15y	FR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	SO	nil	DE

Secondary categories

	A	SA	FD
-00 Policy and procedures	SO	15y	FR
-01 General			

-20   Lands issue files

        /02   Legislative proposals
        /03   Government of Canada
        /04   International governments
        /05   Provincial/territorial governments
        /06   United States federal and
                  state governments
        /07   Associations

        (arrange alphabetically by issue within
        tertiary)

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	A	SA	FD

12730 INTERGOVERNMENTAL RELATIONS ISSUES - MINES

Records relating to issues on the development, maintenance, monitoring and analysis of policies and programs respecting mines. Includes mineral resources, Dominion Coal Block and Windy Craggy Mine.

Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for

	A	SA	FD
Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for	SO	15y	FR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	SO	nil	DE

Secondary categories

	A	SA	FD
-00 Policy and procedures	SO	15y	FR
-01 General			

-20   Mines issue files

      /02   Legislative proposals
      /03   Government of Canada
      /04   International governments
      /05   Provincial/territorial governments
      /06   United States federal and
             state governments
      /07   Associations

(arrange alphabetically by issue within tertiary)

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	A	SA	FD

12740 INTERGOVERNMENTAL RELATIONS ISSUES - MUNICIPAL

Records relating to issues on the development, maintenance, monitoring and analysis of policies and programs respecting municipal governments. Includes urban initiatives and municipal infrastructure.

	A	SA	FD
Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for	SO	15y	FR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	SO	nil	DE

Secondary categories

	A	SA	FD
-00 Policy and procedures	SO	15y	FR
-01 General			

-20 Municipal issue files

/02 Legislative proposals
/03 Government of Canada
/04 International governments
/05 Provincial/territorial governments
/06 United States federal and
         state governments
/07 Associations

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	A	SA	FD

12750 INTERGOVERNMENTAL RELATIONS ISSUES - NATIVE

Records relating to issues on the development, maintenance, monitoring and analysis of native policies and programs. Includes native land claims.

	A	SA	FD
Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for	SO	15y	FR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	SO	nil	DE

Secondary categories

		A	SA	FD
-00	Policy and procedures	SO	15y	FR
-01	General			

-20   Native issue files

/02   Legislative proposals
/03   Government of Canada
/04   International governments
/05   Provincial/territorial governments
/06   United States federal and
          state governments
/07   Associations

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0318r:5018r:94/07/07   Schedule 881099   ORCS/PREM   ORC-013-00049

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	<u>A</u>	<u>SA</u>	<u>FD</u>

12760   <u>INTERGOVERNMENTAL RELATIONS ISSUES – PARKS</u>

Records relating to issues on the development, maintenance, monitoring and analysis of policies and programs respecting Crown parks. Includes national parks policy and South Moresby Park.

	A	SA	FD
Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for	SO	15y	FR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	<u>SO</u>	<u>nil</u>	<u>DE</u>

<u>Secondary categories</u>

		A	SA	FD
-00	Policy and procedures	SO	15y	FR
-01	General			

-20   Parks issue files

    /02   Legislative proposals
    /03   Government of Canada
    /04   International governments
    /05   Provincial/territorial governments
    /06   United States federal and
              state governments
    /07   Associations

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0318r:5018r:94/07/07   Schedule 881099   ORCS/PREM   SECT 3 – 35

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	<u>A</u>	<u>SA</u>	<u>FD</u>

12780   <u>INTERGOVERNMENTAL RELATIONS ISSUES - POST-SECONDARY EDUCATION</u>

Records relating to issues on the development, maintenance, monitoring and analysis of post-secondary educational policies and programs. Includes distance education, universities, colleges and institutes.

	A	SA	FD
Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for	SO	15y	FR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	<u>SO</u>	<u>nil</u>	<u>DE</u>

<u>Secondary categories</u>

		A	SA	FD
-00	Policy and procedures	SO	15y	FR
-01	General			

-20   Post-secondary education issue files

        /02   Legislative proposals
        /03   Government of Canada
        /04   International governments
        /05   Provincial/territorial governments
        /06   United States federal and
                state governments
        /07   Associations

        (arrange alphabetically by issue within tertiary)

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0318r:5018r:94/07/07   Schedule 881099   ORCS/PREM   Page 209

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	A	SA	FD

12800   INTERGOVERNMENTAL RELATIONS ISSUES – PROCUREMENT

Records relating to issues on the development maintenance, monitoring and analysis of procurement policies and programs. Includes inter-provincial trade barriers, major Crown projects and the Western Procurement Initiative.

	A	SA	FD
Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for	SO	15y	FR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	SO	nil	DE

Secondary categories

	A	SA	FD
-00 Policy and procedures	SO	15y	FR
-01 General			

-20   Procurement issue files

    /02   Legislative proposals
    /03   Government of Canada
    /04   International governments
    /05   Provincial/territorial governments
    /06   United States federal and
           state governments
    /07   Associations

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0318r:5018r:94/07/07   Schedule 881099   ORCS/PREM   SECT 3 - 37

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	A	SA	FD

12810 INTERGOVERNMENTAL RELATIONS ISSUES - RECREATION AND LEISURE

Records relating to issues on the development, maintenance, monitoring and analysis of recreational policies and programs. Includes outdoor recreational safety, sports, and contacts with provincial, federal and international sports associations such as the Canadian Olympic Association.

	A	SA	FD
Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for	SO	15y	FR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	SO	nil	DE

Secondary categories

		A	SA	FD
-00	Policy and procedures	SO	15y	FR
-01	General			

-20   Recreation and leisure issue files

/02   Legislative proposals
/03   Government of Canada
/04   International governments
/05   Provincial/territorial governments
/06   United States federal and
         state governments
/07   Associations

(arrange alphabetically by issue within tertiary)

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	<u>A</u>	<u>SA</u>	<u>FD</u>

12830 <u>INTERGOVERNMENTAL RELATIONS ISSUES – SCIENCE AND TECHNOLOGY</u>

Records relating to issues on the development maintenance, monitoring and analysis of scientific and technological policies, programs and projects. Includes the Earth Environment Space Initiative (EESI) project, Herzberg Institute of Astrophysics and KAON.

	A	SA	FD
Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for	SO	15y	FR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	<u>SO</u>	<u>nil</u>	<u>DE</u>

<u>Secondary categories</u>

		A	SA	FD
-00	Policy and procedures	SO	15y	FR
-01	General			

-20 Science and technology issue files

    /02   Legislative proposals
    /03   Government of Canada
    /04   International governments
    /05   Provincial/territorial governments
    /06   United States federal and
           state governments
    /07   Associations

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	A	SA	FD

12840 INTERGOVERNMENTAL RELATIONS ISSUES - SOCIAL

Records relating to issues on the development, maintenance, monitoring and analysis of social services, policies, and programs. Includes unemployment, child care, and income assistance.

	A	SA	FD
Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for	SO	15y	FR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	SO	nil	DE

Secondary categories

		A	SA	FD
-00	Policy and procedures	SO	15y	FR
-01	General			

-20   Social issue files

/02   Legislative proposals
/03   Government of Canada
/04   International governments
/05   Provincial/territorial governments
/06   United States federal and
          state governments
/07   Associations

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0318r:5018r:94/07/07   Schedule 881099   ORCS/PREM   Page 213 SOC-013-000440

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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	<u>A</u>	<u>SA</u>	<u>FD</u>

12860   <u>INTERGOVERNMENTAL RELATIONS ISSUES – TOURISM</u>

Records relating to issues on the development,
maintenance, monitoring and analysis of tourism
policies and programs. Includes tourism marketing.

	A	SA	FD
Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for	SO	15y	FR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	<u>SO</u>	<u>nil</u>	<u>DE</u>

<u>Secondary categories</u>

		A	SA	FD
-00	Policy and procedures	SO	15y	FR
-01	General			

-20   Tourism issue files

   /02   Legislative proposals
   /03   Government of Canada
   /04   International governments
   /05   Provincial/territorial governments
   /06   United States federal and
            state governments
   /07   Associations

(arrange alphabetically by issue within
tertiary)

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Page 214
OOP-2013-00046
0318r:5018r:94/07/07   Schedule 881099   ORCS/PREM   SECT 3 – 41

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assistance in implementing ORCS, contact your Records Officer.

	A	SA	FD

12870 INTERGOVERNMENTAL RELATIONS ISSUES – TRADE

Records relating to issues on the development,
maintenance, monitoring and analysis of trade
policies and programs. Includes overseas trade
offices, trade agreements and export policies.

	A	SA	FD
Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for	SO	15y	FR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	SO	nil	DE

Secondary categories

	A	SA	FD
-00 Policy and procedures	SO	15y	FR
-01 General			

-20   Trade issue files

    /02   Legislative proposals
    /03   Government of Canada
    /04   International governments
    /05   Provincial/territorial governments
    /06   United States federal and
               state governments
    /07   Associations

(arrange alphabetically by issue within
tertiary)

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	A	SA	FD

12880   INTERGOVERNMENTAL RELATIONS ISSUES – TRANSPORTATION

Records relating to issues on the development, maintenance, monitoring and analysis of transportation policies and programs. Includes air bilateral agreements, port development strategy and railways.

Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for   SO   15y   FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for   SO   nil   DE

Secondary categories

-00   Policy and procedures   SO   15y   FR
-01   General

-20   Transportation issue files

      /02   Legislative proposals
      /03   Government of Canada
      /04   International governments
      /05   Provincial/territorial governments
      /06   United States federal and
                  state governments
      /07   Associations

      (arrange alphabetically by issue within
      tertiary)

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0318r:5018r:94/07/07   Schedule 881099   ORCS/PREM   SEC 13 000443

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	<u>A</u>	<u>SA</u>	<u>FD</u>

12890 <u>INTERGOVERNMENTAL RELATIONS ISSUES – WOMEN</u>

Records relating to issues on the development, maintenance, monitoring and analysis of policies and programs respecting women's issues.

	A	SA	FD
Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for	SO	15y	FR
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	<u>SO</u>	<u>nil</u>	<u>DE</u>

<u>Secondary categories</u>

	A	SA	FD
-00 Policy and procedures	SO	15y	FR
-01 General			

-20   Women's issue files

      /02   Legislative proposals
      /03   Government of Canada
      /04   International governments
      /05   Provincial/territorial governments
      /06   United States federal and
               state governments
      /07   Associations

(arrange alphabetically by issue within tertiary)

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	<u>A</u>	<u>SA</u>	<u>FD</u>

12900 <u>INTERGOVERNMENTAL RELATIONS REFERENCE – GENERAL</u>

Records relating to liaison activities between the Government of British Columbia and other organizations not shown in this block. Includes exchange of information, notifications and inquiries.

For specific background material, see the appropriate issues primary.

	A	SA	FD
Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for	SO	nil	DE
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	<u>SO</u>	<u>nil</u>	<u>DE</u>

<u>Secondary categories</u>

		A	SA	FD
-00	Policy and procedures	SO	5y	FR
-01	General			
-20	General reference files			

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	<u>A</u>	<u>SA</u>	<u>FD</u>

12920 <u>INTERGOVERNMENTAL RELATIONS REFERENCE – CANADA</u>

Records relating to liaison activities between the Government of British Columbia and the federal government, other provincial and territorial governments and organizations. Includes exchange of information, sources of information, notifications and inquiries.

For specific background material, see the appropriate issues primary.

	A	SA	FD
Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for	SO	nil	DE
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	<u>SO</u>	<u>nil</u>	<u>DE</u>

<u>Secondary categories</u>

	A	SA	FD
-00 Policy and procedures	SO	5y	FR
-01 General			
-20 Canada reference files			

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Page 219
0318r:5018r:94/07/07   Schedule 881099   ORCS/PREM   SECT 3-0046

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<u>A</u>   <u>SA</u>   <u>FD</u>

12930   <u>INTERGOVERNMENTAL RELATIONS REFERENCE – INTERNATIONAL</u>

Records relating to liaison activities between the
Government of British Columbia and foreign
governments and organizations. Includes exchange of
information, sources of information, notifications
and inquiries.

For United States reference, see primary 12950.

For specific background material, see the
       appropriate issues primary.

Unless otherwise specified below, Intergovernmental
Relations as OPR retains these records for   SO   nil   DE

All other offices in Office of the Premier, and
Executive Council with its committees and their
secretariats, retain these records for   <u>SO</u>   <u>nil</u>   <u>DE</u>

<u>Secondary categories</u>

-00   Policy and procedures   SO   5y   FR
-01   General

-20   International reference files

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		<u>A</u>	<u>SA</u>	<u>FD</u>

12950 INTERGOVERNMENTAL RELATIONS REFERENCE – UNITED STATES

Records relating to liaison activities between the Government of British Columbia and United States of America federal and state governments and organizations. Includes exchange of information, sources of information, notifications and inquiries.

For specific background material, see the appropriate issues primary.

	A	SA	FD
Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for	SO	nil	DE
All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for	<u>SO</u>	<u>nil</u>	<u>DE</u>

<u>Secondary categories</u>

		A	SA	FD
-00	Policy and procedures	SO	5y	FR
-01	General			
-20	United States reference files			

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BCARS = B.C. Archives and Records Service		SO = Superseded or Obsolete